

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL
FEBRUARY 25, 2019 @ 7:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE
NUMBER**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

DISCLOSURE OF PECUNIARY INTEREST

O ' CANADA

RECESS TO MOVE INTO PUBLIC MEETING

Committee of Adjustment – EBM Farms Inc.

RESUME REGULAR MEETING OF COUNCIL

ADOPTION OF MINUTES OF COUNCIL

- Regular Council Meeting of February 11, 2019 001

BUSINESS ARISING

1. GRCA Presentation – follow up regarding gauge station 007
2. Appointment to Ausable, Bayfield, Maitland Valley Source Protection Committee 008
3. Sale of Land to Reid being Parts 1 and 2 on Reference Plan 60R-2883 known as 100 Mill Street 009
4. Correspondence dated February 13, 2019 from Vic Fedeli, Minister of Finance, providing an update on 2019 Ontario Municipal Partnership Fund (OMPF) 011

ITEMS FOR CONSIDERATION

1. MINUTES
 - a. Recreation & Culture Committee, February 19, 2019 013
 - b. Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee, February 19, 2019 018
 - c. Maitland Valley Conservation Authority, General Membership Meeting #10/18, December 19, 2018 021
 - d. Saugeen Valley Conservation Authority, Annual Meeting, January 15, 2019 027
2. PLANNING
 - a. County of Wellington Planning Committee Report regarding Amendment 1 to the Growth Plan, 2017 040
3. FINANCE
 - a. Report TR 2019-002 being a report on policy pertaining to Township Reserves and Reserve Funds 044
 - b. Report TR 2019-003 being a report on 2018 Council Remuneration 061
 - c. Cheque Distribution Report, February 19, 2019 064
4. FIRE
 - a. Communiqué No. 63, January 2019 067

5. OPERATIONS

- a. Report OPS 2019-001 being a report on the Township's 2018 Drinking Water Systems Annual and Summary Report 072

6. ADMINISTRATION

- a. Report CLK 2019-005 being a report on Council Member Parental Leave Policy 107
- b. Report CLK 2019-011 being a report on tree canopy and natural vegetation protection and enhancement 111
- c. Report CLK 2019-012 being a report on the Procedure By-law 124
- d. Report CLK 2019-013 being a report on appointment of an Alternate Upper Tier Member of Council 143
- e. Report CLK 2019-014 being a report on Council Staff Relations Policy 148
- f. Report CLK 2019-015 being a report on Council Code of Conduct Policy 154

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

BY-LAWS

- a. By-law Number 016-19 being a by-law to authorize a Community Improvement Plan in the Township of Wellington North 156
- b. By-law Number 017-19 being a by-law to amend By-law Number 10-08, a by-law to regulate traffic in the Township of Wellington North 241
- c. By-law Number 018-19 being a by-law to establish a Code of Conduct for Members of Council of the Township of Wellington North 242
- d. By-law Number 019-19 being a by-law to adopt a budget including estimates of all sums required during 2019 for operating and capital, for purposes of the municipality 249
- e. By-law Number 020-19 being a by-law to repeal superseded by-laws 252
- f. By-law Number 021-19 being a by-law to repeal By-law 099-18 being a by-law to authorize the sale of real property (Parts 1 and 2 on Reference Plan 60R-2883 known as 100 Mill Street) to Margaret Reid 253

CONFIRMATORY BY-LAW NUMBER 022-19 254

ADJOURNMENT

MEETINGS, NOTICES, ANNOUNCEMENTS

Minto, Mapleton, Wellington North Joint Economic Development Meeting - Harriston Community Centre	March 6, 2019	5:30 p.m. – 8:00 p.m.
Regular Council Meeting	March 11, 2019	2:00 p.m.
Cultural Roundtable	March 21, 2019	12:00 p.m.
Regular Council Meeting	March 25, 2019	7:00 p.m.
Wellington North Showcase Business Networking Reception – Mount Forest & District Sports Complex	March 25, 2019	4:30 p.m. to 7:00 p.m.
Wellington North Showcase “Open to the Public” - Mount Forest & District Sports Complex	March 26, 2019	1:30 p.m. to 7:00 p.m.

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

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

- Kitchener location – 1-855-656-3748

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

- 3.1) *A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:*
1. *The meeting is held for the purpose of educating or training the members.*
 2. *At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).*
1. *Municipal Property Assessment Corporation*
 2. **REVIEW OF CLOSED SESSION MINUTES**
 - a. *January 14, 2019*

CARRIED

Resolution 2019-032

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 1:44 p.m.

CARRIED

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

Resolution 2019-033

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of Township of Wellington North approve the Closed Meeting Minutes of January 14, 2019.

CARRIED

O'CANADA

PRESENTATIONS

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

Karen Armstrong, Deputy CAO, presented the 2019 draft budget and information including the Grand River Watershed statistics, challenges, GRCA Strategic Priorities 2019 – 2021.

ADOPTION OF MINUTES OF COUNCIL

Resolution 2019-034

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the minutes of the Regular Meeting of Council held on February 4, 2019 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM MINUTES OF COUNCIL

No business arising from minutes of Council.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

No Items were identified for separate discussion.

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**Resolution 2019-035**

Moved: Councillor Burke

Seconded: Councillor Yake

THAT all items listed under Items for Consideration on the February 11, 2019 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

1. **BUILDING**

a. *Report CBO 2019-02 building Permit Review Period Ending January 31, 2019 be received*

2. **FINANCE**

a. *Cheque Distribution Report, February 6, 2019 be received*

3. **ADMINISTRATION**

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

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

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B139/18 as presented with the following conditions:

- *THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*
- *THAT the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;*

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

b. Report CLK 2019-009 being a report on Consent Application B139-18 known as B148-18 known as Part Lot 12, Concession 3, formerly Arthur Twp, now the Township of Wellington North

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

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B148/18 as presented with the following conditions:

- THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;
- THAT a Parkland dedication fee be paid (\$1,000 in 2019)
- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;
- THAT the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;

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

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

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

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B137/18 as presented with the following conditions:

- THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;
- THAT a Parkland dedication fee be paid (\$1,000 in 2019)
- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;
- THAT the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;

- *THAT the retained lands be rezoned to restrict the residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department.*

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

- d. *Report CLK 2019-010 being a report on cemetery fees and charges*

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

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

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

4. COUNCIL

- a. *Rhys Luxton, correspondence dated January 25, 2019, thank you for scholarship be received*

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION

No items were identified for separate discussion.

NOTICE OF MOTION

No Notice of Motion tabled

COMMUNITY GROUP MEETING PROGRAM REPORT

Mayor Lennox announced:

- He attended the Kick Off meeting for Bowl for Big Brothers Big Sisters. Pledge sheets are available for those wishing to participate.
- The meeting with the Arthur Optimist Club last week was cancelled due to weather.

Councillor Yake provided an update on the Louise Marshall Hospital Emergency Department and Ambulatory Care Redevelopment. The project should be going to tender soon.

BY-LAWS**Resolution 2019-036**

Moved: Councillor Burke

Seconded: Councillor Yake

THAT By-law Number 014-19 being a by-law to amend By-law 106-18 being a by-law to establish the fees and charges for various services provided by the municipality be read a First, Second and Third time and enacted. (Cemetery)

CARRIED

CONFIRMATORY BY-LAW**Resolution 2019-037**

Moved: Councillor Burke

Seconded: Councillor Yake

THAT By-law Number 015-19 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on February 11, 2019 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT**Resolution 2019-038**

Moved: Councillor Yake

Seconded: Councillor Burke

THAT the Regular Council meeting of February 11, 2019 be adjourned at 2:28 p.m.

CARRIED

CLERK

MAYOR

From: Karen Armstrong
Sent: February-20-19 8:08 AM
To: Karren Wallace
Subject: GRCA Presentation - follow-up

Hi Karren,

My apologies for the delay on this response from the question at the Council presentation last Monday. Dwight Boyd, our Director of Engineering, has provided the following information:

The gauge station they are referring to is owned by the Township of Wellington North and is part of the infrastructure associated with the Arthur sewage treatment plant.

In the past GRCA has assisted the Township with developing an updated rating curve and general maintenance of the stilling well.

The current gauge is located upstream of the sewage treatment plant discharge location. In past discussions with the Township, relocating the gauge downstream of the current location was discussed. Relocating the gauge could improve the stability of the rating curve and estimated flows from this gauge. I believe it was left that the Township would consider relocating the gauge as part of the sewage treatment plant upgrades.

The GRCA is willing to work with the Township to install data logging equipment that could provide up to date information. Currently the Township hosts a GRCA tipping bucket rain gauge and air temperature gauge at one of the Townships pumping station in the community of Arthur. The intent would be to consolidate the location of the rain gauge with the stream gauge to provide real-time air temperature, rainfall, stream level and estimated stream flow.

Mark Anderson has worked closely with Township staff as part of the Waste Water Optimization program. Mark is currently on holidays returning February 27th. Once Mark is back from holidays we can arrange a follow up with Township staff to discuss the stream gauge at the Arthur sewage treatment plant.

If there are any additional questions or if I can be of further assistance, please let me know.

Thanks,
Karen

Karen Armstrong
Deputy CAO, Secretary-Treasurer
Grand River Conservation Authority | 400 Clyde Road, P.O. Box 729, Cambridge ON N1R 5W6
519-621-2763 x2205

From: Mary Lynn MacDonald [<mailto:mmacdonald@abca.ca>]
Sent: February-08-19 3:12 PM
To: Karren Wallace; Carol Watson; Annilene McRobb; Barb Schellenberger; pberfelz@northperth.ca; Theresa Campbell (tcampbell@pertheast.ca)
Subject: RE: Municipal Representative to the Ausable Bayfield Maitland Valley Source Protection

Hello Everyone,

I just got off the phone with Allan Rothwell, North Perth councilor and he has agreed to stand as the Source Protection committee Representative for the East Municipal grouping.

Several of you have responded that you have no interest from your councilors to participate in the committee. If everyone is in agreement with Allan's appointment, could you please let Pat know and then if a motion could be made at the next North Perth council meeting and forwarded to me, we will have the job done.

Mary Lynn

Mary Lynn MacDonald

Co-DWSP Program Supervisor/Risk Management Official

Ausable Bayfield Maitland Valley Source Protection Region

71108 Morrison Line, RR 3 Exeter, ON N0M 1S5

(t)519-235-2610 (f)519-235-1963 www.sourcewaterinfo.on.ca

From: Pauline [mailto:pauline@northwellington-law.ca]
Sent: February-19-19 9:37 AM
To: Kimberly Riedl
Cc: Patrick J. Kraemer
Subject: RE: The Corporation of the Township of Wellington North sale to Reid

Good Morning Kimberly.

Please be advised that our client does not intend to proceed with this transaction.

Pauline LeBlanc

G.W. Deverell, Q.C., Professional Corporation
o/a Deverell & Lemaich
166 Main Street South
P.O. Box 460
Mount Forest, Ontario
N0G 2L0
Telephone: 519-323-1600
Fax: 519-323-3877
Email: pauline@northwellington-law.ca

From: Kimberly Riedl [mailto:Kimberly@kwlaw.net]
Sent: Friday, February 15, 2019 9:09 AM
To: 'pauline@northwellington-law.ca'
Cc: 'noemi@northwellington-law.ca'; Patrick J. Kraemer
Subject: RE: The Corporation of the Township of Wellington North sale to Reid

Good morning Pauline,

Further to the email below, please confirm if your client would like to proceed.

Kimberly Riedl, Real Estate Law Clerk | Duncan, Linton LLP | www.kwlaw.net
45 Erb Street East, Waterloo, ON N2J 1L7 | t: (519) 886-3400, Ext 293 | f: (519) 886-8651 | e:
kimberly@kwlaw.net

This communication may be solicitor/client privileged and contains confidential information intended only for the person(s) to whom it is addressed.

From: Kimberly Riedl
Sent: January-23-19 4:26 PM
To: 'pauline@northwellington-law.ca'
Cc: 'noemi@northwellington-law.ca'; Patrick J. Kraemer
Subject: The Corporation of the Township of Wellington North sale to Reid

Good afternoon Pauline,

Further to the above noted transaction, we received the following email from our clients:

“Please find attached a resolution of Council passed at today’s meeting.

Council has decided not to accept Reid's sign back as follows:

The transfer or deed of the subject lands will be prepared at ~~the expense of the purchaser~~ in the form acceptable to the solicitors for the purchaser and the purchaser will pay all land transfer tax, harmonized sales tax and ~~other costs of the vendor in connection with the drafting of this APS and the registration of the transfer or deed. Harmonized Sales Tax and the purchaser shall be responsible for its own legal fees and disbursements.~~

Please advise how you would like to proceed.

Kimberly Riedl, Real Estate Law Clerk | Duncan, Linton LLP | www.kwlaw.net
45 Erb Street East, Waterloo, ON N2J 1L7 | t: (519) 886-3400, Ext 293 | f: (519) 886-8651 | e:
kimberly@kwlaw.net

This communication may be solicitor/client privileged and contains confidential information intended only for the person(s) to whom it is addressed.

7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-325-0400
Facsimile: 416-325-0374

7^e étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-325-0400
Télécopieur: 416-325-0374

February 13, 2019

Dear Head of Council:

We are writing to provide you with an update on the 2019 Ontario Municipal Partnership Fund (OMPF).

Recognizing that we are already well into the municipal budget year, the government will be maintaining the current structure of the OMPF for 2019 as well as Transitional Assistance. This means that the program and funding will remain virtually the same as in 2018, while allowing for annual data updates and related adjustments. We heard the concerns of municipalities and that is why we are now providing the certainty they need to begin finalizing their budgets.

Ministry staff are working to finalize data updates to ensure the OMPF continues to be responsive to changing municipal circumstances as is the case under the current program. Allocation notices with funding details for each municipality, as well as supporting material, will be available in mid-March. At that time, the final 2019 funding envelope will also be announced. Consistent with prior years, Transitional Assistance will continue to gradually decline as fewer municipalities require this funding.

As we communicated previously, Ontario inherited a \$15 billion deficit. The rising cost of servicing our massive debt, if left unchecked, will imperil our hospitals, schools and other public services. We cannot allow this to happen. We continue to review government transfer payments, including the OMPF, as we work to put our province back on a sustainable and responsible fiscal path.

In the coming months, we will continue to consult with municipalities to ensure the OMPF program is sustainable and focused on the Northern and rural municipalities that need this funding the most. As we noted in December, the OMPF will be reviewed. For this reason, we are committed to announcing 2020 allocations well in advance of the municipal budget year so that municipalities have appropriate time to plan.

.../cont'd

We respect our municipal partners and remain committed to listening and working together constructively to find smarter and more efficient ways to make life better for our communities.

Sincerely,

Original Signed by

Vic Fedeli
Minister of Finance

c: The Honourable Steve Clark, Minister, Municipal Affairs and Housing
Jamie McGarvey, President, Association of Municipalities of Ontario

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
FEBRUARY 19, 2019 AT 8:30 A.M.**

The meeting was held in the Meeting Room of the Mount Forest & District Sports Complex.

Committee Members Present:

- Andrew Lennox, Mayor, Acting Chair
- Sherry Burke, Councillor
- Lisa Hern, Councillor
- Brian Milne, Councillor, Township of Southgate

Committee Members Absent:

- Steve McCabe, Councillor

Staff Members Present:

- Michael Givens, Chief Administrative Office
- Catherine Conrad, Deputy Clerk
- Tom Bowden, Recreation Services Manager
- Mandy Jones, Community Recreation Coordinator
- Tammy Pringle, Recreation Administrative Support

CALLING THE MEETING TO ORDER

Acting Chair Lennox called the meeting to order.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION REC 2019-010

Moved by: Councillor Hern

Seconded by: Councillor Burke

THAT the agenda for the February 19, 2019 Township of Wellington North Recreation and Culture Committee of meeting be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF

No declarations of pecuniary interest were declared.

CLOSED MEETING SESSION

RESOLUTION REC 2019-011

Moved by: Councillor Burke

Seconded by: Councillor Hern

THAT the Township of Wellington North Recreation and Culture Committee go into a meeting at 8:34 a.m. that is closed to the public under subsections 239 (2) of the Municipal Act, 2001, specifically:

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

CARRIED

RESOLUTION REC 2019-012

Moved by: Councillor Hern

Seconded by: Councillor Burke

THAT the Township of Wellington North Recreation and Culture Committee rise from a closed meeting session at 8:54 a.m.

CARRIED

Rise from Closed Meeting Session

RESOLUTION REC 2019-013

Moved by: Councillor Burke

Seconded by: Councillor Hern

THAT the Township of Wellington North Recreation and Culture Committee receive the confidential information provided during a closed session regarding a proposed or pending acquisition or disposition of land by the municipality or local board;

AND FURTHER THAT the Committee approve the confidential direction to staff.

CARRIED

RESOLUTION REC 2019-014

Moved by: Councillor Hern

Seconded by: Councillor Burke

THAT the Township of Wellington North Recreation and Culture Committee approve the Closed Meeting Minutes of January 15, 2019.

CARRIED

BUSINESS ARISING FROM MINUTES

No business arising from minutes.

DELEGATIONS

1. David Sharpe, Mount Forest Fireworks Festival Committee

Mr. Sharpe appeared before the Committee to provide an update on events held during the 2018 Fireworks Festival. The Fireworks Festival Committee requested permission to hold a burnout competition and truck tug-of-war during the 2019 Fireworks Festival and install a cement pad to host these events. They further requested assistance with the purchase and building of a large supply of picnic tables.

RESOLUTION REC 2019-015

Moved by: Councillor Milne

Seconded by: Councillor Burke

THAT the Recreation and Culture Committee of the Corporation of the Township of Wellington North recommends to Council that they support the installation of a cement pad in the parking lot area, a truck tug-of-war and burnout competition for the 2019 Mount Forest Fireworks Festival.

CARRIED

2. Arthur Minor Hockey

The representative from Arthur Minor Hockey was unable to attend. Michael Givens, CAO, presented information previously supplied by Arthur Minor Hockey regarding dwindling registration numbers and their concerns regarding viability.

REPORTS**1. Facility Revenue Report**

Tom Bowden, Recreation Services Manager, reviewed ice revenues and hall rentals.

2. RAC 2019-005 Mount Forest Family Health Team Exercise Room Partnership**RESOLUTION REC 2019-016**

Moved by: Councillor Burke

Seconded by: Councillor Hern

THAT the Recreation and Culture Committee of the Township of Wellington North receive Report RAC 2019-005 being a report on the Mount Forest Family Health Team Exercise Room Partnership;

AND FURTHER THAT the Committee recommend that the Council of the Township of Wellington North authorize the Chief Administrative Officer and Mayor to sign the Memorandum of Understanding between the Mount Forest Family Health Team and the Township of Wellington North.

CARRIED

3. RAC 2019-006 Amendment to Municipal Alcohol Policy Section 2.1**RESOLUTION REC 2019-017**

Moved by: Councillor Hern

Seconded by: Councillor Burke

THAT the Recreation and Culture Committee of the Township of Wellington North receive Report RAC 2019-006 being a report on an amendment to the Municipal Alcohol Policy Section 2.1;

AND FURTHER THAT the Committee recommend that the Council of the Township of Wellington North approve an amendment to the Municipal Alcohol Policy Section 2.1 for approval of a Special Occasion Permit (SOP) to include the Meeting Room, Coat Room, Washrooms and Hall way at the Mount Forest & District Sports Complex on March 25, 2019 from 4:30pm – 7:30pm for the Networking Reception at the Wellington North Showcase event.

CARRIED

4. RAC 2019-007 Recreation Programs Cancellation and Refund Policy

RESOLUTION REC 2019-018

Moved by: Councillor Burke

Seconded by: Councillor Hern

THAT the Recreation and Culture Committee of the Township of Wellington North receive Report RAC 2019-007 being a report on a Recreation Programs Cancellation and Refund Policy;

AND FURTHER THAT the Committee recommend that the Council of the Township of Wellington North approve the Recreation Programs Cancellation and Refund Policy.

CARRIED

5. School Visit Program – Arthur Public School, Grade 6

Mandy Jones, Community Recreation Coordinator, was joined by Gabriella Ieropoli, Youth Resiliency Worker, Meghan Lloyd, Student with the Family Health Team, and Tracy Hunter, UGDSB Experiential Learning, for the January 14, 2019 school visit.

Mr. Cox led a discussion around current recreation opportunities in the community and asked students to identify locations where they are offered. Students were then asked to identify new recreation opportunities and suggest where they could be offered.

OTHER BUSINESS

Ad Hoc Committee Updates

- Mount Forest Aquatics
 - No updates available

- Arthur Village Skateboard/BMX
 - No updates available

- Lynes Blacksmith Shop
 - The utility accounts have been transferred to the municipality.

NEW BUSINESS

- E-Transfer Payment Option
 - The Recreation Department is working with Treasury to offer e-transfer as a payment option for programs. This option could be available as early as February 22 and would allow people to register for programs without having to come to the municipal office. There are no fees for the Township to receive these payments.
- Walking Track Thank You
 - The Committee received an email thanking them for the free time offered.

ROUNDTABLE

Michael Givens, CAO, provided information on the agreement with the Mount Forest Agricultural Society. The agreement provides for the Agricultural Society to use the facilities and land for 15 days per year. It expires in 2021.

Tammy Pringle, Recreation Administrative Support, requested a review of the sample Summer Day Camp registration form provided as an attachment to RAC2019-007.

Tom Bowden, Recreation Services Manager, reported the following:

- The Junior C's start this weekend
- Tom, Teena, and Mandy met with the Mount Forest Figure Skating Club and the Family Health Team to discuss healthy food options at the concession booth. As a trial, the Township will be offering pre-booked meals to the Skating Club that will include items such as grilled cheese, cucumbers, carrots, and a chocolate milk for \$5.00.

NEXT MEETING

To be determined.

ADJOURNMENT

RESOLUTION REC 2019-019

Moved by: Councillor Hern

Seconded by: Councillor Burke

THAT the Township of Wellington North Recreation and Culture Committee meeting of February 19, 2019 be adjourned at 10:04 a.m.

CARRIED

018

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE MINUTES
FEBRUARY 19, 2019 AT 7:30 PM**

The meeting was held in the Upper Hall at the Arthur Community Centre.

Committee Members Present:

Lisa Hern, Councillor, Chair
Andrew Lennox, Mayor
Al Rawlins, Lions Member
Wayne Horton, Lions Member

Committee Member Absent:

Steve McCabe, Councillor
Glen Cheyne, Lions Member

Staff Present:

Michael Givens, CAO
Mandy Jones, Community Recreation Coordinator
Catherine Conrad, Deputy Clerk

Arthur Agricultural Society Members Present:

Lianne Kaminski, President

Arthur Optimist Club:

Nick Hansen, President
Nick Epoch

CALLING THE MEETING TO ORDER

The Chair called the meeting to order at 7:31 pm.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION ABSP 2019-03

Moved by: Mayor Lennox

Seconded by: Al Rawlins

THAT the agenda for the February 19, 2019 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee be accepted and passed with the deletion of Moment of Silence and the addition of Introduction of New Member.

CARRIED

INTRODUCTION OF NEW MEMBER

The Committee welcomed Lions Member Wayne Horton to the group. His membership on the Committee will be formalized at a future Council meeting.

DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF

No declarations of pecuniary interest were declared.

MINUTES OF PREVIOUS MEETING

The minutes of the January 7, 2019 Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting were received by Council on January 14, 2019.

ITEMS FOR CONSIDERATION

1. Project Discussion: Scale, Scope and Overview

Michael Givens, CAO, provided a history of the project. The Lions Club approached the municipality in November 2017 with the idea of installing a BMX/Skateboard Park for the 150th Anniversary of the Village of Arthur in 2022. At a previous meeting a provider presented ideas and the Committee started the discussion about location and involving more people in that decision. Moving forward, once a location is approved by Council signage can be placed and fundraising can begin.

Councillor Lisa Hern commented that this park is greatly needed in the community and was recognized in the Recreation Master Plan as something the youth could utilize

Al Rawlins, Lions Club Member, indicated that the scale and design of the project will depend on the location.

2. Location Discussion

Discussion took place regarding the pros and cons of several locations on the Community Centre grounds. Areas behind the arena may present issues with emergency vehicle access. Using space near the splash pad could restrict future expansions of the aquatic's facilities. Between ball diamond A and B, concerns were raised about safety and the risk of vandalism to the pavilion. Spectator netting has been purchased for the left field of ball Diamond A to protect people in the area and the pavilion. Security cameras and additional lighting could be installed to deter vandalism.

The Committee was reminded that the location will ultimately be Council's decision.

3. Next Steps

- Council will approve a location
- Signage for the proposed park will be installed
- Engagement of youth through the school visit program to determine features to be installed
- Fundraising by the Arthur Lions Club
- Develop process for Request for Proposals

NEXT MEETING

To be determined.

ADJOURNMENT

RESOLUTION ABSP 2019-04

Moved by: Mayor Andrew Lennox

Seconded by: Al Rawlins

THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of February 19, 2019 be adjourned at 8:46 pm.

CARRIED

General Membership Meeting #10/18

December 19, 2018

- Location:** Administration Centre, Wroxeter
- Member's Present:** Jim Campbell, David Turton, Roger Watt, Art Versteeg, Deb Shewfelt, Alison Lobb, Matt Duncan, Bob Burtenshaw, Zoey Onn, Kevin Frieburger, Ed McGugan
- Staff Present:** Phil Beard, General Manager-Secretary-Treasurer
Danielle Livingston, Admin-Financial Services Coordinator
Geoff King, Stewardship Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Stephen Jackson, Flood/Erosion Safety Coordinator
- Community Attendees:** Shawn Jankura, Bob Illman, Dennis Dosman, Rick and Roxanne Lashbrook, Jenny Versteeg

1. Call to Order:

Chair Jim Campbell called the meeting to order at 6:58 pm.

2. Declaration of Pecuniary Interest:

There were no pecuniary interests declared at this time.



3. Minutes:

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #9/18 held on November 28, 2018 have been circulated for information and approval. The Member's agreed with the minutes and the following motion was made.

Motion FA #111/18

Moved by: Deb Shewfelt

Seconded by: Dave Turton

That the minutes from the General Membership meeting #9/18 held on November 28, 2018 be approved.

(carried)

4. Presentations:

- a) Gorrie Dam Study: Brian Greck, Greck and Associates Ltd.

Following this presentation, Chair Campbell asked the members if the MVCA should offer to authorize Mr. Greck to make a presentation on this report to the Township of Howick Council for their consideration and feedback.

This motion followed.

Motion FA #112/18

Moved by: Deb Shewfelt

Seconded by: Alison Lobb

THAT the MVCA offer for Greck and Associates Ltd. to present this report to the Township of Howick; **and that** MVCA cover the cost of the presentation.

(carried)

5. Business Out of the Minutes:

- a) 2019 Annual Meeting Report: **Report #70/18**

Report #70/18 was presented and this motion followed.

Motion FA #113/18**Moved by: Alison Lobb****Seconded by: Dave Turton**

That the 2019 annual meeting be held on Wednesday, February 13, 2019 at 1:00pm at the Wroxeter Hall with a snow date of Wednesday, February 20, 2019 with a luncheon to be held prior to the meeting.

(carried)**6. Business Requiring Direction or Decision:**a) 2019 Draft Budget/Work Plan: **Report #71/18**

Report #71/18 was presented and this motion followed.

Motion FA #114/18**Moved by: Alison Lobb****Seconded by: Zoey Onn**

That the draft budget, work plan and levy be circulated to member municipalities for review, **and that** the final work plan and budget be brought back to the members on March 20, 2019 for final review and approval.

(carried)b) 2019 Municipal Information Package: **Report #72/18**

Report #72/18 was presented and this motion followed.

Motion FA #115/18**Moved by: Roger Watt****Seconded by: Dave Turton**

That the information package be sent with the draft 2019 budget and levy information to member municipalities as outlined in Report #72/18.

(carried)c) Members Manual Review/Update : **Report #73/18**

Report #73/18 was presented and this motion followed.

Motion FA #116/18**Moved by: Art Versteeg****Seconded by: Alison Lobb****That** the revisions to the Members Manual be approved as outlined in Report #73/18.**(carried)**d) First Call: Declarations for Chair, Vice and 2nd Vice Chair: **Report #74/18**

After the review of Report #74/18, the following member's stated their interest in these positions.

Dave Turton declared his interest to run for Chair, Roger Watt declared interest to run for 1st Vice, and Deb Shewfelt declared interest to run for 2nd Vice. No other declarations were made.

7. Reports:

a) Chair's Report

Chair Campbell reflected on his enjoyable visits to the WNC (Wawanosh Nature Centre) and said that it was so nice to see the boardwalk and trail system being used by so many.

Jim advised that further encouragement is required at Conservation Ontario to change their Bylaw so that GM's and CAO's couldn't be appointed as Voting Delegates or Alternates on Conservation Ontario Council. Jim also advised that quarterly meetings could be reduced to two meetings annually as there is rarely any business that requires discussion or decision other than the work plan and budget.

b) Member's Reports

Deb Shewfelt informed the Members that he and Phil Beard met with MPP Lisa Thompson to discuss the Provincial freeze on the funds that MVCA is supposed to receive from MECP and MNR for the Garvey Glen Priority Watershed Project in 2018. Deb also discussed the shortfall in Water and Erosion Control Infrastructure funding and the need for a Provincial Flood/Erosion Damage Reduction Program.

Deb also advised the Members that the Carbon Footprint Initiative leaders met with Dianne Saxe, the Environmental Commissioner for Ontario to discuss the recommendations in the Environmental Commissioner's latest report entitled "Climate Action in Ontario: What's Next?" A follow up meeting is planned with the MPP's for Huron-Bruce and Perth-Wellington.

8. Consent Agenda:

The following items were circulated to the Member's for their information.

a) Revenue/Expenditure Report November **Report #75/18**

- b) Appointment of Regulations Officer: **Report #76/18**
- c) Conservation Ontario Council Mtg. Summary: **Report #77/18**
- d) Correspondence for Members Information

The following motion was made.

Motion FA #117/18

Moved by: Art Versteeg

Seconded by: Dave Turton

THAT reports #75/18 through #77/18 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

9. In-camera Session:

Motion FA #118/18

Moved by: Dave Turton

Seconded by: Roger Watt

THAT the Member's move in camera to review the performance of the GM/ST in 2018.

(carried)

All attendees except the Members and the Administrative/Financial Services Coordinator were excused from the meeting at this time.

The following motion was made at the in-camera session.

Motion FA #119/18

Moved by: Alison Lobb

Seconded by: Roger Watt

THAT the Member's resume regular session.

(carried)

Attendees that were excused from the closed session were invited back to regular session.

10. Review of Meeting Objectives:

Chair Campbell reviewed the meeting objectives and announced that they have been met.

11. Next Meeting Date:

The next meeting of the membership will take place on January 23, 2019 at 7:00pm at the Administration Centre in Wroxeter.

12. Adjournment:

The meeting adjourned at 9:07pm with this motion.

Motion FA #121/18

Moved by: Alison Lobb

Seconded by: Zoey Onn

THAT the general membership meeting be adjourned.

carried)



Jim Campbell
Chair



Danielle Livingston
Administrative/Financial
Services Coordinator

SAUGEEN VALLEY CONSERVATION AUTHORITY

MINUTES

Conservation through Cooperation

MEETING: Authority Annual Meeting
DATE: Tuesday, January 15, 2019
TIME: 1:00 p.m.
LOCATION: Administration Office, Formosa

CHAIR: Dan Gieruszak

MEMBERS PRESENT: Paul Allen, Maureen Couture, Mark Davis, Barbara Dobreen, Mark Goetz, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Mike Myatt, Sue Paterson, Bill Stewart

ABSENT WITH REGRETS: Diana Rae, Christine Robinson

OTHERS PRESENT: Luke Charbonneau, Honourable Mayor, Saugeen Shores
 Sonya Skinner, CAO, Grey Sauble Conservation Authority
 Wayne Brohman, General Manager/Secretary-Treasurer
 Laura Molson, Manager, Accounting
 Shannon Wood, Manager, Community Relations
 Janice Hagan, Administrative Assistant
 Guests

Luke Charbonneau, Acting Chair, called the meeting to order at 1:04 p.m. He welcomed the members and guests to the SVCA Annual Meeting.

1. Adoption of Agenda

MOTION #G19-01

Moved by Sue Paterson

Seconded by Barbara Dobreen

THAT the agenda be adopted as presented.

CARRIED

2. Declaration of Pecuniary Interest

No persons declared a pecuniary interest relative to any item on the agenda.

Annual Meeting – January 15, 2019

3. Minutes of the Authority Meeting – October 16, 2018

MOTION #G19-02

Moved by Maureen Couture

Seconded by Steve McCabe

THAT the minutes of the Authority meeting, held on October 16, 2018 be approved as circulated.

CARRIED

4. Introduction of Guests

Wilf Gamble, past Authority Member, was presented with a certificate in recognition of his dedicated service and commitment to Saugeen Valley Conservation Authority [SVCA].

Sonya Skinner, CAO, Grey Sauble Conservation Authority, brought greetings on behalf of Cathy Little, Chair, GSCA. She welcomed the new Members and congratulated them on their appointments.

John Woodbury, Honourable Mayor, Township of Southgate, brought greetings from the Township and is pleased that Barbara Dobreen has been appointed to work with the Authority. He looks forward to a continued partnership.

Ken Bridge, Bruce County Federation of Agriculture, thanked the Authority for the invitation. He told the Members that he has been on the Agricultural Advisory Committee for the past 4 years and that he is pleased to see the progress made in SVCA's communication and relationship with the local agricultural community. He is looking forward to continued improvements.

Carl Seider, Project Manager, Drinking Water Source Protection, extended his appreciation for the invitation and thanked the Authority members and municipalities for the continued support and partnership.

Robert Buckle, Honourable Mayor, Municipality of South Bruce, said he was pleased to serve time as a member of the Authority. He said that it was an educational and interesting experience, and sometimes there is a lot of criticism, but there is still a lot to do. He was presented with a certificate in recognition of his dedicated service and commitment to Saugeen Conservation by the Chair.

Brian Milne, Deputy Mayor, Township of Southgate, brought greetings on behalf of Grey County. He congratulated the Authority on a successful year.

Jamie Heffer, Honourable Mayor, Moriss-Turnberry, thanked the Authority for the invitation.

Phil Beard, General Manager/Secretary-Treasurer, Maitland Valley Conservation Authority, brought greetings on behalf of Jim Campbell, Chair, MVCA. He said it has always been great to work with staff at SVCA.

Anne Eadie, Honourable Mayor, Municipality of Kincardine, brought greetings and said she had great memories of being on a previous Authority that met in the Sulphur Spring location before the Administration office moved to Formosa. She congratulated SVCA on the work they have done removing phragmites from coastal areas such as Brucedale CA and Stoney Island. She encouraged the Members to continue to have a balance between preserving natural heritage and local economic growth.

Annual Meeting – January 15, 2019

Chris Mercantz, Manager of Community and Indigenous Relations, Bruce Power, thanked the Authority for the invitation to bring greetings. He thanked SVCA for the corroboration of programs and the Stewardship example set for the local community. He told the Authority that Bruce Power greatly appreciates the efforts of SVCA staff in delivering the DEER program at the Bruce Power site.

Mitch Twolan, Honourable Mayor, Township of Huron-Kinloss brought greetings from the Township.

5. Chair's Address

Luke Charbonneau gave the following address:

"It is my pleasure to present this Chair's report for the year 2018.

During this past year we have continued in our, multi-year effort to build a Conservation Authority that is focused intently on fulfilling its core mandate - to protect people and property from the negative effects of flooding and erosion.

Once again, this year, we have seen why such an organization is absolutely needed in our watershed. This past February, significant rainfall combined with melting snow resulted in a period of extremely high-water levels in our rivers. During this period, in the town of Chesley, bridge abutments were damaged by high water and ice causing a months-long, unplanned closure of an important artery through that community. At the same time, in the village of Paisley, another important bridge was put in jeopardy when the high water, combined with an ice jam, caused the Teeswater River to rise. SVCA flood warning staff, and staff from across our organization, worked around the clock throughout that flood event - providing important information to aid municipal officials. As always, we thank those members of our staff for their efforts.

In light of this event and others like it in recent years, the SVCA remains firmly committed to assisting municipalities in responding to potentially dangerous flooding situations. To this end, in 2018, new flood warning software was installed and is now operating across the watershed. This investment will help the Authority to provide more accurate and timely information to our municipal partners during future flooding emergencies.

And while we are improving our capacity to serve our communities during floods, we are also improving our ability to plan for flood resiliency while proudly continuing to reduce the regulatory burden faced by watershed property owners.

In 2018, we completed the approval of new flood plain mapping for Teeswater and Walkerton and made significant progress toward doing the same for the Town of Kincardine. This has resulted in a reduction in the amount of property that is potentially subject to unnecessary, SVCA regulatory review and has further clarified the extent of our regulations - making it simpler for law-abiding property owners and municipal officials to understand and comply with the SVCA regulation. The net result of these mapping improvements will be shorter planning processes for some and safer communities for all. Notably, with the addition of these changes, we have now reduced the total land area potentially subject to unnecessary, SVCA regulatory review by more than 50,000 acres, across the watershed, since 2015.

As part of a multi-year effort to focus the Authority's activities to better match our core mandate, in 2018 we reaffirmed that the SVCA will cease to provide planning advice for developments occurring outside of our regulated area and on all matters pertaining to natural heritage. What's more, in consultation with our municipal partners, we decided that these changes will take effect as of January 1, 2020. I am pleased to have

Annual Meeting – January 15, 2019

signed a new planning services agreement with Huron County on that basis earlier this year and I expect that the new Authority will sign many more such agreements in the year to come.

The SVCA has come to know that Conservation Authorities, especially smaller ones like ours, are at our best when we are resolutely focused on fulfilling the role that has been formally delegated to us by the province. We know from past experience, when we have reached beyond our clearly prescribed role, that that is when our agency has become unaffordable, inefficient and unable to meet the needs of watershed residents to anyone's satisfaction. This Authority has seen the error in those ways and has resolved never to venture down that path again.

Over this past year, as we have worked on streamlining our activities to better match our mandate, we have also continued a years-long effort to streamline our operations to better match available funding. Under the leadership of our General Manager and his staff this Authority has been placed on very sound financial footing; ensuring that this organization's operations will be sustainable into 2019 and beyond.

This financial stability has opened up the opportunity for the Authority to advance stewardship as an important tool with which to fulfil our prescribed mandate. Stewardship of our natural hazards is, in many ways, the most effective way to build resiliency against flooding and erosion; I am pleased to say, today that the SVCA is poised to take stewardship to the next level across the Saugeen Valley.

In 2018, we renewed our commitment to promote the cause of stewardship in the agricultural sector. The continuation of the Agricultural Outreach program delivered cover-crop incentives, carried out soil health surveys and compaction recovery trials over the past year. Our successful Coffee, Crops and Donuts initiative combined with increased outreach to the Mennonite community has enhanced our ability to advance and promote the cause of stewardship among farmers across the watershed.

With the help of a \$106,000 contribution from Bruce Power, we were able to plant 53,000 seedling trees on four SVCA properties, purchase equipment to assist with forest management and improve erosion control and canoe safety at the Saugeen Bluffs Conservation Area. In Walkerton, we partnered with the Town of Brockton to help deliver the Silver Creek erosion control project on SVCA lands in that community. In Cargill, we partnered with Brockton and Bruce County to create an initiative showcasing the history of Cargill while educating people about the importance of wetlands.

In the draft 2019 budget (which will be considered for final approval later today), the Authority has resolved to commit \$40,000 to new agricultural stewardship initiatives to be undertaken in cooperation with watershed partners. My hope is that the new Authority will give final approval to this funding and begin work on developing a new program, similar to Huron County's Clean Water Project, in partnership with municipal and provincial governments along with local businesses and community organizations. This would be a program designed to incentivise projects on private property that control erosion and manage storm water while also protecting sources of water and our region's extensive natural heritage resources. I view this as an exciting opportunity to bring together different agencies in an effort to support projects that further all of our various environmental mandates. I plan to be a strong supporter of a joint approach to stewardship in my new municipal capacity and I am looking forward to continuing to work with this Authority in that capacity in the months and years ahead.

On that note, I would like to conclude my report by acknowledging that this will be my last report as Chair of this Authority. It has been a great pleasure to serve as a Member of this organization for the better part of the last 12 years. I would like to thank the Authority and staff members both past and present for your dedication to the

Annual Meeting – January 15, 2019

Authority and for your continuous commitment to working constructively in the interest of serving the people of this watershed.

I strongly believe that there is every reason to be optimistic about the future of the Saugeen Valley Conservation Authority and the watershed that it serves. I will conclude by wishing this organization and all of you the very best in 2019 and beyond. Thank you.”

6. Election of Officers**MOTION #G19-03**

Moved by Steve McCabe

Seconded by Maureen Couture

THAT Sonya Skinner be appointed as Chair Pro Tem for the purposes of conducting the election of officers for 2019.

CARRIED

Luke Charbonneau vacated the chair in favour of Sonya Skinner, Chair Pro Tem, who conducted the elections. Sonya Skinner declared all offices vacant and called for a motion to appoint two scrutineers, in the event of an election count.

MOTION #G19-04

Moved by Mike Myatt

Seconded by Bill Stewart

THAT Phil Beard and Carl Seider be appointed as scrutineers for the election of officers.

CARRIED

Election of Chair

Sonya Skinner called for nominations for the position of Chair for 2019. Barbara Dobreen nominated Dan Gieruszak. No further nominations were received.

MOTION #G19-05

Moved by Maureen Couture

Seconded by Barbara Dobreen

THAT the nominations for the position of Chair of the Saugeen Valley Conservation Authority be closed.

CARRIED

Dan Gieruszak thanked his nominator and agreed to let his name stand for nomination. He told the members that he is grateful for the opportunity. He appreciates the work that SVCA does and has done in the past.

Dan was acclaimed as Chair of the Authority.

Election of 1st Vice-Chair

Sonya Skinner called for nominations for the position of 1st Vice-Chair for 2019. Bill Stewart nominated Maureen Couture. No further nominations were received.

Annual Meeting – January 15, 2019**MOTION #G19-06**

Moved by Don Murray

Seconded by Sue Paterson

THAT the nominations for the position of 1st Vice-Chair of the Saugeen Valley Conservation Authority be closed.

CARRIED

Maureen Couture agreed to have her name stand for nomination. She thanked her nominator and thanked the Authority for their confidence and support. She told the Members that she looks forward to working with the new members and staff.

Maureen Couture was acclaimed as 1st Vice-Chair of the Authority.

Election of 2nd Vice-Chair

Sonya Skinner called for nominations for the position of 2nd Vice-Chair for 2019. Cheryl Grace nominated Mike Myatt. Steve McCabe nominated Barbara Dobreen. No further nominations were received for 2nd Vice-Chair.

MOTION #G19-07

Moved by Paul Allen

Seconded by Tom Hutchinson

THAT the nominations for the position of 2nd Vice-Chair of the Saugeen Valley Conservation Authority be closed.

CARRIED

Mike Myatt declined the nomination. Barbara Dobreen agreed to let her name stand for nomination. She thanked her nominator and told the Members that it has been a privilege to be on the Authority for the past 4 years and she is looking forward to continuing the work.

Barbara Dobreen was acclaimed as 2nd Vice-Chair of the Authority.

Election to the Position of Member at Large

Sonya Skinner called for nominations to fill the position of Member at Large for 2019. Don Murray nominated Mark Davis. Barbara Dobreen nominated Steve McCabe. Cheryl Grace nominated Mike Myatt. No further nominations were received.

MOTION #G19-08

Moved by Mark Goetz

Seconded by Dan Gieruszak

THAT the nominations for the position of Member at Large of the Saugeen Valley Conservation Authority be closed.

CARRIED

Mark Davis and Mike Myatt both agreed to let their names stand for nomination. Steve McCabe declined the nomination.

Mark Davis told the Members that he has been a member of the Authority for 2 years and his work experience is in Real Estate. He stated that SVCA is a good organization but still has a long way to go to achieve a logical common-sense approach.

Annual Meeting – January 15, 2019

Mike Myatt thanked his nominator and introduced himself. This is his first year as an Authority Member. He thanked the out-going Authority members and SVCA staff for all the great work they have done as is demonstrated in the Annual Report. He would be honoured to be elected Member at Large.

The ballots were distributed, and the Authority members cast their votes. The ballots were collected and counted by the scrutineers. Mark Davis was elected Member at Large for the year 2019.

MOTION #G19-09

Moved by Don Murray

Seconded by Maureen Couture

THAT Mark Davis be appointed to fill the position of Member at Large of the Saugeen Valley Conservation Authority for the year 2019.

CARRIED

MOTION #G19-10

Moved by Barbara Dobreen

Seconded by Sue Paterson

THAT the ballots be destroyed.

CARRIED

Sonya Skinner left the Chair Pro Tem position and Dan Gieruszak took his place as Chair. He thanked the Authority for the vote of confidence in appointing him SVCA Chair for 2019. He also thanked Luke Charbonneau for his dedication and leadership as Chair of the Authority for the past 4 years and his participation for the past 12 years.

A coffee break was called at 1:55 p.m. and the meeting was reconvened at 2:09 p.m.

7. Matters Arising from the Minutes

a. Planning & Regulations Policies Manual Update

Wayne Brohman, General Manager/Secretary-Treasurer, told the Authority that the updated Planning & Regulations Policies Manual had been uploaded to the SVCA website and is available for viewing. The Members have received a digital copy in their information binders.

b. Kincardine Mapping Update

Erik Downing, Manager, Environmental Planning & Regulations, reviewed the historical timeline for the development of the Kincardine regulation mapping. Due to issues in previous regulation mapping submissions the process has been delayed. Erik began working on the project in 2013 and at the Authority's direction it became a top priority. Draft mapping for Kincardine was presented to the Authority in October 2018 and was approved for public comment. Public consultation was carried out and no recommended changes were requested.

Erik demonstrated the mapping approval process including requirements by Conservation Ontario and the Ministry of Natural Resources and Forestry. He summarized the methodology involved including Floodplain and Valley Regulated areas, Wetland Regulated Area, Flooding and Erosion Hazards, and Dynamic Beach Hazards.

Annual Meeting – January 15, 2019

Erik explained the process specifically for the Town of Kincardine and how it relates to the methodology described. After discussion the following motion was carried:

MOTION #G19-11

Moved by Barbara Dobreen

Seconded by Sue Paterson

THAT the Authority endorse the revised regulation mapping for the geographic Town of Kincardine pursuant to Ontario Regulation 169/06, as amended (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation) in accordance with Section 28 of the Conservation Authorities Act, R.S.O, 1990, Chap. C. 27.

CARRIED

c. Planning & Regulation Services – Grand River CA Comments

Erik informed the Authority that he had met with the Grand River Conservation Authority [GRCA] to compare processes in the Planning & Regulations departments. He explained that the purpose of the comparison study was to discover if GRCA had preferred methods of file processing. Staff at the Township of Southgate had previously indicated concerns over SVCA's response time for inquiries. There was discussion concerning the reasons SVCA no longer make comments about municipal zoning and will no longer comment on Natural Heritage as of 2020. Staff explained that this is due to direction from the previous Authority since it is outside the mandate of the Authority. The Members would like to further discuss this at the next Authority meeting to educate new Members on the direction given to staff.

8. Correspondence

- Letter from Brian Tocheri, CAO/Clerk, Town of Hanover, regarding approval of the 2019 Draft Budget, **noted and filed.**
- Email from Donna MacDougall, Clerk, Municipality of Kincardine, regarding the appointments of Maureen Couture and Bill Stewart as SVCA representatives, **was noted and filed.**
- Email from Peggy Rouse, Clerk-Administrator, Municipality of Arran-Elderslie, regarding the appointment of Mark Davis as the SVCA representative, **was noted and filed.**
- Email from Raylene Martell, Director of Council and Legislative Services/Municipal Clerk, Municipality of Grey Highlands, regarding the appointment of Paul Allen as the SVCA representative, **was noted and filed.**
- Letter from Joanne Hyde, Clerk, Township of Southgate, regarding the appointment of Barbara Dobreen, as the SVCA representative, **was noted and filed.**
- Copy of By-law 131-2018 from the Municipality of West Grey, regarding the appointments of Tom Hutchinson and Christine Robinson as SVCA representatives, **was noted and filed.**
- Email from Carol Watson, Clerk, Township of Howick, regarding the appointment of Mark Goetz as the SVCA representative, **was noted and filed.**
- Letter from Leanne Martin, CAO/Clerk, Municipality of South Bruce, regarding the appointment of Mark Goetz as the SVCA representative, **was noted and filed.**
- Copy of By-law 2018-164 from the Township of Huron-Kinloss, regarding the appointment of Don Murray as the SVCA representative, **was noted and filed.**
- Email from Kim Johnstone, Deputy Clerk, Municipality of Morris-Turnberry, regarding the appointment of Mark Goetz as the SVCA representative, **was noted and filed.**
- Copy of By-law 2018-449 from the Township of Wellington-North, regarding the appointment of Steve McCabe as the SVCA representative, **was noted and filed.**

Annual Meeting – January 15, 2019

- Email from Carolyn Marx, Deputy Clerk, Township of Chatsworth, regarding the appointment of Diana Rae as the SVCA representative, **was noted and filed.**
- Email from Marilyn Zettler, Administrative Assistant/Deputy Clerk, regarding the appointment of Sue Paterson as the SVCA representative, **was noted and filed.**

9. Reports**a. Finance Report**

Wayne Brohman, General Manager/Secretary-Treasurer reviewed the Finance report to November 30, 2018. He noted that revenues for the campgrounds were higher than expected but that funds would be required in the future for maintenance and upgrading of the facilities. Revenue for the Agricultural Lands program is higher than expected since the decision to rent out Woods property (ag portion) had been made mid-year. Forestry tenders were higher than expected resulting in higher revenues. Wayne summarized the funding sources for The Agriculture Outreach Program and noted that the Authority had approved funding for 2019 since it has been very well received by the Agriculture community. Discussion surrounded the reasons the previous Authority decided to have a 0% increase in the budget.

After further discussion the following motion was passed:

MOTION #G19-12

Moved by Mark Davis

Seconded by Steve McCabe

THAT the Financial Report to November 30, 2018 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$596,276.93 be approved as distributed.

CARRIED

b. Program Report

Wayne highlighted several items in the Program Report. He pointed out that outflow channels from the Walkerton and Paisley Dykes had been cleaned out. He noted that frazzle ice was being monitored in Durham due to weather conditions and that a Flood Watch advisory statement may be issued. He informed the Members that the MNRF had approached SVCA about purchasing the Durham Middle Dam and this issue would be forwarded to the Property & Building Committee for discussion. The Foundation had cancelled the proposed animal housing facility at Sulphur Spring CA. There was discussion regarding the ransomware attack that occurred on the SVCA network and Wayne explained that a staff member was using an outside program to send large files. IT staff were able to deal with the attack right away and there was no impairment to the system. There was no further discussion and the following motion was passed:

MOTION #G19-13

Moved by Maureen Couture

Seconded by Barbara Dobreen

THAT the Program report be adopted as presented.

CARRIED

Annual Meeting – January 15, 2019**c. Planning & Regulations Action Items**

The GM/S-T reviewed the Planning & Regulations Action Items. He noted that completion of the MOU's with the Municipalities has been delayed. Bruce County is currently considering how to outsource the natural heritage component previously included in the MOU.

d. 2018 Initiatives/Goals

The GM/S-T reviewed the 2018 Initiatives and Goals completions and ongoing items. There were no questions.

e. Minutes of the Forestry Committee Meeting – October 31, 2018

This report was included for information only.

A coffee break was called at 3:30 p.m. and the meeting was reconvened at 3:37 p.m.

10. New Business**a. Budget Vote**

The GM/S-T explained the budget voting process and the weighted system. After a brief discussion the following motions were carried:

MOTION #G19-14

Moved by Barbara Dobreen

Seconded by Paul Allen

THAT the Saugeen Valley Conservation Authority adopt the 2019 Budget as approved in principle at the September 18, 2018 meeting, and further

THAT the Authority share of the costs will be raised through general revenues, reserves, donations, general surplus and special and general levies in accordance with the Conservation Authorities Act, and further

THAT the General Manager/Secretary-Treasurer is hereby authorized to forward levy notices to the member municipalities.

A recorded vote was taken for the 2018 Budget with the following results:

Arran-Elderslie	Mark Davis	Yea
Brockton	Dan Gieruszak	Yea
Chatsworth	Diana Rae	Absent
Grey-Highlands	Paul Allen	Yea
Hanover	Sue Paterson	Yea
Howick	Mark Goetz	Yea
Huron-Kinloss	Don Murray	Yea
Kincardine	Maureen Couture	Yea
Kincardine	Bill Stewart	Yea
Minto	Steve McCabe	Yea

Annual Meeting – January 15, 2019

Morris-Turnberry	Mark Goetz	Yea
Saugeen Shores	Cheryl Grace	Yea
Saugeen Shores	Mike Myatt	Yea
South Bruce	Mark Goetz	Yea
Southgate	Barbara Dobreen	Yea
Wellington North	Steve McCabe	Yea
West Grey	Tom Hutchinson	Yea
West Grey	Christine Robinson	Absent

The result of the vote was 100 percent of the weighted average of those present in favour. Therefore, **Motion #G19-14 was CARRIED.**

MOTION #G19-15

Moved by Maureen Couture

Seconded by Mike Myatt

THAT the amount of \$1,663,755 be raised by General Levy in 2019, and further

THAT General Levy payments shall be due in two equal instalments on March 31 and June 30 and further

THAT late payments shall be subject to the Authority's normal late payment charge of 1.50% per month thereafter, and further

THAT, in accordance with Section 27(4) of the Conservation Authorities Act, R.S.O. 1990, the minimum sum that shall be levied against a participating municipality for administration costs shall be \$1,100.

CARRIED

b. Committee AppointmentsAppointment to Forestry Committee for 2019**MOTION #G19-16**

Moved by Maureen Couture

Seconded by Steve McCabe

THAT the following members be appointed to the Forestry Committee for 2019:

Barbara Dobreen, Tom Hutchinson, Mike Myatt, and Don Murray.

CARRIED

Appointment to the Property & Building Committee for 2019**MOTION #G19-17**

Moved by Mark Goetz

Seconded by Mark Davis

THAT the following members be appointed to the Property & Building Committee for 2019:

Paul Allen, Mike Myatt, Don Murray, Diana Rae, Bill Stewart.

CARRIED

Annual Meeting – January 15, 2019Appointment to Parks Committee for 2019**MOTION #G19-18**

Moved by Tom Hutchinson

Seconded by Barbara Dobreen

THAT the following members be appointed to the Parks Committee for 2019:

Maureen Couture, Mark Davis, Cheryl Grace, and Sue Paterson.

CARRIED

Appointment to Agricultural Advisory Committee for 2019**MOTION #G19-19**

Moved by Mike Myatt

Seconded by Sue Paterson

THAT the following three members be appointed to the Agricultural Advisory Committee for 2019:

Mark Goetz, Steve McCabe, and Don Murray.

CARRIED

c. 2019 Authority Meeting Schedule

The GM/S-T presented 2 options for meeting schedule dates for the remainder of 2019. The Members discussed the options and directed staff to adjust the dates and resend to the members for finalization. The next meeting was set for February 19th, 2018 at 1:00 p.m.

d. Authority Member Orientation

Since the Authority has many new members the GM/S-T presented information manuals regarding the Authority to each member. He told the Authority that all approved, open session Minutes would be uploaded to the website, and that each Member's contact information is published unless advised not to. The Members discussed options for orientation sessions, including having staff introduce themselves at various Authority meetings. The GM/S-T requested that all concerns be directed to him rather than staff. This allows the GM/S-T to be aware of issues and ensure the issue is directed to the appropriate staff member. The Members directed staff to include a consent agenda, including finance reports and program reports in the next Authority meeting agenda.

Wayne has directed staff to offer to attend council meetings at each of the watershed municipalities to introduce SVCA and to advise on services available.

e. 2019 Initiatives/Goals

The GM/S-T presented SVCA initiatives and goals for the 2019. The Chair requested that this report be reviewed by the Executive committee.

Annual Meeting – January 15, 2019**f. Appointment of Auditor****MOTION #G19-20**

Moved by Mark Davis

Seconded by Steve McCabe

THAT Baker Tilly SGB LLP [formerly Collins Barrow] be appointed auditors to the Authority for the year 2019.

CARRIED**g. Appointment of Solicitor****MOTION #G19-20**

Moved by Mark Davis

Seconded by Steve McCabe

THAT Loucks & Loucks be appointed auditors to the Authority for the year 2019.

CARRIED**11. Other Business****a. Planning & Regulations Customer Service Survey Update**

This item was deferred to the next Authority meeting.

b. Local Newspaper articles

The GM/S-T submitted articles from local newspapers regarding the SVCA for keeping the Authority members up to date on current events. The members requested that this item be put into the consent agenda.

There being no further business, the meeting adjourned at 4:35 p.m. on motion of Maureen Couture.

Dan Gieruszak
Chair

Janice Hagan
Recording Secretary



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Jameson Pickard, Planner
Date: Thursday, February 14, 2019
Subject: **Amendment 1 to the Growth Plan, 2017**

1.0 Background

At the January 10th, 2019 Planning Committee meeting, staff provided an update on the implementation of the Growth Plan for the Greater Golden Horseshoe. As we reported, the Province had initiated a pause on the implementation of the Growth Plan to pursue further consultation with municipalities and stakeholders.

On January 15th, 2019 the Ministry of Municipal Affairs released a proposed amendment to the Growth Plan (2017) which builds on the feedback that was received from the working group sessions and consultation last fall. The Province has indicated that once implemented, these changes would provide greater opportunities for housing and give more autonomy to municipalities to implement the plan in a manner that reflects their individual needs.

2.0 Overview of Proposed Changes to the Growth Plan

The proposed Amendment No.1 would make specific policy changes to the Growth Plan in six broad areas, which include:

Natural Heritage and Agricultural System Mapping

- Proposed changes would specify that Provincial mapping of the agricultural system and natural heritage system for the Growth Plan would not apply until it has been implemented in upper-tier official plans;
- Proposed changes would specify that municipalities can refine and implement Provincial mapping in advance of the Municipal Comprehensive Review (MCR). However, once implemented further refinements can only occur through the MCR; and
- Proposed changes would specify that before Provincial mapping is implemented in upper-tier official plans, the Growth Plan policies related to the agricultural system and natural heritage system will apply to existing municipal mapping.

The proposal to postpone the implementation of the Provincial systems mapping is good news for the County. This will allow time for staff to review the mapping in detail and work with Provincial staff on refinements before it is implemented into the County Official Plan.

Intensification and Greenfield Density Targets

- Proposed changes would allow the County to maintain its existing intensification target and greenfield density target. We would have the opportunity to increase these targets should we deem it appropriate. The County's current targets are:
 - 20% residential intensification within the delineated built boundary; and
 - 40 residents and jobs per hectare within the designated greenfield area.
- Additional policy clarification indicates that intensification should be prioritized to strategic growth areas while also being generally encouraged throughout the delineated built-up area.

Settlement Area Boundary Expansions

- Proposed changes would clarify policy to focus on outcomes rather than specifying the studies necessary to justify the feasibility and location of the settlement area boundary expansion;
- A new policy that allows municipalities to adjust settlement area boundaries outside of a MCR if there is no net increase of lands within settlement areas, subject to criteria;
- A new policy that allows municipalities to undertake settlement area boundary expansions that are no larger than 40 ha outside of the MCR, subject to criteria; and
- The removal of the requirement to de-designate excess lands when undertaking settlement area boundary expansions.

The proposed changes related to settlement area boundary expansions will provide the County and member municipalities the flexibility to be more responsive to local growth pressures as they arise. Further, we are anticipating an excess lands scenario in the County of Wellington. The proposal to remove the requirement to de-designate excess lands will eliminate a potentially onerous process for the County, when completing settlement area boundary expansions.

Small Rural Settlements

- Changes would introduce a new defined term "Rural Settlements". This term would generally apply to our existing hamlet areas that are privately serviced with limited growth capacity;
- Proposed policies would specify that rural settlements are not part of the designated greenfield area; and
- A new policy would allow minor rounding out of rural settlements that are not within the Greenbelt area.

The added flexibility proposed through these changes will be beneficial as there are several hamlets within the County that meet the definition of rural settlements.

Employment Planning

- Proposed changes would introduce “Provincially Significant Employment Zones” identified by the Minister of Municipal Affairs, that must be protected and cannot be converted outside of a MCR;
- A new policy that creates a one-time window to allow municipalities to undertake some conversions of employment lands ahead of the next MCR, subject to criteria.

At this time the Province has not identified any provincially significant employment zones in the County of Wellington. Staff is continuing to review this change to determine if there are any employment areas within the County that should be included within the new provincially significant employments zones.

Major Transit Station Areas

- Revised policies would simplify the process and criteria for alternative targets that reflect on the ground realities.
- A new policy that allows municipalities to delineate and set density targets for major transit station areas in advance of the MCR; and
- Clarification that major transit station areas can range from an approximate 500 to 800 m radius of transit stations.

Currently, these policies are not applicable to the County as there are no major transit station areas within the County of Wellington.

Other changes include amendments to two existing regulations related to the Growth Plan including:

O. Reg. 311/06 (Transitional matters- Growth Plan)

- Changes the regulation to reference the amended version of the Growth Plan.

O. Reg. 525/97 (Exemptions from Approval- Official Plan Amendments)

- Changes would allow for municipalities to amend the agricultural and natural heritage system mapping ahead of the MCR. The proposed regulation would clarify that the implementation of these system into the Official Plan (even outside of the MCR process) are still subject to Provincial approval.

3.0 County Comments on the Proposed Changes

During the consultation on the Growth Plan and more recently the consultation the Province held last fall, the County raised concerns that the Plan went too far in removing local autonomy over growth matters and was not responsive to the unique characteristics of the County.

Overall, the proposed amendment would appear to generally address implementation concerns that the County had raised about the current Growth Plan. We are supportive of the Province's changes that give back more control to local municipalities and enable municipalities to react to local circumstances while maintaining proper growth management policies and appropriate protections for natural resources and ecological systems.

4.0 Continuing Consultation

Recently, the Province announced that it will be consulting further on the Growth Plan, through a series of regional roundtable meetings. These meetings are being hosted to discuss changes proposed through Amendment 1 to the Growth Plan and the local implications of those changes. Wellington County is invited to attend the North West regional roundtable meeting on February 14, 2019, together with the City of Guelph, Waterloo Region and Dufferin County.

Staff will be in attendance at the roundtable meeting and will continue to review the implications of the proposed Growth Plan amendment on the County. Staff are intending to provide additional feedback to the Province through the Environmental Registry Ontario (ERO) posting: (013-4504). The comment period closes on February 28, 2019.

Recommendation

THAT the report 'Amendment 1 to the Growth Plan, 2017' be received for information and circulated to member municipalities for their consideration prior to the February 28, 2019 ERO deadline.

Respectfully submitted,



Jameson Pickard, B.URPL
Planner



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

www.wellington-north.com 1.866.848.3620 FAX 519.848.3228

519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 25, 2019**

FROM: ADAM MCNABB – DIRECTOR OF FINANCE

**SUBJECT: REPORT TR2019-002 BEING A REPORT ON POLICY PERTAINING
TO TOWNSHIP RESERVES AND RESERVE FUNDS**

RECOMMENDATION

THAT Report TR2019-002 being a report on policy pertaining to Township Reserves and Reserve Funds be received for information;

AND FURTHER THAT Council direct staff to implement policy, create the requisite consolidated reserve and reserve fund accounts, and consolidate existing equity, reserve and reserve funds accounts into the newly formed structure outlined in the policy document attached herein.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

Historically, the reserves and reserve funds held by the Municipality had been created and maintained on an ad-hoc basis, and while reports to council on a quarterly basis had outlined the number and balance of these accounts, there hasn't been an overarching policy that detailed the purpose, provided definition nor scope, outlined responsibilities, maintenance requirements, funding sources or allocation matrices.

The policy presented herein looks to bridge the gap that currently exists as it pertains to Township Policy regarding Reserves and Reserve Funds, increase transparency, and provide structure and standardization for future Reserve and Reserve Fund transactions.

FINANCIAL CONSIDERATIONS

The policy will consolidate, and simplify the existing Reserve and Reserve Fund structure, and provide guidance and governance over the use and management of reserves and reserve funds.

STRATEGIC PLAN

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

- Yes
- No
- N/A

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Community Growth Plan <input type="checkbox"/> Human Resource Plan <input type="checkbox"/> Brand and Identity <input type="checkbox"/> Strategic Partnerships | <ul style="list-style-type: none"> <input type="checkbox"/> Community Service Review <input checked="" type="checkbox"/> Corporate Communication Plan <input type="checkbox"/> Positive Healthy Work Environment |
|--|---|

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Adam McNabb

Michael Givens, CMAA

**ADAM MCNABB
DIRECTOR OF FINANCE**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



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

1.866.848.3620 FAX 519.848.3228

046

Plan to
Simply Explore.

www.simplyexplore.ca

Reserves and Reserve Funds

DEPARTMENT	Finance	POLICY NUMBER	TBD
EFFECTIVE DATE	TBD	LEGISLATIVE AUTHORITY	Municipal Act, 2001, Sections 110(10), 293, 417
APPROVED BY:	TBD		

POLICY STATEMENT:

A policy governing the use and management of reserves and reserve funds.

PURPOSE:

Reserves and Reserve Funds are critical components of long-term financial planning and are used to maintain a stable financial position, rate of property taxation, stream of interest revenues, and source of contingency funds. They are funded through annual contributions from the operating budget as well as external sources. A municipality may establish reserves/reserve funds for any purpose for which it has authority to spend money.

Reserves and Reserve Funds are important long-term financial planning tools for municipalities, and are used to set aside funds for a future purpose. In certain instances, Reserve Funds and Reserves have funding included in the Operating Budget, and also represent significant funding sources of the Capital Budget.

Examples of when/where using Reserves or Reserve Funds is appropriate are outlined below (Note: This listing is not exhaustive, and should only be used for illustrative purposes)

- To facilitate long term financial planning (Capital Equipment Reserve Fund)
- To smooth tax rate implications (Tax Rate Stabilization Reserve)
- To plan for the impact of financing of major capital projects over time
- To absorb the cost of one-time expenses not included in the operating budget (Council Community and Contingency Reserve)
- To provide for the cost of emergency maintenance (Facilities Maintenance Reserve)
- To ensure financial flexibility exists within the organization to take advantage of opportunities as they arise

DEFINITIONS:

Reserve Fund:

Monies set aside for a specific purpose as required by provincial legislation, a municipal by-law, or agreement. Reserve Funds receive an annual interest allocation based on the average annual balance. The Township of Wellington North has both Obligatory and Discretionary Reserve Funds.

Obligatory Reserve Fund:

Monies set aside and legally restricted by provincial legislation, a municipal by-law, or agreement. The funds are raised for a specific purpose and cannot be used for any other purpose. The main Obligatory Reserve Funds

are the Development Charges Reserve Funds that are regulated by the Development Charges Act.

Discretionary Reserve Funds:

Monies set aside for a specific purpose by Council and legislated by municipal by-law. If Council should decide to spend the money for purposes other than what it was originally intended for, then a new by-law must be passed under section 417(4) of the Municipal Act.

Reserve:

Monies set aside by approval of Council and not restricted by legislation. Reserves can be related to projects that are of a nature prescribed and managed by approval of Council. Reserves do not receive an annual interest allocation.

Deferred Revenue:

Revenue that is considered a liability on the Township's financial statements until it becomes relevant to current operations, such as prepayment received for good / services not yet rendered. Some Deferred Revenue is set aside in obligatory reserve funds for a specific purpose as required by legislation, regulation, or agreement such as development charges, cash-in-lieu of parkland, and federal and provincial gas tax.

SCOPE:

The Reserves and Reserve Funds Policy applies to all Reserves and Reserve Funds established by the Township of Wellington North.

POLICY COMMUNICATION:

The Reserves and Reserve Funds Policy will be available on the Township's local network and be accessible to all staff.

RESPONSIBILITIES:

Municipal Council:

Municipal Council shall:

- i. In accordance with the Municipal Act 2001, Section 224 develop and evaluate policies, ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place and maintain the financial integrity of the municipality.
- ii. Approve transactions to and from reserves and reserve funds through the budget process or by specific resolution (for reserves) and by-laws (for reserve funds).

Chief Administrative Officer:

The Chief Administrative Officer shall support the Director of Finance in ensuring adherence to the policies / procedures contained in this document across Township departments.

Director of Finance / Treasurer:

The Director of Finance Shall:

- i. Develop and update this policy as necessary;
- ii. Ensure that the policies & processes contained in this policy are applied consistently across all departments;
- iii. Perform the transfers to and from reserves and reserve funds as authorized by Council;
- iv. Recommend strategies for the adequacy of reserve levels; and
- v. Report to Council bi-annually, the transactions and balances of the reserves and reserve funds.

Department Heads:

The Department Heads shall:

- i. Advise the Director of Finance when reserve or reserve funds transfers are required; and
- ii. Consult with the Director of Finance when reserves / reserve funds are required to fund unbudgeted transactions, or bridge funding gaps for capital budget variances.
- iii. After consultation with the Director of Finance, draft report to Council for endorsement of proposed utilization of reserves / reserve funds for items identified in ii above.

POLICY:**Closing Reserves and Reserve Funds**

If the purpose or purposes for which the reserve or reserve fund was created have been accomplished and the reserve or reserve fund is determined to be no longer necessary, the Director of Finance, in consultation with the Department Head, shall report to Council with the recommendation on:

- i. The closure of the reserve or reserve fund
- ii. The disposition of any remaining funds
- iii. The necessary amendment to the Reserve by-law

A resolution of Council will be required to close a reserve.

The By-law establishing the Reserve Fund will be required to be repealed in order to close a Reserve Fund.

Allocation of Operating Surplus / Deficit

- i. Year-end General Levy budget surplus/deficit will be allocated in accordance with Surplus Allocation Matrix – Appendix A
- ii. Year-end Water and Wastewater budget surplus will be allocated to appropriate Water or Wastewater Reserve. Deficits will be funded from the Water and Wastewater Reserve, if insufficient any shortfall will be funded from the appropriate reserve fund.

Interest Allocation

- i. Where multiple reserve funds are included in one bank account, interest shall be allocated to reserve funds on an annual basis based on the actual closing balance of the reserve fund.
- ii. Reserves shall not be invested and are not allocated interest.

Annual Reporting

Reporting of Reserves and Reserve Funds will occur through the following processes:

- i. A year to date continuity schedule will be included in bi-annual variance reports to Council.
- ii. Year-end audit and financial statements - balances of reserves, both obligatory and discretionary reserves and reserve funds will be presented with note disclosure and comparative figures as required to meet PSAB reporting standards.

Reserve Funds & Reserves

The following individual Reserves and Reserve Fund policies have been established with the approval of Council and summarized in Schedule B to this document. Council approval is required for any transactions outside of the approved budget or Reserve and Reserve Fund policies, as well as any changes to the established policy or use of a Reserve or Reserve Fund.

RESERVE FUNDS:**Building Permit Reserve Fund
(Obligatory)****1-10-00-000-3050****Policy:**

The Chief Building Official's office, and PI&C division must report their surpluses and deficits to the industry as a separate entity as the Building Code Act states that the fees collected are to be used to administer the Act; surpluses cannot be used to fund general Township expenditures, and deficits should be funded from a Reserve Fund and not from Township funds. For this reason, the Building Permit Reserve Fund has been established to provide for capital expenditures, and revenue stabilization, as the building permit activity is subject to volatility.

Revenues

Revenues to the Building Permit Reserve Fund are an annual budgeted allocation from Building Permit revenues, as well as additional revenues added from Building Permit surplus as it occurs.

Expenditures

Expenditures from the Building Permit Reserve Fund are to stabilize the building permit revenue line in the Operating Budget and to fund the CBO, and PI&C division's capital expenditures.

Council Approved Target Level

The Building Permit Reserve Fund balance is to maintain a minimum equal to 6 months of projected operating expenses, to mitigate the possibility of an economic downturn, and to protect against a strain on Township Taxation Revenues.

**Capital Equipment Reserve Fund
(Capital out of Operating)****1-00-00-000-3030****Policy:**

The Capital Equipment Reserve Fund provides a source of financing for general capital equipment projects.

Revenues

The Capital Equipment Reserve Fund receives an annual operating budget allocation. The Capital Equipment Reserve Fund also receives an allocation of 50% of prior year organic assessment growth.

Expenditures

The Capital Equipment Reserve Fund provides the majority of the funding for capital equipment projects.

Council Approved Target Level

The Capital Equipment Reserve Fund balance will remain in a positive position, and should not exceed the requirements to satisfy the capital equipment projects included in the 10 year capital forecast.

**Capital Infrastructure Reinvestment Reserve Fund
(Discretionary)****1-00-00-000-3025****Policy:**

The Capital Infrastructure Reinvestment Reserve Fund provides for expenditures associated with the rehabilitation or replacement of existing capital infrastructure such as roads, including sidewalks and related infrastructure, and facilities. The Capital Infrastructure Reinvestment Reserve Fund may be used to assist in meeting the funding requirements of matching programs developed by Provincial or Federal government for the rehabilitation or replacement of existing capital infrastructure.

Revenues

The Capital Infrastructure Reinvestment Reserve Fund receives an annual allocation of 50% of prior year organic assessment growth. Any new infrastructure revenues associated with the rehabilitation of roads or facilities from the Provincial or Federal Governments, not including Gas Tax Funding, will also be allocated to this Reserve Fund. Additionally, an annual allocation of surplus is contributed to this Reserve Fund, as outlined in the Surplus Allocation Matrix – Appendix A.

Expenditures

Expenditures from the Capital Infrastructure Reinvestment Reserve Fund are for the rehabilitation or replacement of capital infrastructure. Emergency Management related expenditures are also eligible to be funded from this Reserve Fund, as are costs resulting from emergency infrastructure failure or impending failure. This Reserve Fund may also be used to assist in meeting the unbudgeted funding requirements of government matching programs.

Council Approved Target Level

The Capital Infrastructure Reinvestment Reserve Fund will remain in a positive position.

**Cemetery Perpetual Care Reserve Fund
(Discretionary)
3-00-52-000-3210**

Policy:

The Cemetery Perpetual Care Reserve Fund provides a source of funding for the purchase, replacement, and expansion of capital items related to Cemetery operations.

Revenues

Revenue to the Cemetery Perpetual Care Reserve Fund is provided through an annual allocation from the operating budget. Additionally, 100% of the Cemetery year end operating budget surplus, if any, is allocated to this Reserve Fund.

Expenditures

Expenditures funded from the Cemetery Perpetual Care Reserve Fund are for capital items related to Cemetery operations. This includes both replacement and expansion items.

Council Approved Target Level

The Council approved target level for the Cemetery Perpetual Care Reserve Fund is a minimum of \$15,000 to mitigate the impact of an unbudgeted or emergency capital requirement.

**Consolidated Development Charges Reserve Funds
(Obligatory)
Summary of Combined Funds**

Policy:

The Development Charges Reserve Funds provide financing for growth related projects undertaken by the Township as detailed in the Development Charges (DC) Background Study and By-law. The Development Charges Reserve Funds include: Sewer DCs (3-00-40-000-3210), Water DCs (3-00-42-000-3210), Roads DCs (3-00-30-300-3210), Fire DCs (3-00-20-300-3210), Outdoor Rec DCs (3-00-70-300-3210), Indoor Rec DCs (3-00-71-300-3210), and Admin DCs (3-00-15-300-3210). For all Development Charges Reserve Funds:

- Annual debt repayments will be made first from DC Reserve Funds once the Operating Budget is approved by Council
- DC Reserve Funds activity will be tracked annually
- Projects \$200,000 and under will automatically be funded
- Projects greater than \$200,000 will be brought forward for capital funding consideration when the Reserve Fund balance is in a positive position, and will only be recommended if there is sufficient funding
- Project failing to meet these requirements will be subject to a Senior Management Review.

Revenues

DC legislation took effect in 1991. A charge is imposed and collected prior to the issuance of a building permit on new development and redevelopment that will result in the demand for hard and soft services.

Expenditures

Projects being funded from DC are restricted to those that were included in calculating the rate and are listed in the approved DC Background Study and By-law.

An eligible project can be defined as a project that would benefit new development during the term of the by-law. Projects that arise during the term of the approved DC Background Study and By-law, that were not originally included, may still be eligible for DC funding. Such projects must be for growth and a Senior Management Review is required. Council must then approve that the projects are for growth and direct that any recoveries be incorporated into the next DC Background Study and By-law.

Council Approved Target Level

The Reserve Funds balances should remain in a positive position.

**Canada Gas Tax Reserve Fund
(Obligatory)
3-00-15-000-3210**

Policy:

The Canada Gas Tax Reserve Fund provides funding for investments in Environmentally Sustainable Municipal Infrastructure (ESMI) Projects and Capacity Building Projects as per the Agreement for the Transfer of Federal Gasoline Tax Revenues.

Revenues

The Township of Wellington North receives a semi-annual allocation of funds from the AMO on behalf of the Federal Government per the Agreement for the Transfer of Federal Gasoline Tax Revenues.

Expenditures

Expenditures from the Gas Tax Rebate Reserve Fund are to be used to support environmentally sustainable municipal infrastructure to help ensure cleaner air, cleaner water, and reduced greenhouse gas emissions. Eligible project categories are; public transit, water, wastewater, solid waste, community energy systems, local roads, bridges, tunnels, active transportation infrastructure, capacity building, disaster mitigation, broadband connectivity, brownfield redevelopment, cultural, tourism, and sport and recreation infrastructure. The Transfer of Federal Gasoline Tax Revenues Agreement sets out Eligible projects/categories as well as terms & conditions in further detail.

Council Approved Target Level

The balance of the Gas Tax Rebate Reserve Fund should remain in a positive position and should be monitored regularly to make best use of the opportunity available to the Township of Wellington North.

**Parkland: Cash In-Lieu Reserve Fund
(Obligatory)
3-00-70-000-3210**

Policy:

The Parkland: Cash In-Lieu Reserve Fund provides for the purchase and development of parkland in developing areas and redeveloping areas and/or supports the upgrading of existing parks/facilities (neighbourhood, community or city-wide) provided the need to upgrade is due to intensification of the surrounding neighbourhood. This Reserve Fund is a legislative requirement of the Planning Act. A staff team comprised of the CAO, Director of Finance, Chief Building Official, and the Economic Development Officer will determine which proposed capital projects meet the objectives to receive funding from this account, prioritize timing of projects within the budget, allocate appropriate

funding amounts, and ultimately provide their recommendations as part of the Capital budget process for Council approval.

Revenues

Under Section 42, 51.1 & 53(13) of the Planning Act municipalities are given the authority to request the conveyance of land to the City for parks at a rate of 5% for residential development and 2% of industrial and commercial development.

Cash in lieu payments populate this Reserve Fund. The source of revenue for this Reserve Fund is dependent on overall development and redevelopment. It is anticipated that this Reserve Fund will continue to grow.

Expenditures

Expenditures from this reserve fund will be limited to the acquisition of land to be used for park or other public recreation purposes, including the erection, improvement, repair or betterment of the buildings or equipment, and the acquisition of machinery for park or other public recreational purposes as permitted by section 42(15) of the Planning Act as may be amended from time to time.

Council Approved Target Level

The funding level should be sufficient to purchase and develop new parkland opportunities and to provide funding for the upgrade of parks/facilities in areas undergoing intensification as required.

Streetlight Reserve Fund (Discretionary) 3-00-36-000-3210

Policy:

The Streetlight Reserve Fund provides for the capital replacement, or enhancement of street lighting infrastructure.

Revenues

Revenues to the Streetlight Reserve Fund are provided through an annual allocation from the operating budget. Additionally, 100% of the Streetlight year end operating budget surplus, if any, is allocated to this Reserve Fund.

Expenditures

Expenditures from the Streetlight Reserve Fund are limited to capital replacement, or enhancement of street lighting infrastructure

Council Approved Target Level

The Streetlight Reserve Fund balance should not drop below \$0.

Wellington North Fire Services Reserve Fund (Discretionary) 3-00-20-000-3210

Policy:

The Wellington North Fire Services Reserve Fund provides for the replacement of existing Wellington North Fire Services equipment. The purchase of expansion equipment or other capital items required to service growth is funded by Development Charges or the Capital Reserve Fund.

Revenues

Revenues to the Wellington North Fire Services Reserve Fund are provided through an annual allocation from the operating budget.

Expenditures

Expenditures from the Protective Services Reserve Fund are to replace existing equipment assigned to Protective Services.

Council Approved Target Level

The Protective Services Reserve Fund balance should be sufficient to cover the replacement of fire equipment according to the approved Capital Budget and Capital Forecast. The Protective Services Reserve Fund balance should not drop below \$50,000.

**Industrial Commercial Property Reserve Fund
(Discretionary)
3-00-82-000-3210**

Policy:

The Industrial Commercial Property Reserve Fund provides for the acquisition and disposition of Township lands to facilitate the changing needs of the Industrial and Commercial business sectors, and unique business opportunities of the Township during periods of fluctuating market conditions.

Revenues

Revenues to the Industrial Commercial Property Reserve Fund are provided through the sale of Township owned land.

Expenditures

Expenditures from the Industrial Commercial Property Reserve Fund are limited to the purchase of land within the boundaries of the Township of Wellington North, and support either a strategic initiative supported by Council, or an otherwise unique business opportunity for the Township.

Council Approved Target Level

The Industrial Commercial Property Reserve Fund balance should not drop below \$0 and should be monitored regularly to make best use of the opportunity available to the Township of Wellington North from both investment and strategic initiative perspectives.

**Wellington North Power Debt Repayment Reserve Fund
(Discretionary)
3-00-15-002-3210**

Policy:

The Wellington North Power Debt Repayment Reserve Fund was established as a repository for the accumulation of promissory note, and dividend payment receipts from Wellington North Power to be utilized for future reinvestment opportunities presented to the Council of the Township of Wellington North.

Revenues

Revenues to the Wellington North Power Debt Repayment Reserve Fund are provided through the receipt of Wellington North Power promissory note principal repayments, and dividend payments.

Expenditures

Expenditures from the Wellington North Power Debt Repayment Reserve Fund are limited to the reinvestment in business opportunities presented to the Council of the Township of Wellington North.

Council Approved Target Level

The Wellington North Power Debt Repayment Reserve Fund balance should not drop below \$0.

**Consolidated Utilities
(Water & Sewer)
3-00-40-001-3210 & 3-00-42-001-3210**

Policy:

The Water, and Sanitary Sewer Retained Earnings Reserves fund the entire Utilities day to day operations, as well as capital projects. They are also used to assist in the gradual introduction of Utility rate increases as required. These Reserves are consolidated into one Consolidated Utilities Reserve for reporting purposes.

Revenues

Consolidated Utilities revenues are generated from fees charged to external customers by the Utilities group as approved in the Fees & Charges By-law. Any surplus after expenses that have been processed by the Utilities group would be directed to this Reserve.

Expenditures

The Consolidated Utilities Reserve funds the entire Utility operation, both operating and capital. A deficit incurred by the Utilities group would be funded through this Reserve.

Council Approved Target Level

The minimum approved target level for the Consolidated Utilities Reserve is \$500,000 in order to provide an appropriate contingency based on current combined Utilities Operating and Capital budgets.

RESERVES:

**Council Community and Contingency Reserve
(Discretionary)
TBD**

Policy:

The Council Community and Contingency Reserve has been established to provide for expenses that are not a part of the approved budget but that Council determines to be necessary or of considerable merit.

Revenues

The Council Community and Contingency Reserve receives an annual contribution from the Operating budget.

Expenditures

This Reserve provides funding for unforeseen expenditures that may occur within a year. It is used for unbudgeted or new expenditures of considerable merit.

Council Approved Target Level

The Reserve should not drop below \$0.

**Municipal Election Reserve
(Discretionary)
1-00-00-000-3012**

Policy:

The Municipal Election Reserve was established to amortize the cost of a municipal election over 4 years, rather than expensing the entire amount in the year of the election.

Revenues

The Municipal Election Reserve receives an allocation from the Operating budget.

Expenditures

Expenditures from the Municipal Election Reserve are to be for election related expenses.

Council Approved Target Level

The Municipal Election Reserve balance should not drop below zero.

**Facilities Maintenance Reserve
(Discretionary)**

TBD

Policy:

The Facilities Maintenance Reserve provides funding for emergency maintenance requirements at Corporate Facilities not funded through the Capital Reserve Fund.

Revenues

- The Facilities Maintenance Reserve receives an annual allocation from the operating budget.
- Grants linked to energy management or facility accessibility will also be allocated to this reserve account.

Expenditures

The Facilities Maintenance Reserve provides funding for emergency maintenance requirements at any corporate facilities which are not funded from the Capital Reserve Fund. The dollars in the Facilities Maintenance Reserve can be used as a funding source for capital projects that are projected to result in future energy savings or promote accessibility at Township owned facilities.

Council Approved Target Level

The Reserve balance should not drop below zero.

**Tax Rate Stabilization Reserve
(Discretionary)**

1-00-00-000-3010

Policy:

The Tax Rate Stabilization Reserve provides a contingency for unforeseen events that might put pressure on the tax rate. It is also used as a source of working capital.

Revenues

Reserve receives an allocation from year end surplus, as outlined in the Surplus Allocation Matrix – Appendix A.

Expenditures

The Tax Rate Stabilization Reserve is to be used for unforeseen expenditures of a one-time nature.

Council Approved Target Level

This Reserve should have a minimum balance of \$500,000; however, should not exceed \$1,500,000. Should this reserve be in a position where any revenues would exceed the maximum threshold level, funds will be allocated per the Surplus Allocation Matrix – specifically the Priority Sequence for Operating Surpluses item iv.

Surplus Allocation Matrix – Appendix A

Overarching Directives:

- Surplus allocation is limited to any discretionary reserves or reserve funds
- Applies only to the Township of Wellington North Departments
- Limited to taxation based surpluses - user fee funded operations surpluses or deficits are to be treated independently
- A deficit shall be funded as outlined in the 'Priority Sequence for Operating Deficits' outlined below.
- Department staff will adhere to the nature of and manage budget by first offsetting higher than expected spending in one budgeted account through savings in another.

Priority Sequence for Operating Surpluses:

- In the event of an annual operating surplus, the Director of Finance is authorized to:
 - i. Transfer 20% of any operating surpluses to the Tax Rate Stabilization Reserve until the upper limit of the fund as defined in the Reserve and Reserve Fund Policy is met;
 - ii. Transfer 35% of any operating surpluses to the Capital Equipment Reserve Fund until it is deemed that the fund has sufficient reserves to satisfy the 10 year capital equipment forecast;
 - iii. Transfer 35% of any operating surpluses to the Capital Infrastructure Reinvestment Reserve Fund;
 - iv. The remaining 10% of any operating surpluses shall be allocated by the CAO and Director of Finance. Where no reserve has been previously established, the Director of Finance is authorized to create the necessary reserve(s). The creation of reserves shall be contingent upon a review of budget requirements, which in the opinion of the CAO and Director of Finance are material.

Priority Sequence for Operating Deficits:

- In the event of an annual operating deficit, the Director of Finance is authorized to:
 - i. Transfer the necessary funds from the Tax Rate Stabilization Reserve unless these funds have been included in the subsequent years' budget funding estimates;
 - ii. Review the status of the discretionary reserves, and in collaboration with the CAO, transfer any available funds from these reserves to the operating deficit;
 - iii. Transfer the necessary funds from the Capital Replacement Reserve Fund, unless these funds have been included in the subsequent year's budget funding estimates;
 - iv. If a deficit still remains, the amount shall be carried forward to the subsequent year's budget in accordance with the provisions of the Municipal Act and staff shall be directed to review their budgets to find savings equal to the unfunded deficit amount.

Reporting Requirements:

- In addition to any information requested by Council, or that of the Director of Finance or CAO considers appropriate, Council shall receive a report detailing the recommended distribution of the operating surplus or deficit funding by June 30 of each year for their approval.
- This policy will be reviewed annually after the year end surplus or deficit figures have been verified.



Schedule A - Obligatory Reserve Funds

<u>Reserve Fund Name</u>	<u>Purpose</u>	<u>Source of Funding</u>	<u>Target Balance Justification</u>	<u>Target Balance</u>	<u>Minimum Annual Contribution Justification</u>	<u>Minimum Annual Contribution</u>
Building Permit Reserve Fund	To provide funding for capital expenditures, and revenue stabilization.	Contributions from operating budget, and Permit surpluses.	6 Months projected operating costs	Not specifically defined	Not defined	Not defined
Development Charges Reserve Funds	To provide funding for capital expansion related to growth, and associated debt repayments	Collected from developers in accordance with the Development Charges Act, as enacted via By-law	Positive Position	Not specifically defined	Not defined	Not defined
Canada Gas Tax Reserve Fund	To provide funding for environmentally sustainable Municipal Infrastructure, and capacity building projects	Semi-annual allocation from AMO on behalf of the Federal Government	Positive Position	Not specifically defined	Not defined	Not defined
Parkland: Cash In-lieu Reserve Fund	To provide funding for the purchase, development, redevelopment, and upgrading of existing parks / facilities.	Cash in Lieu payments made by developers under the Planning Act	Positive position and sufficient to purchase and develop new parkland opportunities and to provide funding for the upgrade of parks/facilities	Not specifically defined	Not defined	Not defined



Schedule B - Discretionary Reserve Funds

<u>Reserve Fund Name</u>	<u>Purpose</u>	<u>Source of Funding</u>	<u>Target Balance Justification</u>	<u>Target Balance</u>	<u>Minimum Annual Contribution Justification</u>	<u>Minimum Annual Contribution</u>
Capital Equipment Reserve Fund	To provide funding for general capital equipment projects.	Annual Budget allocation, plus a percentage allocation of prior year assessment growth.	Positive Position, and not to exceed 10 year capital requirements forecast.	Not Defined	Not Defined	Not Defined
Capital Infrastructure Reinvestment Reserve Fund	To provide for the rehabilitation or replacement of existing capital infrastructure (Roads and related infrastructure, and facilities)	Annual allocation of prior year assessment growth, any new infrastructure revenues received from the Provincial or Federal Governments, and allocation of annual surplus.	Positive Position	Not Defined	Not Defined	Not Defined
Cemetery Perpetual Care Reserve Fund	To provide a source of funding for the purchase, replacement, and expansion of capital items related to cemetery operations.	Annual Allocation from Operating Budget, plus 100% of cemetery year end operation budget surplus (if realized)	Positive position to mitigate impact of unbudgeted or emergency capital requirements	Min. \$15,000	Not Defined	Not Defined
Wellington North Fire Services Reserve Fund	To Provide for the replacement of existing WNFS equipment	Annual Allocation from Operating Budget	Sufficient to cover the replacement of equipment according to approved capital budget and Capital Forecast	Min. \$50,000	Not Defined	Not Defined



Schedule B - Discretionary Reserve Funds - Continued

<u>Reserve Fund Name</u>	<u>Purpose</u>	<u>Source of Funding</u>	<u>Target Balance Justification</u>	<u>Target Balance</u>	<u>Minimum Annual Contribution Justification</u>	<u>Minimum Annual Contribution</u>
Industrial Commercial Property Reserve Fund	To Provide for the acquisition and disposition of Lands to facilitate the changing needs of the Township.	Sale of Township owned land.	Positive Position	Not Defined	Not Defined	Not Defined
Wellington North Power Debt Repayment Reserve Fund	To provide for future reinvestment opportunities presented to the Council of the Township.	Accumulation of promissory note, and dividend payment receipts.	Positive Position	Not Defined	Not Defined	Not Defined
Streetlight Reserve Fund	To provide for the capital replacement, or enhancement of street lighting infrastructure.	Annual Budget allocation, and allocation of annual budget surplus.	Positive Position	Not Defined	Not Defined	Not Defined
Consolidated Utilities Reserve Fund	To fund day to day operations, capital projects, and assist in the gradual introduction of rate increases.	Surplus allocations from annual budgets.	Sufficient to provide an appropriate contingency based on current combined Utilities operating and capital budgets.	Min. \$500,000	Not Defined	Not Defined



Schedule C - Discretionary Reserves

<u>Reserve Fund Name</u>	<u>Purpose</u>	<u>Source of Funding</u>	<u>Target Balance Justification</u>	<u>Target Balance</u>	<u>Minimum Annual Contribution Justification</u>	<u>Minimum Annual Contribution</u>
Council Community and Contingency Reserve	To provide for expenses that are not part of the approved budget but that Council determines to be necessary or of considerable merit.	Annual allocation from the Operating Budget.	Positive Position	Not Defined	Not Defined	Not Defined
Municipal Election Reserve	To amortize the cost of a municipal election over 4 years.	Annual allocation from the Operating Budget.	Positive Position	Not Defined	Not Defined	Not Defined
Facilities Maintenance Reserve	To provide for emergency maintenance requirements at Township facilities not funded through the Capital Reserve Fund.	Annual allocation from the Operating Budget, and grants received in relation to energy management or facility accessibility.	Positive Position	Not Defined	Not Defined	Not Defined
Tax Rate Stabilization Reserve	To provide contingency for unforeseen events that might put pressure on the tax rate, and provide a source of working capital.	Allocation from year end surplus.	Positive Position, and not to exceed \$1,500,000	Min. \$500,000	Not Defined	Not Defined



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

www.wellington-north.com

1.866.848.3620 FAX 519.848.3228

061

Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 25, 2019**

FROM: ADAM MCNABB, DIRECTOR OF FINANCE & TREASURY

**SUBJECT: REPORT TR2019-003 BEING A REPORT ON 2018 COUNCIL
REMUNERATION**

THAT Report TR2019-003 being a report on 2018 Council Remuneration be received for information;

AND FURTHER THAT the Council of the Township of Wellington North accept the itemized remuneration and expenses of Council for 2018 as presented.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

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 2018 provides a breakdown of activities.

FINANCIAL CONSIDERATIONS

Cumulatively, Council remuneration and expenditures for 2018 were below budgeted amounts.

STRATEGIC PLAN

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

- Yes
- No
- N/A

Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Adam McNabb

Michael Givens, CAO

ADAM MCNABB DIRECTOR OF FINANCE & TREASURY	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
---	--

Schedule A - Treasurer's Statement of Remuneration and Expenditures Paid to Council Members for the Year 2018

**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	27,000.00	0.00	1,068.75	1,977.78	616.40	955.45	31,618.38
Sherry Burke, Councillor	17,000.00	0.00	608.75	1,096.22	1,098.96	720.42	20,524.35
Lisa Hern, Councillor	17,000.00	0.00	608.75	1,108.59	1,533.09	720.42	20,970.85
Steve McCabe, Councillor	17,000.00	0.00	608.75	254.40	1,579.12	720.42	20,162.69
Dan Yake, Councillor	17,000.00	0.00	608.75	96.68	1,811.63	720.42	20,237.48
Total Paid	95,000.00	0.00	3,503.75	4,533.67	6,639.22	3,837.13	113,513.77



Communiqué



From the desk of:

January, 2018 # 063

Fire Chief.

1. **Directives. Please ensure you have read the recent Directives.** They are all very important for the operations of our Fire Service.
2. Large quantities of firefighting foam has arrived at station #120. It is on a user pay system, which is certainly helpful for the budget. This also allows for a readily available supply. No more delays in filling the foam tanks.
3. **Annual Vehicle Safety Checks** are now complete at station #120. Arthurs will be completed in February.
4. We will be switching to WHO'S Responding. Guelph Fire is in the process of working out the logistics at their end. I will keep you posted. Iam Responding will be discontinued once the new App is fully operational.
5. **CISM.** Your **PEER SUPPORT TEAM** has been working extremely hard to establish one of the **BEST** CISM programs in this Province. This program will be rolled out to you shortly. The team will then give a presentation to Council. *"Working Together to Strengthen Everyone"*.
6. The 2019 Budget has been approved by Council. In the next few months we will begin the process of purchasing a Records Management Program. This new program will assist us with ALL records management. From payroll and inspections, to training and equipment maintenance.

FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to February 8 for the years 2018 and 2019				
	2018		2019	
	Fatal fires	Fatalities	Fatal fires	Fatalities
Ontario fatal fires (except Federal and First Nations properties) from January 1 to February 8.	9	12	5	5
Fatal fires on Federal or First Nations properties from January 1 to February 8.	0	0	0	0
Total	9	12	5	5

Respectfully;

Fire Chief



Communiqué



January Fire Report 2019

ARTHUR STATION:

The Arthur Station responded to 9 calls for assistance during the month.

Practice/ Meetings:

Jan 8, 2019 (20) members were present
Jan 15, 2019 (18) members were present
Jan 22, 2019 (14) members were present
Jan 29, 2019 (19) members were present

MOUNT FOREST STATION:

The Mount Forest Station responded to 17 calls for assistance during the month.

Practice/ Meetings:

Jan 8 , 2019 (15) members were present
Jan 15, 2019 (15) members were present
Jan 22, 2019 (14) members were present
Jan 29 , 2019(15) members were present

Respectfully submitted page 2 and 3
Bill Hieber



Communiqué



CALL TYPE	ARTHUR STATION	AREA	MOUNT FOREST STATION	AREA
Medical	6	Town (5)	9	Town (7)
		Township (1)		Southgate (2)
Vehicle Fire			1	Town (1)
Investigation			1	Town (1)
Motor Vehicle Collision	1	Township (1)	3	Town (2)
				Southgate (1)
Fire Alarm	1	Town (1)	2	Town (2)
C/O Smoke	1	Town (1)	1	Town (1)



Communiqué



Fire Prevention/Public Education

FIRE SAFETY PRESENTATIONS

Arthur Station Tour
North Wellington CO-OP Fire Extinguisher Training Group1

FIRE SAFETY INSPECTIONS

257 Main Street South M.F.
720 Princess St. M.F.
130 Main Street South M.F. with OFM
134 Main Street South M.F. with OFM

FIRE INVESTIGATIONS

FIRE SAFETY COMPLAINT INSPECTIONS

144 Southwater M.F.
345 Queen St. West M.F.

FIRE SAFETY PLAN REVIEWS

158 Domville St. A.V.
720 Princess Street M.F.

VULNERABLE OCCUPANCY FIRE DRILLS

BURN PERMIT SITE INSPECTIONS

BURN COMPLAINTS



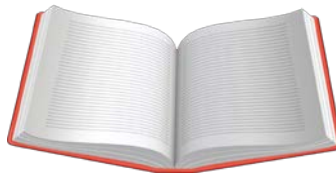
“TEST YOURS *TODAY*”



Communiqué



“SAVING LIVES THROUGH EDUCATION”



Please have all monthly reports submitted by the 5th of each month to:

Next Communiqué will be March 2019



**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 25, 2019**

**FROM: BARRY TROOD, WATER SUPERINTENDENT
BRAD HOOVER, ACTING - PROCESS COMPLIANCE ANALYST
COREY SCHMIDT, WATER/SEWER FOREMAN**

**SUBJECT: REPORT OPS 2019-001 - REPORT ON THE TOWNSHIP'S 2018
DRINKING WATER SYSTEMS ANNUAL AND SUMMARY REPORT**

RECOMMENDATION

THAT Report OPS 2019-001 being a consolidated report on the Township's 2018 drinking water annual and summary report be received, accepted and approved;

AND FURTHER THAT the Council directs staff to submit the approved report to the applicable agencies and make the report available to the public.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The Township of Wellington North has a requirement under Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002, to complete an annual report (Section 11) and a summary report (Schedule 22) on the municipal drinking water system it operates. Both reports must be available to the public and the summary report must be submitted to the drinking water system owner.

For 2018, the water and sewer department has consolidated these report requirements into one comprehensive report that covers the requirements of Section 11 and Schedule 22 for both municipal water systems. Section 11 is to be made available to the public by



Annual and Summary Report

For the Period of: Jan. 1, 2018 to Dec. 31, 2018

For Arthur and Mount Forest Drinking Water Systems

Prepared By:

Brad Hoover, Process and Compliance Analyst (Acting)
Water and Sewer Department

Revision Date: February 13, 2019

Table of Contents

Introduction.....	1
Systems Overview.....	3
Arthur Drinking Water System.....	3
Mount Forest Drinking Water System.....	3
Summary Report.....	5
a) Incidents of Regulatory Non-Compliance.....	5
b) Adverse Water Quality Incidents.....	5
c) Summaries of Flow Rates and Water Supply Capacities	6
d) Raw and Treated Water Quality.....	10
e) Significant Expenses Incurred.....	25
f) Source Water Protection.....	25

List of Tables

Table 1: Summary of Adverse Drinking Water Quality Incidents	6
Table 2: Arthur Well 7b Flows	7
Table 3: Arthur Well 8a Flows.....	7
Table 4: Arthur Well 8b Flows.....	8
Table 5: Mount Forest Well 3 Flows.....	8
Table 6: Mount Forest Well 4 Flows	9
Table 7: Mount Forest Well 5 Flows.....	9
Table 8: Mount Forest Well 6 Flows	10
Table 9: O.Regulation 170 Schedule 7-2, Distribution Free Chlorine Residual Summary.....	10
Table 10: O.Regulation 170/03 Schedule 10-4, Raw Bacteriological Sampling Summary	11
Table 11: O. Regulation 170/03 Schedule 10-3, Treated Bacteriological Sampling Summary	11
Table 12: O.Regulation 170/03 Schedule 10-2, Distribution Sample Summary.....	11
Table 13: O.Regulation 170/03 Schedule 13-6.1, Haloacetic Acids Sampling Results Summary	12
Table 14: O.Regulation 170/03 Schedule 13-7, Nitrite and Nitrate Sampling Results Summary.....	12
Table 15: O.Regulation 170/03 Schedule 23 Results Arthur Well #7b	13
Table 16: O.Regulation 170/03 Schedule 23 Results Arthur Well #8	14
Table 17: O.Regulation 170/03 Schedule 23 Results Mount Forest Well #3	14
Table 18: O.Regulation 170/03 Schedule 23 Results Mount Forest Well #4.....	14
Table 19: O.Regulation 170/03 Schedule 23 Results Mount Forest Well #5	15
Table 20: O.Regulation 170/03 Schedule 23 Results Mount Forest Well #6	15
Table 21: O.Regulation 170/03 Schedule 24 Results for Arthur Well #7b	15
Table 22: O.Regulation 170/03 Schedule 24 Results for Arthur Well #8	17
Table 23: O.Regulation 170/03 Schedule 24 Results for Mount Forest Well #3	18
Table 24: O.Regulation 170/03 Schedule 24 Results for Mount Forest Well #4	19
Table 25: O.Regulation 170/03 Schedule 24 Results for Mount Forest Well #5	20
Table 26: O.Regulation 170/03 Schedule 24 Results for Mount Forest Well #6	21
Table 27: O.Regulation 170/03 Schedule 13-8 and 13-9, Fluoride and Sodium Results	23
Table 28: O.Regulation 170/03 Schedule 15.1, Lead, Alkalinity and pH Results.....	24

Introduction

Purpose

The purpose of this report is to provide information to several stakeholders and to satisfy the regulatory requirements of the Safe Drinking Water Act (SDWA), reporting required under Ontario Regulation 170/03 (Section 11 and Schedule 22). The report is a compilation of information that helps to demonstrate the ongoing provision of safe, consistent supply of high quality drinking water to customers located within the Township of Wellington North (Arthur and Mount Forest).

Scope

This Annual and Summary report includes information from both Mount Forest and Arthur Drinking Water Systems for the period of January 1st to December 31st, 2018 (unless otherwise noted). The report is a collection of information that was previously found in two separate reports (Annual Report and Summary 22 Report to Council). The information is required to be reported to the following:

- the Drinking Water System Owners (Township of Wellington North Council and Chief Administrative Officer (CAO));
- the public and customers

This report satisfies the requirements of both the Safe Drinking Water Act (SDWA) and Ontario Regulation 170/03:

-Section 11, Annual Reports which includes:

- a brief description of the drinking water systems;
- a list of water treatment chemicals used;
- a summary of the most recent water tests results required under O. Reg.170/03 or an approval, Municipal Drinking Water License (MDWL) or order;
- a summary of adverse test results and other issues reported to the Ministry including corrective action taken;
- a description of major expenses incurred to install, repair or replace required equipment;
- the location where this report is available for inspection/review.

And;

-Schedule 22, Summary Report which includes:

- list the requirements of the Safe Drinking Water Act, the Regulations, Drinking Water Works Permits (DWWP), Municipal Drinking Water License (MDWL), and any orders applicable to the system that were not met at any time during the period covered by the report;
- for each requirement that was not met, the duration of the failure and measures that were taken to correct the failure;

- a summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows; and
- a comparison of this information to the rated capacity and flow rates approved in the system's approval, DWWP and/or MDWL.

This report satisfies applicable requirements for both the Arthur and Mount Forest Drinking Water Systems.

A copy of this report is available for viewing at:

-Township of Wellington North Municipal Office, 7490 Sideroad 7W, Kenilworth;

-Township of Wellington North Water Department Office, 160 Preston St, Arthur;

- Online at www.wellington-north.com

Any inquiries can be made by e-mailing smcdougall@wellington-north.com or by calling 519.848.3620.

Notice

Please note that every reasonable effort is made to ensure the accuracy of this report. This report is published with the best available information at the time of the publication. In the events that errors or omissions occur, the online report will be updated. Please refer to the online version of the report for the most current version.

Systems Overview

The role of the water department is to provide customers and the community with safe, consistent supply of high quality drinking water while meeting, exceeding, and continually improving on legal, operational, and quality management system requirements.

The Arthur and Mount Forest drinking water systems are Class II Water and Distribution Supply Subsystems, composed of groundwater wells and water distribution system. From January 1st to December 31st, 2018, certified staff of two operators, one foreman, one superintendent and one process compliance analyst operated and maintained the systems.

The water department received full scope reaccreditation to the Drinking Water Quality Management Standard after a successful off-site audit on October 23rd, 2018 conducted by a third-party accreditation body. This full accreditation satisfies part of the requirements under the Municipal Drinking Water Licensing Program.

Arthur Drinking Water System

Arthur's municipal drinking water system provides water for a permanent population of approximately 2,333, comprised of approximately 939 residential premises and 109 Industrial/Commercial/Institutional (ICI). ICI customers are fully metered and residential units are on a flat rate system. Arthur has approximately 19.1 km of water main.

The Arthur water system is comprised of three drilled wells, two pump houses, two elevated storage tanks and a water distribution system. The township uses 12% sodium hypochlorite for disinfection. Sodium silicate is used for iron sequestering at Well #7 and Waterworx is used at Well #8 for manganese sequestering. Well #8 is equipped with a back-up diesel generator. The well pumps and associated metering pumps are started and stopped based on the water level in elevated tank number one. Once the low water set-point in the tank has been reached the well pumps are called upon to supply the distribution system with the excess filling the tank to the normal tank level. This is a demand/storage system. All pumps stop at the normal top water level until the water level drops in the tank and pumps are required again.

From January 1st to December 31st, 2018, a total of 379,370.51 cubic meters of water was treated and pumped to the system. The average daily water demand was 1,039.37 cubic meters. The highest daily use of water occurred on May 23, 2018 when 1,514.42 cubic meters of water was pumped. This was possibly due to a water valve leaking near Well #7.

Mount Forest Drinking Water System

Mount Forest's municipal drinking water system provides water for a permanent population of approximately 4,643, comprised of approximately 2,155 residential premises and 234 ICI premises. ICI customers are fully metered and residential units are on a flat rate system. Mount Forest distribution system is approximately 36.7 km of water main.

The Mount Forest water system is comprised of four groundwater wells, four pump houses, a standpipe, and a water distribution system. The township uses 12% sodium hypochlorite for disinfection. Each well is equipped with one well pump, discharge piping, and disinfection equipment. Well #3 is equipped with a back-up diesel generator and a booster pump. The system's supply for fire protection, peak demands and emergencies, is stored within a 2083 m³ standpipe.

The well pumps and sodium hypochlorite metering pumps are started and stopped based on the standpipe water level. Once the low water level in the tank has been reached, the pump stations are called upon to supply the distribution system with the excess filling the standpipe to the normal top water level. This system is a demand/storage system. When the level drops below the lead pump start level, the lead well pump will start. If the level continues to drop, the first, second and third lag well pumps will be started respectively. All pumps stop at the normal top water level until the water levels drops in the standpipe and the pumps are required again. Whenever all pumps have stopped; the pump sequence changes. Pumps removed from service are automatically skipped.

From January 1st to December 31st, 2018, a total of 510,434.84 cubic meters of water was treated and pumped to the system. The average daily water demand was 1,398.45 cubic meters. The highest daily use of water occurred on July 8, 2018 when 2167.66 cubic meters of water was pumped. This was most likely due to lawn watering; a notice was placed on the website on July 16th with reminders about water usage.

Sampling and Testing

The Township of Wellington North's certified operators regularly test the water within the overall system including the raw water at the well source(s), after treatment, and within the distribution system. From January 1st to December 31st, 2018, all regulatory microbiological and chemical quality samples were taken by certified operators and tests performed by accredited, licensed laboratories on water samples collected throughout the drinking water system. These tests include regulatory testing, and most of those results are included in this report.

Arthur and Mount Forest drinking water systems are defined as large residential systems operated under the regulatory requirements of the Safe Drinking Water Act and the Ontario Water Resources Act (accessed at www.e-laws.gov.on.ca). The Arthur Drinking Water System is operated under Municipal Drinking Water License (MDWL) 113-101 and the Drinking Water Works Permit (DWWP) 113-201. The Mount Forest Drinking Water System is operated under MDWL 113-102 and DWWP 113-202.

The MDWL and the DWWP describe system-specific requirements that are supplementary to provincial regulations and act as a license for water supply and distribution operations. These documents outline specific conditions and requirements regarding operation, maintenance and upgrades that are required by the system and are considered regulatory in nature. These documents are available by request for viewing at 160 Preston Street, Arthur.

Summary Report

a) Incidents of Regulatory Non-Compliance

This section describes all incidents of non-compliance (excluding those defined as “Adverse Water Quality Incidents” (AWQI) reported in Section B of this report). AWQI’s are required to be reported to the Ministry of Environment, Conservation & Parks (MECP) with respect to the following Acts and related regulations: Ontario Water Resources Act (OWRA), Safe Drinking Water Act (SDWA), the Environmental Protection Act (EPA), and Municipal Drinking Water Licenses (MDWL) and Drinking Water Works Permits (DWWP).

The most recent assessment of compliance for Arthur and Mount Forest Drinking Water Systems as determined by the MECP during the 2017-2018 Annual Inspections resulted in a final inspection rating of 100% for each facility.

There was no non-compliance for either Arthur or Mount Forest Drinking Water Systems during the MECP inspection’s in 2018.

b) Adverse Water Quality Incidents

This section describes all “Adverse Water Quality Incidents” (AWQI). This term refers to any unusual test results from treated water that does not meet a provincial water quality standard, or situation where disinfection of the water may be compromised. An adverse water quality incident indicates that on at least one occasion, a water quality standard was not met.

There were two AWQI’s in Mount Forest and one AWQI in Arthur in 2018.

On May 23, 2018 a distribution drinking water sample collected at 304 Cork Street in Mount Forest had a result of 1 Total Coliforms (greater than the Maximum Acceptable Concentration of 0). This adverse was resampled as per regulations, the resample results were received on May 28th, 2018 and there was zero Total Coliform present. This issue was resolved on May 28, 2018.

On September 10, 2018 treated drinking water samples collected at Mount Forest Well #3 & #5 had adverse Sodium results of 21.3 mg/L & 61.2 mg/L (greater than the Maximum Acceptable Concentration of 20 mg/L). These adverse’s were resampled as per regulations and the resample results were received on September 24th, 2018. The results indicated 21.1 mg/L & 63.4 mg/L of sodium, the Public Health Inspector was notified with no further actions required. This issue was resolved on Sept. 24, 2018.

On September 10, 2018 a treated drinking water sample collected at Arthur Well #7b had adverse Sodium results of 36.6 mg/L (greater than the Maximum Acceptable Concentration of 20 mg/L). This adverse was resampled as per regulations and the resample results were received on September 24th,

2018. The results indicated 36.6 mg/L of sodium, the Public Health Inspector was notified with no further actions required. This issue was resolved on Sept. 24, 2018.

Table 1: Summary of Adverse Drinking Water Quality Incidents

#	Date	AWQI	Location	Description	Corrective Action	Re-Sample Results Good
1	May 24	139459	Mount Forest Distribution Sample 304 Cork Street	Total Coliform 1cfu/100mL	Wellington-Dufferin-Guelph Public Health, MECP (SAC) notified and resampled as per regulations.	Yes.
2	Sep 10	142903	Arthur Well #7b (Wells St. W.) Treated Water	Sodium 20 mg/L	Wellington-Dufferin-Guelph Public Health, MECP (SAC) notified and resampled as per regulations.	Yes.
3	Sep 10	142905	Mount Forest Well #3 & #5 (Parkside Dr. & Sligo Rd. E.) Treated Water	Sodium 20 mg/L	Wellington-Dufferin-Guelph Public Health, MECP (SAC) notified and resampled as per regulations.	Yes.

c) Summaries of Flow Rates and Water Supply Capacities

The Safe Drinking Water Act (SDWA) and the Ontario Water Resources Act (OWRA) each require that operating authority's record and report water takings as governed by the Permits to Take Water (PTTW). The following tables list the quantities and flow rates of the water supplied during this reporting period, including monthly average and maximum daily flows, daily instantaneous peak flow rates and a comparison to the rated capacity and flow rates specified in the system approval:

Table 2: Arthur Well #7b Flows**Approved Volume (m3/day): 1961****Approved Flow Rate (L/sec): 22.7**

	Avg Daily Volume (m³)	% of Approved Volume	Max Daily Volume (m³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	391.56	20.0	941.60	48.0	21.53	94.8
February	357.5	18.2	897.20	45.8	20.95	92.3
March	328.89	16.8	749.47	38.2	20.82	91.7
April	324.75	16.6	850.89	43.4	21.12	93.0
May	406.53	20.7	801.08	40.9	20.85	91.9
June	404.42	20.6	922.43	47.0	19.74	87.0
July	365.48	18.6	620.76	31.7	20.81	91.7
August	323.92	16.5	1140.12	58.1	20.84	91.8
September	317.01	16.2	954.66	48.7	20.1	88.5
October	353.78	18.0	843.23	43.0	20.76	91.5
November	362.33	18.5	986.14	50.3	20.69	91.1
December	322.73	16.5	877.78	44.8	20.54	90.5

Table 3: Arthur Well #8a Flows**Approved Volume (m3/day): 2255****Approved Flow Rate (L/sec): 26.1**

	Avg Daily Volume (m³)	% of Approved Volume	Max Daily Volume (m³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	320.82	14.2	891.00	39.5	22.50	86.21
February	332.16	14.7	621.53	27.6	22.38	85.75
March	314.74	14.0	530.65	23.5	22.30	85.44
April	316.74	14.0	557.53	24.7	22.65	86.78
May	382.00	16.9	635.57	28.2	22.44	85.98
June	411.82	18.3	616.57	27.3	22.48	86.13
July	376.91	16.7	635.64	28.2	22.30	85.44
August	385.51	17.1	720.37	31.9	22.40	85.82
September	353.32	15.7	682.22	30.3	22.44	85.98
October	329.44	14.6	600.78	26.6	22.70	86.97
November	298.64	13.2	544.21	24.1	21.90	83.91
December	321.34	14.3	557.89	24.7	22.40	85.82

Table 4: Arthur Well #8b Flows**Approved Volume (m³/day): 2255****Approved Flow Rate (L/sec): 26.1**

	Avg Daily Volume (m³)	% of Approved Volume	Max Daily Volume (m³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	300.47	13.3	588.61	26.1	22.63	86.70
February	294.59	13.1	468.38	20.8	21.78	83.45
March	340.86	15.1	632.50	28.0	22.38	85.75
April	320.51	14.2	505.78	22.4	22.56	86.44
May	399.42	17.7	734.03	32.6	22.55	86.40
June	388.03	17.2	656.53	29.1	22.63	86.70
July	376.13	16.7	711.79	31.6	22.20	85.06
August	376.56	16.7	794.09	35.2	22.27	85.33
September	337.05	14.9	629.45	27.9	22.97	88.01
October	323.72	14.4	548.35	24.3	22.76	87.20
November	297.89	13.2	455.82	20.2	22.20	85.06
December	308.75	13.7	618.20	27.4	24.53	93.98

There was 379,370.51 m³ of water processed in Arthur for 2018 (Jan. 01 to Dec. 31). This represents 5.26 % increase compared to the same time period in 2017 and 7.45 % increase from 2016.

Table 5: Mount Forest Well #3 Flows**Approved Volume (m³/day): 1637****Approved Flow Rate (L/sec):22.7**

	Avg Daily Volume (m³)	% of Approved Volume	Max Daily Volume (m³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	305.03	18.6	527.33	32.2	18.7	82.4
February	322.25	19.7	633.86	38.7	18.56	81.8
March	322.46	19.7	534.05	32.6	18.73	82.5
April	343.06	21.0	543.46	33.2	18.45	81.3
May	273.01	16.7	519.25	31.7	18.54	81.7
June	323.70	19.8	872.42	53.3	18.33	80.7
July	295.54	18.1	515.79	31.5	18.53	81.6
August	270.08	16.5	552.25	33.7	18.78	82.7
September	315.58	19.3	747.89	45.7	18.46	81.3
October	278.18	17.0	512.4	31.3	18.55	81.7
November	279.80	17.1	514.24	31.4	18.36	80.9
December	259.29	15.8	513.84	31.4	18.48	81.4

Table 6: Mount Forest Well #4 Flows**Approved Volume (m³/day): 1964****Approved Flow Rate (L/sec): 22.7**

	Avg Daily Volume (m³)	% of Approved Volume	Max Daily Volume (m³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	366.63	18.7	650.13	33.1	20.07	88.4
February	372.53	19.0	765.85	39.0	19.53	86.0
March	399.04	20.3	640.98	32.6	19.63	86.5
April	386.51	19.7	663.35	33.8	19.77	87.1
May	384.44	19.6	762.83	38.8	19.69	86.7
June	277.58	14.1	710.85	36.2	19.59	86.3
July	348.63	17.8	655.92	33.4	19.40	85.5
August	313.47	16.0	696.73	35.5	19.64	86.5
September	287.54	14.6	764.07	38.9	19.87	87.5
October	396.50	20.2	678.92	34.6	19.48	85.8
November	489.07	24.9	772.85	39.4	19.39	85.4
December	324.49	16.5	552.32	28.1	20.02	88.2

Table 7: Mount Forest Well #5 Flows**Approved Volume (m³/day): 3928****Approved Flow Rate (L/sec): 45.5**

	Avg Daily Volume (m³)	% of Approved Volume	Max Daily Volume (m³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	445.03	11.3	763.82	19.4	32.04	70.4
February	347.63	8.9	641.11	16.3	30.11	66.2
March	356.15	9.1	718.11	18.3	29.61	65.1
April	349.56	8.9	566.50	14.4	29.23	64.2
May	350.11	8.9	829.46	21.1	29.12	64.0
June	436.39	11.1	783.82	20.0	31.57	69.4
July	547.44	13.9	1034.77	26.3	34.29	75.4
August	488.27	12.4	897.76	22.9	38.78	85.2
September	448.15	11.4	1119.10	28.5	33.20	73.0
October	378.02	9.6	772.80	19.7	34.25	75.3
November	67.26	1.7	647.91	16.5	30.89	67.9
December	388.74	9.9	868.37	22.1	37.76	83.0

Table 8: Mount Forest Well #6 Flows**Approved Volume (m³/day): 3928****Approved Flow Rate (L/sec): 45.5**

	Avg Daily Volume (m³)	% of Approved Volume	Max Daily Volume (m³)	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	273.02	7.0	508.95	13.0	34.49	75.8
February	269.47	6.9	873.90	22.2	45.19	99.3
March	243.64	6.2	557.88	14.2	35.15	77.3
April	236.44	6.0	455.57	11.6	36.00	79.1
May	407.00	10.4	926.81	23.6	35.67	78.4
June	502.66	12.8	930.79	23.7	35.76	78.6
July	484.58	12.3	962.16	24.5	35.29	77.6
August	313.73	8.0	616.48	15.7	35.32	77.6
September	350.02	8.9	763.97	19.4	36.02	79.2
October	325.18	8.3	794.92	20.2	34.94	76.8
November	487.04	12.4	890.98	22.7	33.20	73.0
December	342.67	8.7	885.34	22.5	35.82	78.7

There was 510,434.84 m³ of water processed in Mount Forest for 2018 (Jan. 01 to Dec. 31). This represents 5.81% more compared to the same time period in 2017 and -1.84% less than in 2016.

d) Raw and Treated Water Quality

This section describes the water quality monitoring, both regulatory and operational, that has been completed in 2018.

Water Quality Review

Under the SDWA, municipalities are required to monitor both the raw and treated quality of the source water supplied. This monitoring is performed for both regulatory compliance and due diligence and is expected to identify any changes within the treated water as well as in raw source waters.

Table 9: O. Regulation 170/03 Schedule 7-2, Distribution Manual Free Chlorine Residual Summary

Parameter	ODWQS	Total Analyzed	Total Outside ODWQS Criteria	Range	Units
Arthur Free Chlorine Residual	0.05 - 4.0	466	0	0.68 to 1.80	mg/L
Mount Forest Free Chlorine Residual	0.05 - 4.0	531	0	0.69 to 1.85	mg/L

Table 10: O. Regulation 170/03 Schedule 10-4- Raw Bacteriological Sampling Summary

Parameter	ODWQS	Total Analyzed	Total Outside ODWQS Criteria	Range	Units
Arthur Raw - T.coli	n/a	159	n/a	0	cfu/100mL
Arthur Raw - E.coli	n/a	159	n/a	0	cfu/100mL
Mount Forest Raw - T.coli	n/a	212	n/a	0	cfu/100mL
Mount Forest Raw - E.coli	n/a	212	n/a	0	cfu/100mL

Table 11: O. Regulation 170/03 Schedule 10-3, Treated Bacteriological Sampling Summary

Parameter	ODWQS	Total Analyzed	Total Outside ODWQS Criteria	Range	Units
Arthur Treated - T.coli	0	106	0	0	cfu/100mL
Arthur Treated - E.coli	0	106	0	0	cfu/100mL
Mount Forest Treated - T.coli	0	209	0	0	cfu/100mL
Mount Forest Treated - E.coli	0	209	0	0	cfu/100mL

Table 12: O. Regulation 170/03 Schedule 10-2, Distribution Samples Summary

Parameter	ODWQS	Total Analyzed	Total Outside ODWQS Criteria	Range	Units
Arthur Distribution - T.coli	0	159	0	0	cfu/100mL
Arthur Distribution - E.coli	0	159	0	0	cfu/100mL
Arthur Distribution - HPC	n/a	138	n/a	<10 – 560 *	cfu/mL
Mount Forest Distribution - T.coli	0	218	1	0-1	cfu/100mL
Mount Forest Distribution - E.coli	0	218	0	0	cfu/100mL
Mount Forest Distribution - HPC	n/a	189	n/a	<10 – 80	cfu/mL

* Note: On July 23, 2018 an Arthur Distribution sample resulted in an HPC of NDOGHPC (No Data: Overgrown with HPC). The following week on July 30, 2018 the same sample location result was zero.

Treated Water Quality- O. Regulation 170/03 Schedule 13-6, 13-6.1 and 13-7, “Three Month” Sampling Results Summary

In 2018, all operational Treated sources were sampled and analyzed for Schedule 13-6, 13-6.1 and 13-7 parameters as per O.Reg. 170-03.

Regulation 170/03, Schedule 13-6 requires a minimum of one distribution sample taken from the Distribution System where THM’s (trihalomethanes) are most likely to develop (locations with high retention times). The Maximum Allowable Concentration (MAC) for THM’s is 100 ug/L. However, for this parameter the MAC uses a running annual average of quarterly samples.

The results of the running average value for THM’s for all related Distribution System samples in 2018 are below the ½ MAC (half of the maximum allowable concentration). Mount Forest had an annual

running average of 18.08 ug/L of Total THM's and Arthur had an annual running average of 15.25 ug/L of Total THM's.

Regulation 170/03, Schedule 13-6.1 was added in 2018 and requires a minimum of one distribution sample taken from the Distribution System where HAA's (haloacetic acids) are most likely to develop. On January 1, 2020, the Maximum Allowable Concentration (MAC) for HAA's of 80 ug/L will come into effect as well as the MAC will use a running annual average of quarterly samples for this parameter.

The results of HAA's for all related Distribution System samples in 2018 are below the ½ MAC (half of the maximum allowable concentration) that will come into effect in 2020.

Table 13: O. Regulation 170/03 Schedule 13-6.1, Haloacetic Acids Sampling Results Summary

Arthur	Date	ODWQS MAC	Distribution
HAA's (ug/L)	Feb 2018	80	5.3<MDL
	May 2018	80	5.3<MDL
	Aug 2018	80	5.3<MDL
	Nov 2018	80	5.3<MDL
Mount Forest	Date	ODWQS MAC	Distribution
HAA's (ug/L)	Feb 2018	80	5.3<MDL
	May 2018	80	5.3<MDL
	Aug 2018	80	5.3<MDL
	Nov 2018	80	5.3<MDL

*MDL- method detection limit

All operational Treated Sources were sampled and analyzed for Nitrates and Nitrites as per Regulation 170/03, Schedule 13-7. There was no instance of any adverse results in 2018.

Table 14: O. Regulation 170/03 Schedule 13-7, Nitrite and Nitrate Sampling Results Summary

Arthur	Date	ODWQS MAC	Well #7b	Well #8a/b
Nitrite (mg/L)	Feb 2018	1	0.003<MDL	0.003<MDL
	May 2018	1	0.003<MDL	0.003<MDL
	Aug 2018	1	0.003<MDL	0.003<MDL
	Nov 2018	1	0.003<MDL	0.003<MDL
Nitrate (mg/L)	Feb 2018	10	0.006<MDL	0.006<MDL
	May 2018	10	0.006<MDL	0.006<MDL
	Aug 2018	10	0.006<MDL	0.006<MDL
	Nov 2018	10	0.006<MDL	0.006<MDL

*MDL- method detection limit

Mount Forest	Date	ODWQS MAC	Well #3	Well #4	Well #5	Well #6
Nitrite (mg/L)	Feb 2018	1	0.003<MDL	0.003<MDL	0.003<MDL	0.003<MDL
	May 2018	1	0.003<MDL	0.003<MDL	0.003<MDL	0.003<MDL
	Aug 2018	1	0.003<MDL	0.003<MDL	0.003<MDL	0.003<MDL
	Nov 2018	1	0.003<MDL	0.003<MDL	-	0.003<MDL
	Dec 2018	1	-	-	0.003<MDL	-
Nitrate (mg/L)	Feb 2018	10	0.066	0.006<MDL	2.32	0.006<MDL
	May 2018	10	0.062	0.006<MDL	2.34	0.006<MDL
	Aug 2018	10	0.064	0.006<MDL	2.41	0.006<MDL
	Nov 2018	10	0.058	0.006<MDL	-	0.006<MDL
	Dec 2018	10	-	-	0.896	-

*MDL- method detection limit

Treated Water Quality Statistics- O. Regulation 170/03 Schedule 23 Results Summary

If sampling for a particular schedule's parameters (e.g. Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

Table 15: O. Regulation 170/03 Schedule 23 Results Arthur Well #7b

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Antimony	Aug. 8/18	0.12	6	ug/L	No
Arsenic	Aug. 8/18	3.3	25	ug/L	No
Barium	Aug. 8/18	58.2	1000	ug/L	No
Boron	Aug. 8/18	83	5000	ug/L	No
Cadmium	Aug. 8/18	0.0008	5	ug/L	No
Chromium	Aug. 8/18	0.62	50	ug/L	No
Mercury	Aug. 8/18	0.02	1	ug/L	No
Selenium	Aug. 8/18	0.05	50	ug/L	No
Uranium	Aug. 8/18	0.211	20	ug/L	No

Table 16: O. Regulation 170/03 Schedule 23 Results Arthur Well #8

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Antimony	Nov. 6/17	0.02	6	ug/L	No
Arsenic	Nov. 6/17	0.2<MDL	25	ug/L	No
Barium	Nov. 6/17	62.4	1000	ug/L	No
Boron	Nov. 6/17	52	5000	ug/L	No
Cadmium	Nov. 6/17	0.003<MDL	5	ug/L	No
Chromium	Nov. 6/17	0.76	50	ug/L	No
Mercury	Nov. 6/17	0.01<MDL	1	ug/L	No
Selenium	Nov. 6/17	0.04<MDL	50	ug/L	No
Uranium	Nov. 6/17	0.461	20	ug/L	No

Table 17: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #3

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Antimony	Jan. 11/16	0.02<MDL	6	ug/L	No
Arsenic	Jan. 11/16	1.4	25	ug/L	No
Barium	Jan. 11/16	113	1000	ug/L	No
Boron	Jan. 11/16	42.8	5000	ug/L	No
Cadmium	Jan. 11/16	0.003<MDL	5	ug/L	No
Chromium	Jan. 11/16	0.03<MDL	50	ug/L	No
Mercury	Jan. 11/16	0.01<MDL	1	ug/L	No
Selenium	Jan. 11/16	0.04<MDL	50	ug/L	No
Uranium	Jan. 11/16	0.303	20	ug/L	No

Table 18: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #4

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Antimony	Jan. 11/16	0.02<MDL	6	ug/L	No
Arsenic	Jan. 11/16	0.9	25	ug/L	No
Barium	Jan. 11/16	176	1000	ug/L	No
Boron	Jan. 11/16	40.7	5000	ug/L	No
Cadmium	Jan. 11/16	0.003<MDL	5	ug/L	No
Chromium	Jan. 11/16	0.26	50	ug/L	No
Mercury	Jan. 11/16	0.01<MDL	1	ug/L	No
Selenium	Jan. 11/16	0.04<MDL	50	ug/L	No
Uranium	Jan. 11/16	0.228	20	ug/L	No

Table 19: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #5

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Antimony	Jan. 11/16	0.02<MDL	6	ug/L	No
Arsenic	Jan. 11/16	0.2 <MDL	25	ug/L	No
Barium	Jan. 11/16	140	1000	ug/L	No
Boron	Jan. 11/16	39.1	5000	ug/L	No
Cadmium	Jan. 11/16	0.003<MDL	5	ug/L	No
Chromium	Jan. 11/16	0.28	50	ug/L	No
Mercury	Jan. 11/16	0.01 <MDL	1	ug/L	No
Selenium	Jan. 11/16	0.73	50	ug/L	No
Uranium	Jan. 11/16	0.699	20	ug/L	No

Table 20: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #6

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Antimony	Jan. 11/16	0.02<MDL	6	ug/L	No
Arsenic	Jan. 11/16	0.7	25	ug/L	No
Barium	Jan. 11/16	124	1000	ug/L	No
Boron	Jan. 11/16	36.8	5000	ug/L	No
Cadmium	Jan. 11/16	0.003<MDL	5	ug/L	No
Chromium	Jan. 11/16	0.16	50	ug/L	No
Mercury	Jan. 11/16	0.01<MDL	1	ug/L	No
Selenium	Jan. 11/16	0.04<MDL	50	ug/L	No
Uranium	Jan. 11/16	0.330	20	ug/L	No

Treated Water Quality Statistics- O. Regulation 170/03 Schedule 24 Results Summary

If sampling for a particular schedule's parameters (e.g. Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

Table 21: O. Regulation 170/03 Schedule 24 Results for Arthur Well #7b

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Alachlor	Aug. 8/18	0.02<MDL	5	ug/L	No
Atrazine + N-dealkylated	Aug. 8/18	0.01<MDL	5	ug/L	No
Azinphos-methyl	Aug. 8/18	0.05<MDL	20	ug/L	No
Benzene	Aug. 8/18	0.32<MDL	1	ug/L	No
Benzo(a)pyrene	Aug. 8/18	0.004<MDL	0.01	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Bromoxynil	Aug. 8/18	0.33<MDL	5	ug/L	No
Carbaryl	Aug. 8/18	0.05<MDL	90	ug/L	No
Carbofuran	Aug. 8/18	0.01<MDL	90	ug/L	No
Carbon Tetrachloride	Aug. 8/18	0.16<MDL	2	ug/L	No
Chlorpyrifos	Aug. 8/18	0.02<MDL	90	ug/L	No
Diazinon	Aug. 8/18	0.02<MDL	20	ug/L	No
Dicamba	Aug. 8/18	0.20<MDL	120	ug/L	No
1,2-Dichlorobenzene	Aug. 8/18	0.41<MDL	200	ug/L	No
1,4-Dichlorobenzene	Aug. 8/18	0.36<MDL	5	ug/L	No
1,2-Dichloroethane	Aug. 8/18	0.35<MDL	5	ug/L	No
1,1-Dichloroethylene	Aug. 8/18	0.33<MDL	14	ug/L	No
Dichloromethane	Aug. 8/18	0.35<MDL	50	ug/L	No
2-4 Dichlorophenol	Aug. 8/18	0.15<MDL	900	ug/L	No
2,4-Dichlorophenoxy acetic acid	Aug. 8/18	0.19<MDL	100	ug/L	No
Diclofop-methyl	Aug. 8/18	0.40<MDL	9	ug/L	No
Dimethoate	Aug. 8/18	0.03<MDL	20	ug/L	No
Diquat	Aug. 8/18	1.0<MDL	70	ug/L	No
Diuron	Aug. 8/18	0.03<MDL	150	ug/L	No
Glyphosate	Aug. 8/18	1<MDL	280	ug/L	No
Malathion	Aug. 8/18	0.02<MDL	190	ug/L	No
Metolachlor	Aug. 8/18	0.01<MDL	50	ug/L	No
Metribuzin	Aug. 8/18	0.02<MDL	80	ug/L	No
Monochlorobenzene	Aug. 8/18	0.3<MDL	80	ug/L	No
Paraquat	Aug. 8/18	1<MDL	10	ug/L	No
Pentachlorophenol	Aug. 8/18	0.15<MDL	60	ug/L	No
Phorate	Aug. 8/18	0.01<MDL	2	ug/L	No
Picloram	Aug. 8/18	1<MDL	190	ug/L	No
Polychlorinated Biphenyls(PCB)	Aug. 8/18	0.04<MDL	3	ug/L	No
Prometryne	Aug. 8/18	0.03<MDL	1	ug/L	No
Simazine	Aug. 8/18	0.01<MDL	10	ug/L	No
Terbufos	Aug. 8/18	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Aug. 8/18	0.35<MDL	10	ug/L	No
2,3,4,6-Tetrachlorophenol	Aug. 8/18	0.20<MDL	100	ug/L	No
Triallate	Aug. 8/18	0.01<MDL	230	ug/L	No
Trichloroethylene	Aug. 8/18	0.44<MDL	5	ug/L	No
2,4,6-Trichlorophenol	Aug. 8/18	0.25<MDL	5	ug/L	No
Trifluralin	Aug. 8/18	0.02<MDL	45	ug/L	No
Vinyl Chloride	Aug. 8/18	0.17<MDL	1	ug/L	No

Table 22: O. Regulation 170/03 Schedule 24 Results for Arthur Well #8

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Alachlor	Nov. 6/17	0.02<MDL	5	ug/L	No
Atrazine + N-dealkylated	Nov. 6/17	0.01<MDL	5	ug/L	No
Azinphos-methyl	Nov. 6/17	0.05<MDL	20	ug/L	No
Benzene	Nov. 6/17	0.32<MDL	1	ug/L	No
Benzo(a)pyrene	Nov. 6/17	0.004<MDL	0.01	ug/L	No
Bromoxynil	Nov. 6/17	0.33<MDL	5	ug/L	No
Carbaryl	Nov. 6/17	0.05<MDL	90	ug/L	No
Carbofuran	Nov. 6/17	0.01<MDL	90	ug/L	No
Carbon Tetrachloride	Nov. 6/17	0.16<MDL	2	ug/L	No
Chlorpyrifos	Nov. 6/17	0.02<MDL	90	ug/L	No
Diazinon	Nov. 6/17	0.02<MDL	20	ug/L	No
Dicamba	Nov. 6/17	0.20<MDL	120	ug/L	No
1,2-Dichlorobenzene	Nov. 6/17	0.41<MDL	200	ug/L	No
1,4-Dichlorobenzene	Nov. 6/17	0.36<MDL	5	ug/L	No
1,2-Dichloroethane	Nov. 6/17	0.35<MDL	5	ug/L	No
1,1-Dichloroethylene	Nov. 6/17	0.33<MDL	14	ug/L	No
Dichloromethane	Nov. 6/17	0.35<MDL	50	ug/L	No
2-4 Dichlorophenol	Nov. 6/17	0.15<MDL	900	ug/L	No
2,4-Dichlorophenoxy acetic acid	Nov. 6/17	0.19<MDL	100	ug/L	No
Diclofop-methyl	Nov. 6/17	0.40<MDL	9	ug/L	No
Dimethoate	Nov. 6/17	0.03<MDL	20	ug/L	No
Diquat	Nov. 6/17	1.0<MDL	70	ug/L	No
Diuron	Nov. 6/17	0.03<MDL	150	ug/L	No
Glyphosate	Nov. 6/17	1<MDL	280	ug/L	No
Malathion	Nov. 6/17	0.02<MDL	190	ug/L	No
MCPA	Nov. 6/17	0.00012<MDL	0.1	mg/L	No
Metolachlor	Nov. 6/17	0.01<MDL	50	ug/L	No
Metribuzin	Nov. 6/17	0.02<MDL	80	ug/L	No
Monochlorobenzene	Nov. 6/17	0.3<MDL	80	ug/L	No
Paraquat	Nov. 6/17	1<MDL	10	ug/L	No
Pentachlorophenol	Nov. 6/17	0.15<MDL	60	ug/L	No
Phorate	Nov. 6/17	0.01<MDL	2	ug/L	No
Picloram	Nov. 6/17	1<MDL	190	ug/L	No
Polychlorinated Biphenyls(PCB)	Nov. 6/17	0.04<MDL	3	ug/L	No
Prometryne	Nov. 6/17	0.03<MDL	1	ug/L	No
Simazine	Nov. 6/17	0.01<MDL	10	ug/L	No
Terbufos	Nov. 6/17	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Nov. 6/17	0.35<MDL	10	ug/L	No
2,3,4,6-Tetrachlorophenol	Nov. 6/17	0.20<MDL	100	ug/L	No
Triallate	Nov. 6/17	0.01<MDL	230	ug/L	No
Trichloroethylene	Nov. 6/17	0.44<MDL	5	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
2,4,6-Trichlorophenol	Nov. 6/17	0.25<MDL	5	ug/L	No
Trifluralin	Nov. 6/17	0.02<MDL	45	ug/L	No
Vinyl Chloride	Nov. 6/17	0.17<MDL	1	ug/L	No

Table 23: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #3

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Alachlor	Jan. 11/16	0.02<MDL	5	ug/L	No
Atrazine + N-dealkylated metabolites	Jan. 11/16	0.01<MDL	5	ug/L	No
Azinphos-methyl	Jan. 11/16	0.05<MDL	20	ug/L	No
Benzene	Jan. 11/16	0.32<MDL	1	ug/L	No
Benzo(a)pyrene	Jan. 11/16	0.004<MDL	0.01	ug/L	No
Bromoxynil	Jan. 11/16	0.33<MDL	5	ug/L	No
Carbaryl	Jan. 11/16	0.05<MDL	90	ug/L	No
Carbofuran	Jan. 11/16	0.01<MDL	90	ug/L	No
Carbon Tetrachloride	Jan. 11/16	0.16<MDL	2	ug/L	No
Chlorpyrifos	Jan. 11/16	0.02<MDL	90	ug/L	No
Diazinon	Jan. 11/16	0.02<MDL	20	ug/L	No
Dicamba	Jan. 11/16	0.20<MDL	120	ug/L	No
1,2-Dichlorobenzene	Jan. 11/16	0.41<MDL	200	ug/L	No
1,4-Dichlorobenzene	Jan. 11/16	0.36<MDL	5	ug/L	No
1,2-Dichloroethane	Jan. 11/16	0.35<MDL	5	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Jan. 11/16	0.33<MDL	14	ug/L	No
Dichloromethane	Jan. 11/16	0.35<MDL	50	ug/L	No
2-4 Dichlorophenol	Jan. 11/16	0.15<MDL	900	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 11/16	0.19<MDL	100	ug/L	No
Diclofop-methyl	Jan. 11/16	0.40<MDL	9	ug/L	No
Dimethoate	Jan. 11/16	0.03<MDL	20	ug/L	No
Diquat	Jan. 11/16	1.0<MDL	70	ug/L	No
Diuron	Jan. 11/16	0.03<MDL	150	ug/L	No
Glyphosate	Jan. 11/16	1<MDL	280	ug/L	No
Malathion	Jan. 11/16	0.02<MDL	190	ug/L	No
MCPA	Jan. 11/16	0.00012<MDL	0.1	mg/L	No
Metolachlor	Jan. 11/16	0.01<MDL	50	ug/L	No
Metribuzin	Jan. 11/16	0.02<MDL	80	ug/L	No
Monochlorobenzene	Jan. 11/16	0.3<MDL	80	ug/L	No
Paraquat	Jan. 11/16	1<MDL	10	ug/L	No
Pentachlorophenol	Jan. 11/16	0.15<MDL	60	ug/L	No
Phorate	Jan. 11/16	0.01<MDL	2	ug/L	No
Picloram	Jan. 11/16	1<MDL	190	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Polychlorinated Biphenyls(PCB)	Jan. 11/16	0.04<MDL	3	ug/L	No
Prometryne	Jan. 11/16	0.03<MDL	1	ug/L	No
Simazine	Jan. 11/16	0.01<MDL	10	ug/L	No
Terbufos	Jan. 11/16	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Jan. 11/16	0.35<MDL	10	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 11/16	0.20<MDL	100	ug/L	No
Triallate	Jan. 11/16	0.01<MDL	230	ug/L	No
Trichloroethylene	Jan. 11/16	0.44<MDL	5	ug/L	No
2,4,6-Trichlorophenol	Jan. 11/16	0.25<MDL	5	ug/L	No
Trifluralin	Jan. 11/16	0.02<MDL	45	ug/L	No
Vinyl Chloride	Jan. 11/16	0.17<MDL	1	ug/L	No

Table 24: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #4

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Alachlor	Jan. 11/16	0.02<MDL	5	ug/L	No
Atrazine + N-dealkylated metabolites	Jan. 11/16	0.01<MDL	5	ug/L	No
Azinphos-methyl	Jan. 11/16	0.05<MDL	20	ug/L	No
Benzene	Jan. 11/16	0.32<MDL	1	ug/L	No
Benzo(a)pyrene	Jan. 11/16	0.004<MDL	0.01	ug/L	No
Bromoxynil	Jan. 11/16	0.33<MDL	5	ug/L	No
Carbaryl	Jan. 11/16	0.05<MDL	90	ug/L	No
Carbofuran	Jan. 11/16	0.01<MDL	90	ug/L	No
Carbon Tetrachloride	Jan. 11/16	0.16<MDL	2	ug/L	No
Chlorpyrifos	Jan. 11/16	0.02<MDL	90	ug/L	No
Diazinon	Jan. 11/16	0.02<MDL	20	ug/L	No
Dicamba	Jan. 11/16	0.20<MDL	120	ug/L	No
1,2-Dichlorobenzene	Jan. 11/16	0.41<MDL	200	ug/L	No
1,4-Dichlorobenzene	Jan. 11/16	0.36<MDL	5	ug/L	No
1,2-Dichloroethane	Jan. 11/16	0.35<MDL	5	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Jan. 11/16	0.33<MDL	14	ug/L	No
Dichloromethane	Jan. 11/16	0.35<MDL	50	ug/L	No
2-4 Dichlorophenol	Jan. 11/16	0.15<MDL	900	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 11/16	0.19<MDL	100	ug/L	No
Diclofop-methyl	Jan. 11/16	0.40<MDL	9	ug/L	No
Dimethoate	Jan. 11/16	0.03<MDL	20	ug/L	No
Diquat	Jan. 11/16	1.0<MDL	70	ug/L	No
Diuron	Jan. 11/16	0.03<MDL	150	ug/L	No
Glyphosate	Jan. 11/16	1<MDL	280	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Malathion	Jan. 11/16	0.02<MDL	190	ug/L	No
MCPA	Jan. 11/16	0.00012<MDL	0.1	mg/L	No
Metolachlor	Jan. 11/16	0.01<MDL	50	ug/L	No
Metribuzin	Jan. 11/16	0.02<MDL	80	ug/L	No
Monochlorobenzene	Jan. 11/16	0.3<MDL	80	ug/L	No
Paraquat	Jan. 11/16	1<MDL	10	ug/L	No
Pentachlorophenol	Jan. 11/16	0.15<MDL	60	ug/L	No
Phorate	Jan. 11/16	0.01<MDL	2	ug/L	No
Picloram	Jan. 11/16	1<MDL	190	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan. 11/16	0.04<MDL	3	ug/L	No
Prometryne	Jan. 11/16	0.03<MDL	1	ug/L	No
Simazine	Jan. 11/16	0.01<MDL	10	ug/L	No
Terbufos	Jan. 11/16	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Jan. 11/16	0.35<MDL	10	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 11/16	0.20<MDL	100	ug/L	No
Triallate	Jan. 11/16	0.01<MDL	230	ug/L	No
Trichloroethylene	Jan. 11/16	0.44<MDL	5	ug/L	No
2,4,6-Trichlorophenol	Jan. 11/16	0.25<MDL	5	ug/L	No
Trifluralin	Jan. 11/16	0.02<MDL	45	ug/L	No
Vinyl Chloride	Jan. 11/16	0.17<MDL	1	ug/L	No

Table 25: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #5

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Alachlor	Jan. 11/16	0.02<MDL	5	ug/L	No
Atrazine + N-dealkylated metabolites	Jan. 11/16	0.01<MDL	5	ug/L	No
Azinphos-methyl	Jan. 11/16	0.05<MDL	20	ug/L	No
Benzene	Jan. 11/16	0.32<MDL	1	ug/L	No
Benzo(a)pyrene	Jan. 11/16	0.004<MDL	0.01	ug/L	No
Bromoxynil	Jan. 11/16	0.33<MDL	5	ug/L	No
Carbaryl	Jan. 11/16	0.05<MDL	90	ug/L	No
Carbofuran	Jan. 11/16	0.01<MDL	90	ug/L	No
Carbon Tetrachloride	Jan. 11/16	0.16<MDL	2	ug/L	No
Chlorpyrifos	Jan. 11/16	0.02<MDL	90	ug/L	No
Diazinon	Jan. 11/16	0.02<MDL	20	ug/L	No
Dicamba	Jan. 11/16	0.20<MDL	120	ug/L	No
1,2-Dichlorobenzene	Jan. 11/16	0.41<MDL	200	ug/L	No
1,4-Dichlorobenzene	Jan. 11/16	0.36<MDL	5	ug/L	No
1,2-Dichloroethane	Jan. 11/16	0.35<MDL	5	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Jan. 11/16	0.33<MDL	14	ug/L	No
Dichloromethane	Jan. 11/16	0.35<MDL	50	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
2-4 Dichlorophenol	Jan. 11/16	0.15<MDL	900	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 11/16	0.19<MDL	100	ug/L	No
Diclofop-methyl	Jan. 11/16	0.40<MDL	9	ug/L	No
Dimethoate	Jan. 11/16	0.03<MDL	20	ug/L	No
Diquat	Jan. 11/16	1.0<MDL	70	ug/L	No
Diuron	Jan. 11/16	0.03<MDL	150	ug/L	No
Glyphosate	Jan. 11/16	1<MDL	280	ug/L	No
Malathion	Jan. 11/16	0.02<MDL	190	ug/L	No
MCPA	Jan. 11/16	0.00012<MDL	0.1	mg/L	No
Metolachlor	Jan. 11/16	0.01<MDL	50	ug/L	No
Metribuzin	Jan. 11/16	0.02<MDL	80	ug/L	No
Monochlorobenzene	Jan. 11/16	0.3<MDL	80	ug/L	No
Paraquat	Jan. 11/16	1<MDL	10	ug/L	No
Pentachlorophenol	Jan. 11/16	0.15<MDL	60	ug/L	No
Phorate	Jan. 11/16	0.01<MDL	2	ug/L	No
Picloram	Jan. 11/16	1<MDL	190	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan. 11/16	0.04<MDL	3	ug/L	No
Prometryne	Jan. 11/16	0.03<MDL	1	ug/L	No
Simazine	Jan. 11/16	0.01<MDL	10	ug/L	No
Terbufos	Jan. 11/16	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Jan. 11/16	1	10	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 11/16	0.20<MDL	100	ug/L	No
Triallate	Jan. 11/16	0.01<MDL	230	ug/L	No
Trichloroethylene	Jan. 11/16	0.44<MDL	5	ug/L	No
2,4,6-Trichlorophenol	Jan. 11/16	0.25<MDL	5	ug/L	No
Trifluralin	Jan. 11/16	0.02<MDL	45	ug/L	No
Vinyl Chloride	Jan. 11/16	0.17<MDL	1	ug/L	No

Table 26: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #6

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Alachlor	Jan. 11/16	0.02<MDL	5	ug/L	No
Atrazine + N-dealkylated metabolites	Jan. 11/16	0.01<MDL	5	ug/L	No
Azinphos-methyl	Jan. 11/16	0.05<MDL	20	ug/L	No
Benzene	Jan. 11/16	0.32<MDL	1	ug/L	No
Benzo(a)pyrene	Jan. 11/16	0.004<MDL	0.01	ug/L	No
Bromoxynil	Jan. 11/16	0.33<MDL	5	ug/L	No
Carbaryl	Jan. 11/16	0.05<MDL	90	ug/L	No
Carbofuran	Jan. 11/16	0.01<MDL	90	ug/L	No
Carbon Tetrachloride	Jan. 11/16	0.16<MDL	2	ug/L	No
Chlorpyrifos	Jan. 11/16	0.02<MDL	90	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Diazinon	Jan. 11/16	0.02<MDL	20	ug/L	No
Dicamba	Jan. 11/16	0.20<MDL	120	ug/L	No
1,2-Dichlorobenzene	Jan. 11/16	0.41<MDL	200	ug/L	No
1,4-Dichlorobenzene	Jan. 11/16	0.36<MDL	5	ug/L	No
1,2-Dichloroethane	Jan. 11/16	0.35<MDL	5	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Jan. 11/16	0.33<MDL	14	ug/L	No
Dichloromethane	Jan. 11/16	0.35<MDL	50	ug/L	No
2-4 Dichlorophenol	Jan. 11/16	0.15<MDL	900	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 11/16	0.19<MDL	100	ug/L	No
Diclofop-methyl	Jan. 11/16	0.40<MDL	9	ug/L	No
Dimethoate	Jan. 11/16	0.03<MDL	20	ug/L	No
Diquat	Jan. 11/16	1.0<MDL	70	ug/L	No
Diuron	Jan. 11/16	0.03<MDL	150	ug/L	No
Glyphosate	Jan. 11/16	1<MDL	280	ug/L	No
Malathion	Jan. 11/16	0.02<MDL	190	ug/L	No
MCPA	Jan. 11/16	0.00012<MDL	0.1	mg/L	No
Metolachlor	Jan. 11/16	0.01<MDL	50	ug/L	No
Metribuzin	Jan. 11/16	0.02<MDL	80	ug/L	No
Monochlorobenzene	Jan. 11/16	0.3<MDL	80	ug/L	No
Paraquat	Jan. 11/16	1<MDL	10	ug/L	No
Pentachlorophenol	Jan. 11/16	0.15<MDL	60	ug/L	No
Phorate	Jan. 11/16	0.01<MDL	2	ug/L	No
Picloram	Jan. 11/16	1<MDL	190	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan. 11/16	0.04<MDL	3	ug/L	No
Prometryne	Jan. 11/16	0.03<MDL	1	ug/L	No
Simazine	Jan. 11/16	0.01<MDL	10	ug/L	No
Terbufos	Jan. 11/16	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Jan. 11/16	0.35<MDL	10	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 11/16	0.20<MDL	100	ug/L	No
Triallate	Jan. 11/16	0.01<MDL	230	ug/L	No
Trichloroethylene	Jan. 11/16	0.44<MDL	5	ug/L	No
2,4,6-Trichlorophenol	Jan. 11/16	0.25<MDL	5	ug/L	No
Trifluralin	Jan. 11/16	0.02<MDL	45	ug/L	No
Vinyl Chloride	Jan. 11/16	0.17<MDL	1	ug/L	No

Treated Water Quality Statistics- O. Regulations 170/03 Schedule 13-8 and 13-9, “60 Months” Sampling Results Summary

If sampling for a particular schedule’s parameters (e.g. Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

Fluoride and Sodium are sampled on the “60 Months” sampling schedule. Results for most recent tests can be found in Table 27.

Table 27: O. Regulation 170/03 Schedule 13-8 and 13-9, Fluoride and Sodium Results

Parameter/Location	Sample Date	Result Value	Unit of Measure	Exceedance
Sodium- Arthur Well #7b	Sep. 10/18	36.6	mg/L	Yes ¹
Sodium- Arthur Well #8	Nov. 9/15	21.5	mg/L	Yes ¹
Sodium- Mount Forest Well #3	Sep. 10/18	21.3	mg/L	Yes ¹
Sodium- Mount Forest Well #4	Sep. 10/18	12.3	mg/L	No
Sodium- Mount Forest Well #5	Sep. 10/18	61.2	mg/L	Yes ¹
Sodium- Mount Forest Well #6	Sep. 10/18	11.7	mg/L	No
Fluoride- Arthur Well #7b	Sep. 10/18	1.30	mg/L	No
Fluoride-Arthur Well #8	Nov. 9/15	0.32	mg/L	No
Fluoride-Mount Forest Well #3	Sep. 10/18	1.05	mg/L	No
Fluoride-Mount Forest Well #4	Sep. 10/18	0.80	mg/L	No
Fluoride-Mount Forest Well #5	Sep. 10/18	0.14	mg/L	No
Fluoride-Mount Forest Well #6	Sep. 10/18	1.34	mg/L	No

¹ The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

Treated Water Quality Statistics- O. Regulations 170/03 Schedule 15.1 Sampling Results Summary

If sampling for a particular schedule’s parameters (e.g. Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

The Mount Forest and Arthur Drinking Water Systems are under reduced sampling under Schedule 15.1 which means we are not required to sample plumbing but are still required to sample in the distribution system. Results for most recent tests can be found in Table 28.

Table 28: O. Regulation 170/03 Schedule 15.1, Lead, Alkalinity and pH Results

Parameter/Location	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Lead – Hydrant # 125 James St.	Jan 22/18	1.34	10	ug/L	No
Lead – Hydrant # 32 Queen St. West	Jan 22/18	0.03	10	ug/L	No
Lead – Hydrant # 24 Elgin St. South	Jan 22/18	0.11	10	ug/L	No
Lead – Hydrant # 95 Francis St. West	Jan 22/18	8.53	10	ug/L	No
Lead – Yard Hydrant (B/O) Eliza St.	Jan 22/18	0.66	10	ug/L	No
Alkalinity – Hydrant # 125 James St.	Jan 22/18	281	30-500	mg/L	No
Alkalinity – Hydrant # 32 Queen St. West	Jan 22/18	228	30-500	mg/L	No
Alkalinity – Hydrant # 24 Elgin St. South	Jan 22/18	253	30-500	mg/L	No
Alkalinity – Hydrant # 95 Francis St. West	Jan 22/18	197	30-500	mg/L	No
Alkalinity – Yard Hydrant (B/O) on Eliza St.	Jan 22/18	198	30-500	mg/L	No
Field pH – Hydrant # 125 James St.	Jan 22/18	6.52	-	-	No
Field pH – Hydrant # 32 Queen St West	Jan 22/18	6.58	-	-	No
Field pH – Hydrant # 24 Elgin St. South	Jan 22/18	6.57	-	-	No
Field pH – Hydrant # 95 Francis St. West	Jan 22/18	6.7	-	-	No
Field pH – Yard Hydrant (B/O) on Eliza St.	Jan 22/18	6.6	-	-	No
Lead – Hydrant # 125 James St.	Jul 09/18	0.07	10	ug/L	No
Lead – Hydrant # 32 Queen St. West	Jul 09/18	0.04	10	ug/L	No
Lead – Hydrant # 24 Elgin St. South	Jul 09/18	0.37	10	ug/L	No
Lead – Hydrant # 95 Francis St West	Jul 09/18	0.43	10	ug/L	No
Lead – Yard Hydrant (B/O) on Eliza St.	Jul 09/18	0.09	10	ug/L	No
Alkalinity – Hydrant # 125 James St.	Jul 09/18	254	30-500	mg/L	No
Alkalinity – Hydrant # 32 Queen St. West	Jul 09/18	232	30-500	mg/L	No
Alkalinity – Hydrant # 24 Elgin St. South	Jul 09/18	277	30-500	mg/L	No
Alkalinity – Hydrant # 95 Francis St. West	Jul 09/18	209	30-500	mg/L	No
Alkalinity – Yard Hydrant (B/O) on Eliza St.	Jul 09/18	203	30-500	mg/L	No
Field pH – Hydrant # 125 James St.	Jul 09/18	6.95	-	-	No
Field pH – Hydrant # 32 Queen St. West	Jul 09/18	7.01	-	-	No
Field pH – Hydrant # 32 24 Elgin St. South	Jul 09/18	6.9	-	-	No
Field pH – Hydrant # 95 Francis St. West	Jul 09/18	6.92	-	-	No
Field pH – Yard Hydrant (B/O) on Eliza St.	Jul 09/18	6.75	-	-	No

e) Significant Expenses Incurred

The table below outlines a brief description and breakdown for significant monetary expenses occurred in 2018.

Location	Maintenance Item	Cost
Arthur	Charles St East watermain replacement	\$137,058.47
Mt. Forest	Elgin St /King St W watermain replacement	\$346,955.63
Arthur	Spheroid Tower & Old Tower inspection/maintenance	\$25,948.80
Arthur	Well 8 injector "T" replacement	\$1,517.24
Mt Forest	Well 5 inspection and repair	\$16,100.06
Arthur / Mt Forest	Scada support upgrades	\$7,601.47
Arthur/Mt Forest	Water meters	1,934.25
Mt Forest	Well 5 testing of Generator back up	2,289.80
Arthur/Mt Forest	Chlorine metering pumps (2)	3,160.87

f) Source Water Protection

The Township of Wellington North is subject to two Source Protection Plans (based on watershed or Conservation Authority boundaries): Grand River Plan and the Saugeen Valley, Grey Sauble, Northern Bruce Peninsula Plan (Saugeen Valley) and the Ausable Bayfield Maitland Valley (ABMV – Maitland Valley) Plan. In 2018, all Source Protection Plans were in effect.

Under Section 81 and Section 45 of the Clean Water Act as well as Section 65 of Ontario Regulation 287/07, Risk Management Official and Municipal Annual Reports must be prepared and submitted to the appropriate Source Protection Authority (Conservation Authority) by February 1st of each year. Please note that although the ABMV-Maitland Valley Plan also encompasses part of the municipality, there are no reporting requirements associated with that Plan for the Township. The Township of Wellington North 2018 Risk Management Official and Municipal Annual Reports were prepared and submitted to the appropriate authorities by February 1st, 2019.

Summary of key aspects of the Risk Management Official Report and Municipal Report 2018

In 2018, there were 7 development review notices issued per Section 59 of the Clean Water Act within the municipality. Additionally, Risk Management staff comments were provided on an additional 15 applications that did not require development review notices, for a total of 22 development applications (notices and comments) reviewed in the municipality. There were 95 Section 59 notices issued County wide and Risk Management staff comments on 256 additional development applications, County wide, for a total of 351 development applications (notices and comments) reviewed County wide in 2018. This represents an increase in the total number of development applications (notices and comments) reviewed County wide from 2016 (137) and 2017 (269).

For the municipality, there has been an increase in the number of development notices issued and in comments from previous years (5 notices and 3 comments in 2016, 2 notices and 10 comments in 2017). This trend is expected to stabilize over the coming years in terms of notice and overall numbers. In addition to the notices and comments provided, other applications were screened out by building or planning staff following Risk Management Official Written Direction provided by Wellington Source Water Protection. In 2018, risk management staff conducted quality control and assurance analysis on the screened out applications to ensure that the screening out process was accurate. The analysis was conducted on building permit data from January to November 2018 and was conducted County wide. The analysis revealed that, County wide, 93% of the applications were screened correctly. Of the 7% County wide that were screened incorrectly, the causes have been identified and remedied and Section 59 notices issued where applicable.

The County Official Plan was amended in 2016 to conform to the five Source Protection Plans in the County and in 2018, the conformity exercise for the Township's zoning by-law was completed. Notice was sent to the Source Protection Authority as required. County wide, two training sessions were run for municipal, building and planning staff. Overall, feedback from the training sessions were positive and we are planning more training sessions in 2019.

In 2018, the source protection staffing complement stayed constant, County wide, at 2.3 full time equivalents with administrative support provided by the Township of Centre Wellington. All municipalities have, at a minimum, two staff members appointed as Risk Management Officials and Inspectors. These staff are well supported by the internal Wellington Source Protection Working Group which is comprised of other departmental staff from all eight Wellington municipalities including building officials, planners, water compliance staff, public works staff and Chief Administrative Officers. Also in 2018, one co-op student and one short term contract staff member assisted source protection staff with a variety of tasks in the summer and fall.

Analysis continued on the threat verification data collected in previous years on residential, agricultural, industrial, commercial and institutional activities identified as potential significant drinking water threats in the approved Assessment Reports. Staff complete a variety of tasks to remove or confirm and then mitigate activities identified as potential significant drinking water threats in the approved Assessment Reports. These threat activities are existing and the analysis can involve desk top interpretation of air photos or GIS data, phone calls, review of municipal records, windshield surveys, site inspections by Risk Management staff and if confirmed, then mitigation through septic inspection, prohibition and / or negotiation of risk management plans. As a result of this analysis, staff currently estimate approximately 38% of threat activities (108 of 284) in the municipality still require action to either remove or confirm / mitigate the threat activities while 62% have been either removed or confirmed and mitigated.

To support this threats analysis and to determine compliance, 3 inspections were conducted in the Township in 2018 for compliance purposes (prohibition) with no contraventions found. County wide, 113 inspections were conducted in 2018 with 84% of inspections (95) conducted for threat activity verification purposes and 16% (18) of inspections were compliance inspections. To date, the focus for threat verification analysis and inspections has been industrial, commercial and institutional threat

activities, residential septic systems, fuel oil use or agricultural activities within 100 metres of municipal wells. In 2019 and beyond, it is anticipated that threat verification activities will include more agricultural activities. The remaining threat activities in the municipality are primarily residential, industrial or commercial and some agricultural.

One Risk Management Plan was agreed to in 2018 and 18 are in the process of negotiation for the municipality. Cumulatively, there are 5 Risk Management Plans complete in the Township and 11 Risk Management Plans complete County wide. County wide, the number of Risk Management Plans in progress increased from 23 in 2017 to 73 in 2018, however, the number of complete Risk Managements stayed relatively constant from 2017 to 2018. There will be a more of a focus in 2019 on negotiating risk management plans. It should be noted, however, there a number of factors that could delay Risk Management Plan completion including other time sensitive projects such as Source Protection Plan amendments, Tier 3 studies or development reviews and review time and / or reluctance from property owners, tenants or contractors.

In 2018, County wide, staff continued the implementation of the source protection education and outreach program as required by the applicable Source Protection Plans. Four newspaper ads were run during the year on topics related to salt, water conservation, fertilizer and who protects our water. During inspections, education material was provided directly to the proponents generally regarding the threats present, the process (RMP, prohibition etc.) and property specific mapping. This material was generally well received and found to be useful by the proponents. Similarly, material is provided to every applicant that receives a Section 59 notice, this includes fact sheets and property specific mapping. Wellington Source Water Protection continues to maintain and update a website (www.wellingtonwater.ca), ten fact sheets on specific topics and other print media (i.e. post cards to direct applicants to mapping). Staff participate and Wellington Source Water Protection is a sponsor for the Waterloo-Wellington Children's Groundwater Festival. Staff participate on the organizing committee as well as during the Festival to deliver presentations. The Children's Groundwater Festival is an excellent way to reach Grade 2 to 5 and high school children (and their parents) and deliver water protection messages including source protection. The Festival attracts 5,000 elementary children and 500 high school / adult volunteers. Approximately 600 children attend from the County of Wellington as well as participation from a County high school and companies / municipalities as volunteers.

In previous years, the Township implemented sewer use and connection by-laws as required by the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan. Also required by the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan was the installation of source protection road signs. Eleven source protection road signs have now been installed in the Township with 26 installed County wide on municipal or County roads. Additional road signs have been installed by the Province on provincial highways. All required source protection signs in the Township have now been installed.

In 2018, staff participated on two provincial working groups consulting on potential provincial changes to guidance documents and / or legislation. These groups included: Dense Nonaqueous phase liquids and Water Quantity. The water quantity working group is related to the science and policy review of the Provincial water management framework and the moratorium on water bottling permits to take water.

In 2018, staff were involved in reviewing, authoring and/or participating in a significant number of Source Protection Plan amendments and / or work plans for 4 of the 5 applicable Source Protection Plans in the County. The amendments were primarily focused on policy updates and / or technical updates. Additionally, there was staff review and participation in technical studies to delineate new wellhead protection areas for quality within Centre Wellington and Guelph / Eramosa and new issues contributing areas in Centre Wellington. It is anticipated that existing threat activities numbers will change with the delineation of new wellhead protection areas and issues contributing areas. Further detail is provided in attachment #1.

Tier 3 (water quantity) technical studies continue for Centre Wellington. Staff and consultants continued to participate in meetings and review for these studies in 2018. This project is led by the Grand River Source Protection Authority (GRCA) and funded by the Ontario Ministry of the Environment and Climate Change. Staff from the Township participate on the project team along with the Source Protection Authority staff and the Province. The study area includes the Township of Centre Wellington, as well as parts of the Townships of Guelph/Eramosa, Wellington North, Mapleton and the Town of Erin. The Arthur water system is within the study area.

The 2018 technical work involved completion of the Physical Characterization Report and development, calibration and documentation of the groundwater model. The risk assessment is scheduled to begin in 2019. Threat activities for water quantity include water taking and activities that reduce groundwater recharge such as the creation of impervious surfaces. Public consultation continued in 2018. Municipal consultation is occurring, at a staff level, with adjoining municipalities through the review of the reports by a third party consultant and discussion between staff. A Community Liaison Group workshop occurred in 2018 and multiple follow-up sessions with stakeholders also occurred. The Community Liaison Group is comprised of members of stakeholder groups including public, environmental groups, industry and agriculture.

All required septic system inspections, in the municipality, for the 2015 to 2020 inspection period are complete. The next septic system inspection program will commence in 2020. If a septic system is present within well head protection area with a vulnerability score of 10 or within an issues contributing area for nitrates, a septic inspection is required every 5 years.

A table summarizing Wellington Source Water Protection Annual Reporting for 2017 is attached at the end of this report.

Note: The Source Water Protection information in this report was provided by Kyle Davis, Risk Management Official.

Source Protection Annual Reporting Summary 2018 - Wellington County municipalities

Reportables	Centre Wellington	Guelph/Eramosa	Mapleton	Puslinch	Wellington North	Erin	Minto	County of Wellington	Total	
Septic Inspection Program (Cumulative)	Completed	24	415	N/A	54	9	127	6	N/A	635
	Outstanding	0	6	N/A	0	0	0	0	N/A	6
	Major Remedial Action	5	27	N/A	1	1	8	0	N/A	42
	Minor Remedial Action	4	79	N/A	12	1	14	1	N/A	111
	Septic Socials	1	3	N/A	2	1	1	1	N/A	9
S59 Notices Issued for Reporting Year	5	8	1	2	7	10	62	N/A	95	
Comments on Development reviews (in addition to notices) for Reporting Year	47	43	41	47	15	26	37	N/A	256	
Total Inspections for the Reporting Year (Section 62)	6	93	2	1	3	7	1	N/A	113	
Inspections for Section 57 Prohibition for Reporting Year	3	4	2	0	3	5	1	N/A	18	
Inspections for Section 58 Risk Management Plans for Reporting Year	3	89	0	1	0	2	0	N/A	95	
Contraventions during Inspections for Reporting Year	0	1	0	0	0	0	0	N/A	1	
RMPs	Cumulative Completed since SPP Effective Date	5	3	0	0	1	0	2	N/A	11
	Completed in Reporting Year	1	1	0	0	1	0	0	N/A	3
	In Progress	20	9	1	1	18	7	17	N/A	73
Chemical Management Plan (Official Plan Section 4.9.5)	Cumulative Completed	0	3	0	0	1	1	1	N/A	6
	Completed in Reporting Year	0	0	0	0	0	0	0	N/A	0
	In Progress	0	0	0	0	0	0	0	N/A	0
RMP, Development Review Templates and Business Process / Database	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	N/A	
RMO / RMI Appointment	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	N/A	
Education and Outreach	The following is a summary of the E and O results, County wide, for 2018. Two training sessions were run for municipal staff and consultants (engineers, surveyors, planners). Overall, feedback from the training sessions were positive and we are planning more training sessions in 2019. Four newspaper ads were run during the year on topics related to salt, water conservation, fertilizer and who protects our water. During inspections, education material was provided directly to the proponents generally regarding the threats present, the process (RMP, prohibition etc.) and property specific mapping. This material was generally well received and found to be useful by the proponents. Similarly, material is provided to every applicant that receives a Section 59 notice, this includes fact sheets and property specific mapping. Wellington Source Water Protection continues to maintain and update a website (www.wellingtonwater.ca), ten fact sheets on specific topics and other print media (i.e. post cards to direct applicants to mapping). Staff participate and Wellington Source Water Protection is a sponsor for the Waterloo-Wellington Children's Groundwater Festival. Staff participate on the organizing committee as well as during the Festival to deliver presentations. The Children's Groundwater Festival is an excellent way to reach Grade 2 to 5 and high school children (and their parents) and deliver water protection messages including source protection. The Festival attracts 5,000 elementary children and 500 high school / adult volunteers. Approximately 600 children attend from the County of Wellington as well as participation from a County high school and companies / municipalities as volunteers.									
Road Signs (not including provincially installed signs)	0	0	0	0	11	0	15	N/A	26	
Emergency Management Plan	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	1	
Official Plan Update	County Complete, Local not required	Complete	Complete	Complete	Complete	County Complete, Local to be completed	Complete	Complete	1	
ZBL Update	Complete	Complete	Complete	Complete (under appeal)	Complete	Ongoing	Complete	N/A	6	

Source Protection Annual Reporting Summary 2018 - Wellington County municipalities

Reportables	Centre Wellington	Guelph/Eramosa	Mapleton	Puslinch	Wellington North	Erin	Minto	County of Wellington	Total
Municipal By-laws Required (Sewer Use, Connection)	N/A	N/A	N/A	N/A	Complete	N/A	Complete	N/A	3
Tier 3 - Water Quantity Studies	Physical Characterization Report complete, Model Development and Calibration report drafted, public consultation through Community Liaison Group and with stakeholders	Threats Management Strategy complete, Climate Change Assessment complete including threats ranking for intake protection zone, Screening tool in progress, Policy approaches drafted, public and municipal consultation through Community Liaison Group and Implementing Municipal Group, Policy text drafted	N/A	Threats Management Strategy complete, Climate Change Assessment complete including threats ranking for intake protection zone, Screening tool in progress, Policy approaches drafted, public and municipal consultation through Community Liaison Group and Implementing Municipal Group, Policy text drafted	N/A	Threats Management Strategy complete, Climate Change Assessment complete including threats ranking for intake protection zone, Screening tool in progress, Policy approaches drafted, public and municipal consultation through Community Liaison Group and Implementing Municipal Group, Policy text drafted	N/A	See summaries for local municipalities.	2
Provincial Working Groups	Staff participated on two provincial working groups consulting on potential provincial changes to guidance documents and / or legislation. These groups included: Dense Non-aqueous phase liquids and Water Quantity. The water quantity working group is related to the science and policy review of the Provincial water management framework and the moratorium on water bottling permits to take water.								
Source Protection Plan Amendments and Related Technical Projects	New Issues Contributing Areas (ICA) for Chloride and TCE delineated. New WHPAs for quality delineated. Policy approaches and text drafted for the chloride ICA. Grand River Section 34 update for policy and technical work.	New WHPAs for quality delineated. Grand River Section 34 update for policy and technical work.	Grand River Section 34 update for policy and technical work.	Halton-Hamilton Section 34 submission and Section 36 work plan. Region of Waterloo new WHPAs for quality delineated. Grand River Section 34 update for policy and technical work.	Grand River Section 34 update for policy and technical work.	CTC Section 34 submission and Section 36 work plan. Grand River Section 34 update for policy and technical work.	Maitland Section 34 submission and Section 36 work plan.	See summaries for local municipalities.	11
Provincial Reporting (Annual Reports and Grant reports)	4	4	4	6	6	6	6	7	43

Note:

- a) 84% of Inspections (94) were conducted for verification purposes and not for purposes of determining compliance or contraventions. 16% (18) of inspections were compliance inspections.
- b) To date, the focus for RMPs has primarily been on industrial, commercial and institutional properties. Agricultural property verification and RMPs are planned to begin in 2019.
- c) The total number of Section 59 notices in Erin were 10 for 2018, however, two notices were for a property located in both the Credit and Grand watersheds. Therefore, those two notices are reported in both the CTC and Grand annual reports, resulting in 9 notices in the CTC and 3 notices in the Grand being reported.
- d) Section 34 and Section 36 of the Clean Water Act outline amendment processes for the Source Protection Plans. Section 34 updates, generally, are focused updates related to updated technical work (i.e. new WHPAs) or updates to policies where there have been implementation challenges. Section 36 updates, generally, are broader updates related to changed provincial guidance, policy updates, updated technical work not already covered by a Section 34 updates. Timelines for Section 36 updates vary, however, are generally every 5 years and are preceded by development of a work plan outlining the tasks. Section 34 updates are completed as required.



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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 25, 2019**

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

**SUBJECT: REPORT CLK 2019-005 BEING A REPORT ON COUNCIL MEMBER
PARENTAL LEAVE POLICY**

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CLK 2019-005 being a report on a Council member parental leave policy;

AND FURTHER THAT Council hereby approves the Council Member Parental Leave Policy.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2017-014 Bill 68, Modernizing Municipal Legislation Act

CLK 2017-039 Bill 68, Modernizing Municipal Legislation Act Proclamation dates

BACKGROUND

In May 2017 staff reported through CLK 2017-014 that Bill 68 required the Township to adopt new policies by March 1, 2019, one being a policy to permit pregnancy and parental leave of members of Council.

The policy attached as Appendix A meets the requirements of the Municipal Act, 2001 as amended by Bill 68. The Act allows an absence of up to 20 weeks for pregnancy and parental leave and that is what this policy proposes. The policy was drafted to ensure as much flexibility as possible for members of Council, recognizing their unique representative role.

Of particular note is that:

- A member reserves the right to participate as an active Member of Council at any time during his or her leave.
- A member shall continue to receive all remuneration, reimbursements and benefits afforded to all Members of Council.
- A member may opt out of receiving remuneration on written notification to Human Resources and Treasury.

Staff are recommending that the member's pay be continued because Council members do not pay EI premiums and are therefore not eligible to collect those benefits.

FINANCIAL CONSIDERATIONS

There would be no additional costs or financial impacts by adopting this policy.

STRATEGIC PLAN

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

Yes No N/A

Community Growth Plan
 Human Resource Plan
 Brand and Identity
 Strategic Partnerships

Community Service Review
 Corporate Communication Plan
 Positive Healthy Work Environment

PREPARED BY:

RECOMMENDED BY:

Karren Wallace

Michael Givens, CAO

**KARREN WALLACE
 DIRECTOR OF LEGISLATIVE SERVICES
 CLERK**

**MICHAEL GIVENS
 CHIEF ADMINISTRATIVE OFFICER**



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

SCHEDULE A

109

Plan to
Simply Explore.

www.simplyexplore.ca

MEMBER OF COUNCIL PREGNANCY AND PARENTAL LEAVE POLICY

DEPARTMENT	COUNCIL	POLICY NUMBER	002-19
EFFECTIVE DATE	March 1, 2019	LEGISLATIVE AUTHORITY	Municipal Act, 2001, Section 270
APPROVED BY:	RESOLUTION		

POLICY STATEMENT

The Township of Wellington North recognizes a member of Council's right to take leave for the member's pregnancy, the birth of the member's child or the adoption of a child by the member as required by and in accordance with section 270 of the *Municipal Act, 2001*.

PURPOSE

This policy provides guidance on how the Township of Wellington North addresses a member's pregnancy or parental leave in a manner that respects a member's statutory role as an elected representative.

APPLICATION

To all elected members of the Township of Wellington North Council.

DEFINITION

Pregnancy and/or Parental Leave – an absence of 20 consecutive weeks or less as a result of a member's pregnancy, the birth of a member's child or the adoption of a child by the member in accordance with Section 259(1.1) of the *Municipal Act, 2001*.

PRINCIPLES

Council supports a member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A member is elected to represent his or her constituents.
2. A member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.

3. During a 20 week pregnancy/parental leave, unless otherwise directed in writing by the member to the Clerk and Human Resources Manager, a member:
 - a. shall continue to receive communication from the municipality as if the member were not on leave;
 - b. reserves the right to participate as an active member of Council at any time during his or her leave;
 - c. shall continue to receive all remuneration, reimbursements and benefits afforded to all members of Council.
4. Should a member exercise their right in section 3, to not receive communication or participate as an active member of Council, their pay shall be suspended until the end of the 20 week absence or at the time when the member indicates in writing they will be resuming their full Council duties.
5. Where a member of Council will be absent due to a pregnancy and/or parental leave, the member shall provide written notice to the Director of Legislative Services/Clerk and Human Resources Manager indicating expected start and end dates and any subsequent changes.
6. The Mayor may make temporary appointments to any committees, boards, task forces, etc. that are constituted by the municipality where the member is the only member of Council on that body.
7. Notwithstanding, at any point in time during a member's pregnancy or parental leave, the member may provide written notice to the Clerk of their intent to lift any of the temporary appointments to exercise their statutory role.

POLICY MANAGEMENT

The Director of Legislative Services/Clerk or Human Resources Manager or designates are delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes provided the amendments do not change the intent of the policy.

COMPLIANCE

Each member shall ensure they are compliant with this policy.



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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 25, 2019**

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

**SUBJECT: REPORT CLK 2019-011 BEING A REPORT ON TREE CANOPY AND
NATURAL VEGETATION PROTECTION AND ENHANCEMENT**

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CLK 2019-011 being a report on Tree Canopy and Natural Vegetation Protection and Enhancement;

AND FURTHER THAT Council endorses the County of Wellington's policy as the municipality's fulfilment of the requirement of section 270(1)7 of the Municipal Act 2001, as amended.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

On May 30, 2017, *Bill 68 – Modernizing Municipal Legislation Act, 2017* received Royal Assent in the Ontario Legislature. This legislation made changes to a number of existing pieces of legislation which apply to municipal operations. This report focuses on one change made to section 270 (1) of the *Municipal Act, 2001*, which states:

*“A municipality shall adopt and maintain policies with respect to the following matters:
7. The manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality.”*

Municipalities have until March 1st, 2019 to develop and implement policies that will achieve this requirement.

PART 5

THE GREENLANDS SYSTEM

5.1 DEFINED

The Greenlands System is intended to include those features and areas which are part of Wellington's natural heritage or areas in which natural or human-made conditions may pose a threat to public safety. These often inter-related areas include:

- wetlands
- environmentally sensitive areas
- streams and valley lands
- ponds, lakes and reservoirs
- areas of natural and scientific interest
- woodlands
- fish and wildlife habitat
- flood plains and hazardous lands
- threatened or endangered species

Our natural heritage will be protected and enhanced.

5.2 PURPOSE

The Greenlands System set out in the Plan contains landscapes, resources and ecological systems that are essential to environmental and public health in Wellington. The Greenlands System will ensure that natural features and areas and their natural beauty will be retained for future generations.

The County recognizes the many important and inter-related functions of our natural environment. The careful conservation of our land, animal, plant, water and air resources is necessary to provide healthy, prosperous and enjoyable communities.

Certain parts of the County contain land subject to natural hazards including flooding hazards, erosion hazards and areas of unstable soils or bedrock. These hazards may pose a danger to public health and

safety, including risks to life and property. The County recognizes the public interest in reducing exposure to unsafe conditions.

The Greenlands System also has a spiritual value providing visual pleasure, tranquility, recreation and renewal essential to human health and well being.

Finally, the Greenlands System has an economic value related to tourism, forestry, recreation, fishing and other resource products which is sustainable if properly managed.

5.3 PLANNING APPROACH

The Greenlands System is designated on Schedule "A" to this Plan and is a composite of many natural heritage features, flood prone areas and hazardous lands. The boundaries of many natural heritage features overlap and inter-relationships frequently exist between these areas. The system is divided into two broad categories: Core Greenlands and Greenlands.

The Greenlands System will be maintained or enhanced. Activities which diminish or degrade the essential functions of the Greenlands System will be prohibited. Activities which maintain, restore or, where possible, enhance the health of the Greenlands System will be encouraged where reasonable.

While the Greenlands System designated on Schedule 'A' is based on those features that have been mapped at a municipal scale, the diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkage between and among natural heritage features and areas,

surface water features and ground water features.

5.4 CORE GREENLANDS

Within the Greenlands System certain areas have greater sensitivity or significance. These areas will be identified in policy and protected. These areas have been included in the "Core" Greenlands designations and include:

- provincially significant wetlands
- all other wetlands;
- habitat of endangered or threatened species and fish habitat; and
- hazardous lands.

Development is not allowed in provincially significant wetlands or the habitat of endangered or threatened species.

5.4.1 Wetlands

All wetlands in the County of Wellington are included in the Core Greenlands. Development and site alteration will not be permitted in wetlands which are considered provincially significant. Provincially significant wetlands are shown in Appendix 3 of this Plan. All other wetlands will be protected in large measure and development that would seriously impair their future ecological functions will not be permitted. The appropriate Conservation Authority should be contacted when development is proposed in or adjacent to a wetland.

5.4.2 Habitat of Endangered or Threatened Species and Fish Habitat

Development and site alteration will not be allowed in significant habitat of endangered or threatened species except in accordance with provincial and federal requirements. Development or site alteration adjacent to significant habitat of endangered or threatened species shall require a satisfactory Environmental Impact Assessment that demonstrates there will be no negative impact on the significant habitat of endangered or threatened species or its ecological function. Proponents will be directed to the federal or provincial agency that has jurisdiction over the species or habitat to be protected.

Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.

5.4.3 Hazardous Lands

The Core Greenlands designation includes areas subject to flooding hazards and erosion hazards and hazardous sites that could be unsafe for development or site alteration due to naturally occurring hazards like organic soils or unstable bedrock conditions. Generally development shall be directed away from areas in which conditions exist which would pose risks to public health and safety or property caused by natural hazards.

Development shall not be permitted to locate in hazardous lands where the use is:

- An institutional use associated with hospitals, nursing homes, pre-school, school nurseries, day care and schools where there is a threat to safe evacuation during an emergency as a result of flooding, failure of floodproofing measures and/or protection works, or erosion;

- An essential emergency service such as that provided by fire, police, and ambulance stations and electrical substations, which would be impaired during an emergency as a result of flooding, failure of floodproofing measures and/or protection works, or erosion;
- Associated with the disposal, manufacture, treatment or storage of hazardous substances.

Development and site alteration will not be permitted in the floodway of a river or stream unless a Special Policy Area has been approved or it is permitted elsewhere in this Plan. In most parts of the County, a one-zone flood plain management concept applies and the floodway encompasses the entire floodplain.

Development and site alterations will only be permitted in the flood-fringe portion of the floodplain (where a two-zone concept applies), in Special Policy Areas and in areas susceptible to other natural hazards if:

- a) the hazards can be safely addressed, and the development and site alteration is carried out in accordance with established standards and procedures;
- b) new hazards are not created and existing hazards are not aggravated;
- c) no adverse environmental impacts will result;
- d) essential emergency services have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;
- e) the development does not include institutional uses or essential emergency services or the disposal, manufacturing, treatment or storage of hazardous substances;

- f) no reasonable alternative is available.

Development must avoid areas which pose a threat to public health or safety.

5.5 GREENLANDS

Other significant natural heritage features including habitat, areas of natural and scientific interest, streams and valleylands, woodlands, environmentally sensitive areas, ponds, lakes and reservoirs and natural links are also intended to be afforded protection from development or site alteration which would have negative impacts.

These areas are often found within Core Greenlands. Where they are outside Core Greenlands they are identified as Greenlands.

5.5.1 Habitat

Fish and wildlife habitat are included in the Greenlands System, often as part of other defined natural heritage features.

Development and site alteration shall not be allowed in significant wildlife habitat unless it has been demonstrated that there will be no negative impacts on the habitat or its ecological functions.

Development and site alteration shall not be allowed in fish habitat except in accordance with provincial and federal requirements.

5.5.2 Natural and Scientific Interest

Areas of Natural and Scientific Interest (ANSI's) are included in the Greenlands system where they have been determined by the Province to be provincially significant or regionally significant. Both provincially and regionally significant Areas of Life Science or Earth Science Natural and Scientific Interest will be protected from development or site alteration which would

have a negative impact on the natural feature or its ecological function.

5.5.3 Streams and Valleylands

Streams and valleylands are included in the Greenlands system. All streams and valleylands will be protected from development or site alterations which would negatively impact on the stream or valleyland or their ecological functions.

5.5.4 Woodlands

In the Rural System, woodlands over 4 hectares and plantations over 10 hectares are considered to be significant by the County, and are included in the Greenlands system. Woodlands of this size are important due to their contribution to the amount of forest cover on the County landscape. Exceptions may include a plantation established and continuously managed for the sole purpose of complete removal at rotation without a reforestation objective, as demonstrated with documentation acceptable to the County.

In the Urban System, woodlands over 1 hectare are considered to be significant by the County and are included in the Greenlands System. Woodlands of this size are important due to their economic, visual and environmental contributions to the urban landscape.

Detailed studies such as environmental impact assessments may be used to identify, delineate and evaluate the significance of woodlands based on other criteria such as: proximity to watercourses, wetlands, or other woodlands; linkage functions; age of the stand or individual trees; presence of endangered or threatened species; or overall species composition.

Significant woodlands will be protected from development or site alterations which would negatively impact the woodlands or their ecological functions. Good forestry practices will be encouraged and tree

removal shall be subject to the Wellington County *Forest Conservation By-law*.

Smaller woodlands may also have local significance and, where practical, these smaller woodlands should be protected.

5.5.5 Environmentally Sensitive Areas (ESA's)

Environmentally sensitive areas as determined by the County from previous studies are included in the Greenlands system. The areas will be protected from development or site alterations which would negatively impact them or their ecological functions.

5.5.6 Ponds, Lakes and Reservoirs

Ponds, lakes and reservoirs are included in the Greenlands system where the County determines they require protection. These areas will be protected from development or site alterations which would negatively impact them or their ecological functions.

5.6 DEVELOPMENT CONTROL

5.6.1 Permitted Uses

Within the Core Greenlands designation, development and site alteration shall not be permitted within Provincially Significant Wetlands or in significant habitat of threatened or endangered species, except in accordance with provincial and federal requirements.

In other Core Greenlands areas, and in Greenlands areas, permitted uses and activities may include:

- a) agriculture;
- b) existing uses;
- c) conservation;
- d) forestry;
- e) aggregate extraction within Mineral Aggregate Areas subject to appropriate rezoning, licensing and the policies of this Plan;
- f) open space; and
- g) passive recreation.

Other uses permitted in the applicable adjacent or underlying designations may be permitted.

5.6.2 Development Impacts

The above uses for both, the Core Greenlands and Greenlands designations, as well as accessory buildings and structures, shall only be permitted if:

- there are no negative impacts on significant features and functions and no significant negative impacts on other greenland features and functions;
- the hazardous lands policies of Section 5.4.3 are met;
- the development conforms to policies of the applicable adjacent or underlying designation.

Where development is proposed in the Greenland system or on adjacent lands, the County or local municipality shall require the developer to:

- a) identify the nature of the features potentially impacted by the development;
- b) prepare, where required, an environmental impact assessment to ensure that the requirements of this Plan will be met, and consider enhancement of the natural area where appropriate and reasonable.
- c) address any other relevant requirements set out in Section 4.6.3 Environmental Impact Assessment.

No development will be approved unless the County is satisfied that the Greenland and Environmental Impact Assessment policies are met.

Natural Heritage Systems

The County will encourage the restoration or enhancement of the natural heritage system in accordance with the following:

- In areas undergoing significant development, particularly in urban areas, an assessment of opportunities to link or connect natural features may be required to demonstrate how the development will maintain, restore or, where possible, improve linkages and connectivity;
- In areas not undergoing significant development, particularly agricultural and rural areas, stewardship initiatives will be the main means to maintain, restore or, where possible, improve linkages and connectivity.

5.6.3 Adjacent Lands

For the purposes of this section of the Plan, adjacent lands are considered to be:

- a) lands within 120 metres of provincially significant wetlands, provincially significant Life Science Areas of Natural and Scientific Interest, significant habitat of endangered and threatened species, fish habitat, significant wildlife habitat, significant valleylands, and significant woodlands.
- b) lands within 50 metres of provincially significant Earth Science Areas of Natural and Scientific Interest;
- c) lands within 30 metres of all other Core Greenlands and Greenland areas.

5.6.4 Zoning

Core Greenland areas shall be placed in a restrictive zone which prohibits buildings, structures and site alterations except as may be necessary for the management or maintenance of the natural environment.

Other greenlands may also be given a restrictive zoning by a municipal council.

Zoning by-laws may also recognize existing land uses in core greenlands and, where appropriate, provide for reasonable expansions or alterations. Zoning by-laws may also establish setbacks from Core Greenland areas in which no buildings or structures shall be permitted.

5.6.5 Agriculture

The Greenlands System policies will not limit the ability of agricultural uses to continue.

5.6.6 Mineral Aggregate Areas

Areas of high potential for mineral aggregate area shown on Schedule 'C' as an overlay over the Greenland System.

Existing licensed mineral aggregate operations are permitted and will be protected.

In the Greenbelt, mineral aggregate operations are subject to the policies of Section 9.9.10.2.

5.6.7 Greenlands Mapping

The mapping identifying Core Greenlands and Greenlands on various schedules to this Plan may need to be refined by more detailed mapping on individual sites. Where more detailed mapping is available, minor adjustments may be made without an amendment to this Plan and the land use policies of the adjacent designation will apply as determined by Council.

5.6.8 Conservation Authority Regulations

Some lands within and adjacent to the Greenland System may be subject to an Ontario Regulation issued under the Conservation Authorities Act. Where development or site alteration is proposed within a regulated area, as shown on Conservation Authority schedules and/or described in the text of the applicable Conservation Authority regulation, the

Conservation Authority should be consulted before development (including construction, conversion, grading, filling, or excavating).

5.7 RESTORATION AND ENHANCEMENT

While the majority of the County policy framework is focused on protecting natural heritage features from development and site alteration, the County also supports restoration and enhancement of the natural heritage system. The development control process can provide a means to identify opportunities for restoration and enhancement where development activities are taking place.

The Rural System is by far the largest land area of the County and this area is not normally undergoing development. The County believes that the most effective way to restore and enhance the natural heritage system in these areas lies in stewardship initiatives. These initiatives normally involve partnerships with willing landowners to identify and make improvements.

The County has developed a Rural Water Quality Program with Conservation Authorities to encourage farm stewardship initiatives to improve water quality. The County also has a Green Legacy Program that supports community and private planting activities which include an educational and advisory component. Both programs are stewardship initiatives that restore and enhance the County's natural heritage. Examples include projects to: restore streambeds; fence livestock from streams which have become naturalized linkages over time; tree planting to prevent or reduce water and wind erosion or to restore fragile lands.

5.8 GREENBELT PLAN

Lands within the Greenbelt are subject to the policies of Section 9.9.

Recreation Master Plan may be included by amendment to the Official Plan.

8.9 GREENLANDS SYSTEM

8.9.1 Overview

The GREENLAND areas designated within Urban Centres consist mainly of Core Greenlands, as illustrated on Schedule "A" of the Plan. The primary purpose is to identify hazardous areas which pose a threat to property or human life or have inherent limitations to development.

The main greenland features identified are rivers, their adjacent flood prone land and valley slopes. Also included are wetlands, significant woodlands, smaller watercourses and other areas with physical constraints such as poor drainage, steep or unstable slopes. These areas serve as plant and animal habitat, forest areas and fishery resource areas in urban centres.

8.9.2 Objectives

The objectives for the greenland areas are as follows:

- a) to provide protection to those aspects of the natural environment which can be harmed by urban development;
- b) to protect the community from those aspects of the natural environment which can pose a threat to public health and safety;
- c) to ensure that natural areas are protected and their natural beauty retained for future generations;
- d) to improve public access to natural areas where appropriate; and
- e) to encourage stewardship and enhancement of the local natural environment.

Urban greenlands will be protected and, where practical, enhanced.

8.9.3 Permitted Land Use

Within the Core Greenlands and Greenlands designations on Schedule "A", permitted uses and policies outlined in the Greenland System of this Plan shall apply.

8.9.4 Hazardous Lands and Sites

- a) lands which may be hazardous because of unstable slopes or other hazards will be identified in the implementing Zoning By-law, in consultation with the Conservation Authority;
- b) the reconstruction or minor alteration of existing uses may occur subject to the approval of Council and any required Conservation Authority permits.

8.9.5 Flood Plain Lands

Many urban centres were settled along the banks of a major water course. A significant portion of many urban centres in Wellington lie within a flood plain. The following policies shall apply to land designated GREENLANDS within a flood plain.

- a) this Plan prescribes a "one-zone" approach to flood plain management, meaning that development is restricted below the Regulatory Floodplain (i.e. flood plain area), as shown on Schedule "A";
- b) no buildings or structures shall be erected and no placement, movement or removal of fill may occur within the flood plain without the prior approval of the Conservation Authority;
- c) outdoor industrial storage or the storage of hazardous or toxic

- substances including sewage disposal or collection shall not be permitted;
- d) the reconstruction or minor alteration of existing uses may occur subject to the approval of Council and any required Conservation Authority permits;
 - e) the creation of lots which extend into flood susceptible areas may only be permitted, in consultation with the Conservation Authority, where no public agency is willing to assume ownership of the flood plain lands and that sufficient buildable area exists outside the flood plain;
 - f) amendments to this Plan will not be required for minor revisions to flood plain boundaries.

8.9.6 Special Policy Areas – Flooding

A **Special Policy Area** may be applied within a community that has historically existed in the floodplain and where site specific policies approved in consultation with the Conservation Authority, Ministry of Natural Resources and the Ministry of Municipal Affairs are intended to address the significant social and economic hardships that would result from strict adherence to provincial policies.

For the purposes of the Plan, the communities of Drayton and Harriston identify a Special Policy Area for floodplain management. In addition, Harriston, utilizes a two zone concept to manage portions of the floodplain outside of the Special Policy Area. Notwithstanding the above, the urban centre of Rockwood utilizes both a one zone and a two zone concept to floodplain management. Also, the hamlet of Damascus which contains a portion of the Four Mile Creek is subject to flooding during a Regional Storm. A two zone concept has been applied to Damascus and the Zoning By-law will establish permitted uses and regulations to implement this approach to floodplain management.

Specific floodplain management policies for Drayton, Harriston, Eden Mills and Rockwood are contained in Part 9, Local Planning Policy.

8.10 FUTURE DEVELOPMENT

8.10.1 Overview

There are certain areas within urban centres, where it is not possible to pre-designate for the future intended uses. Such lands may not be required over the planning period for development purposes or the specific nature of the intended land uses is not known at this time.

8.10.2 Objectives

The objectives for areas designated FUTURE DEVELOPMENT are as follows:

- a) to provide for the orderly future development of the unbuilt areas of the Urban Centre;
- b) to limit development of such lands until an Official Plan Amendment including a proper site plan or concept plan for future uses has been submitted and approved;
- c) to prohibit any major development of these lands until the necessary municipal services can be made available to such areas.

8.10.3 Permitted Uses

The permitted uses within areas designated FUTURE DEVELOPMENT as illustrated on Schedule "A" of the Plan shall be limited to existing uses and the growing of crops including nursery and horticultural crops but does not include greenhouses.

Consideration may be given to the creation of a new lot by consent provided such development is in accordance with the policies of this Plan.

PART 10 CREATING NEW LOTS

10.1 GENERAL POLICIES

10.1.1 All New Lots

The creation of new lots is the responsibility of the County of Wellington through subdivisions, consents and part lot control. In approving new lots by any means, the County will ensure that the policies of this Plan and local planning regulations will be met. The County will strive to ensure that:

- the natural environment is protected
- natural resources are protected
- public services are used efficiently
- good community design is promoted
- health and safety issues are addressed

10.1.2 Subdivision Required

Plans of subdivision will normally be required when:

- a) four or more lots (including the retained) are being created, or
- b) a new road or a substantial extension to an existing road is required, or
- c) where special concerns or issues exist which would best be dealt with through a plan of subdivision.

Where the policies of this Plan refer to "plan of subdivision" or "subdivision", the words "plan of condominium" or "condominium" can be substituted where applicable.

10.1.3 Matters for Consideration

The County will consider the following when considering new lot creation by subdivision, consent or part lot control:

- a) that any new lots will be consistent with official plan policies and zoning regulations;

- b) that all lots can be adequately serviced with water, sewage disposal, stormwater management or drainage, fire protection, roads, utilities, solid waste disposal to accepted municipal standards and without undue financial burden on the municipality;
- c) that sufficient reserve water and sewage plant capacity will be available when lots are created in areas to be serviced by central water and sewage systems;
- d) that all lots will have safe driveway access to an all-season maintained public road and that access to a local road will be preferred over county and provincial roads, where practical;
- e) that public streets, spaces and facilities will be safe, meet the needs of pedestrians, and facilitate pedestrian and non-motorized movement, including, but not limited to, walking and cycling.
- f) that the topography, soils and drainage of the site are satisfactory for the lot sizes and uses proposed;
- g) that tree loss related to anticipated development be kept to a minimum and, wherever reasonable, be compensated for by new tree planting;
- h) that natural heritage features are not affected negatively;
- i) that lots are not created in areas which would pose a threat to public health or safety;

- j) that natural resources such as agricultural lands and mineral aggregates would not be affected adversely;
- k) that the size and shape of proposed lots is suitable, including frontage, area and the proportion of frontage to depth;
- l) that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses;
- m) that all new lots shall have logical lot lines given existing lot patterns in the area, natural and human-made features and other appropriate considerations;
- n) that residential lots will have adequate access to community facilities such as schools, libraries and parks based on reasonable standards for the area;
- o) that the creation of any lot is necessary, timely and in the public interest;
- p) that provincial legislation and policies are met, including the Greenbelt Plan policies set out in Section 9.9 of this Plan.

10.1.4 Studies

In considering the creation of new lots and in particular lots created by plan of subdivision, the County may require studies to ensure that the policies of this Plan are appropriately addressed.

Plans of subdivision will be accompanied by:

- planning impact assessments
- environmental impact assessments
- preliminary storm water management plans

Where a plan of subdivision is proposed to be developed on individual on-site or private communal water or sewage services, the following studies will also be required:

- a Servicing Options Assessment
- a hydrogeological study

Other studies may be required depending on individual circumstances.

Lots created by consent may also require studies to evaluate merit. In particular, lots created in or adjacent to the Greenland system may require an environmental impact assessment.

10.1.5 Conditions of Approval

In approving new lots, the County will impose conditions which are necessary to ensure that a plan of subdivision or consent is developed in an orderly manner and that the public interest is protected.

10.1.6 Part-Lot Control

Where a plan of subdivision is approved, a part-lot control by-law may be passed to allow the further division of a lot or block if the objectives of this plan and the regulations of the zoning by-law are met.

10.2 GREENLAND SYSTEM

10.2.1 New Lots Restricted

New lots will not be allowed within the Greenlands System unless:

- a) the lot has sufficient area outside the Core Greenland System for all its intended functions including suitable buffering and includes core greenland areas only to provide for logical boundaries;
- b) the lot provides a minor boundary adjustment or correction of title and does not require any activity which would impair greenland features or functions;

- c) the lot is for conservation purposes which provide an overall benefit to the environment;
- d) there will be no negative impacts on natural features or their ecological functions.

10.2.2 Environmental Impact Studies

Where the County is concerned that a proposed lot in or adjacent to the Greenlands System could negatively impact a natural feature or function, the County may require an environmental impact study to assess potential impacts and means of mitigation.

10.3 PRIME AGRICULTURAL LAND

10.3.1 New Lots

Lot creation in prime agricultural areas will be restricted to the following:

- a) agricultural uses
- b) agriculture-related uses
- c) a residence surplus to a farming operation.
- d) lot line adjustments
- e) community service facilities

10.3.2 Agricultural Uses

New lots for agricultural operations shall be of a size appropriate for the type of agricultural use(s) common in the area and sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations. New agricultural lots will normally be a minimum of 35 hectares in size. Smaller lots may only be considered where there is clear evidence that the farmer intends to conduct an agricultural pursuit which can be successful on a smaller property.

Where practical, the creation of agricultural lots along the original lots in the Township survey is encouraged even if somewhat smaller than normal lots result.

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

10.3.3 Agriculture-Related Uses

New lots for agricultural-related uses should be kept to a minimum size necessary for the use and appropriate water and sewage systems.

10.3.4 Residence Surplus to a Farming Operation

A severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met, and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring



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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 25, 2019**

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

**SUBJECT: REPORT CLK 2019-012 BEING A REPORT ON THE PROCEDURE
BY-LAW**

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CLK 2019-012 being a report on Procedure By-law;

AND FURTHER THAT Council directs staff to bring the Procedure By-law to the March 11, 2019 meeting of Council for adoption.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2017-039 being a report on Bill 68, Modernizing Municipal Legislation Act

BACKGROUND

The Township of Wellington North Procedure By-law provides that the By-law shall be reviewed once in a term of Council.

Attached as Schedule A is the proposed revised by-law for Council's consideration.

The final By-law will be brought forward to the March 11, 2019 meeting of Council for adoption.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report.

STRATEGIC PLAN

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

Yes No N/A

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

Amendments to the procedure by-law increase transparency and accountability of local government including Council, local Boards and Committees.

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Karren Wallace

Michael Givens, CAO

KARREN WALLACE DIRECTOR OF LEGISLATIVE SERVICES CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
--	--

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

BY-LAW NUMBER xxx-19

**BEING A PROCEDURE BY-LAW FOR GOVERNING THE
CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF
COUNCIL AND ITS COMMITTEES AND TO REPEAL BY-LAW 093-
17.**

WHEREAS the Council of the Township of Wellington North wishes to enact a by-law for governing the calling, place and proceedings of meetings; and that the procedure by-law shall provide for public notice of meetings,

NOW THEREFORE the Council of the Township of Wellington North hereby enacts the following:

1. **DEFINITIONS**

In this By-law, the following terms shall have the following meanings:

- 1.1 "Act" means the *Municipal Act, 2001*.
- 1.2 "Acting Mayor" means a member of council appointed to fulfill the duties of the Mayor in his or her absence.
- 1.3 "Awards/Recognition/Declaration" means a formal recognition by council of an individual, group or organization for a significant event or achievement.
- 1.4 "Chair" means the Mayor or the Acting Mayor or in the absence of both, a member of the council appointed to Chair the meeting.
- 1.5 "Clerk" means the Clerk, of the municipality.
- 1.6 "Closed session" means all or part of a meeting closed to the public in accordance with the provisions of the *Municipal Act, 2001*.
- 1.7 "Committee" means any standing, advisory, ad hoc or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards.

- 1.8 “Council” means the Council of the Township of Wellington North.
- 1.9 “Declared Emergency” means when the Mayor or Acting Mayor declares a situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.
- 1.10 “Deputation” means a person or group permitted to address council or committee.
- 1.11 “Inaugural Meeting” means the first meeting of council held after a municipal election in a regular election year.
- 1.12 Local Board means a local board as defined in the Municipal Act, 2001.
- 1.13 “Majority Vote” means the vote of more than half of the members present at a properly constituted meeting at which a quorum is present.
- 1.14 “Mayor” means the Head of Council.
- 1.15 “Meeting” shall mean any regular, special or other meeting of a council, of a local board or of a committee of either of them, where a quorum of members is present, AND members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee
- 1.16 “Member” means an individual elected to the Council of the Corporation of the Township of Wellington North.
- 1.17 “Municipal Election” means a municipal election held pursuant to the Municipal Elections Act.
- 1.18 “Presentation to Council” means an individual, group or organization invited by council or staff to present material or information.
- 1.19 “Privilege” may include matters of comfort, amplification, or safety.
- 1.20 “Point of Order” means an issue to which a member calls attention to:
(a) Any breach of the rules of order pursuant to this by-law; or
(b) Any defect in the constitution of any meeting; or

Comment [k1]: This is the New definition of meeting in Bill 68

- (c) The use of improper, offensive or abusive language; or
- (d) Notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
- (e) Any other informality or irregularity in the proceeding of the meeting.

1.21 “Quorum” means a majority of the whole number of members of council, or committee, or if legislation such as the Municipal Conflict of Interest Act provides otherwise.

1.22 “Recorded Vote” means noting in the minutes the name and vote of every member on any motion, unless the member is disqualified from voting.

1.23 “Resolution” means the decision of the council or committee of council on any motion.

1.24 “Special Meeting” means a meeting not scheduled in accordance with the approved schedule of meetings, and duly called within the authority of the Act, or other legislation.

2. **RULES OF ORDER**

2.1 The rules and regulations contained in this by-law shall be observed in all proceedings of council, committees, ad-hoc and advisory committees and local boards.

3. **AMENDMENT OR REPEAL OF BY-LAW**

3.1 No amendment or repeal of this by-law, or any part of it, shall be considered at any meeting of council unless notice of the proposed amendment or repeal has been given at a previous meeting. Waiving of the notice provisions in this section shall not be permitted.

4. **INAUGURAL MEETING OF COUNCIL**

4.1 The Inaugural meeting of council shall be held on the first Monday that falls after November 15, in the Council Chambers of the Township of Wellington North office building, Kenilworth, Ontario following a regular municipal election.

4.2 The inaugural agenda shall include:

- Declaration of Office in accordance with the provisions of the Act.
- Address by the Mayor
- Confirmatory By-law

- 4.3 The inaugural agenda may include any other item that the Clerk deems necessary.

DUTIES OF THE CHAIR

- 4.3 The Chair shall:

- a) Open the meeting by calling all members to order;
- b) Announce the business of council in the order in which it appears on the agenda;
- c) Receive all motions presented by members of council;
- d) Call for debate and call the vote on all motions which are moved and seconded, and to announce the result of the vote;
- e) Decline to put to vote motions which violate the rules of procedure in this by-law;
- f) Ensure the members are acting within the provisions of this by-law and the Act, when engaged in debate and voting;
- g) Sign all by-laws, resolutions and minutes of Council as required;
- h) Inform members and the public, when necessary of a point of order or procedure;
- i) Expel any person for improper conduct at a meeting;
- j) Recess a meeting at any time for not more than 10 minutes;
- k) Adjourn the meeting when business is concluded;
- l) Adjourn the meeting, without question, in the case of grave disorder arising during the meeting.

- ~~4.4 If the Mayor wishes to vacate the Chair to take part in the debate the Mayor shall call upon the Acting Mayor or other Councillor to Chair the meeting until the Mayor resumes the Chair.~~

Acting Head of Council

- 4.5 In the absence of the Mayor, Councillors are appointed as Acting Head of Council as follows:

- | | |
|---|--------------------------|
| 1st quarter of year (January to March) | - Councillor, Ward One |
| 2nd quarter of year (April to June) | - Councillor, Ward Two |
| 3rd quarter of year (July to September) | - Councillor, Ward Three |
| 4th quarter of year (October to December) | - Councillor, Ward Four |

- 4.6 In the absence of both the Mayor and Acting Mayor, a Chair shall be chosen from the members present to Chair the meeting.

4.7 On the arrival of the Mayor or Acting Mayor, the Chair shall relinquish their seat.

Ex Officio

4.8 The Mayor shall be an ex-officio member of all committees shall have full voting rights.

Alternate Upper Tier Member

Comment [k2]: Put in a policy

~~4.9 Once a term, the members shall select an alternate to the Mayor who may attend upper tier Council meetings in the absence of the Mayor by requesting members to put their name forward.~~

~~4.10 If only one member puts their name forward that member shall be authorized by Council to be appointed alternate upper tier member.~~

~~4.11 If more than one member puts their name forward, the decision will be made by secret ballot during an open meeting of Council.~~

~~4.12 If the member selected to sit as an alternate to the Mayor ceases to sit on local Council, another alternate will be chosen in the manner as set out in Section 4.9 after the local member's position has been filled by appointment or by election.~~

~~4.13 The alternate member appointed to the Upper Tier is subject to the County of Wellington Temporary Replacement Member of Upper Tier Council policy.~~

Points of Order and Privilege

4.14 The Mayor shall preserve the order and decorum and decide points of order and (personal) privilege, however a member may verbally appeal the Mayor's decision to council for a final decision.

~~4.15 Council, if appealed to, shall decide the issue by a show of hands without debate and its decision shall be final.~~

5. MEETING PROCEDURES

Quorum

5.1 Unless there is a Quorum present within fifteen (15) minutes after the time appointed for a meeting, the council or committee shall adjourn until the next meeting date.

5.2 The Clerk shall record the names of the members present at the time of adjournment.

Open and closed meetings

5.3 All meetings or part of a meeting shall be open to the public.

5.4 A meeting may be closed to the public if unless closed meeting the subject matter being considered is:

- (a) the security of the property of the municipality or local board;
- (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;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- (l) If the meeting is held for the purpose of educating or training the members AND at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee
- 5.5 A meeting shall be closed to the public if the matter being considered is:
- a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman or investigator referred to in the Act.
- 5.6 Voting is not permitted in a closed meeting, unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or persons retained by or under contract with the municipality.
- 5.7 A resolution shall be passed in open session stating the general nature of the matter to be considered at the closed session.
- 5.8 A resolution shall be passed to adjourn the closed session.
- 5.9 In the event discussion in closed session concludes prior to the open session, Council shall rise from closed and adopt a motion to recess and reconvene at the beginning of the regularly scheduled open meeting.
- 5.10 If closed session items are not completed before the scheduled time for the open meeting, Council may:
- a) consider a motion to defer the closed session items not addressed to a future scheduled closed session meeting; or
 - b) consider a motion to recess and reconvene at the end of the regularly scheduled open Council meeting to conclude discussion; or
 - c) proceed in closed session until all the agenda items have been considered.

- 5.11 Council may convene in a Special Council meeting, on a date other than a regularly scheduled Council for the purpose of going into closed session.

Motions

- 5.12 A consent agenda shall be presented by the Chair. Items shall be moved from the consent agenda on the request of any member for separate discussion. Items not removed shall be adopted in one motion by majority vote without debate or discussion.
- 5.13 All motions shall be moved and seconded before being debated and called for the vote by the Chair.
- 5.14 Directions to staff do not require a motion.
- 5.15 Only one motion may be on the floor at any given time.
- 5.16 Minor amendments to a motion that has been moved and seconded can be made on the original resolution provided it is initialed by the original mover and seconder of the motion.
- 5.17 Substantial amendments to a motion that has been moved and seconded, shall be brought forward by an amending motion. The amending motion shall be in writing, moved and seconded and voted on prior to the original motion being voted on.
- 5.18 Once a motion is on the floor, it shall not be withdrawn prior to voting without the consent of the majority of the members.
- 5.19 After the Chair calls for a vote on a motion or a motion as amended, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result declared.
- 5.20 A member may, immediately before or after a vote, request the count be recorded. All members present, who are not prohibited from voting by interest of otherwise, will verbally announce his or her vote to be recorded in the minutes.

Notice of Motion

- 5.21 A member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda at which the member

introducing the motion is in attendance for discussion. There shall be no debate or discussion on the motion until it appears on an agenda.

- 5.22 At the meeting, the notice of motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.

Reconsideration

- 5.23 A motion may be reconsidered at the same meeting at which it is passed, provided there is a majority vote of the members to reconsider.

- 5.24 No motion shall be reconsidered outside of the meeting at which it is passed, within a 12 month timeframe during a term of council.

- 5.25 A matter may be considered outside of the meeting at which it was passed prior to the expiration of 12 months provided a majority vote of Council approves that a Notice of Motion as set out in this by-law be brought forward and the reconsideration appears on an agenda.

Manner of Voting and Rules of Debate

- 5.26 On an unrecorded vote, a show of hands shall determine the decision of council.

- 5.27 Every member present at a meeting when the vote is called shall vote unless prohibited by interest or otherwise.

- 5.28 If member refuses to vote, where not prohibited by interest or otherwise, that member shall be considered to have voted no.

- 5.29 Any question in which there is a tie vote shall be deemed to be defeated.

- 5.30 Every member shall request acknowledgment from the Chair, prior to speaking to any question or motion. When two or more members wish to speak, the Chair will determine which member requested to speak first and they shall have the floor.

- 5.31 When a member is speaking, no other member shall interrupt him or her except to raise a point of order or privilege.

- 5.32 A member shall not speak more than once to the same question without the consent of the Chair. A member, in speaking to a

question shall be limited to ten minutes, unless an extension of a further five minutes is approved by motion of council.

5.33 When the Chair calls for the vote on a question, every member shall remain in his or her seat and not speak to any other member or make any noise or disturbance until the result of the vote has been declared.

Curfew

5.34 Meetings shall be adjourned four (4) hours after the start of a meeting.

5.35 A resolution shall be passed before the expiration of four (4) hours to permit the meeting to continue past curfew.

Decorum

6.30 Unless otherwise authorized by the presiding officer, all members, staff and persons appearing as delegations shall address council through the Chair and only when recognized to do so.

6.31 Persons attending a meeting shall not:

- a) Use offensive words against members, officer, staff or guest;
- b) Speak on any subject other than the subject in debate;
- c) Create a disturbance in the meeting;
- d) Interrupt the member who has the floor except to raise a point of order;
- e) Disobey the rules of council or a decision of the Chair or council on questions of order or practice or upon the interpretation of the rules of the council.
- f) On a majority vote of council the Chair may request that a member apologize to council for disruptive behaviour.
- g) Speak on any issue that is before the Court, Administrative Tribunal or any Boards of Commissions, unless the issue has been referred to the council or committee by the said body.

6. VIDEO AND AUDIO RECORDING

6.1 The use of video or audio recording equipment or devices by members of the public or media during an open meeting is permitted within the areas designated for that purpose by the Clerk.

7. **PROCEDURES FOR AGENDAS, MINUTES, AND SUPPORTING MATERIAL**

7.1 The Clerk shall prepare an agenda for each meeting and the order of business will be as shown in this by-law. Minor modifications to the matters included or the order of business may be made during the preparation of the agenda.

- a) Call to order
- b) Adoption of the agenda
- c) Disclosure of pecuniary interest(s) and the general nature thereof
- d) Closed meeting session (if required)
- e) Rise and report from closed session
- f) Passage of resolution regarding a closed meeting report
- g) Passage of resolutions and minutes from closed session
- h) O Canada
- i) County Council member update
- j) Awards/Recognition/Declarations
- k) Presentations
- l) Public meeting under the Planning Act
- m) Resume Regular meeting of Council
- n) Passage of by-laws arising from a Public Meeting
- o) Adoption of minutes of Council/Public Meeting(s)/Closed session
- p) Business arising from previous meetings of Council
- q) Deputations
- r) Items for approval and adoption of recommendations therein:
 - Minutes of local Boards, Committees, Ad Hoc Committees, Standing Committees, other agencies
 - Reports, recommendations and correspondence for direction (order of business may rotate)
 - o Planning
 - o Administration
 - o Building
 - o Economic development
 - o Finance
 - o Fire services
 - o Operations
 - o Council
- s) Identification of agenda items requiring separate discussion
- t) Adoption of agenda items not requiring separate discussion
- u) Consideration of agenda items identified for separate discussion
- v) Notice of Motion

- w) Community Group Meeting Program report by Councillors
 - x) By-laws
 - y) Cultural Moment (first meeting of the month)
 - z) Confirmatory by-law
 - aa) Adjournment
- 7.2 The Clerk shall ensure that the minutes of the last council meeting, and all special, committee, ad hoc minutes held more than seven business days prior to a regular meeting are included in the agenda package.
- 7.3 All reports, supporting material, delegation/presentation/award requests shall be submitted to the Clerk's office by 12 noon on the Tuesday preceding the council meetings scheduled for 2:00 p.m. and 12 noon on the Wednesday preceding the council meetings scheduled for 7:00 p.m., unless extenuating circumstances arise
- 7.4 As far as practical the agenda and all attachments will be made available to the members by 4.30 p.m. on the Wednesday preceding the 2 p.m. council meeting, and by 4:30 p.m. on the Thursday preceding the 7:00 p.m. council meeting, unless extenuating circumstances arise
- 7.5 a) The order of business of the council shall be in the order in which it stands on the agenda unless the Chair decides verbally to amend the order.
- b) An item of business or matter not listed on the agenda shall not be introduced for consideration at the same meeting, unless not dealing with the items of business or matter would be detrimental to the Township of Wellington North.
- c) A majority vote of council shall be passed prior to any consideration or discussion of an item of business or matter not listed on the agenda.

7.6 Notwithstanding Section 7.1, local boards and committees may establish their own order of business.

Awards/Recognitions

- 7.7 Individuals or groups who have been identified as deserving of an award or recognition by council will receive a certificate, township pin or other form of award or recognition at a meeting of council.

Presentations

7.8 Any individual or group making a presentation to council is limited to a maximum of fifteen (15) minutes for its address, unless an extension of no more than a further fifteen (15) minutes is approved by council with a show of hands.

7.9 The number of presentations will be limited to two (2) at any meeting.

Deputations

7.10 Any individual or group making a deputation to council shall be limited to a maximum of ten (10) minutes for its address, unless an extension of no more than a further five (5) minutes is approved by resolution of council.

7.11 The number of deputations shall be limited to three (3) at any meeting.

7.12 An individual or group who has already made a deputation on a subject shall not make another deputation within a 12 month period on the same subject unless there is new information to be provided or a new council is in place as a result of a municipal election unless council passes a motion in favour of having the individual or group make another deputation.

7.13 An individual or group may make a deputation on a particular subject to either council or committee but shall not be permitted to make a deputation to both council and committee on the same subject.

7.14 No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or council and committee.

7.15 Members and staff shall only ask questions seeking information or clarification from the delegation with all questions addressed through the Chair.

7.16 When the subject matter of a deputation is such that a decision of council is requested, appropriate resolutions or direction to staff may be considered. When a deputation's request has a financial implication, council shall direct that a staff report be brought to a meeting.

7.17 Where Council is of the opinion that a report from staff is not necessary and there are no financial implications involved with the deputant's request, Council may move a motion to support the deputation's request.

Minutes

7.18 The Clerk may make minor deletions, additions or other changes to minutes before they are signed.

7.19 Minutes of meetings shall be taken without note or comment and shall contain the following information:

- a) The place, date and time of the meeting;
- b) The name of the Chair and record of the attendance of the members;
- c) Adoption of the minutes of previous meeting(s);
- d) All other proceedings of the meeting.

By-laws

7.20 Every by-law when introduced shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete with the exception of the number and date thereof.

7.21 Every by-law shall have three readings prior to being passed, and said readings may be held at the same meeting, and may be entertained in one, two or three separate motions.

7.22 All by-laws with the exception of the confirmation by-law shall be approved by one resolution, unless the by-law has been identified to be approved by resolution separately.

~~7.23 The Chair will read only the title of the by-law, unless a member requests a full reading of a specific by-law.~~

~~7.24 The Clerk shall set out on all by-laws enacted the date(s) of the reading or readings, shall set out on all by-laws the date(s) of the reading or readings of the, the by-law number and shall seal the by-law with the seal of the Corporation and signed by the Clerk and the Mayor and shall be deposited with the Clerk for safekeeping.~~

7.25 The Clerk may make minor deletions, additions or other changes to any by-law before it is signed and sealed.

7.26 A by-law shall be passed to confirm all actions taken by council at a meeting.

8. **MEETING LOCATION DATES AND TIMES**

Change of Date, Location or Time

8.1 Council or committee may, by resolution, alter the date, location and/or time of a meeting provided that notice of the change is posted at the municipal office, and on the municipal website.

Location of Meetings

8.2 All meetings of council shall be held in the Council Chambers at the Township Municipal Office, located at 7490 Sideroad 7 West, Kenilworth.

8.3 Meetings may be held at other locations within the township as deemed necessary from time to time shall be provided in accordance with notice provisions in this by-law.

8.4 In the case of a declared emergency, a meeting of council may be held at another location within or outside of the boundaries of the municipality and notice shall be provided in accordance with notice provisions in this by-law.

8.5 A meeting of council together with a council of one or more other municipalities for the consideration of matters of common interest, may be held within a municipality outside of Wellington North and notice shall be provided in accordance with notice provisions in this by-law.

Date and Time of Regular Meetings of Council

8.6 Council meetings shall be held twice monthly on Mondays in accordance with the posted and approved meeting schedule.

8.7 If a public or statutory holiday falls on the Monday designated for holding a council meeting, council will meet on the day set out in the posted meeting schedule as approved by Council.

8.8 The schedule of regular council meetings shall approved annually by Council on or before November and shall be posted on the municipal website.

- 8.9 The agenda, and supporting documentation for all council meetings will be posted on the municipal website no later than 12 noon on the Thursday prior to a 2:00 p.m. meeting date, and no later than 12 noon on the Friday prior to a 7:00 p.m. meeting date.
- 8.10 Notice of a closed session shall be published in the regular council agenda.
- 8.11 If a special meeting of council is called, notice shall be provided by posting on the Township's website a minimum 24 hours prior to the date of the meeting.
- 8.12 If a meeting is held as a result of a declared emergency, the notice provisions may be suspended.

9. **CONFIDENTIAL INFORMATION**

Comment [k3]: Include in Code of Conduct

- ~~9.1 Members shall treat all information, documentation or discussion relating to a closed meeting as confidential.~~
- ~~9.2 No member shall release or make public any information considered at a closed meeting, or discuss the content of such a meeting with persons other than members of council or relevant staff members, without the authorization of council.~~

10. **SPECIAL MEETINGS OF COUNCIL**

- 10.1 The Mayor may, at any time, call a special meeting of council within twenty-four (24) hours notice to the Clerk and members of council.
- 10.2 A special meeting of council may be called upon the petition of a majority of the members of council and the petition shall state the business to be considered at the special meeting and no business other than that stated in the petition shall be considered at such meeting.
- 10.3 The petition shall state the time and date of the special meeting, not less than twenty-four (24) hours from the date of the submission of the petition.
- 10.4 The Clerk shall provide notice of a special meeting of council or a re-scheduled meeting not less than twenty-four (24) hours before the appointed time of the meeting on the municipal website.

By-law No. xxx-19
Page 17 of 17

11. **SUSPENSION OF RULES**

11.1 With the exception of Section 3 of this by-law any procedure required by this by-law may be temporarily suspended on majority vote of members.

12. **REVIEW OF BY-LAW**

12.1 The Procedure By-law shall be reviewed once in each term of council.

13. **MATTERS NOT PROVIDED FOR IN PROCEDURE BY-LAW**

14.1 Where a matter is not provided for in the Procedure By-Law, or, in the case of conflict with the Procedure By-Law, Robert's Rules of Order will be relied on.

14. **REPEAL OF PREVIOUS PROCEDURE BY-LAW**

14.1 By-law Number 093-17 is hereby repealed.

**READ A FIRST, SECOND, THIRD TIME AND
FINALLY PASSED THIS 25th DAY OF FEBRUARY, 2019**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 25, 2019**

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

**SUBJECT: REPORT CLK 2019-013 BEING A REPORT ON APPOINTMENT OF
AN ALTERNATE UPPER TIER MEMBER OF COUNCIL**

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CLK 2019-013 being a report on an Appointment of Alternate Upper Tier Member Policy;

AND FURTHER THAT Council approves the Appointment of an Alternate Upper Tier Member Policy;

AND FURTHER THAT Councillor Steve McCabe be appointed as the Alternate Member to sit at the County of Wellington meetings in the event of an absence by the Mayor.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2017-039 being a report on Bill 68, Modernizing Municipal Legislation Act

BACKGROUND

On May 30, 2017, Bill 68, Modernizing Municipal Legislation Act (the Bill) received Royal Assent. Provided in that legislation is an amendment to the Municipal Act, effective January 1, 2018 that includes a provision for the appointment of an alternate upper tier member of Council. Specifically a member of Council, other than the Mayor, is permitted to attend County meetings in the absence of the Mayor. Only one member can be appointed per four year term to fulfil this duty, unless the appointed member ceases to be on Council.

Section 4.9 of Procedure By-law 097-17 contained the following provision:

The members shall once a term, by secret ballot during an open meeting elect by majority vote, an alternate to the Mayor who may attend upper tier Council meetings in the absence of the Mayor.

That provision has been removed from the procedure by-law and is now set out in it's own policy in Schedule A attached hereto.

Our policy does not provide financial compensation to the alternate member of Council.

The County of Wellington has passed their own policy which forms Schedule A to the Township of Wellington North's Policy that does not include financial compensation to the alternate member of Council with the exception of mileage.

The County's policy and the Municipal Act are silent on the following provisions:

1. In the event of a long term absence of the Mayor, if the alternate attends for a year, do they do so without remuneration from the County?
2. In the event of a one time or prolonged absence, would the Mayor receive full or partial remuneration?
3. If the Mayor misses 3 consecutive months of meetings due to a long term absence, could that seat be declared vacant OR does the fact the alternate has been in attendance nul and void the Mayor's absence?

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report unless Council authorizes financial remuneration to the Alternate Upper Tier Member

STRATEGIC PLAN

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

Yes No N/A

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

Permitting an alternate member to sit at the upper tier Council in the event of an absence by the Mayor enhances strategic partnerships with the County.

PREPARED BY:

RECOMMENDED BY:

Karren Wallace

Michael Givens, CAO

**KARREN WALLACE
DIRECTOR OF LEGISLATIVE SERVICES
CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



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

519.848.3620
1.866.848.3620 FAX 519.848.2228

145

Plan to
Simply Explore.
www.simplyexplore.ca

SCHEDULE A

UPPER TIER ALTERNATE MEMBER POLICY

DEPARTMENT	Clerk	POLICY NUMBER	
EFFECTIVE DATE		LEGISLATIVE AUTHORITY	Municipal Act Section 268
APPROVED BY:	RESOLUTION		

1. Once a term, the members shall select an alternate to the Mayor who may attend upper tier Council meetings in the absence of the Mayor by requesting members to put their name forward.
2. If only one member puts their name forward that member shall be authorized by Council to be appointed alternate upper tier member.
3. If more than one member puts their name forward, the decision will be made by secret ballot during an open meeting of Council.
4. If the member selected to sit as an alternate to the Mayor ceases to sit on local Council, another alternate will be chosen in the manner as set out in in this policy, after the local member's position has been filled by appointment or by by-election as provided for in the Municipal Act.
5. The Township of Wellington North shall not pay any additional remuneration to the alternate member of Council.
6. The alternate member appointed to the Upper Tier is subject to the County of Wellington Temporary Replacement Member of Upper Tier Council (Alternate Members) Policy attached as Schedule A.

SCHEDULE A

COUNTY OF WELLINGTON POLICY AND PROCEDURE



DEPARTMENT:	COUNCIL	POLICY NUMBER:	
DIVISION:		EFFECTIVE DATE:	JANUARY 2019
SUBJECT:	TEMPORARY REPLACEMENT, MEMBER OF UPPER TIER COUNCIL (ALTERNATE MEMBERS)		
AUTHORITY:	SECTION 268 OF THE MUNICIPAL ACT, 2001, AS AMENDED BY Bill 68, MODERNIZING ONTARIO'S MUNICIPAL LEGISLATION ACT, 2016 ONTARIO REGULATION 55/18		

Purpose:

To outline the policies and procedures with respect to Alternate Members of County Council (Alternate), if appointed by the member municipalities.

Background:

Section 268 of the Municipal Act provides that the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason.

Section 268 does not allow:

- The appointment of more than one alternate member during the term of council
- The appointment of an alternate member to act in place of an alternate member appointed under Subsection 267 (Temporary Vacancy of member for a period exceeding one month)
- The appointment of an alternate head of council of the upper-tier municipality.

Policy:

1. Each of the seven member municipalities of Centre-Wellington, Erin, Guelph/Eramosa, Mapleton, Minto, Puslinch and Wellington North, may choose to appoint one (1) of their local councillors to act as an Alternate only if the mayor is unable to attend a County Council meeting.

2. In accordance with the Act, only one Alternate may be appointed by each member municipality. The Alternate would be appointed for the entire term of Council. If the seat of an Alternate becomes vacant, another Alternate may be provided by the member municipality.
3. An Alternate may only substitute when the County Council permanent member is unable to attend a meeting.
4. Written notice is required from the member municipality once an Alternate has been appointed.
5. Alternate attendance and representation is limited to County Council meetings only (Inaugural meeting excluded).
6. When the County Council permanent member knows they will not be able to attend a County Council meeting, written notification (by email) to the County Clerk should be provided. Upon receipt of notification, all relevant council material will be forwarded to the Alternate.
7. Prior to an Alternate attending a County Council meeting, the County Clerk will administer the declaration of office, as required by the Municipal Act.
8. While in attendance at County Council meetings, the Alternate will have all the same powers and duties of a permanent member to speak, move motions and vote, with the exception of submitting Notices of Motions.
9. The Alternate will be allowed to attend closed meeting sessions.
10. An Alternate, while attending County Council meetings, shall be governed by the all applicable policies of the Council.
11. Mileage expenses will be provided by the County to the Alternate.



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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 25, 2019**

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

**SUBJECT: REPORT CLK 2019-014 BEING A REPORT ON COUNCIL STAFF
RELATIONS POLICY**

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CLK 2019-014 being a report on Council Staff Relations Policy;

AND FURTHER THAT Council approves the Council Staff Relations Policy.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2017-039 being a report on Bill 68, Modernizing Municipal Legislation Act

BACKGROUND

On May 30, 2017, Bill 68, Modernizing Municipal Legislation Act (the Bill) received Royal Assent. Provided in legislation is an amendment to the Municipal Act, effective March 1, 2019 that makes it mandatory for municipalities to adopt a Council Staff Relations Policy.

Attached as Schedule A is the policy.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report.

STRATEGIC PLAN

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

Yes No N/A

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

Having an established Council Staff Relations Policy can work toward a positive health work environment.

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



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

SCHEDULE A

150

Plan to
Simply Explore.

www.simplyexplore.ca

COUNCIL-STAFF RELATIONS POLICY

DEPARTMENT	CHIEF ADMINISTRATIVE OFFICER	POLICY NUMBER	
EFFECTIVE DATE		LEGISLATIVE AUTHORITY	Section 270 Municipal Act
APPROVED BY:	RESOLUTION		

POLICY STATEMENT

The Township of Wellington North will promote a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, guided by the Code of Conduct for Members of Council, the Personnel Policy and the Workplace Violence and Harassment in the Workplace Policy.

PURPOSE

This policy provides guidance on how the Township of Wellington North ensures a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the municipality.

PRINCIPLE

The principles of this policy governing Council staff relations is that everyone has the right to work in a respectful environment, in an impartial manner, free from workplace violence and harassment.

SCOPE

In accordance with Section 270 of the *Municipal Act, 2001*, this policy applies to all Members of Council, Committee members, officers and employees of the corporation.

POLICY REQUIREMENTS

The relationship between Members of Council, Local Boards, Committee Members, the officers and employees of the corporation is guided by the following:

1. Code of Conduct for Members of Council

The Code of Conduct for Members of Council provides:

Members of Council shall:

- *Acknowledge that only Council as a whole has the capacity to direct staff members to carry out specific tasks or functions;*
- *Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others,*
- *Refrain from publicly criticizing individual members of staff and/or Members of Council in a way that casts aspersions on their professional competence and credibility; AND*

- *Recognize that certain members of staff are statutory officers and have specific statutory duties, authorities, powers and responsibilities with which Council members shall not interfere.*

2. Personnel Policy

The personnel policy of the Township of Wellington North provides:

- *Employees shall deal with all members of Council of the Township of Wellington North in an objective and impartial manner at all times.*
- *Employees must recognize that elected officials are responsible for the establishment of policy and employees are responsible for implementation of the directives originating from Council of the Township of Wellington North.*

3. Violence and Harassment in the Workplace Policy

The Violence and Harassment in the Workplace Policy provides:

- *The Township of Wellington North (the Township) is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence or harassment. The Township discourages any form of inappropriate behavior in the workplace.*
- *The Township recognizes that workplace violence and harassment is a health and safety and human resources issue and will take reasonable precautions to prevent workplace violence and to protect employees at the workplace.*
- *The Township of Wellington North will treat any complaint of harassment, violence or inappropriate behavior by any individual, including another staff member, Councillor or member of the public, directed at municipal staff as a serious matter.*

RESPONSIBILITIES

Members of Council, Local Boards, Committees, officers and employees of the municipality are required to adhere to this policy and its governing provisions, including the Members of Council and Local Boards Code of Conduct for Policy, the Personnel Policy and the Violence and Harassment in the Workplace Policy.

APPLICATION OF THE POLICY

In the case of a complaint regarding Violence and Harassment in the Workplace, the process is set out in the Violence and Harassment in the Workplace Policy;

In the case of a complaint regarding the Members of Council and Local Boards Code of Conduct, the process is set out in the Members of Council and Local Boards Code of Conduct Policy.

In the case of a complaint against an employee regarding the Personnel Policy, the process for complaint is set out as Schedule A attached hereto.

SCHEDULE A



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

519.848.3620
1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.

www.simplyexplore.ca

COUNCIL STAFF RELATIONS PERSONNEL POLICY COMPLAINT FORM

YOUR NAME			
CONTACT INFORMATION			
HOME PHONE		CELL	
MAILING ADDRESS			
EMAIL			
Any disciplinary action as a result of the outcome of an investigation shall remain confidential, but will be kept in the employee/councillor personnel file.			
<i>Please outline your complaint/issue, including relevant dates, times, location and background information that might be pertinent to the matter</i>			

OFFICE INTERNAL USE ONLY			
COMPLAINT #			
RECEIVED BY		DATE	
FORWARDED TO		DATE	
<input type="checkbox"/> Acknowledgement Letter to complainant Date sent: _____ Staff name: _____		<input type="checkbox"/> Additional correspondence received Date sent: _____ Staff name: _____	
ACTION TAKEN			

***Thank you for taking the time to express your concern(s).
 If you have any questions about this process, please contact the
 Clerk 519-848-3620 ex 4227 or kwallace@wellington-north.com***



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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 25, 2019**

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

**SUBJECT: REPORT CLK 2019-015 BEING A REPORT ON COUNCIL CODE OF
CONDUCT POLICY**

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CLK 2019-015 being a report on a Council Code of Conduct Policy;

AND FURTHER THAT Council approves the Council Code of Conduct Policy;

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

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report CLK 2018-027 being a report on the appointment of an Integrity Commissioner;

CLK 2017-039 being a report on Bill 68, Modernizing Municipal Legislation Act

BACKGROUND

On May 30, 2017, Bill 68, Modernizing Municipal Legislation Act (the Bill) received Royal Assent. Provided in that legislation is an amendment to the Municipal Act, effective March 1, 2019 that provides municipalities must adopt a Council Code of Conduct and may appoint the Integrity Commissioner to investigate any violations of the Code.

On July 25, 2018 Council passed By-law 063-18 being a By-law to appoint Fasken Martineau DuMoulin LLP as the Integrity Commissioner for the Corporation of the Township of Wellington North with respect investigating the application of the code of conduct for members of council and the code of conduct for members of local boards.

As a result of this amendment the Council Code of Conduct Policy needs to be updated. The revised policy is attached to By-law 018-19 in this agenda.

FINANCIAL CONSIDERATIONS

The Integrity Commissioners rate is \$300.00 per hour plus expenses.

STRATEGIC PLAN

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

Yes No N/A

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

Strategic Partnerships

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Karren Wallace

Michael Givens, CAO

KARREN WALLACE DIRECTOR OF LEGISLATIVE SERVICES CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
--	--

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

BY-LAW NUMBER 016-19

**BEING A BY-LAW TO AUTHORIZE A COMMUNITY IMPROVEMENT
PLAN IN THE TOWNSHIP OF WELLINGTON NORTH**

WHEREAS the Corporation of the Township of Wellington North deems it necessary to implement a Community Improvement Plan for the benefit of the Community Improvement Project Area(s).

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

1. **THAT** the Community Improvement Plan attached hereto as Schedule A and forming part of this By-law is approved.
2. **THAT** any previous Community Improvement Plan is hereby repealed.
3. **THAT** this by-law shall come into force and effect upon passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 25th DAY OF FEBRUARY, 2019.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

Community Improvement Plan Update 2019

Township of Wellington North



Draft - January 2019

ska
Stempski Kelly Associates Inc.

Design Landscape Architecture Planning
160 St. David St. South, Fergus, ON, N1M 2L1
T 519.787.4313 E info@ska-design.ca
www.ska-design.ca



**Participants in the
Township of Wellington North
Community Improvement Plan Update
2019**

▪

Township of Wellington North Economic Development

Dale Small (Economic Development Officer)

▪

Wellington North Community Members

January 23rd, 2019 (Arthur)

January 24th, 2019 (Mount Forest)

▪

Stempski Kelly Associates Inc.

Sean Kelly, Stasia Stempski, Megan Thomas, Nicola Moffat
& Emily Bowerman

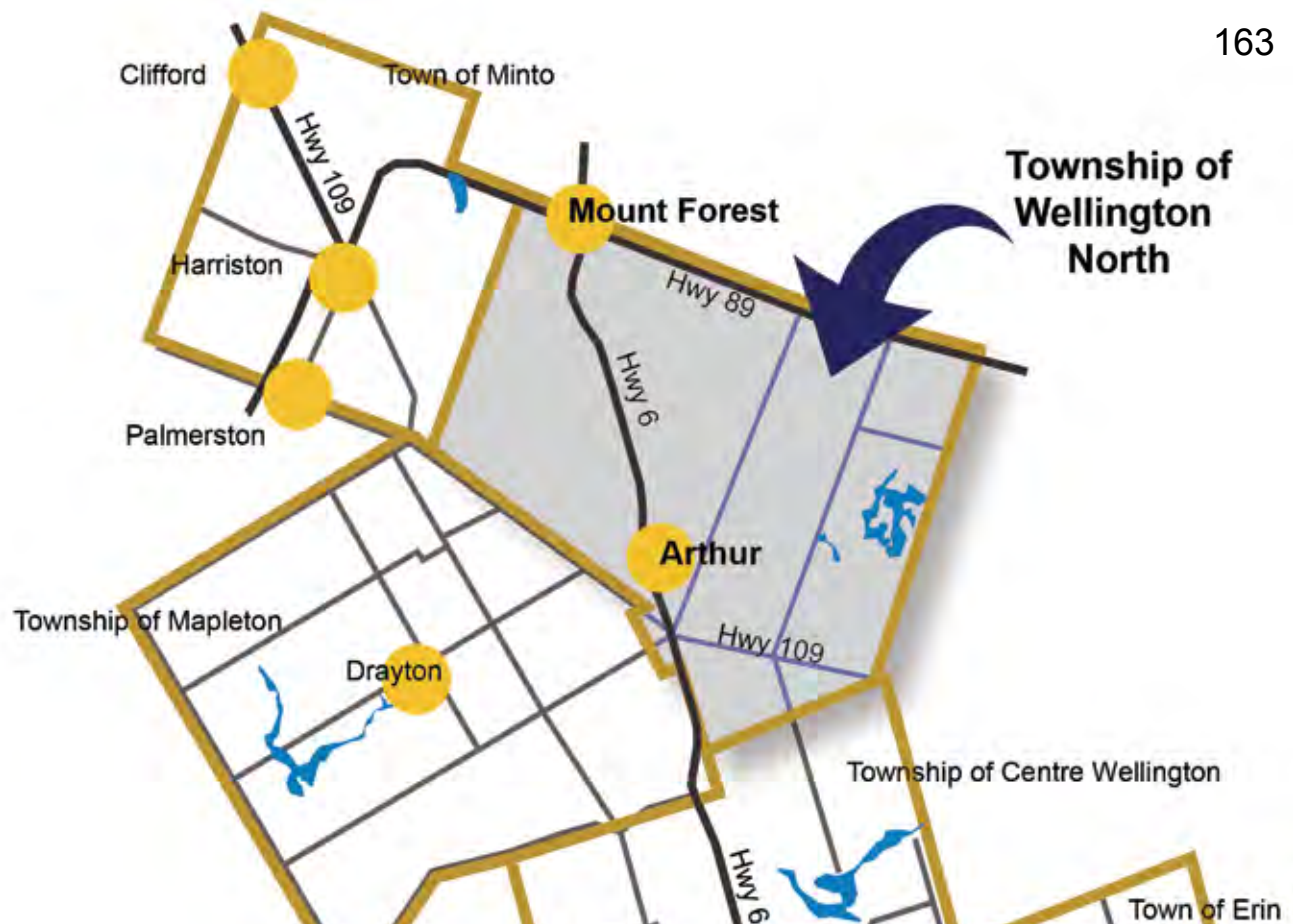


Table of Contents

1.0	Introduction	1
1.1	Background	2
1.2	Purpose Of The Community Improvement Plan	6
1.3	Goals.....	7
1.4	Objectives.....	8
1.5	Legislative Authority	8
2.0	Background Information	11
2.1	History Of Wellington North	12
2.2	Population	13
2.3	Character/Streetscape	13
2.4	Supporting Initiatives	13
2.5	Community Improvement Areas (CIPA)	14
3.0	Opportunities.....	23
3.1	Community Sessions (SWOT Analysis)	24
3.2	The Township of Wellington North Strategic Plan.....	25
3.3	Renew Northern Wellington	26
3.4	Wellington County & Wellington North Business Retention & Expansion.....	27
3.5	Analyzing Wellington County CIP Participation.....	28
3.6	General Research: Rural CIP Programs.....	29
4.0	Community Improvement Plan	31
4.1	Leadership Programs.....	32
4.1.1	Urban Design Guidelines.....	33
4.1.2	Open Improvement Space.....	33
4.2	Financial Incentive Programs.....	33
4.2.1	Facade Improvement Loan & Grant Program.....	34
4.2.2	Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program.....	36
4.2.3	Application Fees and Development Charges Grant	40
4.2.4	Public Art Grant.....	41
4.2.5	Building Improvement Grant.....	43
4.2.6	Accessibility Grant.....	45
4.2.7	Building Conversion/Expansion Grant.....	47
4.3	Community Improvement Plan Budget	48
4.3.1	Funding Sources.....	48
4.4	Implementation	48
4.4.1	Authority	48
4.4.2	Delegation	49
4.4.3	Administration	49

Table of Contents

5.0	Interpretation	51
5.1	Community Improvement Plan Foundation	52
5.2	Community Improvement Plan Amendments	52
5.3	Community Improvement Plan Title	52
5.4	Definitions	52
6.0	INVEST WELL: County Participation in Financial Incentives.....	55
6.1	About the Invest Well Programme	56
6.2	Goals	56
6.3	Criteria for Investment	57
6.4	County Funding/Incentive Programs.....	58
	6.4.1 Invest Ready Incentive Package	58
	6.4.2 Invest More Grant Program	60
	6.4.3 Application and Approvals Process	61
6.5	Invest Well Application Process Flow Chart	62
7.0	Community Futures Invest Well Loan.....	63
7.1	Introduction	64
7.1	The Process - SEDC	64
7.2	The Process - WWCFDC	65
	Appendices	67
A	Community Improvement Plan Establishment And Approval Process	
B	Wellington County Official Plan (Section 4.12)	
C	Community Open House Newspaper Advertisement Notices	
D	The Corporation of the Township of Wellington North - By Law Number 62-11	
E	The Corporation of the Township of Wellington North - By Law Number 72-14	
F	The Corporation of the Township of Wellington North - By Law Number 059-17	
G	The Corporation of the Township of Wellington North - By Law Number XXX-XX	
	List Of Figures	
1.1	Municipalities in Wellington County	
2.1	Township of Wellington North	
2.2	Mount Forest CIPA Aerial Map	
2.3	Arthur CIPA Aerial Map	
2.4	Kenilworth CIPA Aerial Map	
2.5	Damascus CIPA Aerial Map	
2.6	Conn CIPA Aerial Map	
2.7	Riverstown CIPA Aerial Map	
4.1	Program Availability Chart	



1.0 Introduction

The Community Improvement Plan provides a framework to encourage the rehabilitation of commercial, industrial and institutional buildings and their facades, improvement of commercial signage, and redevelopment of vacant and under utilized properties and buildings. This update builds on the initial Wellington North CIP (2011), an amendment adding a CIPA for Kenilworth (2014), 2017 expanded to include urban centres, hamlets, and rural areas, and now 2019 update to reflect the Wellington County Invest Well Programme.



Introduction

1.1 Background

Through its Community Improvement Plan the Township of Wellington North has taken a strong interest in the revitalization of their commercial and industrial centres, main streets, hamlets and rural areas.

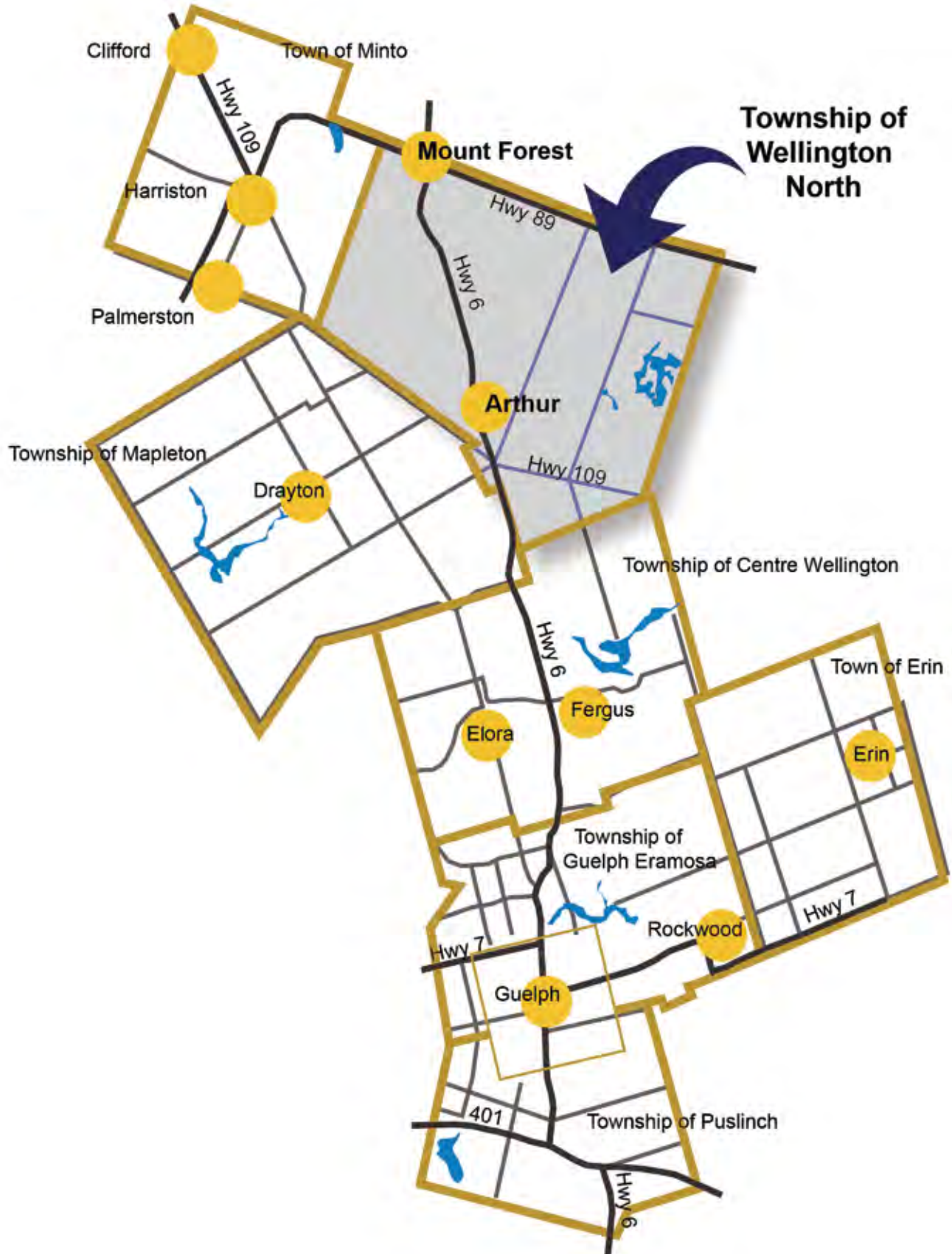
In 2011, the Economic Development Officer (EDO) led the Township in the initial preparation of a Community Improvement Plan, amended it in 2014 to add a CIPA for Kenilworth. In general the CIP has been very popular. The Community Improvement Plan (CIP) has established a framework for the Township support and implementation of programs to encourage the maintenance and rehabilitation of commercial, institutional and industrial buildings, their facades as well as associated signage and green spaces for the communities of Mount Forest, Arthur and Kenilworth.

Through this framework the Township has been able to provide incentives for individuals, businesses, Community Groups and organizations, etc., to enhance their building presentation to the public, and/or to support Public Art, in effort to help beautify and stimulate pride in these communities' downtowns and core areas.

At the November 16th 2016 Economic Development Committee meeting the committee approved a recommendation by staff to undertake a complete review of the Wellington North Community Improvement Plan. This recommendation was also one of the 17 recommendations coming out of the Municipal Development Forum and with the plan now in its fifth year, it was felt timely to complete this review to ensure relevance, quality and future success. The review of the CIP, captured in this document, includes:

- Researching and providing recommendations to expand the Community Improvement Program boundaries to include all commercial and industrial areas within the Township of Wellington North
- Reviewing existing funding programs and providing recommendations to revise these programs and/or add additional funding programs to the Community Improvement Plan
- Analyzing the recent Wellington County CIP amendment and recommendations on whether and, if so, how the Township of Wellington North may best leverage County involvement in the CIP process
- Researching and reporting on current programs in other municipalities having a focus on incentives targeting absentee landlords/landowners to rent their vacant buildings and/or develop their vacant land

Figure 1.1 Municipalities in Wellington County





and or/a refurbish buildings in disrepair

- Reviewing, simplifying and revising grant application forms to permit future in-house editing/reformat by the Township

Economic Development Committee approval was also received to contract Stempski Kelly and Associates Inc., who had prepared the initial CIP approved in 2012.

Currently, the Township's CIP program, along with the support of the local citizens, advocates a return to community self-reliance, "local empowerment, and the rebuilding of traditional commercial districts, identifiable hamlets and countryside rural areas based on their unique assets; distinctive architecture and rural character, pedestrian-friendly environments, and a sense of community."

The Township of Wellington North's Economic Development Officer currently manages the project: he advises and assists Council and the citizens of Wellington North on matters related to economic development planning for the long term prosperity of the community is a key activity. This includes the following six focus area;

1. Downtown Revitalization
2. Business Retention and Expansion
3. Tourism, Marketing and Promotion
4. Workforce Development Recruitment and Attraction
5. Land Development
6. Rural Revitalization

In addition, downtown revitalization is informed by the internationally proven "Main Street" approach, four points which work together to build a community revitalization effort include;

1. **Organization** involves getting everyone working toward the same goal of assembling the appropriate human and financial resources to implement a revitalization program. A governing board and standing committees make up the fundamental organizational structure of the volunteer-driven program. Volunteers are coordinated and supported by a program director or EDO. This structure not only divides the workload and clearly delineates responsibilities, but also builds consensus and cooperation among the various stakeholders.
2. **Promotion** sells a positive image of the community and encourages consumers and investors



to live, work, shop, play, and invest in the valued areas of a community. By marketing these areas' unique characteristics to residents, investors, business owners, and visitors, an effective promotional strategy focuses on positive image through advertising, retail promotional activity, special events, and marketing campaigns carried out by local volunteers. These activities improve consumer and investor confidence in the district and encourage commercial activity and investment in the area.

3. **Design** means getting a community into top physical shape. Capitalizing on its best assets – such as memorable open spaces, historic buildings and pedestrian-oriented streets-is just part of the story. An inviting atmosphere, created through attractive window displays, parking areas, building improvements, street furniture, signs, sidewalks, street lights, and landscaping, conveys a positive visual message about the community and what it has to offer. Design activities also include instilling good maintenance practices in the community, enhancing the physical appearance of the community by showcasing beautiful vistas, rehabilitating historic buildings and increasing accessibility, encouraging appropriate new construction, developing sensitive design management systems, and long-term planning.
4. **Economic Restructuring** strengthens a community's existing economic assets while expanding and diversifying its economic base. The community improvement program helps sharpen the competitiveness of existing business owners, recruits compatible new businesses and new economic uses, helping to build a commercial district inclusive of farm-based enterprise, that responds to today's consumer needs. Converting unused or underused commercial space into economically productive property also helps boost the profitability of the district.

Over the last few years, the Township's EDO has been busy preparing and reviewing business-related research analyses and other programs, while past CIP activities have taken this research on the local market to develop a vision and a clear plan to achieve it. This plan in part supports a previous efforts towards a strategic direction but now has been expanded to significant communities within the Township of Wellington North including its business areas, hamlets and rural areas.

The Council of the Township of Wellington North assists the Economic Development Officer through:

- **Leadership** – providing consultation, review, approvals; championing additional revitalization tools and projects; and, promoting the community improvement programs.
- **Incentives** – encouraging investment into privately owned lands and buildings.



Successes have been monitored since the CIP's inception and since 2012, forty applicants have submitted application to the Community Improvement Plan. The total dollar value of the overall improvements made to the Main Streets is conservatively estimated to exceed \$375,000. Of this amount:

- \$84,584 (22%) has been covered by grants from the CIP
- \$22,500 (6%) has been advanced in interest free loans repayable over 5 years
- \$269,000 (72%) has been the applicants contributions

In 2016, similar to past years, \$10,000 in grant funding as well as \$10,000 in loan funding was approved at the start of the year in the Economic Development budget to cover applications under the CIP and in 2017 this budget was increased to \$15,000.

This speaks positively to the success and popularity of the program and as a result, as part of the 2018 municipal budget process, the Township will be looking for council's approval to increase the level of funding to the Community Improvement Plan.

1.2 Purpose of Community Improvement Plan

The **Community Improvement Plan (CIP)** will continue the framework for the Township's support and implementation of programs to encourage the maintenance and rehabilitation of commercial, institutional and industrial buildings and spaces, their façades as well as associated signage in the Community Improvement Project Areas of the Township of Wellington North. The CIP enhances the role of the Wellington North community as a commercial, administrative and cultural centre. The CIP continues to provide a framework to encourage and support the redevelopment of vacant, underutilized and/or inaccessible properties and buildings. Consistent with the initial CIP for the Township, the Community Improvement Plan process described below takes into account legislative requirements prescribed under sections 17 and 28 of the Planning Act.

Specifically, the purpose of the CIP is to:

- a) Define an appropriate community improvement project area;
- b) Develop financial incentives to promote private sector investment and redevelopment;
- c) Plan physical improvements within the project area that are designed to lead and stimulate private

sector investment and redevelopment.

In addition, the CIP update continues to build on the synthesis of several other reports and initiatives, many captured in the original CIP, including:

- Renew Northern Wellington Arts & Business Association
- Wellington North's Strategic Plan (2015-2018)
- Wellington County's Official Plan (2016)
- Kenilworth Community Improvement Plan Amendment (2014)
- Wellington County and Wellington North Business Retention and Expansion (2013-2014)
- Waterloo Wellington Dufferin Local Labour Market Plan (2011)
- Wellington County Economic Development Strategic Plan (2011 TBD)
- Wellington County Manufacturing Characteristics & Trends Report (2011)
- Wellington North Community Improvement Plan (2011)
- Wellington North Business Retention & Expansion Project Report (2011)

The CIP contained within this document has been prepared in accordance with the provisions of the Planning Act and the Municipal Act, 2001 (see section 1.5 Legislative Authority). A copy of the Community Improvement Policies (Section 4:12) of the **Wellington County Official Plan** is included as Appendix B to this plan.

The CIP has also been prepared in accordance with, and is consistent with, policies under the 2005 Provincial Policy Statement (PPS) and the 2006 Places to Grow Plan for the Greater Golden Horseshoe (Growth Plan). This CIP recognizes the opportunities for intensification and redevelopment. Notably Section 1.1.3.1 of the PPS indicates that Settlement areas shall be the focus of growth and their vitality and generation shall be promoted. Wellington North's CIP process included a number of measures to enable public input into its preparation.

The initial CIP process included statutory public meetings in Mount Forest and Arthur, held in accordance with Section 17 of the Planning Act, R.S.O. 1990. Notice of the most recent public meeting was advertised in the local media and held 28 March 2017 in Mount Forest (Wellington North Showcase) to explain the program update and receive feedback.

1.3 Goals

The Community Improvement goals continue:

- a) To provide incentives for businesses to enhance their buildings presentation and function to the public;
- b) To stimulate pride in Mount Forest, Arthur downtowns, Wellington North hamlets of Kenilworth, Damascus, Conn, Riverstown, and the agri-based enterprises found in Wellington North's rural areas.;
- c) To contribute to the overall enhancement of our communities as a place for family friendly business;
- d) To encourage the revitalization of vacant, underutilized and/or inaccessible properties and buildings;
- e) To provide a commitment to the applicants with a program timeframe of up to 2021.



1.4 Objectives

The Community Improvement objectives continue as follows:

- (a) To provide for rehabilitation or improvement of commercial, institutional and industrial façades, through the use of municipally assisted programs and funding sources;
- (b) To provide an incentive for private investment through the use of municipally assisted programs, (eg. tax incentives, grants, loans) and funding sources;
- (c) To improve the physical, functional and aesthetic amenities of buildings in downtown Mount Forest, Arthur, Kenilworth and hamlets while stimulating private investment and revitalization.

1.5 Legislative Authority

Section 28 – Planning Act

Section 28 of the *Planning Act* allows municipalities with provisions in their official plans relating to community improvement to designate by by-law a “community improvement project area” and prepare and adopt a community improvement plan for the community improvement project area. Once the community improvement plan has been adopted by the municipality and comes into effect, the municipality may exercise authority under Section 28(6), (7) or (7.2) of the *Planning Act* or Section 365.1 of the *Municipal Act, 2001* in order that the exception provided for in Section 106(3) of the *Municipal Act, 2001* will apply.

According to Section 28(1) of the *Planning Act*, a “community improvement project area” is defined as “a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason”.

Section 28(1) of the *Planning Act* defines “community improvement” as “the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable, or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary”.

The CIP permits the Township of Wellington North to:

- i) acquire, hold, clear, grade or otherwise prepare land for community improvement (Section 28(3) of the *Planning Act*);
- ii) construct, repair, rehabilitate or improve buildings on land acquired or held by it in conformity with the community improvement plan (Section 28(6));
- iii) sell, lease, or otherwise dispose of any land and buildings acquired or held by it in conformity with the community improvement plan (Section 28(6)); and
- iv) make grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan (Section 28(7)).

Section 28(7.1) of the *Planning Act* specifies that the eligible costs of a community improvement plan for the purposes of Subsection 28(7) may include costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities.

Section 28(7.3) of the *Planning Act* specifies that the total of all grants and loans made in respect of particular lands and buildings under Section 28(7) and (7.2) of the *Planning Act* and tax assistance provided under Section 365.1 of the *Municipal Act*, 2001 in respect of the land and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings. The incentive programs contained in Section 4.0 of this Plan contain safeguards to ensure that this legislative requirement is met.

Section 365.1 – Municipal Act, 2001

Section 365.1(2) and (3) of the *Municipal Act*, 2001 allows municipalities to pass a by-law providing tax assistance to an eligible property in the form of a deferral or cancellation of part or all of the taxes levied on that property for municipal and education purposes during the rehabilitation period and the development period of the property, both as defined in Section 365.1 (1) of the *Municipal Act*, 2001. Section 365.1 of the *Municipal Act*, 2001 operates within the framework of Section 28 of the *Planning Act*. A municipality with an approved community improvement plan in place that contains provisions specifying tax assistance will be permitted to provide said tax assistance for municipal purposes.

Wellington County Official Plan

The Official Plan contains policies relating to community improvement areas and the Council of the Township may designate the whole or any part of an area as a community improvement project area, based upon recommendations from the Economic Development Officer. When a By-Law has been passed, the Council may provide for the preparation of a plan suitable for adoption as a community improvement plan for the community improvement project area. Once the updated community improvement plan is in effect, for the purpose of carrying out a community improvement plan, the Township of Wellington North may make grants, loans to registered owners and tenants of lands and buildings within the community improvement project areas, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the cost of rehabilitating such lands and buildings in conformity with the community improvement plan.



Main Street looking north, Mt. Forest, Ont 58

2.0 Background Information

The Township of Wellington North was founded in 1999 with the amalgamation of the Township of Arthur, Village of Arthur, the Township of West Luther and the Town of Mount Forest



Background Information

2.1 History of Wellington North

The Township of Wellington North was founded in 1999 with the amalgamation of the Township of Arthur, Village of Arthur, the Township of West Luther and the Town of Mount Forest.

Located at the north end of Wellington County and anchored by the communities of Arthur and Mount Forest. The Township also encompasses the hamlets of Conn, Damascus, Farewell, Gordonville, Kenilworth, Monck, Petherton, Riverstown and Tollgate. Each of these communities has a rich and diverse history dating back to the 19th century. Wellington North has historically been an active agricultural area; farming is still the predominant land use.

The Township of Wellington North is home to five (5) elementary schools and one (1) secondary school, under the jurisdiction of two school boards, the Upper Grand District School Board and Wellington Catholic District School Board. Wellington North is also home to a large Mennonite community with ten (10) Mennonite schools and churches scattered throughout the community. The Butter Tarts & Buggies Explore the Simpler Life, a wide variety of year round activities, events and programs are located in Wellington North; including the Mount Forest Firework Festival, Fall Fairs in both Mount Forest and Arthur and two Santa Claus Parades.

The Arthur & Area Community Centre contains an ice skating surface and the new Mount Forest & District Sports Complex recently opened in 2008 contains an Olympic size ice surface and walking track. Both Arthur and Mount Forest have curling clubs, outdoor swimming pool facilities, lawn bowling clubs, snowmobile clubs, baseball diamonds, soccer pitches and children's playgrounds. These facilities are supported by minor hockey, minor ball, lacrosse and soccer associations and community service groups that organize youth athletic activities all year long.

Wellington North contains a number of public parks and walking trails. The Saugeen Trail in Mount Forest connects major park areas within the core area. Luther Marsh provides an opportunity to; hike, bike or cross-country ski on trails and canoe and kayak throughout the marsh.

The Township also takes pride in its municipal services, something that is reflected in a safe and healthy community environment. The community wants to maintain a certain standard of services.



The local workforce, which is 6,976 strong, is employed by a variety of sectors such as auto parts manufacturing, primary and secondary agricultural, retail trade, health care, transportation, leisure and hospitality, and wholesale distribution.

The Township governing body consists of an elected mayor, and four councillors.

2.2 Population

The Township of Wellington North's population has remained steady over the past decade. As of 2016 there were approximately 12,490 residents and a population projection of 17,085 residents by 2036.

2.3 Character / Streetscape

Wellington North has a unique variety of architecture. While it has many homes from the Victorian and Edwardian periods, it also has examples from other periods of architecture. Maintaining the unique architecture and community environment of Wellington North should be a key strategy for community improvement.

The Township is a product of place and time and it is important that residents and visitors enjoy their stay and experience the complete value of its host communities. Even with such notable aspects such as being situated along significant highway thoroughfares, having prime locations, and a rich history premised on significant, original main streets, much can be embraced, interpreted and made available to the visitor. Success with area manufacturing is leading to a desire for plant expansion and a CIP continues to be positioned to serve these projects as they come on-line.

2.4 Supporting Initiatives

To learn more about the issues and concerns facing Wellington North's downtown/commercial district a **Business Retention and Expansion Report (BR+E)** had been developed and was used to inform the 2011 CIP and the 2014 Kenilworth CIP . In addition several other studies/reports had been prepared including Local Labour Market Plan Waterloo Wellington Dufferin, Wellington County: Manufacturing Characteristics and Trends. (see Section 3.0 for detail)

2.5 Community Improvement Project Areas (CIPA)

The Community Improvement Project Areas (CIPA) for each community had initially been identified through a process that:

- a) Captured community session participants' thoughts concerning specific areas/buildings requiring improvement, significant features and extents for the respective communities;
- b) An analysis of this information with consideration of existing commercial districts, BIA extents, residential districts, roadway corridors, etc.

Refining of the CIPA to best reflect Township objectives are illustrated in the following figures. These include a more inclusive catchment of identified areas requiring improvement and inclusion of significant buildings and now include rural and hamlet areas.

The Arthur CIPA and the Mount Forest CIPA consists of the entire urban boundary within these two urban centres.

The Kenilworth, Damascus, Conn and Riverstown CIPA includes the entire Hamlet boundary of these four Hamlets.

The Rural CIPA boundary covers all lands within the Township of Wellington North designated as agriculture.

The area(s) subject to the CIP will include only those urban centre, rural and hamlet lands designated as Community Improvement Project Areas (CIPA) and were approved under Municipal By-Law (Blank) by council.

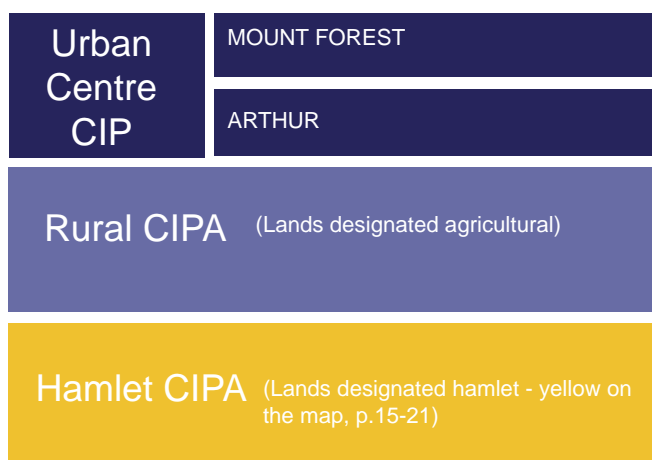
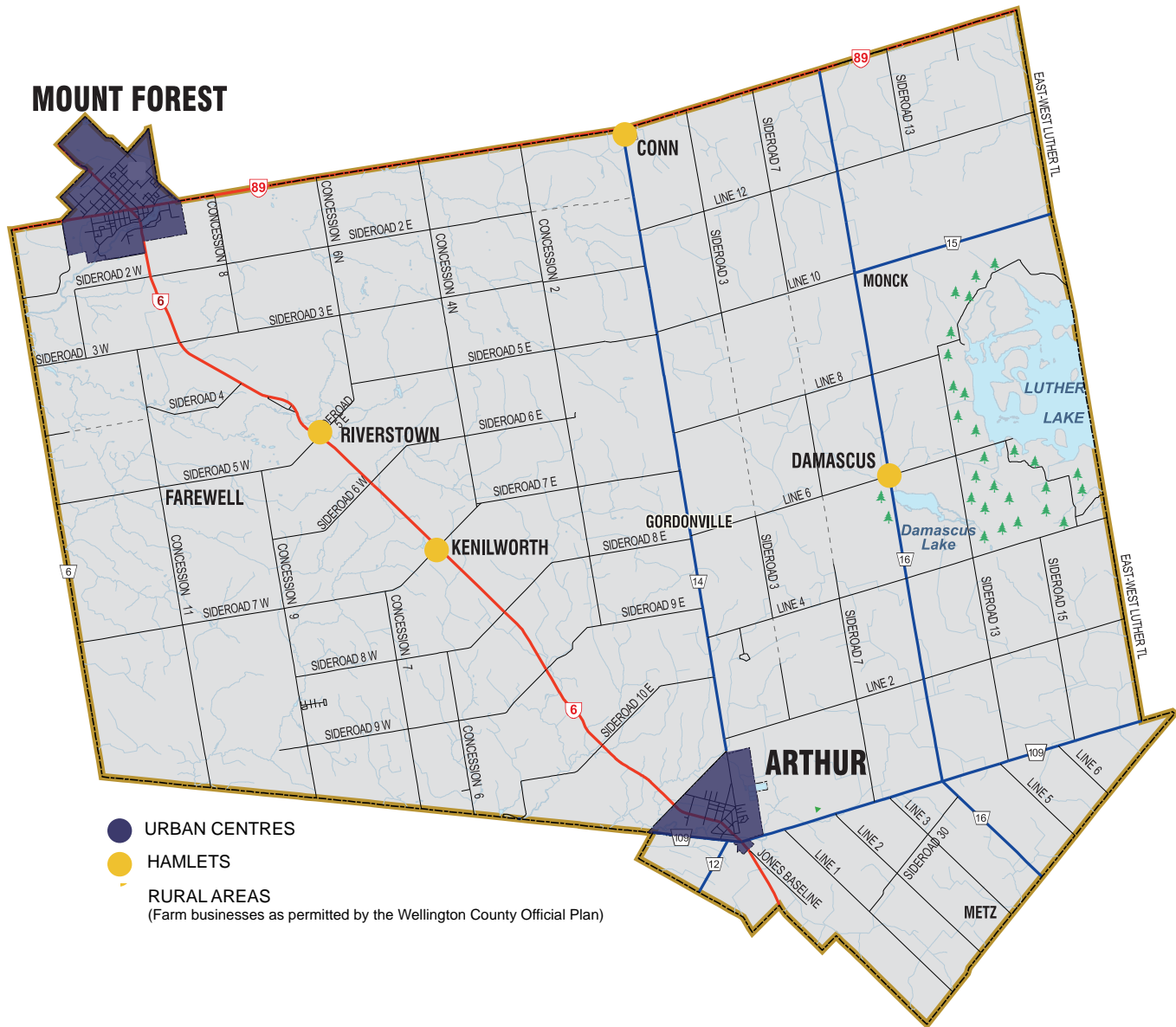


Figure 2.1 Township of Wellington North



Background Information

Figure 2.2: Mount Forest Site: Community Improvement Project Area



Figure 2.3: Arthur Site: Community Improvement Project Area



Figure 2.4: Kenilworth Site: Community Improvement Project Area

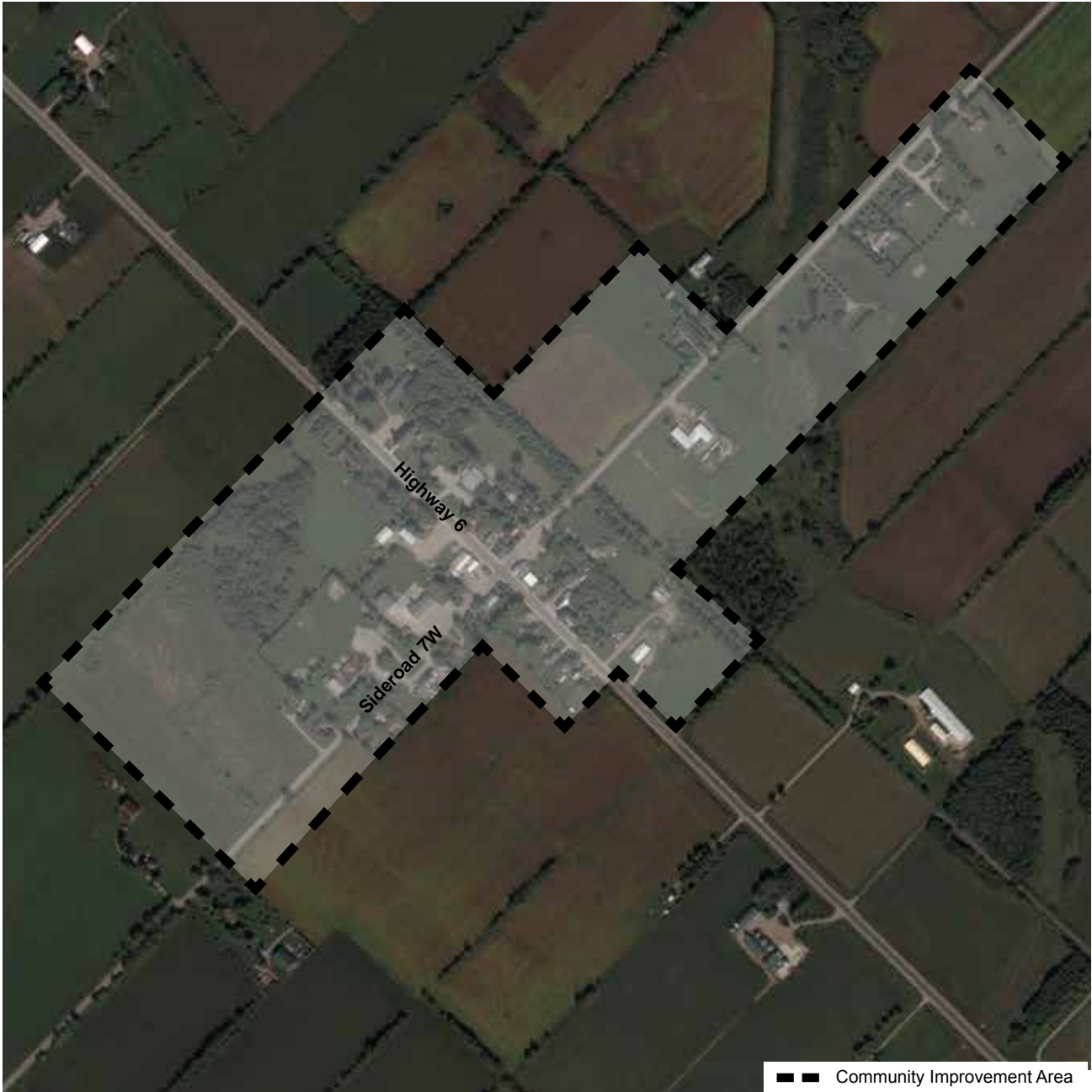


Figure 2.5: Damascus Site: Community Improvement Project Area



Figure 2.6: Conn Site: Community Improvement Project Area



Figure 2.7: Riverstown Site: Community Improvement Project Area





3.0 Opportunities

The current CIP was informed by many supportive activities including the many Business Retention and Expansion (BR+E), Local Labour Market, Manufacturing Sector Reports and community workshops. Several opportunities had been highlighted. The following summarizes these.



Opportunities

3.1 Community Sessions (SWOT Analysis)

Initial activities for the first CIP in 2011 included two community sessions (Arthur, Mount Forest) and used a facilitated SWOT analysis technique to garner comments from +60 community participants concerning problems and deficiencies (in addition to opportunities) for each of the respective communities. Comments for each SWOT segments were then 'captured' under either 'location & proximity' or 'identity & image' groupings.

In short, the comments from the exercises included remain relevant for this update:

Strengths

- Rural context, green, river/natural area *Location & Proximity*
- Location & proximity to other centres

Weakness

- Lack of identity/developed image *Identity & Image*
- Lack of youth amenity/engagement
- Underutilized space/vacant areas
- Empty storefronts/buildings

Opportunities

- Empty storefronts/buildings/vacant land *Identity & Image*
- Signage

Threats

- Non-downtown retail formats (big boxes, strip malls) *Location & Proximity*
- Demographics (youth leaving, aging, employment elsewhere)
- Store vacancies (image, stagnant)



Given this, it was determined that the Township CIP objectives should focus on programs related to capitalize on *identity, image, location, and proximity* including:

- a) providing for rehabilitation or improvement of commercial facades;
- b) providing for the physical and aesthetic amenities of buildings in a defined CIPA;
- c) providing an incentive for private investment through the use of municipally assisted programs and funding sources.

On March 27th, 2017 the Township of Wellington North hosted an Open House to confirm the findings from the 2011 SWOT analysis as part of the 8th annual Wellington North Showcase. This open house was attended by the Mayor, a member of Council, CAO, EDO and was attended by upwards to 20 community members. As part of this open house the suggestion to broaden our CIPA boundaries to include all hamlets and rural areas was widely supported.

In addition, many reports were referenced as resources contributing to the initial CIP and its subsequent update. To add to these resources are several other initiatives as follows:

3.2 The Township of Wellington North's Strategic Plan (2015-2018)

The Township of Wellington North outlines in their Strategic Plan their mission of 'who they are' and their vision statement 'our desired future'. It is important for this plan to present the realities of the government and community relation. Wellington North is the sole provider for many key services in the community who have little choice in choosing who they receive services from. This promotes a much closer relationship than in communities where more choice is available. Key strategic priorities were established in the development of the Strategic Plan this includes:

1. To assemble a Task Force to provide Council with advice on how to develop a near term, medium term and long term Community Growth Plan that addresses the projected 40% population growth in the employment base.
2. To develop a comprehensive Human Resources Plan that will advance the Township of Wellington North into an employer of choice.
3. To conduct a Township wide Community Service Review



4. To create a Corporate Communication Strategy focusing on consistent professional information sharing within the corporation.
5. To develop a constant Brand and Identity for the Township, Staff and Council. Ensure it is consistently used on staff clothing, tools, vehicles and all other materials
6. To ensure Wellington North promote a positive and healthy work atmosphere that fully engages staff. Attempt to eliminate department 'silos', promote more group activities for all staff, and encourage healthy lifestyles and increased safety for all employees.
7. To explore new strategic partnerships where additional resources can be accessed in order to meet the service needs of the community

3.3 Renew Northern Wellington (2015-2016)

Renew Northern Wellington is modeled off of the successful Renew New Tecumseh program that helps to put talented people into downtown storefronts to gain exposure, build their business and become a sustainable enterprise.

The Township of Wellington North began the process, to develop this program, to help revitalize its downtowns by filling empty storefronts with fresh, new, innovative business ideas. The Township of Wellington North was also successful in garnering \$66,300 in funding from the Ontario Trillium Foundation to support the program.

Community representation from the respective areas make up a volunteer board to govern the not for profit corporation. Renew Northern Wellington will match vacant commercial retail space with new businesses that need a hand getting started. It will help entrepreneurs get exposure and grow their business by providing low cost access to a storefront location, which will aid in growing foot traffic in the downtowns and appeal of the available commercial locations.

The new small business growth the Renew Northern Wellington will incubate will stimulate employment, generate economic activity and invigorate our downtowns making them a more desirable destination to visit, shop, dine in, stay and invest.



Launch it Minto and the Saugeen Economic Development Corporation will aid in providing business resources by providing business resources by providing training and mentorship designed to educate new and established business owners on a wide range of business strategies. Northern Wellington is a place for entrepreneurs to be successful. Being committed to see the vision happen will offer education and guidance not only to the new business we are seeking to attract, but to our existing business environment as well, to support growth and success.

3.4 Wellington County and Wellington North Business Retention and Expansion (2013-2014)

At the onset of the Business Retention and Expansion (BR&E) exercise the County of Wellington provided council delegations to each of the seven municipalities who had previously given their support. The purpose of the presentations, which took place in Wellington North on July 15th, 2013, was to reiterate the goals, timelines and the important role that each of the municipalities would play. Each municipality was responsible for selecting a cross section of 7-10 businesses within each of the four key sectors (agriculture, health care, manufacturing and the creative economy).

Each municipality coordinated interviews during the fall of 2013. All interviewers had previously completed a BR&E training session provided by the County and the Ontario Ministry of Rural Affairs.

In January 2014, 235 business surveys were completed and the County pulled the aggregate data as a whole, by key sector and municipality. Overall, the survey results were positive with 75% of the respondents indicated the business climate in Wellington North was good or excellent and 97% indicated the Quality of Life was good or excellent. 77% of the businesses in Wellington North expected sales to grow or remain the same and 78% had a positive outlook for their industry.

The entire data set and sector data was presented in a summary report prepared by the County Economic Development department and provided to the WMEDG in advance of a day long BR&E retreat in February 2014. The retreat allowed participants to further understand what businesses had shared anecdotally through the surveys. The group then was able to identify the significant challenges and opportunities that would lead to the development of an action plan. The action plan was then completed in mid-March at a follow up session with the WMEDG.

Each municipality was provided their own data set that allowed them to understand the challenges

and opportunities unique to them. By completing the countrywide report and action plan first, it allowed the municipalities to understand their collaborative involvements with the County, neighboring municipalities and support agencies prior to identifying their own specific and unique needs.

On April 4th, 2014 a Business Retention & Expansion End of Project Celebration was hosted by the County and provided an opportunity to share the aggregate survey results, opportunities and actions with the business community. On April 8th the Wellington North specific report was reviewed and discussed and the recommendations and actions were discussed with the Wellington North Economic Development Committee on April 16th. The final report, consisting of both the Wellington County data and Wellington North specific data was presented to the Wellington North Council on April 28th 2014.

Implementation of the recommendations from the BR&E program took place during the 2014-2015 under the direction of the municipalities Economic Development Committee. The County had allocated \$25,000 per municipality to assist with the implementation of BR&E recommendations.

Detailed analysis of the Wellington North specific data took place with the assistance of Al Rawlins the Economic Development Committee BR&E Champion. Majority of the Wellington County action plans and next steps also applied to Wellington North and in some cases reflected programs and initiatives already underway within the Municipality.

Moving forward there is consideration to the following opportunities highlighted below. Items that are new or not currently underway have been highlighted for ease of reference and not all current programs have been included however once finalized detailed action plans will be completed.

1. Promote Wellington County & Wellington north
2. Support business
3. Encourage our downtowns to leave an indelible impression
4. Workforce Development, Housing & Transportation
5. Develop Local Food Sector in Wellington

3.5 Analyzing Wellington County's CIP Participation

As described in the CIP, there are policies that enable Wellington County to participate financially in Wellington North's CIP – these are defined in the Official Plan. Specifically, Section 4.12.5 states that County Council may participate in a municipality's Community Improvement Plan, and make grants and loans to the Council of a lower tier municipality for the purposes of carrying out a Community Improvement Plan that has come into effect, on such terms as to security and otherwise, as County Council considers appropriate. Currently, at least five of the seven municipalities situated in Wellington County, including the Township of Wellington North, have Community Improvement Plans in place and the County has been considering how to best participate in those CIPs.

Ideally, the County could participate in existing financial incentive programs that are currently in effect through the existing CIP, especially, in our opinion, the Tax Increment Equivalent Grant Program (TIEG), which all the local levels having a CIP currently provide. It is assumed that participating in a similar program for all local level CIPs may be attractive to and efficient for the County. Note, an amendment would be required to any existing CIP to indicate the extent to which the County will participate (i.e., the value of the grant/s) and as such, Wellington North should consider this amendment seriously before finalizing their current CIP update.

Through this update, the Township of Wellington North should inquire about the County's capacity to be involved in its CIP. This could include:

1. The County's framework for participation in Wellington North's CIP programs;
2. Options for County participation in certain WN CIP Financial Incentives offered through the Plan;
3. Parameters for participation, such as the review/approval of applications, and agreement execution.

3.6 General Research: Rural CIP Programs

A comparison of CIPs in other rural municipalities demonstrates similarities with general rural municipal goals and to Wellington North's own CIP's successes. Rural communities are commonly challenged by stagnant downtowns and the loss of local services. Local initiatives to improve the community tend to be narrowly directed at main street revitalization. Thus a trend in rural municipalities and smaller communities is to use incentive tools that are aimed at promoting the local retail economy. For instance, façade improvement grants are a commonly used financial incentive program, as are signage and building improvement programs. These tools are commonly used because of their effectiveness in small communities. In rural municipalities, it is rare to see more than one CIP tool successfully implemented. Even within the prime goal of promoting the local retail economy more work needs to be done by municipalities to attract applicants to the full array of incentive programs in any one CIP.

Experience shows that many CIPs in rural Ontario have identified a significant challenge with implementing a CIP. This may be because the MMAH CIP Handbook actually lacks detailed information on implementing a CIP. Similar to Wellington North, many rural municipalities rely on an economic development manager or officer to champion the financial incentive programs and manage the application, approval and administration processes.

In the larger urban context, where we can presume a larger operating budget and a greater degree of available resources, multiple CIPs can be implemented in a single municipality. These CIPs can complement each other by targeting different objectives. For instance, the Downtown and Community Renewal (DCR) CIP in the City of Hamilton focuses on redevelopment of downtown commercial districts and surrounding mixed-use neighbourhood while the Environmental Remediation and Site Enhancement (ERASE) CIP is designed to encourage brownfield redevelopment.

Again in larger centres, CIPs have traditionally been driven by shared community improvement goals such as specific neighbourhoods being targeted for rejuvenation. Overall, CIPs developed in the larger, urban context are broader in scale and scope than CIPs in the rural context. These municipalities are capable of managing multiple designated CIP areas and can become quite creative in their choice of CIP tools and financial incentives. A greater degree of variability is seen in the structure of urban community improvement planning. That being said, rural municipalities benefit from close-knit business communities and strong community groups like BIAs: There are challenges and opportunities in each scenario. Wellington North appears to be doing quite well with its programs and regular updates provide the opportunity to 'fine tune' incentives, process and administration.



4.0 Community Improvement Plan Update

In response to the influences of commercial development and the potential for community connections along the main street corridors, in its hamlets and for commercial activities found in its rural areas, the Township of Wellington North has embarked upon updating its CIP to revitalize and re-shape the Township's commercial enterprise supporting economic, social and healthy community initiatives.



Community Improvement Plan Update

The current CIP has been quite effective in addressing many of these challenges and opportunities noted above. The current CIP's success has led to a desire to offer the incentive programs to a broader area with through this update.

In response to the influences of commercial development along the main street corridors, hamlets and rural areas and the findings of the EDO activities, the Township of Wellington North has embarked upon updating their CIP to revitalize and re-shape Wellington North's community areas.

Two categories of programs are continued to be offered in this draft; leadership programs for the Township to undertake and financial incentive programs for community improvement project area applicants. An applicant may participate in one or more programs, listed in Sub-section 4.2. The total of the grants and loans made in respect of particular lands and buildings under subsection 28(7) of the Planning Act, and the tax assistance as defined in the Section 365.1 of the Municipal Act, 2001 that has provided in respect of the lands and buildings shall not exceed the cost of rehabilitating the lands and buildings. The Township continues to provide a commitment to applicants with a program time-frame to 2021.

4.1 THE LEADERSHIP PROGRAM

These two (2) programs provide benefit to the community members yet are initiated and performed by the Township's departments, staff and/or committees. They are focused toward the Township's capacities and are not programs that the community members would typically undertake. These may currently be in operation.

Initiation/Performance

The **Economic Development Officer (EDO)** will undertake investigation into the feasibility of urban design guideline development for Wellington North. The EDO will then forward its recommendations to the Council and/or appropriate Township management.

4.1.1 Urban Design Guidelines

To champion the development of Urban Design Guidelines in the Township which, ensure compatible 'new development' and façade improvements at time of development agreement/site plan; can be used to design a coordinated public realm, consistent with an overall community theme (e.g. historical, traditional).

4.1.2 Open Space Improvement

The intent of the Open Space Improvement Township Leadership Program is to investigate and promote improvement to playgrounds, parks, trails and open space; including the creation and/or improvement of interpretive signage and way-finding signage to such community assets and destinations.

4.2 FINANCIAL INCENTIVE PROGRAMS

The following seven (7) incentive programs encourage investment into privately owned lands and buildings. They are focused towards the Township's capacities and typical to many communities similar to Wellington North. These include:

- Facade Improvement Loan and Grant Program
- Tax Increment Equivalent for Rehabilitation & Redevelopment (TIERR) Grant Program
- Application Fees & Development Charges Grant
- Public Art Grant
- Building Improvement Grant
- Accessibility Grant
- Building Conversion/Expansion Grant

As part of its annual budget council will determine the maximum allocation to be made available to these programs under this Community Improvement Plan for the current year.

Review & Recommendation Responsibilities

For each program the **Economic Development Officer (EDO)**, is responsible for reviewing the communities' applications with the **Community Improvement Plan Review Panel (CIPRP)** and for forwarding its recommendations to the Township of Wellington North's Council. The EDO is also charged with reviewing the parameters and overall results of the program and to make an annual report to Council. Applicants will be afforded an opportunity to appeal recommendations and decisions made by Council.

Promotion

The Township may promote each and every program and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.

General Rules

The provision of any loan and/or grant as described in Section 4.0 shall be administered on a first come, first served basis to the limit of the available funding. Amendment or discontinuation of the Plan's programs must be done in accordance with the *Planning Act* and may require pre-consultation of the Minister of Municipal Affairs. Amendments requiring such actions include:

- (1) Change or expand the geographic area to which financial or land programs outlined in a CIP apply;
- (2) Change the eligibility criteria;
- (3) Add new municipal assistance program(s) involving grants, loans, tax assistance or land; and/or:
- (4) Increase financial incentive being offered within a municipal CIP program, regardless of its significance.

The Township may discontinue programs if goals are not being met without an amendment to the CIP.

It is the sum of all grants and/or loans and tax assistance that may not exceed the cost of rehabilitating the lands and buildings, per subsection 28(7.1) of the *Planning Act*.

4.2.1 Façade Improvement Loan and Grant Program

The Façade Improvement Loan and Grant Program is intended to encourage façade improvements in the **Community Improvement Areas** as shown in **Figures 2.1 through 2.7** through the provision of financial assistance to eligible owners. This has been a very successful program for the Township.

4.2.1.1 What Can Be Done

- Repainting or cleaning of the façade and those parts of the building visible from adjacent streets or public areas;
- Restoration of façade masonry, brickwork or wood and metal cladding;
- Replacement or repair of cornices, eaves, parapets and other architectural features;
- Replacement or repair of windows;
- Entrance-way modifications including provisions to improve accessibility for the physically challenged;
- Redesign of the store front;
- Removal of inappropriate signage and installation of appropriate new or refurbished signage;
- Restoration of original façade appearance;
- Replacement or repair of canopies and awnings;
- Installation or repair of exterior lighting; and
- Such other similar improvements to the building exterior as may be approved by the CIPRP, EDO and Township's Chief Building Official (as needed).

Note: all applications fees associated with any of the programs contained in the CIP should be considered under the Application Fees and Development Charge Grant program. Application fees shall be paid by the applicant at time of submission, and will be reimbursed by the Township as part of the program. Fees will only be reimbursed once the project has been approved and work has been completed to the satisfaction of the Township in accordance with this plan.

4.2.1.2 Who is Eligible

- Registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the loan and grant;

- Applicants are permitted to apply for both the Loan and Grant Programs simultaneously;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial, industrial or institutional properties are eligible for Façade Improvement Loan and Grant funding;
- Township contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.

4.2.1.3 General Terms of the Program

The applicant may choose to apply for either the Grant or Loan Program, or both simultaneously.

- To qualify for an interest free loan the total costs of the improvements must exceed \$7,500 in which case the applicant is eligible for interest free loan of \$2,500. The interest free loan is repayable, non-interest bearing loan with a maximum amortization of five (5) years commencing immediately upon issuance of completion notice of the approved project.
- The loan will be secured through a lien placed against the title of the property.
- Loan payments will be deferred for 6 months after the advancement of the funds. Full payment may be made at any time with no penalty. The loan is also transferable to successors in title provided the new owner meets the eligibility criteria and agrees to the terms and conditions of the loan.
- Demolition permits may not be issued for the building unless the loan has been paid in full.
- Program grants of up to \$2,500 are available. The Township will cover 50% of eligible costs up to a maximum grant of \$2,500.
- Before a Township cheque is issued for either the grant or loan, the applicant must submit proof of payment for approved eligible completed work.

Any work completed and/or initiated prior to the approval of the CIP by the Township is not eligible. Costs in excess of the maximum grant and loan shall be the responsibility of the applicant. Successful applicants will enter into an agreement with the Township which will outline the specific terms of the loan/grant program.

4.2.1.4 Applying is Easy

For Applicants - What To Do

- Complete a program application form and submit to the Economic Development Officer;
- Provide a minimum of two quotes with each application and a recommendation will be made to the Economic Development Officer within sixty (60) days;
- The applicant is responsible for obtaining all building permits and any other required permits for the work to be done (this may require drawings to be prepared by appropriate architectural/engineering professionals);
- The applicant is responsible for conformance with all applicable health and safety standards;
- The applicant also agrees to maintain the improvement;
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for this program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel (CIPRP) shall manage the process;



- Prior to approving a facade loan and/or grant, Township staff may need to inspect the building to review the condition of the facade and the proposed improvement;

Once Approved

- As the availability of loan and grant amount for each year may be limited – loans and grants will be awarded on a first-come, first-served basis;
- If approved, a Financial Assistance Agreement will be drafted between the successful applicant and Township;
- When the work is completed, a statement with supporting invoices shall be submitted to the Township upon which the work will be inspected by the Township and if approved, a “completion notice” will be issued upon which the financial assistance will be initiated;
- Funding approval will lapse if completion is not issued within eight months of the date of execution of the Financial Assistance Agreement. The Economic Development Officer may grant an extension of up to four (4) months following receipt of a written response by the owner setting out the reasons for the extension and providing a new date of completion.

4.2.2 Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program

This program is meant to stimulate and promote the rehabilitation of existing buildings and the redevelopment of vacant or under-developed sites in the community improvement project areas.

4.2.2.1 Who is Eligible

- Applicants for a TIERR Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial, industrial or institutional properties are eligible for TIERR Grant funding;
- Township contributions will be issued only after the project is completed and approved;

4.2.2.2 General Terms for the TIERR Grant Program

The program would provide a grant to owners who undertake improvements or redevelopment that would result in an increased property assessment. The increase in taxes, or tax increment and is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. A municipality may provide any proportion of the increment for any length of time their council deems is appropriate. The tax increment does not include any increases/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.

- This grant program offers a tax grant of 100% of the increase in municipal realty taxes for a period of three (3) consecutive years. After the third year and in subsequent years, the municipal portion of the realty taxes must be paid in full, and no further grant will be paid;
- The amount of the tax increment equivalent grant is equal to the difference between the municipal portion of the property tax prior to remediation, rehabilitation and/or redevelopment and the municipal portion of property taxes after the remediation, rehabilitation and/or redevelopment project;
- The duration will be a maximum of three consecutive years from the date to be specified in a site-specific by-law governing the implementation of this program for any given property;
- The registered owner of the property must file an intent to participate in this program within the prescribed period of the Plan;
- The program does not apply retroactively;
- A “filing of intent” cannot be accepted for any property which has already been completed and reassessed;
- The total amount of the grant shall not exceed the eligible costs specified in this Plan.

4.2.2.3 Applying is Easy

For Applicants - What To Do

- The property owner submits a Letter of Intent indicating the owner’s intent in participating in the TIERR Grant Program;
- In order for a project to qualify, the proposed project must be in compliance with the Township’s Zoning By-law, Official Plan, the Ontario Building Code, and any applicable guidelines established by the Township;

Township Support

- The Economic Development Officer, with assistance from the Township’s Treasurer and support staff, as well as recommendation from the CIPRP, shall manage the process;
- The CIPRP reviews the proposed project on its merits and will approve, or otherwise, the assistance in principle;
- The Township will produce a Financial Assistance Agreement documenting anticipated assistance, including assistance from other programs as may be relevant, and obligations on the part of both the owner and the Township;



Once Approved

- This commitment agreement represents a site specific funding agreement which will be implemented once the property is reassessed;
- On completion of the project, if the Notice of Reassessment shows an increased assessment, and if the construction complies with all applicable program guidelines established by the Township (including verification of eligible costs), the owner and the Township will implement the site specific funding agreement;
- The site specific funding agreement will stipulate the pre-improved and post-improved assessed value, applicable municipal tax rate of that year, the amount of the grant in that year;
- The method to be used to calculate the grant in the subsequent four years using municipal tax rates to be determined in each of those years, and the anticipated delivery dates of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Financial Agreement have been paid in full.

Required Documentation

1. A *Letter of Intent* for this program will contain the following:
 - the name, address and phone number of the owner,
 - the municipal address of the subject property,
 - the legal description of the subject property,
 - the assessment roll number of the subject property,
 - the property owner's signature
 - detailed drawings or renderings acceptable to the Township drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken. Such renderings will show, where applicable:
 - building materials to be used;
 - interior and / or exterior colour (for walls, brick, stone, etc);
 - signage detailing;
 - exterior and / or interior lighting;
 - architectural detailing;
 - door and window style and detailing, awnings; and,
 - details relating to exterior and / or interior renovations or remodeling.

2. The *Financial Assistance Agreement* for this program will state the following:

- The rehabilitation or redevelopment of the building or land must result in an increased assessment of the property;
- Building permit must have a minimum construction value of \$5000 in order for project to qualify;
- The pre-improved assessed value of the property will be the value of the property on the date of application for the building or demolition permit;
- The total amount of the grant shall not exceed the eligible costs specified in this Plan;
- Issuance of a demolition permit for a property which has participated in the TIERR Grant Program is at the discretion of the Township for the five-year period following the project's completion;
- If the property is demolished, in whole or in part, before the expiration of the grant period, the grants shall stop and all previously received grant payments will be repayable to the Township;
- The program will be available to owners of properties, or their assignees. The agreement to provide assistance will only be with the registered owner of the property. The Financial Assistance Agreement between the Township and the owner shall provide for the grant to be paid to an assignee of the owner, as required;
- Participants of the TIERR Grant Program are eligible to apply to any other financial program applicable to the Community Improvement Project Area;
- The subject property shall not be in a position of tax arrears;
- Outstanding work orders on the property must be completed by the time of completion of the project. If they are not, the grant will be withheld;
- Improvements made to any buildings or lands will be in accordance with a Building Permit, the Ontario Building Code, all applicable Zoning requirements, and any applicable design guidelines, as established by the Township;
- An owner can participate in the TIERR Grant Program more than once;
- The Financial Assistance Agreement is transferable. Should a subject property be sold before the grant period lapses, the grant will continue for the prescribed time-frame, provided that notice from the owner is given to the Township, indicating the details of the transfer of title.
- The Financial Assistance Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests;
- Construction must be completed within two years after the date of issuance of the building permit. Extensions may be accepted by the Economic Development Officer at his sole discretion;
- The date of commencement of tax-based grant assistance will be specified in a municipal by-law which sets out the basis for application of this program to a specific property. (The date of commencement is at the discretion of the Township, but will not commence prior to reassessment of the property as a result of partial or full redevelopment as relevant in the circumstances);
- The TIERR Grant Program is not retroactive. Any construction commenced before a Financial Assistance Agreement is issued by the Township is ineligible for the program. However, those construction projects for which a building permit will be issued in 2011 and for which approval for use and occupancy has not been issued by the Chief Building Official will be eligible, provided that a Financial Assistance Agreement is issued by the Township prior to the earlier of: approval for use and occupancy, or issuance of a Notice of Reassessment by MPAC respecting assessment changes resulting from the construction, and provided that all other criteria of this Program are met;
- There is no guarantee that a specific improvement will increase property assessment. Consequently, there are no eligible improvement projects that will guarantee a grant from the TIERR Grant Program. The grant depends upon the extent of the construction, and the

- approach and results of the Municipal Property Assessment Corporation reassessment;
- All conditions of this program shall be met for the grant to be received. Final decisions on applications and allocation of funds have been delegated to the Township. The applicant, however, is afforded an opportunity to appeal the decision of the Township to Council through the appropriate committee;
- The total of the grants and loans made in respect of particular lands and buildings, and the tax assistance defined in Section 365.1 of the Municipal Act, 2001, that is provided in respect of the lands and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings.

4.2.3 Application Fees and Development Charges Grant

The intent of the Application Fees and Development Charges Grant program is to reduce the cost of improvements by offering a grant for any required planning application fees (e.g. minor variance), building permit fees or development charges; a successful applicant may be provided a grant equivalent to;

- o building permit fees;
- o planning fees (minor variance); and,
- o development charges.

4.2.3.1 Who is Eligible

- Applicants for the Application Fees and Development Charges Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial, industrial or institutional properties are eligible for Application Fees and Development Charges Grant Funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines

4.2.3.2 General Terms of Application Fees and Development Charges Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year.

The maximum grant amount that an applicant can receive for fee and charge relief is capped at \$1,500. The Township will pay up to 100% of the eligible costs up to the maximum of \$1,500. The grant will be processed immediately upon receipt of the fees by the Township. Permit fees are payable at the time of issuance of permits, variances or development charges with the Community improvement Area.

4.2.3.3 Applying is Easy

For Applicants - What To Do

- Qualified applicants must complete the application form and submit to the Economic Development Officer for processing;



- The applicant agrees to maintain the project to which this grant supports.
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefitting from this grant program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.

4.2.4 Public Art Grant

The intent of the Public Art Grant Program is to encourage the inclusion of art programming such as mural work, sidewalk art, commemoration, custom site amenities, etc. It is a one-time grant for the cost of the art-related work located within approved areas of community improvement project areas.

4.2.4.1 Who is Eligible

- Applicants for the Public Art Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person (assignee) to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial, industrial and institutional properties and/or adjacent public lands are eligible for Public approved for Public Art Grant funding;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.



4.2.4.2 General Terms of Public Art Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year.

The maximum grant amount that an applicant can receive for a public art project is limited to \$2,500. The Township will pay up to 100% of the eligible costs up to the maximum of \$2,500.

Eligible costs associated with the public art projects include:

- application fees;
- preparation of building/area to receive art installation;
- service/ product fabrication of art work; and,
- installation charges of proposed art work.

Any work completed prior to approval of the application is not eligible. Costs in excess of the maximum grant shall be the responsibility of the applicant.

Grants are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed. Before a Township cheque is issued for either the grant, the applicant must submit proof of payment or approved eligible completed work.

4.2.4.3 Applying is Easy

For Applicants - What To Do

- Qualified applicants must complete the Public Art Grant's application form including: the name, address and phone number of the owner; the municipal address of the subject property; the legal description of the subject property; the assessment roll number of the subject property; detailed drawings or renderings acceptable to the Township drawn to scale, illustrating the nature, extent, location and appearance of the public art work to be undertaken.
- A minimum of two quotes are required with each application;
- The applicant is responsible for obtaining all required permits for the work to be done;
- The applicant is responsible for conformance with all applicable health and safety standards;
- The applicant also agrees to maintain the art work;
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for this grant program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel shall manage the process.

Once Approved

- If approved, work must be completed within six (6) months from the date of approval of the application unless extended by the Economic Development Officer.

4.2.5 Building Improvement Grant

The intent of the Building Improvement Grant is to assist with improvements to existing buildings, to meet the current Building Code, improve accessibility, and to provide for safe and usable eligible uses.

These improvement projects can include structural repairs to walls, ceilings, floors, and foundations, repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems, interior restoration and design, improvements to accessibility for people with disabilities, as approved by the Township.

4.2.5.1 Who is Eligible

- Applicants for the Building Improvement Grant may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial, industrial or institutional properties are eligible for Building Improvement Grant funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines

4.2.5.2 General Terms of Building Improvement Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year. Program grants of up to \$2,500 are available. The Township will cover 50% of eligible costs up to a maximum grant of \$2,500. The grant will be processed immediately upon receipt of the fees by the Township. Permit fees are payable at the time of issuance of permits, variances or development charges with the Community improvement Area.

4.2.5.3 Applying is Easy

For Applicants - What To Do

- Qualified applicants must complete the application form and submit to the Economic



- Development Officer for processing;
- The applicant agrees to maintain the project to which this grant supports.
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefiting from this grant program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.



4.2.6 Accessibility Grant

The intent of the Accessibility Grant is to assist with the removal of barriers and increase accessibility for people with disabilities in Wellington North and to support improvements to private property in order to meet the Ontario's accessibility laws and standards.

These accessibility projects can include the installation of ramps, elevators, lifts, automatic door openers, or any other improvements that improve accessibility and remove barriers, as approved by the Township.

4.2.6.1 Who is Eligible

- Applicants for the Accessibility Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial, industrial or institutional properties are eligible for Accessibility Grant funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines

4.2.6.2 General Terms of Accessibility Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year. The maximum grant amount that an applicant can receive for accessibility improvement is capped at \$1,500. The Township will pay up to 50% of the eligible costs up to the maximum of \$1,500. The grant will be processed immediately upon receipt of the fees by the Township. Permit fees are payable at the time of issuance of permits, variances or development charges with the Community improvement Area.



4.2.6.3 Applying is Easy

For Applicants - What To Do

- Qualified applicants must complete the application form and submit to the Economic Development Officer for processing;
- The applicant agrees to maintain the project to which this grant supports.
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefiting from this grant program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.

4.2.7 Building Conversion/Expansion Grant

The intent of the Building Conversion/Expansion Grant is to assist in the conversion of existing unused or underused space into new eligible uses, existing eligible uses and support an increase in non-residential assessments.

Projects supported under this grant could include conversion of unused or underused building space into new eligible uses and/or expansion of existing eligible uses to increase the gross floor area.

4.2.7.1 Who is Eligible

- Applicants for the Building Conversion/Expansion Grant may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial, industrial or institutional properties are eligible for grant funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines

4.2.7.2 General Terms of Building Conversion/Expansion Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year. The maximum grant amount that an applicant can receive for building conversion /expansion is capped at \$2,000. The Township will pay up to 50% of the eligible costs up to the maximum of \$2,000. The grant will be processed immediately upon receipt of the fees by the Township. Permit fees are payable at the time of issuance of permits, variances or development charges with the Community improvement Area.

4.2.7.3 Applying is Easy

For Applicants - What To Do

- Qualified applicants must complete the application form and submit to the Economic Development Officer for processing;
- The applicant agrees to maintain the project to which this grant supports.
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefiting from this grant program.

Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.



4.3 COMMUNITY IMPROVEMENT PLAN BUDGET

4.3.1 Funding Sources

The grant and loan programs described in Section 4.0 of this Plan are funded by the Township of Wellington North with current and/or potential funding from OMAFRA's Rural Economic Development (RED) program, Ministry of Tourism and Culture, Healthy Communities initiatives, Wellington County BR+E Implementation fund, or similar.

These programs assist with the costs of projects that use the power of partnership to create change. Generally, the goal of these programs is to breathe new life into rural communities, make more opportunities to develop skills, and improve access to healthful lifestyles.

The programs are funded by municipal budget allocations, reviewed annually on an as-required basis and may be subject to fund replenishment through repayment of the loan portion of the loan and grant program(s).

4.4 IMPLEMENTATION

4.4.1 Authority

This Community Improvement Plan will be implemented through the provisions of Section 28 of the Planning Act, Section 365.1 of the Municipal Act 2001 and Section 9.21 of the Wellington County Official Plan as outlined in Section 1.5 of this document.

Council of the Township of Wellington North passed By-Law _____ 62-11 being a By-Law to designate the Community Improvement Plan Area respecting the redevelopment, revitalization, prosperity and beautification of its Arthur and Mount Forest communities.

Council of the Township of Wellington North passed By-Law No. 62-11 being a By-Law to adopt this Community Improvement Plan.

Council of the Township of Wellington North passed By-Law No. 72-14 being a By-Law to amend the 2011 CIP to add the Kenilworth CIPA.

Further, Council of the Township of Wellington North passed By-Law No. 059-17 being a By-Law to adopt this updated Community Improvement Plan.






















4.4.2 Delegation

The overall implementation of the grant and loan programs, including liaison with the Ministry of Municipal Affairs and Housing, shall be the responsibility of Economic Development Officer for the Township of Wellington North.

4.4.3 Administration

The grant and/or loan programs will be administered on a first come, first served basis to the limit of the available funding in accordance with any administrative rules governing this and other grant or loan programs. The Township's Community Improvement Plan will be reviewed by the Economic Development Officer every six (6) months to one (1) year.

Figure 4.1 Program Availability Chart

	Urban Centre CIPA	RURAL CIPA	HAMLET CIPA
Facade Improvement Loan and Grant Program			
Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program			
Application Fees and Development Charges Grant			
Public Art Grant			
Building Improvement Grant			
Accessibility Grant			
Building Conversion/Expansion Grant			



5.0 Interpretation



5.1 Community Improvement Plan Foundation

All sections, figures, appendices, with the exception of Appendix D, of this document shall form the CIP for the Township of Wellington North.

5.2 Community Improvement Plan Amendments

Changes to the Community Improvement Project Areas or addition or increase in grant or loan programs, shall require an amendment to this plan. The deletion of a program does not require an amendment to the CIP. This plan has been prepared in accordance with and shall be deemed to conform to the Wellington County Official Plan.

5.3 Community Improvement Plan Title

This plan shall be referred as the ***Community Improvement Plan Update for the Township of Wellington North***. At such time as other CIP's are prepared for this or other areas, this title may be modified for clarification purposes without requiring amendment to this plan.

5.4 Definitions

“Commercial” means any property or building that is engaged in commerce, involved in work that is intended for the mass market, or used for the sale or production of goods.

“Community Improvement Plan” means a plan for the community improvement of a community improvement project area.

“Community Improvement Project Area” means a municipality or an area within municipality, the community improvement of which, in the opinion of Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Façade, signage, and brownfield improvements are limited to the Community Improvement Project Area.

“Improvement” means a reconstruction, rehabilitation, enhancement of the façade or signage, addition, or other improvement of a structure.

“Qualified Person” is an individual who meets the qualifications prescribed in Ontario Regulation 153/04 as amended from the Planning Act.

“Redevelopment” means either the demolition of existing buildings unfit for occupancy and their replacement with new buildings, or the restoration of buildings or properties.

“Rehabilitation” means any efforts that result in the productive reuse of lands and/or buildings within the Community Improvement Project Area.

“Official Plan” means a comprehensive long range plan for land use which guides growth and land use change in a municipality.

“Proponent” means the owner or their heirs, successors or assignees of a property located in the Community Improvement Project Area. This definition is not applicable in the Brownfield Property Tax Assistance Section.

“Tax Increment” refers to the increase in taxes, or tax increment and is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. A municipality may provide any proportion of the increment for any length of time their council deems is appropriate. The tax increment does not include any increases/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.



6.0 Invest Well: County Participation in Financial Incentives

6.1 About the Invest Well Programme

The Wellington County Invest Well Programme is a strategic planning and economic development tool that directly supports the County's longer-term planning and economic development priorities. Invest Well was developed by the County in early 2018 and sets out goals, criteria, and an implementation framework for the County's participation in the financial incentive programs of the Township of Wellington North and this CIP.

The following sections of the Township of Wellington North CIP describe how and when Wellington County will participate in financial incentive programmes offered by the Township of Wellington North CIP, based on an evaluation of individual applications by the Township of Wellington North and Wellington County. The following Sections are included in the Township of Wellington North CIP in accordance with Section 28 of the Planning Act and Section 4.1 of the Invest Well Programme.

The Invest Well Programme was endorsed by the County on June 28, 2018. The full document is available on the County's website <https://www.wellington.ca/en/business/EDCommImprovPlan.aspx> and should be reviewed for full details on County participation in the Township of Wellington North CIP. The full document will also be used by the member municipalities to integrate County participation within the Townships incentive programs. A by-law was approved by Wellington North council incorporating the Invest Well Program into the Wellington North CIP on XXXX XX, 2019.

6.2 Goals

The County has identified the following three goals for the Invest Well Programme, which will guide the County's financial participation in the Township of Wellington North CIP:

GOAL #1: INVEST WELL:

To prioritize the investment of County resources into community improvement projects that directly support a set of long-term, County-wide planning and economic development priorities.

GOAL #2: INVEST READY:

To strategically position privately-owned properties with high development/redevelopment potential in order to attract further investment from investors and the private sector.

GOAL #3: INVEST MORE:

To recognize community improvement projects that are approved for incentives through a member municipality CIP and to provide further support through County resources.

6.3 Criteria for Investment

As further explained in the County's full document, Invest Well is a criteria-based community improvement programme. This means that to be eligible for funding from the County through the incentive programs in the Township of Wellington North CIP, proposed community improvement projects must meet a certain number of the County's 'criteria for investment'.

The criteria for investment are introduced below and organized according to a list of County economic development and planning priorities. They are provided in no particular order.

PRIORITY #1: TO USE LAND STRATEGICALLY

- 1.1 The proposed project involves the redevelopment of vacant/underutilized lands.
- 1.2 The proposed project will achieve a construction value threshold established by County Council
- 1.3 The proposed project will result in employment opportunities created or retained in target sectors.

PRIORITY #2: TO PROVIDE RENTAL HOUSING

- 2.1 A new mixed-use building is proposed, with commercial uses at grade and upper floor rental apartment housing units.
- 2.2 The proposed project will result in the upgrade of existing rental units.
- 2.3 The proposed project is an example of residential intensification in a downtown area.

PRIORITY #3: TO IMPROVE BUILDINGS AND INFRASTRUCTURE

- 3.1 The proposed project involves the adaptive reuse of vacant or underutilized buildings.
- 3.2 The proposed project incorporates sustainable building and/or green infrastructure features.
- 3.3 The proposed project will result in improvements/upgrades to utilities/servicing.

PRIORITY #4: DIVERSIFY THE ECONOMY

- 4.1 The proposed project results in new on-farm diversified or agriculture-related uses.
- 4.2 The proposal will result in the creation of a new business in a target sector or value-chain/cluster.
- 4.3 The proposal involves new retail, restaurant, or other critical businesses in the downtown area.

PRIORITY #5: TO PROMOTE TOURISM

- 5.1 The proposed project provides for an increase in short-term accommodation options.
- 5.2 The proposed project involves the beautification/restoration/enhancement of key landmarks/tourism assets.
- 5.3 The use is a current or proposed participant in the County's tourism promotion activities (i.e., Top Wellington Destinations, Taste Real).

To determine the extent to which an applicant meets the above 'criteria for Investment', an evaluation matrix has been prepared and is provided in the County's full document. The evaluation matrix may also be available from the Township of Wellington North. It will be used by the Township of Wellington North and County of Wellington in order to determine eligibility for County funding. Applications will be pre-screened by the Township of Wellington North and if a minimum required score is awarded, the application will be endorsed to the County and processed by County staff to confirm eligibility for incentives.

6.4 County Funding/Incentive Programs

“Invest Well: County Participation in financial incentives” is a funding relationship between the County and the Township of Wellington North to support the implementation of the Township of Wellington North’s CIP. The Invest Well programme sets out a framework for providing County funding in accordance with the goals identified in Section 6.2 and the ‘criteria for investment’ in Section 6.3. The Invest Well Framework is made up of two incentive programmes (Invest Ready and Invest More), as shown below.

The following is a description of financial incentive programmes that have been created by the County of Wellington via Invest Well to guide the County’s participation in the Township of Wellington North CIP.

6.4.1 INVEST READY INCENTIVES PACKAGE

6.4.1.1 Purpose

The Invest Ready Incentive Package is in direct support of Invest Well Goal #2. It is intended to help prepare properties that have a high potential for development/ redevelopment by making them development-ready and therefore more attractive to investors and site selectors in various sectors. The Invest Ready Incentive Package will help fund:

- a. The completion of background studies regarding site-specific issues and constraints, such as servicing and utilities, transportation access, and environmental records; and
- b. Future development/redevelopment and eligible costs for major redevelopment projects.

In addition, successful applicants of the Invest Ready Incentive Package may receive marketing and investment attraction support from the County.

6.4.1.2 Who Benefits?

Through the Invest Ready Incentive Package, the following benefits are anticipated:

- a. The County, its member municipalities, and the public will benefit from an increase in the number of development-ready properties in Wellington County, and the future redevelopment of these sites;
- b. Landowners will benefit from the financial and non- financial support from Wellington County; and
- c. Potential investors will benefit from the availability of information related to a site condition or a proposed development, which will facilitate site selection decisions.

6.4.1.3 Who is Eligible?

In addition to the General Eligibility Criteria in Section 4.2 of this Plan and Section 4.0 of the County’s full Invest Well document, to be eligible for the Invest Ready Incentive Package, the following requirements must be met:

- a. The subject property must achieve a minimum score (as identified by the County and reviewed on an annual basis), when evaluated against the County’s ‘criteria for investment’, above; and
- b. The subject property must be sponsored and endorsed by the Township of Wellington North.

6.4.1.4 Program Details and Value

Where a property/applicant satisfies all applicable eligibility requirements, financial incentives may be available in three phases, as shown in the figure below, and described in this section.

PHASE ONE: Pre-Development Design/Study Grant:

- i. The County may contribute financially to the 'Design and Study Grant' offered through Section 4.1.1 of this CIP.
- ii. The grant will provide funding to cover eligible costs required to complete due diligence, planning, technical, and/or design studies that will investigate potential site-specific development constraints and/or provide new background information regarding a potential development and redevelopment project.
- iii. Eligible costs will include those outlined in Section 4.2 of this CIP.
- iv. If eligible and approved, a grant from the County will be provided for 100% of the total value of eligible costs, to a maximum of \$20,000 per project and/or property.
- v. This is not a matching grant and a grant made by the Township of Wellington North in the same amount is not required in order for the County to provide funding.

PHASE TWO: Tax Increment Equivalent Grant (TIEG):

The County may contribute financially to the 'Tax Increment Equivalent Grant offered through Section 4.2.2 of this CIP.

- i. The grant will provide funding to cover construction, demolition, on-site infrastructure, and other associated costs as a result of a redevelopment, adaptive reuse, building rehabilitation, or retrofit works.
- ii. Eligible costs will include those outlined in Section 4.2.2 of this CIP.
- iii. In addition, the following will be considered eligible costs for County funding only:
 - County tipping fees;
 - County planning application and building permit fees;
 - Any costs for design and study work not covered in PHASE ONE; and
 - Additional community improvement costs, as determined by the County.
- iv. The grant will be calculated based on the County portion of a property tax increment that is incurred as a result of a major community improvement project. Following the payment of County property taxes (annually or at the end of the five-year term), a grant will be provided to the landowner which is equal to the County portion of an increase in property taxation.
- v. The actual grant value will be calculated as follows:
 - In year one, the grant is equal to 100% of the County portion of the tax increment;
 - In year two, the grant is equal to 80% of the County portion of the tax increment;
 - In year three, the grant is equal to 60% of the County portion of the tax increment;
 - In year four, the grant is equal to 40% of the County portion of the tax increment; and
 - In year five, the grant is equal to 20% of the County portion of the tax increment.

PHASE THREE: Marketing /Investment Attraction Support:

For a discussion of this County-led initiative, refer to Section 3.2.1 of the full Invest Well document.

6.4.1.5 Payment

- a. Grant payments will be made upon successful completion of the project. All completed projects must comply with the approved project description as provided in the grant application form and submitted to the Township of Wellington North
- b. Grant payments from the County will be provided to the Township of Wellington North Grants to the successful applicant will be issued and administered by the Township of Wellington North.

6.4.2 INVEST MORE GRANT

6.4.2.1 Purpose

The Invest More Grant is in direct support of Goal 3 of Invest Well. It is intended to help support a broad range of improvements to existing buildings/ properties and contribute to the overall beautification and revitalization of built-up areas. The Invest More Grant will help fund:

- a. Costs required to complete due diligence, planning, technical, and/or design studies that will investigate potential site-specific development constraints and/or provide new background information regarding a potential development and redevelopment project;
- b. Physical, structural, and aesthetic improvements to existing commercial, industrial, mixed-use, and office buildings/ properties and contribute to the overall beautification, revitalization, energy efficiency, function, and safety of built-up areas; and
- c. Other significant changes to a building, property, or business that result in the productive use of land and/or buildings to accommodate new job growth.

6.4.2.2 Who Benefits?

- a. Through the Invest More Grant, the following benefits are anticipated:
- b. The County, its member municipalities, and the public will benefit from the overall improvement and revitalization land and buildings; and
- c. Landowners/investors/businesses will benefit from additional financial and non-financial support from County of Wellington.

6.4.2.3 Who is Eligible?

In addition to the General Eligibility Criteria in Section 4.2.1 of this Plan and Section 4.0 of the County's full Invest Well document, to be eligible for the Invest More Grant, the following requirements must be met:

- a. The subject property must achieve a minimum score (as identified by the County and reviewed on an annual basis), when evaluated against the County's 'criteria for investment', above; and
- b. The subject property must be sponsored and endorsed by the Township of Wellington North.

6.4.2.4 Program Details and Value

Where a property/applicant satisfies all applicable eligibility requirements, the Invest More Grant may be available, subject to the following:

- a. The County may contribute financially to successful applicants of any grant programme offered in Section 4.2.1 of this CIP, with the exception of the TIEG (Section 4.2.2) as noted above.
- b. The grant will provide funding to cover eligible costs required for a broad range of physical, structural, and aesthetic improvements to existing commercial, industrial, mixed-use, and office buildings/ properties, as determined by the County.
- c. Eligible costs will include those outlined in the eligible incentive programmes discussed in Section 5.4 of this CIP.
- d. In addition, for the Invest More grant, the following will be included as eligible costs:
 - Roof-top patios, outdoor dining spaces/areas;
 - Privately Owned Publicly Accessible Spaces;
 - Bed and Breakfasts, and other short-term accommodations; and
 - Additional community improvement costs, as determined by the County.
- e. If eligible and approved, a grant from the County will be provided for 50% of the total value of eligible costs, to a maximum of \$10,000 per project and/or property.

- f. This is not a matching grant and a grant made by the Township of Wellington North in the same amount is not required in order for the County to provide funding; however, the applicant must be approved for at least one eligible program in the Township of Wellington North CIP (except for the TIEG).

6.4.2.5 Payment

- a. Grant payments will be made upon successful completion of the project. All completed projects must comply with the approved project description as provided in the grant application form and submitted to the Township of Wellington North
- b. Grant payments from the County will be provided to the Township of Wellington North. Grants to the successful applicant will be issued and administered by the Township of Wellington North.
- c. The Invest More Grant will be paid in a lump sum as a reimbursement of costs incurred.

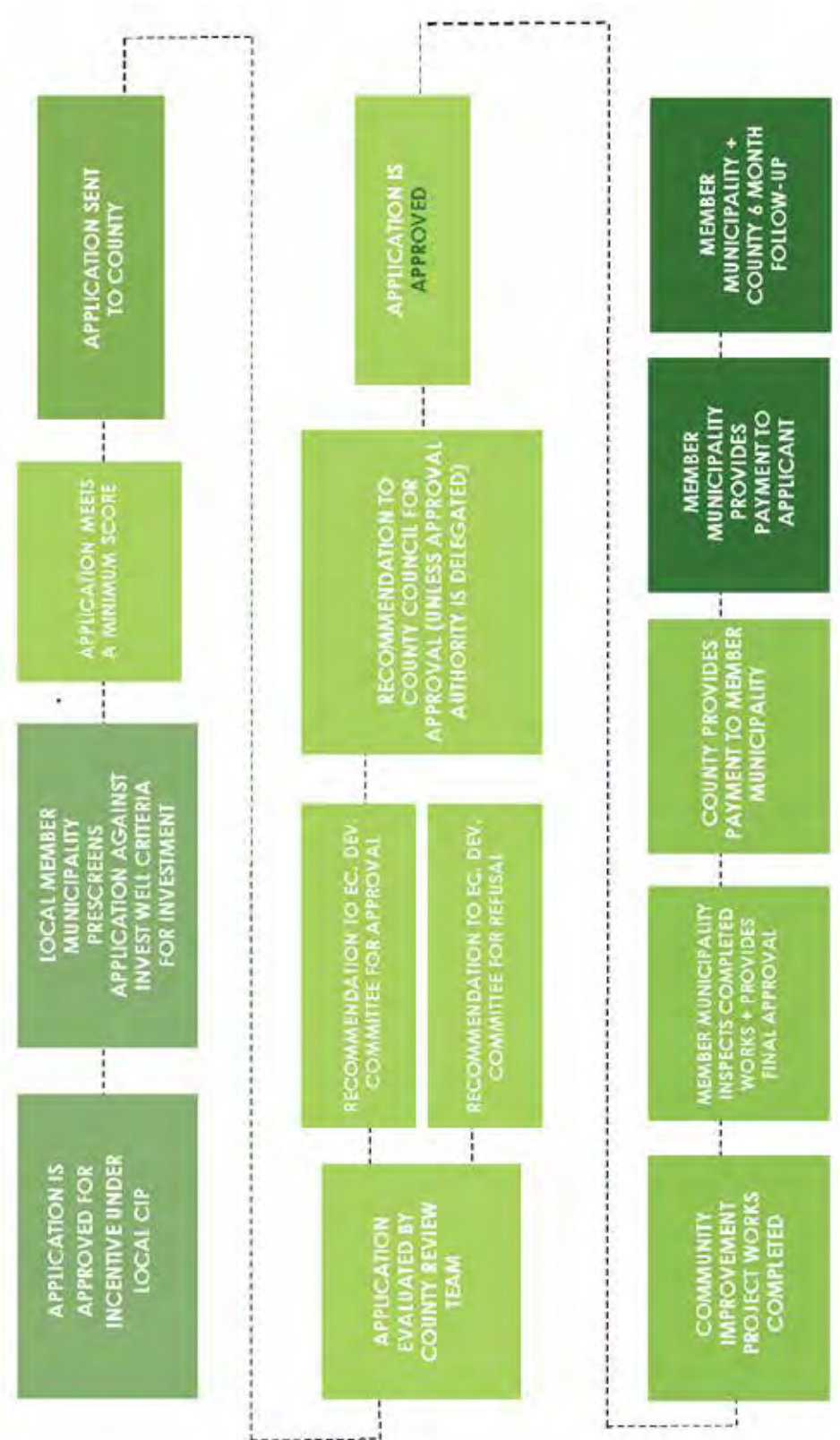
6.4.3 Application and Approvals Process

Applicants to the Township of Wellington North CIP will automatically be considered for County funding through the Invest Well Programmes, provided the applicant has participated in a pre-consultation meeting with Township of Wellington North Staff to discuss the proposal details, and to review the application against the eligibility requirements of the Township of Wellington North and Wellington County incentive programmes.

The following flow chart summarizes the process by which applications will be reviewed, evaluated, and approved for Invest Well incentives.

For additional information about the Invest Well Programme, applicants should consult with the Township of Wellington North Economic Development Officer.

6.5 Invest Well Application Process Flow Chart





7.0 Community Futures Invest Well Loan

7.1 Introduction

It is often the case that a property owner wishes to improve his/her building but does not have the cash flow to cover the required matching funds of a Community Improvement Plan. This can result in lack of uptake of the programme and a property which remains in a poor state. To remedy this and further enhance the County Invest Well Programme (CIP), the two local Community Futures organizations have committed to providing additional business funding and support.

The two Community Futures (CFs) organizations in Wellington County are Wellington Waterloo Community Futures Development Corporation and Saugeen Economic Development Corporation. They are non-profit organizations mandated to support businesses by providing loans, business coaching and training workshops to encourage entrepreneurship and stimulate economic activity in rural communities. As part of a network of 268 organizations across Canada, they also provide community planning and economic development support. The Community Futures CIP contribution is an innovative and practical funding partnership as it can act as the catalyst to encourage business owners to invest in their property improvements. The County CIP encourages this kind of coordination and enables the Community Futures to contribute loans to supplement a project outside of the contribution by the municipalities. Businesses that were previously unaware of the Community Futures fleet of services may then, through the CIP, be stimulated to receive business advice or education.

7.2 The Process - Saugeen Economic Development Corporation

For those businesses located in Wellington North and Minto and having received formal written approval by the Township to participate in the local CIP, the specific programme offered by the Saugeen Economic Development Corporation is as follows:

A Business Improvement Loan Fund to provide 50% of the matching funds required for a commercial and/or industrial revitalization project. The Fund would assist with:

- Small business equipment purchases/upgrades
- Leasehold and façade improvements
- IT needs including: Computers/Software/Websites/POS Systems

Terms:

- Proof of Municipal CIP approval
- Unsecured Business Loans up to \$20,000
- 5% Interest Rate
- Simple Application Process
- Flexible Repayment Terms
- Personal Guarantee Required

A further loan of 50% matching funds are available for residential improvements related to affordable housing and for infrastructure improvements up to \$20,000 at an interest rate of 5%. The funding would be based on based on municipal approval and require a personal guarantee. Requests over \$20,000 must be approved by SEDC and secured. For further information, please visit www.sbdc.ca

7.3 The Process – Wellington Waterloo Community Futures

For those businesses located in Mapleton, Centre Wellington, Erin, Guelph Eramosa and Puslinch and having already received formal written approval by the Township to participate in a local CIP, the specific programme offered by the Wellington Waterloo Community Futures Development Corporation is as follows:

A business development fund to assist commercial and/or industrial projects related to the County's Invest Well priority three: improve buildings and infrastructure. If approved to receive grant funds from a member municipal CIP, the applicant will automatically be approved to receive funding to put towards upfront and/or matching costs related to the approved grant. The funds will be loaned at a 3% rate on a 5-year term.

Terms:

- Proof of Municipal CIP approval
- Unsecured Business Loans up to \$20,000
- 3% Interest Rate
- Simple Application Process
- Flexible Repayment Terms
- Personal Guarantee Required

Requests over \$20,000 must be approved by WWCFDC and secured. For further information, please visit www.wwcf.ca

Appendices

- A Community Improvement Plan Establishment And Approval Process
- B Wellington County Official Plan (Section 4.12)
- C Community Open House Newspaper Advertisement Notices
- D The Corporation of the Township of Wellington North - By Law Number 62-11
- E The Corporation of the Township of Wellington North - By Law Number 72-14
- F The Corporation of the Township of Wellington North - By Law Number 059-17
- G The Corporation of the Township of Wellington North - By Law Number XXX-XX



Appendix A: Community Improvement Plan Establishment & Approval Process

June 2017

COMMUNITY IMPROVEMENT PLAN ESTABLISHMENT AND APPROVAL PROCESS

Executive Summary

The Community Improvement Plan (CIP) process described below takes into account legislative requirements prescribed under sections 17 and 28 of the Planning Act. It should be noted that most CIPs require several months of preparation and approval time.

Recommended Municipal Process

1. **Identify the community-improvement need** (physical, environmental, social and/or community economical development reason)
2. **Report to Municipal Council** – problem, rationale for need, description of CIP process, goals, area for rehabilitation, approach (in house or by consultant), who and how it will be administered, project timelines, staffing and financial implications. Send report to council to seek direction and authorization to proceed with Community Improvement Plan exercise.
3. **Establish strategy for public input and feedback** – identify stakeholders (could be municipal staff, political reps in area, Business Improvement Areas (BIAs), industry representatives, financial institutions, consultants etc.) This step can help identify community impediments, provide feedback on municipal strategies and implementation programs.
4. **Research and Analysis** – of the project area regarding existing physical, economic and social characteristics. Assemble data/information, analyze to identify area of need and key impediments to community improvement. Obtain stakeholder feedback on key impediments. Finalize based on public input and research and analysis.
5. **Designate Community Improvement Project Area** – area delineated based on research. Map or describe Community Improvement Project Area. Forward to council recommending designation. Council approves and directs staff to prepare by-law. The draft by-laws for the Community Improvement Project Area and draft of the Community Improvement Plan can be sent to Council for information and support at the same time.
6. **Draft the Community Improvement Plan**– strategies, actions and proposed incentive programs, all aimed at achieving stated goals and overcoming impediments to community improvement.

Approval Process

7. **Consultation with Ministry of Municipal Affairs and Housing (MAH)** – Municipal Services Office staff reviews documentation and forwards the draft plant to: Ministry of Finance for comments on CIPs with

Municipal Act, 2001 s.365.1 programs; Ministry of the Environment for comments on brownfields CIPs; Ministry of Culture for comments on heritage related CIPs of Ministry of Economic Development and Trade for comments on economic development related to CIPs.

8. **Notice of Public Meeting** (*Planning Act*, ss17(15) to (18)) – The Community Improvement Plan is to be made available with the notice 20 days prior to public meeting with the Notice.
9. **Public Meeting on draft Community Improvement Plan** (*Planning Act*, clause 17(15)(c) and ss 17(17) – The public meeting is held with council disclosing the community improvement plan. Council approves CIP and passes by-law.
10. **20 Day Appeal Period** (*Planning Act*, ss. 17(36)) – if no appeals are made then decision is final (*Planning Act*, ss.17(38)). If appealed, file processed to OMB (*Planning Act*, ss. 17(36) and (37)). The OMB has can either dismiss the appeal (*Planning Act*, ss.17(45)) or provide for a hearing (*Planning Act*, ss. 17(44)).

Appendix B: Wellington County Official Plan (Section 4.12)

4.11 PUBLIC SPACES, PARKS AND OPEN SPACE

Planning and design play an important role in community health by providing opportunities for active lifestyles and recreation activities.

Wellington is fortunate to have a number of: publicly-accessible rail trails; agreement forest trails; rivers, lakes and reservoirs; conservation areas; and municipal parks and recreation complexes. Equally important is the involvement of community groups who provide support and stewardship for a number of these facilities.

The County will promote healthy, active communities by:

- a) planning public roads, streets and facilities to be safe, meet the needs of pedestrians, and facilitate pedestrian and non-motorized movement, including but not limited to, walking and cycling;
- b) providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, open space areas, trails, and, where practical and appropriate, water-based resources;
- c) providing opportunities for public access to shorelines;
- d) considering the impacts of planning decisions on parks, agreement forests and conservation areas.

4.12 COMMUNITY IMPROVEMENT

4.12.1 Introduction

The Community Improvement provisions of the Planning Act provide for and co-ordinate comprehensive physical improvements in older areas of a community. Community

improvement policies are intended to provide a planning mechanism for improvements, access to provincial cost sharing programs and encouragement for private investment.

The Plan may, under the Planning Act, designate "Community Improvement Areas" within which a local municipality may acquire land, prepare improvement plans and undertake various community improvement projects and works to implement those plans.

4.12.2 Objectives

Community Improvement Policies are intended to accomplish the following objectives:

- a) identify areas that exhibit problems of instability, building deterioration, inadequate municipal services and facilities or inappropriate arrangements of land uses;
- b) promote the long term stability and viability of identified Community Improvement Areas by reducing land use conflicts and upgrading municipal services;
- c) encourage coordinated municipal expenditures, planning and development activities within identified Community Improvement Areas;
- d) stimulate the maintenance and renewal of private property;
- e) enhance the visual quality of the community.

4.12.3 Identifying Areas

Council shall consider the following criteria in the designation of community improvement areas:

- a) a significant portion of the housing stock and other buildings are in need

- of maintenance, rehabilitation or redevelopment;
- b) municipal services including sanitary sewer, storm sewer, water supply systems, roads, sidewalks, curbs, gutters, street lighting or parking facilities are inadequate and in need of repair;
- c) the supply of public open space or recreation facilities is deficient;
- d) there are conflicting land uses in the area;
- e) within commercial areas, deterioration in the appearance of building facades, inadequate parking facilities or inadequate pedestrian access;
- f) a significant portion of the buildings are considered heritage resources.

4.12.4 Community Improvement Area

Community Improvement areas are identified on Schedule "A" to the Plan. The boundaries of the community improvement area are considered approximate and minor adjustments may be made without amendment to this Plan provided that the overall intent is maintained.

4.12.5 Implementation

In order to accomplish the community improvement objectives set out in the Plan, a local Council may:

- a) prepare and carry out a community improvement program under the authority provided by the Planning Act;
- b) take advantage of federal and provincial funding programs which would benefit the community;
- c) prepare and adopt a property standards by-laws;

- d) co-operate with groups and organizations whose objectives include community improvement.

4.13 ALTERNATIVE AND RENEWABLE ENERGY

Alternative energy systems and renewable energy systems shall be permitted in the urban system and the rural system in accordance with provincial and federal requirements. These systems should be sited, designed and constructed to minimize impacts on agricultural operations, enjoyment of property, sensitive land uses and the greenlands system.

The County may develop more detailed policies governing various types of alternative and renewable energy systems. Local municipalities may establish zoning restrictions to regulate the location and scale of alternative and renewable energy systems to ensure matters such as land use compatibility, public safety and environmental impact are appropriately addressed.

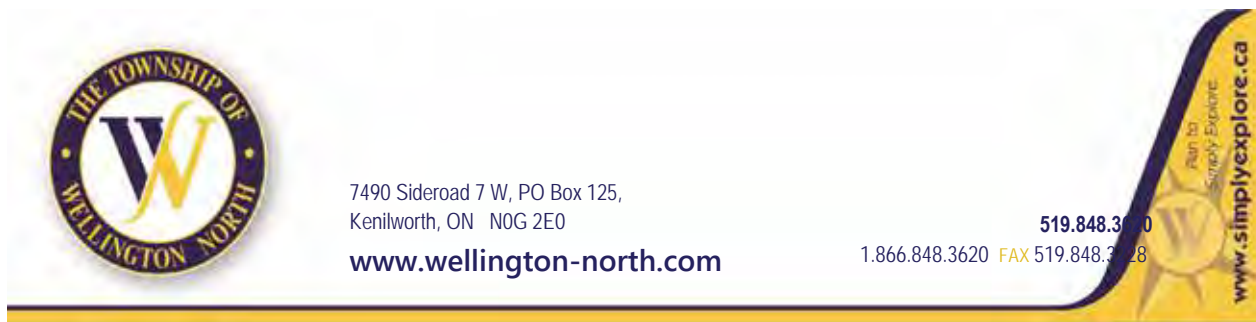
4.13.1 WIND ENERGY SYSTEMS

In its simplest form, a wind energy system is a system that converts wind energy into electricity, and consists of a wind turbine, a tower and associated control or conversion electronics. In its most complex form, a wind energy system is an array of turbines on multiple properties in a wind farm development that is connected to the electricity grid in circuits at a substation. For the purposes of this Plan, wind energy systems are divided into Micro, Small and Large Wind Energy System categories as follows:

A **Micro Wind Energy System** consists of one wind turbine on a lot with nameplate capacity of 5kW or less.

A **Small Wind Energy System** consists of one or more wind turbines on a lot that have a total nameplate capacity of more than 5kW and less than 100kW.

Appendix C: Community Open House Newspaper Advertisement Notice



**TOWNSHIP OF WELLINGTON NORTH
STATUTORY PUBLIC MEETINGS FOR THE COMMUNITY IMPROVEMENT PLAN**

For Immediate Release:

Wellington North, On - The Township of Wellington North Economic Development Office is hosting two Public Meetings to aid in the development of a Community Improvement Plan Update.

Wednesday January 23rd, 2019 @ 6:00PM – 6:45PM, Lower Hall; Arthur & Area Community Centre

Thursday January 24th, 2019 @ 6:00PM – 6:45PM Community Hall; Mount Forest Sports Complex

Why are we updating our Community Improvement Plan? Since 2012 our Community Improvement Plan has enabled the municipality to provide incentives for individuals, organizations and businesses to make improvements to their buildings in an effort to support revitalization and redevelopment efforts. As Wellington County is not a prescribed upper-tier municipality in accordance with the applicable Ontario Regulation 221/07 the County does not have the authority to create its own Community Improvement Plan. On this basis, Wellington County has created the Invest Well Program, which establishes the conditions and parameters by which it will participate in the local CIP framework of its member municipalities.

The Wellington County Invest Well Program is a strategic planning and economic development tool that directly supports the County's longer-term planning and economic development priorities. The Invest Well Program was endorsed by Wellington County Council on June 28th, 2018 and sets out goals, criteria, and an implementation framework for the County's participation in the financial incentive programs of its member municipalities. The full document is available on the County's website.

Why is a Public Meeting required: For Wellington North businesses to be eligible to participate in the incentive programs offered from the Invest Well Program the current Township of Wellington North CIP (2017) must be updated to include the Invest Well Program. As per the Planning Act, when making any changes to a CIP, community engagement and a Public Meeting must be held to provide an opportunity for public input and consultation.

No formal presentation will be provided at the meetings and the Public is free to come and go as you wish. Municipal Staff will be available to answer any questions and information regarding the current Wellington North CIP and proposed enhancements as a result of the Invest Well Program will also be available.

If you are unable to attend one of these Public Meetings and would like to provide input, please contact:

Dale Small, Economic Development Officer,
Township of Wellington North
Phone: 519-848-3620 ext. 4234
Email: dsmall@wellington-north.com

Dated at the Township of Wellington North this 18th day of December 2018.

Appendix D: The Corporation of the Township of Wellington North - By Law Number 62-11

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

BY-LAW NUMBER 62-11

BEING A BY-LAW TO DESIGNATE A COMMUNITY IMPROVEMENT PROJECT AREA RESPECTING THE REDEVELOPMENT, REVITALIZATION, PROSPERITY AND BEAUTIFICATION OF THE ARTHUR AND MOUNT FOREST COMMUNITIES.

AUTHORITY: Planning Act, R.S.O. 1990

WHEREAS Section 28(2) of the *Planning Act*, R.S.O. 1990, c. P.13, s. 28(2); 2006, c.23, s. 14(3) provides that "where there is an official plan in effect in a local municipality that contains provisions relating to community improvement in the municipality, the council may, by By-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area";

AND WHEREAS Section 28(2) of the *Planning Act*, a municipality or an area within a municipality, that community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason";

AND WHEREAS the Official Plan for the Township of Wellington North contains provisions enabling the Council of the Corporation of the Township of Wellington North to designate Community Improvement Areas, by By-law, for the purposes of preparing and undertaking a Community Improvement Plan;

AND WHEREAS the Council of the Corporation of the Township of Wellington North has deemed it appropriate to designate areas of the communities of Arthur and Mount Forest as a Community Improvement Project Area for the purposes of establishing a Community Improvement Plan respecting the redevelopment, revitalization, prosperity and beautification of the Arthur and Mount Forest community, in accordance with Section 28(2) of the *Planning Act*;

Appendix D: The Corporation of the Township of Wellington North - By Law Number 62-11

By-law No. 62-11
Page 2 of 2

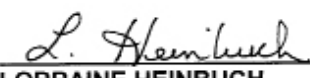
NOW THEREFORE the Council of the Corporation of the Township of Wellington North enacts as follows:

1. Areas of the Communities of Arthur and Mount Forest, as illustrated in Schedule "A" and "B" attached hereto and forming part of this By-law, are hereby designated as the Community Improvement project Area respecting the redevelopment, revitalization, prosperity and beautification of the Arthur and Mount Forest communities.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29TH DAY OF AUGUST, 2011.



RAYMOND TOUT,
MAYOR



LORRAINE HEIBUCH,
CHIEF ADMINISTRATIVE OFFICER/CLERK

THE CORPORATION OF TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 72-14

BEING A BY-LAW TO AMEND BY-LAW NUMBER 62-11 BEING A BY-LAW TO DESIGNATE A COMMUNITY IMPROVEMENT PROJECT AREA RESPECTING THE REDEVELOPMENT, REVITALIZATION, PROSPERITY AND BEAUTIFICATION OF THE ARTHUR AND MOUNT FOREST COMMUNITIES TO INCLUDE THE KENILWORTH COMMUNITY.

AUTHORITY: Planning Act, R.S.O. 1990

WHEREAS Section 28(2) of the *Planning Act*, R.S.O. 1990. c. P.13. s.28(2): 2006. c.23. s.14(3) provides that “where there is an Official Plan in effect in a local municipality, the Council may, by By-law, designate the whole or any part of an area covered by such an Official Plan as a community improvement project area”;

AND WHEREAS Section 28(2) of the *Planning Act*, a municipality or an area within a municipality, that community improvement of which, in the opinion of the Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reasons”;

AND WHEREAS the Official Plan for the Township of Wellington North contains provisions enabling the Council of the Corporation of the Township of Wellington North to designate Community Improvement Areas, by By-law, for the purposes of preparing and undertaking a Community Improvement Plan;

AND WHEREAS the Council of the Corporation of the Township of Wellington North has deemed it appropriate to designate areas of the community of Kenilworth as a Community Improvement Project Area for the purposes of utilizing a Community Improvement Plan respecting the redevelopment, revitalization, prosperity and beautification of the Kenilworth community, in accordance with Section 28(2) of the *Planning Act*.

Appendix E: The Corporation of the Township of Wellington North - By Law Number 72-14

By-law No. 72-14
Page 2 of 2

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

1. Areas of the Community of Kenilworth, as illustrated in Schedule 'A' attached hereto and forming part of this By-law, are hereby designated as the Community Improvement Project Area respecting the redevelopment, revitalization, prosperity and beautification of the Kenilworth community.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 8TH DAY OF SEPTEMBER, 2014.**



**RAYMOND TOUT
MAYOR**



**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER/CLERK**

Appendix F: The Corporation of the Township of Wellington North - By Law Number 059-17

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

BY-LAW NUMBER 059-17

**BEING A BY-LAW TO AMEND BY-LAW 062-11 BEING A BY-LAW TO
DESIGNATE A COMMUNITY IMPROVEMENT PROJECT AREA IN THE
TOWNSHIP OF WELLINGTON NORTH**

WHEREAS the Council of the Corporation of the Township of Wellington North deems it necessary to expand the boundaries of the Community Improvement Project Area;

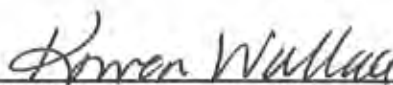
THEREFORE the Council of the Corporation of the Township of Wellington North hereby enacts as follows:

- **The Urban Centre CIPA** boundary be established to include the entire urban boundary of Arthur and Mount Forest
- **The Hamlet CIPA** boundary be established to include the entire Hamlet boundary of Kenilworth, Damascus, Conn and Riverstown
- **The Rural CIPA** boundary be established to include all other lands within the Township of Wellington North not included in the Urban or Hamlet areas.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 14th DAY OF AUGUST, 2017.**



ANDREW LENNOX, MAYOR



KARREN WALLACE, CLERK

Appendix G: The Corporation of the Township of Wellington North - By Law Number XXX-XX

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

BY-LAW NUMBER 017-19

BEING A BY-LAW TO AMEND BY-LAW NUMBER 10-08, A BY-LAW TO REGULATE TRAFFIC IN THE TOWNSHIP OF WELLINGTON NORTH.

WHEREAS the Council of The Corporation of the Township of Wellington North deems it expedient to erect a “Stop” Sign on London Road North and South at the intersection of Wellington Street East, in the former Town of Mount Forest, now in the Township of Wellington North.

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

1. **THAT Schedule “A” Intersections Controlled by Stop Signs - A-1 Stop Signs (FORMERLY TOWN OF MOUNT FOREST) to By-law No. 10-08 be amended by adding the following:**

Column 1	Column 2
FROM	AT INTERSECTION OF
London Road North	Wellington Street East
London Road South	Wellington Street East

2. **THAT** this by-law shall come into force and take effect, when a properly worded “**Stop**” sign has been erected.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 25TH DAY OF FEBRUARY 25, 2019.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 018-19

**BEING A BY-LAW TO ESTABLISH A CODE OF CONDUCT FOR
MEMBERS OF COUNCIL OF THE TOWNSHIP OF WELLINGTON
NORTH.**

WHEREAS Council of the Corporation of the Township of Wellington North deems it expedient to establish a Code of Conduct for Council;

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

1. That the Council of the Township of Wellington North does hereby adopt the Code of Conduct, attached hereto as Schedule "A".
2. That Schedule "A" forms part of this by-law.
3. That this by-law shall come into force on and take effect upon its final passing.
4. That By-law 54-14 be repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
25th DAY OF FEBRUARY, 2019.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



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

243

Plan to
Simply Explore.

www.simplyexplore.ca

COUNCIL/LOCAL BOARD MEMBER CODE OF CONDUCT POLICY

DEPARTMENT	COUNCIL	POLICY NUMBER	
EFFECTIVE DATE		LEGISLATIVE AUTHORITY	Section 223.2 Municipal Act
APPROVED BY:	By-law		

Contents

POLICY STATEMENT	1
PURPOSE	1
RESPONSIBILITIES	1
CONFIDENTIALITY	2
RELATIONSHIPS WITH STAFF AND OTHER MEMBERS OF COUNCIL	2
GIFTS, HOSPITALITY AND OTHER BENEFITS	2
USE OF PROPERTY	3
TRANSPARENCY AND OPENNESS IN DECISION MAKING	3
ENFORCEMENT	3

POLICY STATEMENT

This policy provides the rules of conduct for Council and Local Board members to ensure that the Township of Wellington North's affairs are governed in an accountable and transparent manner.

PURPOSE

To ensure Council and Local Board members understand:

- They are to be independent, impartial and responsible to the people;
- There are open and proper channels for decision making and approval of policies;
- Conflicts between private interests and public responsibilities must be avoided, and;
- Transparency and accountability is imperative

SCOPE

In accordance with Section 223.2 of the *Municipal Act, 2001*, this policy applies to all Council and Local Board members.

RESPONSIBILITIES

1. Council and Local Board members shall
 - a) Adhere to the Procedure By-law;

- b) Fairly represent the diversity of community views in developing an overall strategy for the future of the Township;
- c) Achieve sound financial management, planning and accountability, and;
- d) Be cognizant of the statutory obligations imposed on Council as a whole, as well as each individual Member of Council;
- e) Sign a letter of acknowledge of receipt and understanding of this policy, the form of which is set out as Schedule A to this policy.

CONFIDENTIALITY

- 2. In their decision making process, Council and Local Board members are privy to information which may be confidential. It is expected that Members of Council and Local Boards shall :
 - a) Use confidential information appropriately, so as not to be used to their personal advantage or cause detriment or benefit to others;
 - b) Respect the status of confidential (personnel, legal, property acquisition, etc.) information;
 - c) Understand they are entitled to the same access rights to municipal information as any other member of the community, unless it is specifically relevant to a matter before Council;
 - d) Keep confidential any information disclosed or discussed at a meeting of Council or Local Board, or part of a meeting of Council or Committee, that was closed to the public;
 - e) Keep confidential any information that is circulated to members of Council/ Local Board that is marked "Confidential", or received in confidence verbally in preparation for the Closed meeting;
 - f) Keep information confidential even if the member ceases to be a Member of Council, and;
 - g) Only release information according to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), as amended from time to time.

COMMUNICATIONS AND MEDIA RELATIONS

- 3. Members of Council and Local Boards will accurately and adequately communicate the attitudes and decisions of Council and Local Boards, even if they disagree with a majority decision so that:
 - a) There is respect for the decision making processes and;
 - b) Information concerning adopted policies, procedures and decisions is conveyed openly and accurately.

RELATIONSHIPS WITH STAFF AND OTHER MEMBERS OF COUNCIL

- 4. Members of Council and Local Boards shall:
 - a. Acknowledge that only Council or Local Boards as a whole has the capacity to direct staff members to carry out specific tasks or functions;
 - b. Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others,
 - c. Refrain from publicly criticizing individual members of staff and/or Members of Council or Local Boards in a way that casts aspersions on their professional competence and credibility; AND
 - d. Recognize that certain members of staff are statutory officers and have specific statutory duties, authorities, powers and responsibilities with which Council and Local Board members shall not interfere.

GIFTS, HOSPITALITY AND OTHER BENEFITS

- 5.1 Members of Council and Local Boards shall not place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment.
- 5.2 Members of Council and Local Boards are prohibited from soliciting, accepting, offering or agreeing to accept any gifts, commission, hospitality, reward, advantage or benefit of any kind, personally or through a family member or business acquaintances, that is connected directly or indirectly with the

performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, "special consideration".

5.3 Members of Council and Local Boards are prohibited from accepting, directly or indirectly, any gifts, hospitality or other benefits that are offered by persons, groups or organizations having dealings with the Township.

5.4 The above policy does not preclude Members of Council or Local Boards from accepting:

5.4.1 The stipend paid to each Member intended to fully remunerate members for service to the Corporation or Local Board;

5.4.2 A stipend from a board or commission that the member serves on as a result of an appointment by Council;

5.4.3 Reimbursement of reasonable expenses incurred in the performance of office;

5.4.4 Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;

5.4.5 Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee, for speaking at an event or for representing the Township at an event;

5.4.6 Food and beverages at meetings, banquets, receptions, ceremonies or similar events;

5.4.7 Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;

5.4.8 Gifts of a nominal value that are received as an incident or protocol or social obligation that normally and reasonably accompany the responsibility of the office, and;

5.4.9 Political contributions that are otherwise offered, accepted and reported in accordance with applicable law.

5.5 Where it is not possible to decline unauthorized gifts, hospitality or other benefit. Members of Council and Local Boards shall report the matter to the Chief Administrative Officer (CAO). The CAO may require that the gift be retained by the Township or be disposed of for charitable purposes.

USE OF PROPERTY

6. Members of Council and Local Boards will only use municipal property, equipment, supplies or services of consequence, for activities connected with the discharge or official duties or associated community activities having the sanction of Council or Local Board.

TRANSPARENCY AND OPENNESS IN DECISION MAKING

7. Members of Council and Local Boards will endeavour to:

a) Conduct and convey business in an open and public manner (other than subject matters being considered in a Closed meeting), so that residents and ratepayers are aware as to how conclusions or decisions are reached.

ENFORCEMENT

8. The Integrity Commissioner as appointed by By-law shall investigate the application of the Council and Local Board Member Code of Conduct Policy on written complaint directed to the Director of Legislative Services/Clerk. The Director of Legislative Services/Clerk shall make a determination as to whether the matter falls under the jurisdiction of the Integrity Commissioner before forwarding a complaint. The Complaint process is set out as Schedule B to this policy.

SCHEDULE A



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

519.848.3620
1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

CONFIRMATION OF UNDERSTANDING

**TOWNSHIP OF WELLINGTON NORTH
COUNCIL AND LOCAL BOARD MEMBERS CODE OF CONDUCT**

I have received a copy of the Township of Wellington North Council and Local Board Members Code of Conduct and have read the document carefully.

I understand all of the terms and agree to abide by them.

I understand that if I violate the Code of Conduct, I may be subject to an Integrity Commissioner investigation.

Council Local Board Member Signature

Date

Council Member Local Board Member
Name (please print)

Witness

OFFICE USE ONLY			
COMPLAINT #			
RECEIVED BY		DATE	
FORWARDED TO		DATE	
<input type="checkbox"/> Acknowledgement Letter Date sent: _____ Staff name: _____		<input type="checkbox"/> Additional correspondence Date sent: _____ Staff name: _____	
ACTION TAKEN			
<input type="checkbox"/> Director of Legislative Services/Clerk determines matter is under jurisdiction of I.C. Date Sent: _____ Staff Name: _____			
<input type="checkbox"/> Director of Legislative Services/Clerk forwards formal written complaint to I.C. Date sent: _____ Staff name: _____			
<input type="checkbox"/> Final Decision by I.C. Date sent: _____ Staff name: _____			

***Thank you for taking the time to express your concern(s).
If you have any questions about this process, please contact the
Clerk 519-848-3620 ex 4227 or kwallace@wellington-north.com***

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

BY-LAW NUMBER 019-19

**BEING A BY-LAW TO ADOPT A BUDGET INCLUDING
ESTIMATES OF ALL SUMS REQUIRED DURING 2019 FOR
OPERATING AND CAPITAL, FOR PURPOSES OF THE
MUNICIPALITY.**

AUTHORITY: *Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 290.*

WHEREAS the *Municipal Act, 2001*, requires that the Council of a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS the Council of the local municipality may require that the current year's estimates of every board, commission, or other body for which the Council is required to levy a tax rate or provide money, be submitted to the Council each year;

AND WHEREAS the Council of the Corporation of the Township of Wellington North has in accordance with the Municipal Act considered the estimates of all sums required during the year, including the estimates of all its boards, commissions, and other bodies;

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

1. **THAT** the estimates of the Corporation of the Township of Wellington North as set out in Schedule "A" and Schedule "B" attached hereto and forming part of this by-law be adopted; and
2. **THAT** this by-law this by-law shall come into force immediately on its passage.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 25th DAY OF FEBRUARY, 2019.***

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

TOWNSHIP OF WELLINGTON NORTH
2019 OPERATING BUDGET (By Account Groupings)
BY-LAW 019-19
SCHEDULE "A"

	2017 ACTUALS	2018 BUDGET	2019 BUDGET	NET BUDGET CHANGE	
				\$	%
REVENUE					
General Expenses/revenues (Surplus fwd)	-	-	-	-	
Tax Levy Requirement	6,986,974	7,111,778	7,425,439	313,661	4.4%
PIL'S and Supplementary Taxes	588,700	400,837	386,786	(14,051)	-3.5%
OMPF Allocation	1,379,700	1,317,000	1,251,150	(65,850)	-5.0%
Tax Write/Offs	(89,189)	(52,540)	(63,300)	(10,760)	20.5%
Grants and Subsidies	86,625	53,165	36,700	(16,465)	-31.0%
Municipal Recoveries	163,162	160,900	161,900	1,000	0.6%
Licences, Permits and Rents	509,444	531,016	559,768	28,752	5.4%
Fines and Penalties	193,223	205,000	175,000	(30,000)	-14.6%
User Fees and Charges	5,465,716	5,462,011	5,561,167	99,156	1.8%
Sales Revenue	118,985	124,700	126,500	1,800	1.4%
Other Revenue	599,600	251,850	333,050	81,200	32.2%
Internal Recoveries	117,220	117,520	119,420	1,900	1.6%
Capital Project Recovery	-	-	-	-	0.0%
Transfer from Reserves/Reserve Funds	361,409	1,294,449	1,097,576	(196,873)	-15.2%
Total Revenue	16,481,569	16,977,686	17,171,156	193,470	1.1%
EXPENDITURES					
Salaries, Wages and Employee Benefits	4,233,565	4,405,405	4,697,435	292,030	6.6%
Long Term Debenture Charges	1,262,733	1,671,718	1,457,210	(214,508)	-12.8%
Materials, Supplies and Equipment	2,982,614	3,338,839	3,392,829	53,990	1.6%
Contracted Services	1,688,187	2,046,974	2,014,169	(32,805)	-1.6%
Rents, Insurance and Financial Expenses	477,626	434,481	419,520	(14,961)	-3.4%
External Transfers	219,090	215,822	220,422	4,600	2.1%
Internal Charges	117,220	117,520	119,420	1,900	1.6%
Total Expenditures	10,981,035	12,230,759	12,321,005	90,246	0.7%
Net Revenue Before Transfers	5,500,534	4,746,927	4,850,151	103,224	2.2%
Transfer to Reserves	487,750	739,566	1,161,494	421,928	57.1%
Transfer to Reserve Fund	27,000	98,110	5,000	(93,110)	-94.9%
Transfer to Capital Fund	4,059,940	3,909,251	3,683,657	(225,594)	-5.8%
Surplus (for transfer to reserves - Estimated)	925,844	-	-	-	0.0%
	5,500,534	4,746,927	4,850,151	103,224	2.2%
Net Operating Surplus (Deficit)	-	-	-	-	-

*1% tax rate = \$74,254.39

Tax Levy Increase	313,661
% Tax Levy Change	4.41%

TOWNSHIP OF WELLINGTON NORTH
 2019 CAPITAL BUDGET
 BY-LAW 019-19
 SCHEDULE "B"

	2017 BUDGET	2018 BUDGET	2019 BUDGET
Project Expenditures			
Development Projects	-	1,166,000	974,915
Roads & Drainage	3,093,788	3,961,952	6,310,498
Waterworks	1,096,800	642,014	1,075,722
Sanitary Sewers	2,501,100	1,912,346	10,162,287
Fleet	485,000	1,100,000	629,983
Parks & Recreation	435,830	392,899	640,346
Fire	660,600	567,000	48,000
Admin & Property	116,750	522,000	209,656
Cemetery	-	-	33,500
Total Expenditures	8,389,868	10,264,211	20,084,907
Funding			
Revenue (levy, user fees, etc)	4,237,940	4,141,251	3,927,128
Grants	1,801,792	1,292,203	1,448,000
Devt Chrgs & Reserves	1,352,665	1,839,851	10,707,097
Developer Contributions	-	594,000	344,660
External Debt	-	-	-
Gas Tax	497,000	627,000	726,000
Sustained OCIF	500,471	705,210	1,050,428
Prior Year CarryFwd	-	1,064,696	781,594
Unfunded Amounts	-	-	1,100,000
Total Funding	8,389,868	10,264,211	20,084,907

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

BY-LAW NUMBER 020-19

BEING A BY-LAW TO REPEAL SUPERSEDED BY-LAWS

AND WHEREAS it is deemed necessary to repeal several by-laws that have been superseded.

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

1. **THAT** By-law No. 99-01 being a By-law to appoint fence-viewers and fix remuneration be repealed.
2. **THAT** By-law No. 52-07 being a By-law to appoint fence-viewers and fix remuneration be repealed.
3. **THAT** By-law No. 10-01 being a By-law to appoint a stock valuator be repealed.
4. **THAT** By-law No. 44-10 being a By-law to establish and regulate a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services be repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 25TH DAY OF FEBRUARY, 2019.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 021-19

**BEING A BY-LAW TO REPEAL BY-LAW 099-18 BEING A BY-LAW
TO AUTHORIZE THE SALE OF REAL PROPERTY. (PARTS 1 AND
2 ON REFERENCE PLAN 60R-2883 KNOWN AS 100 MILL STREET)
TO MARGARET REID**

AND WHEREAS it is deemed to be in the best interests of The Corporation of the Township of Wellington North repeal By-law 099-18 being By-law authorizing the conveyance of the following lands to Margaret Reid:

Parts 1 and 2 on Reference Plan 60R-2883, known as 100 Mill Street ("the lands").

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

1. THAT By-law 099-18 be hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 25TH DAY OF FEBRUARY, 2019.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 022-19

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON
FEBRUARY 25, 2019**

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on February 25, 2019 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 25TH DAY OF FEBRUARY, 2019.**

**ANDREW LENNOX,
MAYOR**

**KARREN WALLACE,
CLERK**