

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL
APRIL 20, 2020 @ 7:00 P.M.
REGULAR MEETING OF COUNCIL
VIA WEB CONFERENCING**

HOW TO JOIN

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

Please click this URL to join. <https://us02web.zoom.us/j/184502389>

Or join by phone:

Canada: +1 855 703 8985 (Toll Free)

Webinar ID: 184 502 389

International numbers available: <https://us02web.zoom.us/u/kdl7ZgEHgk>

**PAGE
NUMBER**

CALLING TO ORDER – Mayor Lennox

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the April 20, 2020 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- Regular Meeting of Council, April 6, 2020 001

Recommendation:

THAT the minutes of the Regular Meeting of Council held on April 6, 2020 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. FIRE

- a. Wellington North Fire Service, Communique #76, February 2020 006

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communique #76, February 2020.

- b. Wellington North Fire Service, Communique #77, March 2020 011

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communique #76, March 2020.

2. PLANNING

- a. Report DC 2020-012 Consent Application B29-20 John & Mary Beth Van Veen

016

Recommendation:

THAT Council of the Township of Wellington North receive DC Report 2020-012 being a report on Consent Application (Severance) B29-20 known as Part Lot 13, Concession 14, in the former geographic Township of West Luther.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B29-20 as presented with the following conditions:

- *THAT Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- *THAT a Parkland dedication fee be paid (\$1,000/lot or part lot created, in 2020);*
- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*
- *THAT the owner enter into an agreement apportioning future maintenance costs on West Luther Drain 26, Branch "A";*
- *THAT the owner shall provide a \$500.00 deposit to cover the cost of the reapportionment of the above mentioned drain;*
- *THAT the retained lands be rezoned to restrict residential development to the satisfaction of the Township and the County of Wellington;*
- *THAT the two mobile homes on the property be removed to the satisfaction of the Township; and*
- *THAT zoning compliance is obtained for the accessory structure/livestock facility to the satisfaction of the Township.*

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

3. ECONOMIC DEVELOPMENT

- a. EDO 2020-007 Grants & Donations Community Development Program

021

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive Report EDO 2020-007 being a report on the Grants & Donations Community Development Program;

AND FURTHER THAT the Council of the Township of Wellington North, in recognition of the important role that not-for-profit organizations and community groups play in our municipality approves the recommendations contained in this report.

<i>SCHEDULE "A" GRANTS/DONATIONS</i>	
<i>Arthur Agricultural Society</i>	<i>500.00</i>
<i>Arthur & District Horticultural Society</i>	<i>600.00</i>
<i>Arthur and Area Horticultural Youth Society</i>	<i>200.00</i>
<i>Arthur & District Chamber of Commerce – Guide and AGM</i>	<i>3,500.00</i>
<i>Arthur Optimist Club</i>	<i>2,500.00</i>
<i>Arthur Opti-Mrs. Club</i>	<i>500.00</i>
<i>Big Brothers Big Sisters</i>	<i>1,000.00</i>
<i>Mentally Fit – Kendra Fisher</i>	<i>281.34</i>
<i>Mount Forest Agricultural Society</i>	<i>500.00</i>
<i>Mount Forest & District Arts Council</i>	<i>350.00</i>

Mount Forest District Chamber of Commerce –Guide and AGM	3,500.00
Mount Forest District Fire Works Festival	2,500.00
Mount Forest Horticultural Society	600.00
Mount Forest Lions Club	500.00
Wellington County Farm and Home Safety	500.00
Wellington Heights Secondary School Scholarships	900.00
North Wellington Health Care Professional Recruitment	7,500.00
SCHEDULE “B” WAIVER OF FEES	
Arthur Lions Club	1,050.00
Arthur SU Sportz Camp	800.00
Cancer Patients Services Corp. - walk	253.69
Little Black Dress Affair	735.91
Mentally Fit – Kendra Fisher	218.66
Mount Forest Lions Club	1,906.87
St. Andrews Presbyterian Church, Arthur – Womens Group	559.00
Warm Winter Wishes (subject to request)	728.86
Women of Grace Anglican Church	412.73
SCHEDULE “C”	
Arthur Lions Club	1,000.00
#GetInTouchForHutch	2,000.00
New Growth Family Centre Inc.	1,000.00

4. FINANCE

- a. Cheque Distribution Report April 14, 2020

041

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated April 14, 2020.

- b. Report TR2020-05 being a report on Relief from Penalties and Interest on Property Taxes

043

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive Report TR 2020-05 being a report on Relief from Penalties and Interest on Property Taxes;

AND FURTHER THAT Interim Tax Levy By-law 002-20 be amended such that penalties and interest on unpaid taxes are not imposed on May 1, 2020 and June 1, 2020 as could otherwise be applied on any property owner by default on payment of the scheduled April 24th installment;

AND FURTHER THAT council provide authorization to the Director of Finance to waive service fees up to \$50 on a case by case basis.

- c. Report TR2020-06 being a report on Relief from Penalties and Interest on Water & Sewer Billings

048

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2020-06 being a report on Relief from Penalties and Interest on Water and Sewer Billings;

AND FURTHER THAT council direct staff to engage Wellington North Power to ensure new water and sewer billings post April 15th that would otherwise be in arrears and subject to penalty and/or interest, be exempt from penalties and interest for the May and June

2020 billing cycles (relating to April & May water/sewer usage) to provide relief, and opportunity for deferral to support the residents of the Township of Wellington North during the COVID-19 pandemic.

- d. Report TR2020-07 being a report on Revenue loss due to COVID-19 & relief from rental payments for Township tenants 051

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2020-07 being a report on Revenue loss due to COVID-19 & relief from rental payments for Township tenants;

AND FURTHER THAT council authorize the Director of Finance to waive/refund tenant rental payments up to a maximum of \$500 per month for the duration of the COVID-19 pandemic closures which will be subject to review and administered on a case by case basis.

5. OPERATIONS

- a. Report OPS 2020-016 being a report on the award for 2020 Pick-up Trucks 054

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-016 being a report on the award for 2020 pick-up trucks;

AND FURTHER THAT Council award the request for quotation to Leslie Motors Ltd. at a cost of \$82,544.50 plus applicable taxes.

- b. Report OPS 2020-017 being a report on the award of the water and sewer rate study 056

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-017 being a report on the award of the water and sewer rate study;

AND FURTHER THAT Council award the request for proposal to DFA Infrastructure International Inc. at a cost of \$22,285 plus applicable taxes.

- c. OPS 2020-18 being a report on the Township's 2020 wastewater reserve capacity 058

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-018 being a report on the Township's 2020 wastewater reserve capacity;

AND FURTHER THAT the Council of the Township of Wellington North review and adopt the 2020 Reserve Capacity Calculations for Arthur and Mount Forest as prepared by Triton Engineering Services Limited dated February 13, 2020 and February 4, 2020, respectively;

AND FURTHER THAT Council direct staff to submit copies of the reports prepared by Triton Engineering Services Limited to the Ministry of the Environment, Conservation & Parks;

AND FURTHER THAT Council commit to allocating ten (10) sewage allocation units to infill lots in Arthur; and

AND FURTHER THAT Council commit to allocating twenty (20) sewage allocation units to infill lots in Mount Forest.

6. ADMINISTRATION

- a. Report CLK 2020-009 New Horizons Grant – Seniors Helping Seniors through Technological Change/Modernization 069

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-009 being a report on a New Horizons Grant-Seniors Helping Seniors through Technological Change and Modernization;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to enter into the articles of agreement with Minister of Employment and Social Development.

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Yake (Ward 1):

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

Councillor Burke (Ward 2):

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

Councillor Hern (Ward 3):

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

Councillor McCabe (Ward 4):

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

Mayor Lennox

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

BY-LAWS

- a. By-law Number 037-20 being a by-law to amend By-law 002-20 being a by-law to provide for an Interim Tax Levy on all assessment within specific tax classes and to provide a penalty and interest rate for current taxes in default and tax arrears.

072

Recommendation:

THAT By-law Number 037-20 being a by-law to amend By-law 002-20 being a by-law to provide for an Interim Tax Levy on all assessment within specific tax classes and to provide a penalty and interest rate for current taxes in default and tax arrears be read a First, Second and Third time and enacted.

CLOSED MEETING SESSION

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

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

Recommendation:

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

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

1. Report CAO 2020-002 COVID-19
2. Review of Closed Session Minutes, March 9, 2020
3. Rise and Report from Closed Meeting Session

Recommendation:

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

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2020-002 COVID-19;

AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the March 9, 2020 Council Meeting.

CONFIRMING BY-LAW NUMBER 038-20

073

Recommendation:

THAT By-law Number 038-20 being a By-law to Confirm the Proceedings of the Council of The Corporation of the Township of Wellington North at its Regular Meeting held on April 20, 2020 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of April 20, 2020 be adjourned at ____:____.pm.

MEETINGS, NOTICES, ANNOUNCEMENTS

Regular Council Meeting – via video conference Monday, May 4, 2020 7:00 p.m.

ALL COMMITTEE OF COUNCIL MEETINGS CANCELLED UNTIL FURTHER NOTICE

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

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

- Kitchener location – 1-855-656-3748

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

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING MINUTES OF COUNCIL
APRIL 6, 2020 @ 7:00 P.M.
REGULAR MEETING OF COUNCIL
VIA VIDEO CONFERENCING Click here to view: <https://youtu.be/NF2XpLmJSKs>**

Members Present:

Mayor:
Councillors:

**Andrew Lennox
Sherry Burke
Lisa Hern
Steve McCabe
Dan Yake**

Staff Present:

Chief Administrative Officer:	Michael Givens
Director of Legislative Services/Clerk:	Karren Wallace
Deputy Clerk:	Catherine Conrad
Director of Finance:	Adam McNabb
Economic Development Officer:	Dale Small
Chief Building Official:	Darren Jones
Director of Operations:	Matthew Aston
Community Recreation Coordinator:	Mandy Jones

CALLING TO ORDER – Mayor Lennox**ADOPTION OF THE AGENDA**

RESOLUTION: 2020-102

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Agenda for the April 6, 2020 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No disclosure of pecuniary interest declared.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- Special Meeting of Council, March 25, 2020

RESOLUTION: 2020-103

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the minutes of the Special Meeting of Council held on March 25, 2020 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

No business arising from previous meetings of Council

ITEMS FOR CONSIDERATION

1. BUILDING

- a. Report CBO 2020-03 Building Permit Review Period Ending January 31st, 2020

RESOLUTION: 2020-104

Moved: Councillor Yake

Seconded: Councillor Hern

THAT Council of the Corporation of the Township of Wellington North receive Report CBO 2020-03 Building Permit Review Period Ending January 31st, 2020.

CARRIED

- b. Report CBO 2020-04 Building Permit Review Period Ending February 29th, 2020

RESOLUTION: 2020-105

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Council of the Corporation of the Township of Wellington North receive Report CBO 2020-03 Building Permit Review Period Ending February 29th, 2020.

CARRIED

- c. Report CBO 2020-05 Building Permit Review Period Ending March 31st, 2020

RESOLUTION: 2020-106

Moved: Councillor Hern

Seconded: Councillor Yake

THAT Council of the Corporation of the Township of Wellington North receive Report CBO 2020-03 Building Permit Review Period Ending March 31st, 2020.

CARRIED

2. ECONOMIC DEVELOPMENT

- a. EDO 2020-0006 Community Improvement Program

RESOLUTION: 2020-107

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT Council of the Corporation of the Township of Wellington North receive Report EDO 2020-006;

AND FURTHER THAT Council approve Façade Improvement Grants as follows:

- *\$2,500 to Wellington Produce Packaging (Adam Hincks) @ 410 Sligo Rd. Mount Forest*
- *\$2,500 to 2506661 Ontario Limited (Wesley Haramule) @ 257 George Street in Arthur*
- *\$2,500 to Northview Properties (Darryl Good) @ 392 Main Street North, Mount Forest*
- *\$2,078 to All About Me (Sheila Faulkner) @ 192 George Street in Arthur*
- *\$1,848 (approx.) to Meat-The-Butcher (Ernie Hunter) 157 Main Street S in Mount Forest*
- *\$ 750 (approx.) to Stumbled Upon (Amanda Boylan) @ 277 Main Str. S., Mount Forest*

- \$ 400 (approx.) to Arthur Greenhouses (Joanna Baars) @ 7480 Second Line, Arthur

AND FURTHER THAT Council approve Façade Improvement Loans as follows:

- \$2,500 to 2506661 Ontario Limited (Wesley Haramule) @ 257 George Street in Arthur

CARRIED

3. FINANCE

- a. Cheque Distribution Report, March 16, 2020

RESOLUTION: 2020-108

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated March 16, 2020.

CARRIED

- b. Cheque Distribution Report, April 2, 2020

RESOLUTION: 2020-109

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated April 2, 2020

CARRIED

4. OPERATIONS

- a. 2020 Wood Brush and Garden Material Disposal Pick-Up Schedule

RESOLUTION: 2020-110

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive 2020 Wood and Garden Material Disposal Pick-Up Schedule.

CARRIED

Council directed staff to amend the 2020 schedule to show the two pick up dates in Mount Forest as April 29 and May 27.

5. COUNCIL

- a. Wellington North Power Inc., Quarterly Newsletter – Quarter 4: October 1st to December 31st, 2019

RESOLUTION: 2020-111

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive for information the Wellington North Power Inc., Quarterly Newsletter – Quarter 4: October 1st to December 31st, 2019.

CARRIED

- b. Crime Stoppers Guelph Wellington Newsletter, The Informant, Spring 2020, 1st Quarter

RESOLUTION: 2020-112

Moved: Councillor Yake

Seconded: Councillor Lisa

THAT the Council of the Corporation of the Township of Wellington North receive for information the Crime Stoppers Guelph Wellington Newsletter, The Informant, Sprint 2020, 1st Quarter.

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

BY-LAWS

- a. By-law Number 034-20 being a by-law to authorize a Boundary Road Agreement between The Corporation of the Township of Southgate and The Corporation of the Township of Wellington North

RESOLUTION: 2020-113

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 034-20 being a by-law to authorize a Boundary Road Agreement between The Corporation of the Township of Southgate and The Corporation of the Township of Wellington North be read a First, Second and Third time and enacted.

CARRIED

- b. By-law Number 035-20 being a by-law to amend By-law 119-19 being a by-law to adopt a Sewage Allocation Policy for the Township of Wellington North

RESOLUTION: 2020-114

Moved: Councillor Hern

Seconded: Councillor Yake

THAT By-law Number 035-20 being a by-law to amend By-law 119-19 being a by-law to adopt a Sewage Allocation Policy for the Township of Wellington North be read a First, Second and Third time and enacted.

CARRIED

CONFIRMING BY-LAW NUMBER 036-20

RESOLUTION: 2020-115

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT By-law Number 036-20 being a By-law to Confirm the Proceedings of the Council of The Corporation of the Township of Wellington North at its Regular Meeting held on April 6, 2020 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2020-116

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Regular Council meeting of April 6, 2020 be adjourned at 7:37 pm.

CARRIED

CLERK

MAYOR



006



COMMUNIQUE



February 2020

EMERGENCY CALLS FOR SERVICE / TRAINING

ARTHUR STATION:

The Arthur Station responded to 20 calls for service during the month.

Practice/ Meetings:

Feb 4, 2020 (16) members were present

Feb 18, 2020 (17) members were present

Feb 18, 2020 (18) members were present

MOUNT FOREST STATION:

The Mount Forest Station responded to 16 calls for service during the month.

Practice/ Meetings:

Feb 4, 2020 (17) members were present

Feb 11, 2020 (14) members were present

Feb 25, 2020 (17) members were present

TOTAL EMERGENCY CALLS TO DATE: 63

Deputy Chief
Bill Hieber



Communiqué



CALL TYPE	ARTHUR STATION	AREA		MOUNT FOREST STATION	AREA
Medical	3	Township (3)		5	Town (4)
					Southgate (1)
Structure Fire	1	Town(1)		1	Town (1)
Tractor Fire	1	Township (1)		1	Township (1)
Vehicle Collision	8	Township (4) Mapleton (3) Centre Wellington (1)		4	Township (1) Southgate (1) Town (1) West Grey (1)
C/O Smoke	1	Township (1)			
Fire Alarm	4	Town (3) Township (1)		2	Town (2)
Vehicle Fire	1	Town (1)		2	Town (2)
Public Assist	1	Township (1)			
Stand by in Kenilworth				1	Kenilworth (1)



Communiqué



Fire Prevention/Public Education

FIRE SAFETY PRESENTATIONS

FIRE SAFETY INSPECTIONS

630 Dublin St. M.F.
301 Main St. N. M.F.
392 Main Street North Unit 5 M.F.

FIRE INVESTIGATIONS

FIRE SAFETY COMPLAINT INSPECTIONS

186 George St. Arthur
460 Durham Street M.F.
440 Durham Street M.F.
450 John St. M.F.

FIRE SAFETY PLAN REVIEWS

VULNERABLE OCCUPANCY FIRE DRILLS

BURN PERMIT SITE INSPECTIONS

9031 Concession 2

BURN COMPLAINTS

Fire Prevention Officer
Marco Guidotti

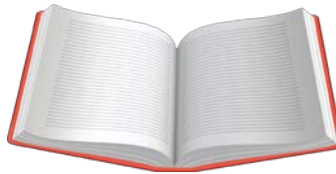


Communiqué



“TEST YOURS *TODAY*”

“*SAVING LIVES THROUGH EDUCATION*”



Next Communiqué will be March 2020



COMMUNIQUE



March 2020

**EMERGENCY CALLS FOR
SERVICE / TRAINING**

ARTHUR STATION:

The Arthur Station responded to 6 calls for service during the month.

Practice/ Meetings:

Mar 10, 2020 (17) members were present

MOUNT FOREST STATION:

The Mount Forest Station responded to 9 calls for service during the month.

Practice/ Meetings:

Mar 3, 2020 (18) members were present

TOTAL EMERGENCY CALLS TO DATE: 78

Deputy Chief
Bill Hieber



Communiqué



CALL TYPE	ARTHUR STATION	AREA		MOUNT FOREST STATION	AREA
Medical					
Structure Fire	2	Town(2)		2	Town (2)
Clothes Drier Fire	1	Township (1)		1	Township (1)
Vehicle Collision	2	Town (1) Township(1)		1	Town (1)
C/O Smoke				4	Town (4)
Fire Alarm					
Vehicle Fire					
Mutual Aid				1	Minto (1)
Stand by in Kenilworth	1	Township (1)			



Communiqué



Fire Prevention/Public Education

FIRE SAFETY PRESENTATIONS
ON HOLD COVID-19

FIRE SAFETY INSPECTIONS
399 Main Street North M.F.

FIRE INVESTIGATIONS
270 George St. A.V.
9049 HWY 6 Kenilworth

FIRE SAFETY COMPLAINT INSPECTIONS

FIRE SAFETY PLAN REVIEWS

VULNERABLE OCCUPANCY FIRE DRILLS
ON HOLD COVID-19

BURN PERMIT SITE INSPECTIONS
8 ON HOLD COVID-19

BURN COMPLAINTS
794 Princess Street M.F.

Fire Prevention Officer
Marco Guidotti

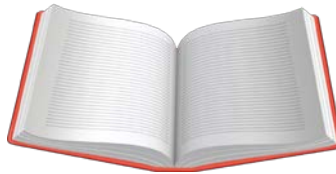


Communiqué



“TEST YOURS *TODAY*”

“*SAVING LIVES THROUGH EDUCATION*”



Next Communiqué will be April 2020



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of April 20, 2020

From: Tammy Pringle, Development Clerk

Subject: DC2020-012, Consent Application B29-20 John & Mary Beth Van Veen

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2020-012 being a report on Consent Application (Severance) B29-20 known as Part Lot 13, Concession 14, in the former geographic Township of West Luther.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B29-20 as presented with the following conditions:

- **THAT** Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;
- **THAT** a Parkland dedication fee be paid (\$1,000/lot or part lot created, in 2020);
- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;
- **THAT** the owner enter into an agreement apportioning future maintenance costs on West Luther Drain 26, Branch "A";
- **THAT** the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above mentioned drain;
- **THAT** the retained lands be rezoned to restrict residential development to the satisfaction of the Township and the County of Wellington;
- **THAT** the two mobile homes on the property be removed to the satisfaction of the Township; and
- **THAT** zoning compliance is obtained for the accessory structure/livestock facility to the satisfaction of the Township.

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is geographically known as 9569 Sideroad 13 in the former Township of West Luther.

Proposed severance is 102m fr x 100m = 1.0 hectares, existing and proposed rural residential use with existing dwelling & shed.

Retained parcel is 39 hectares with 577m frontage, existing and proposed agricultural use.

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch, Part of Lot 13, Concession 14, Geographic Township of West Luther Township of Wellington North, prepared by Jeffrey E. Buisman at Van Harten Surveying Inc., dated March 4, 2020.
- APPENDIX B:
 - Matthieu Daoust, Junior Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

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

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

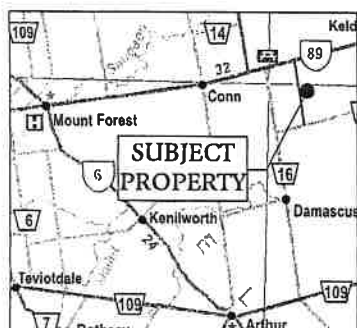
Prepared By: Tammy Pringle, Development Clerk

Tammy Pringle

Recommended By: Michael Givens, Chief Administrative Officer

Michael Givens

KEYMAP



NOTES:

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

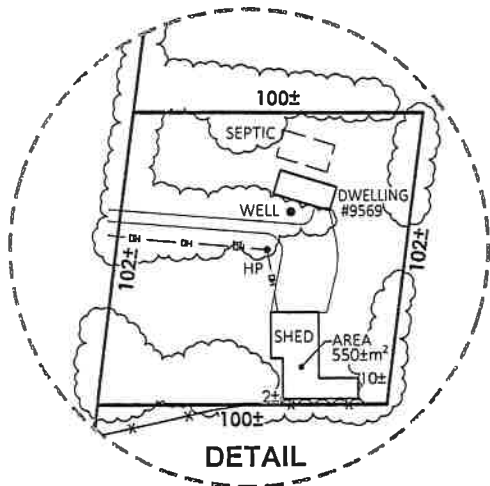
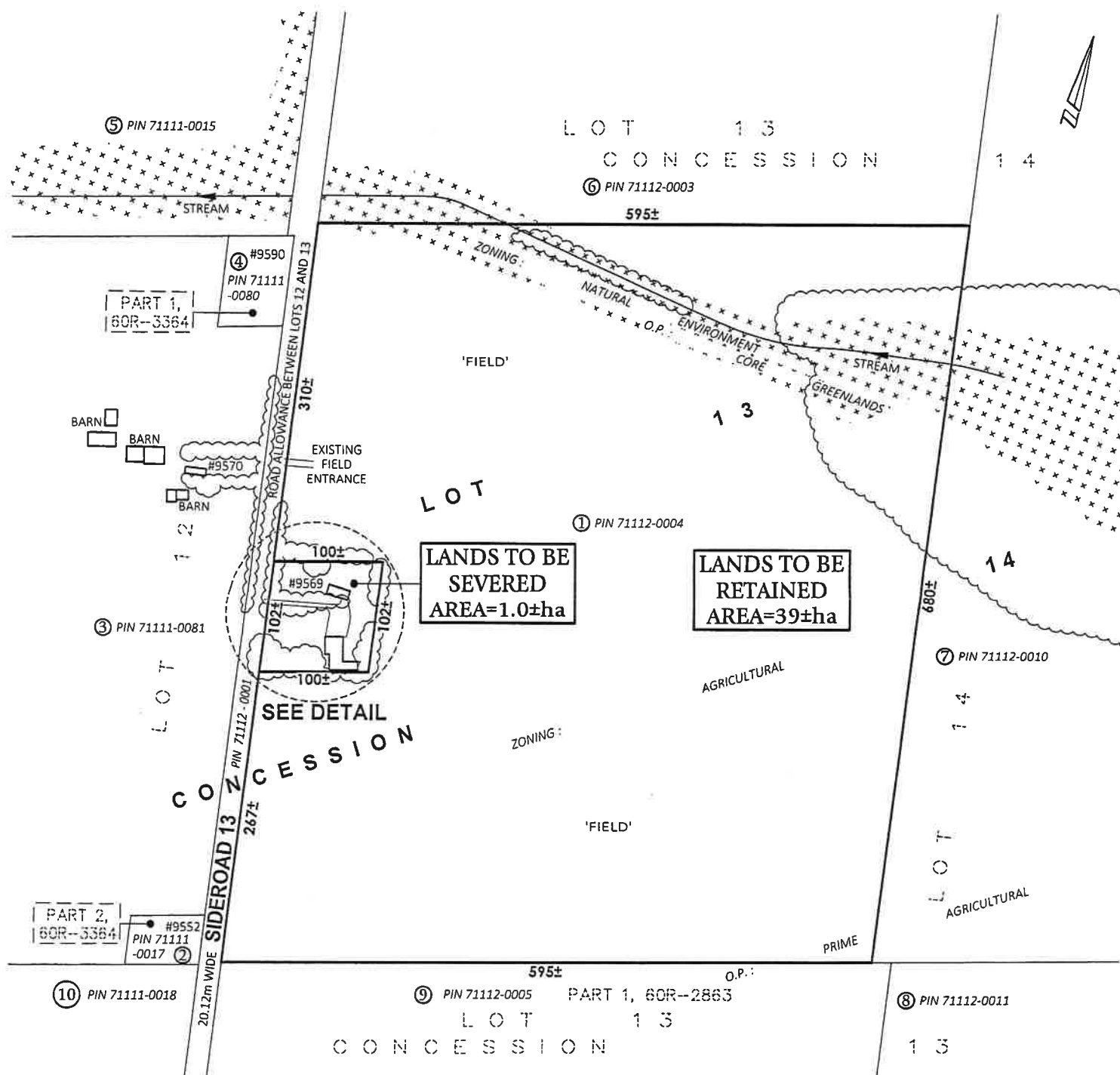
018
SEVERANCE SKETCH

PART OF LOT 13, CONCESSION 14
GEOGRAPHIC TOWNSHIP OF WEST LUTHER
TOWNSHIP OF WELLINGTON NORTH
COUNTY OF WELLINGTON

SCALE 1 : 4000

0 40 80 160 240 meters

VAN HARTEN SURVEYING INC.



DETAIL

SCALE 1 : 2000

THIS SKETCH WAS PREPARED
ON THE 3rd DAY OF MARCH 2020

Jeffrey E. Buisman
JEFFREY E. BUISMAN
ONTARIO LAND SURVEYOR



O.P. : CORE GREENLANDS
ZONING: NATURAL ENVIRONMENT



Van Harten
SURVEYING INC.
LAND SURVEYORS and ENGINEERS

Kitchener
Ph: 519-742-8371

Guelph
Ph: 519-821-2763

Orangeville
Ph: 519-940-4110

www.vanharten.com

info@vanharten.com

DRAWN BY: ARN

CHECKED BY: JEB

PROJECT No. 28003-20

Mar 4, 2020-12:10:20 PM

G:\WEST LUTHER\CON 14\ACAD\SEV LOT 13 (VAN VEEN) UTM.dwg



Application	B29/20
Location	Part Lot 13, Concession 14 TOWNSHIP OF WELLINGTON NORTH (West Luther)
Applicant/Owner	John & Mary Beth Van Veen

PLANNING OPINION: This application would sever a 1 ha (2.5 ac) rural residential parcel with existing house and barn/shed. A vacant 39ha (96.37ac) agricultural parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

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

- a) That driveway access can be provided to the retained lands to the satisfaction of the Township;
- b) That the retained lands be rezoned to restrict residential development to the satisfaction of the Township and the County of Wellington;
- c) That the two mobile homes on the property be removed to the satisfaction of the Township; and
- d) That zoning compliance is obtained for the accessory structure/livestock facility to the satisfaction of the Township.

PLACES TO GROW: The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. The Agricultural System policies will continue to apply, but will apply only to the prime agricultural areas mapped in the County Official Plan as of July 1, 2017. All planning decisions are required to conform with the Growth Plan.

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

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

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. The features present on the site are wetlands and hazard lands. None of these features are contained within the proposed severed lot. According to section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

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

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

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), c), d) and e). Item f) can be addressed as a condition of approval.



In terms of the overall farm operation, we have been provided with a farm information form including a list of other farm holdings owned by the applicants, which demonstrates that this application would constitute a farm consolidation.

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

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

Based on the survey sketch provided an existing 500 m² (5920 ft²) accessory structure/livestock facility is to be retained on the severed parcel. Planning Staff required clarification with respect to the use of the building (i.e. barn or shed). Zoning relief will be required to address deficiencies and future use for either an accessory structure or a livestock facility.

SITE VISIT INFORMATION: The subject property was visited and photographed on March 25, 2020. A Notice Card was posted. The survey sketch appears to meet the application requirements.

Matthieu Daoust
Junior Planner

Linda Redmond
Manager of Planning & Environment



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of April 20th, 2020

From: Dale Small, Economic Development Officer
Cathy Conrad, Deputy Clerk

Subject: EDO 2020-007 Grants & Donations Community Development Program

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive the Economic Development Officer & Deputy Clerk Report EDO 2020-007 being a report on the Grants & Donations Community Development Program

AND FURTHER THAT Council, in recognition of the important role that not-for-profit organizations and community groups play in our municipality approves, or where required provides direction, to staff on the recommendations contained in this report.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2016-029 dated Nov. 16th, 2016
EDO 2018-014 dated April 23rd, 2018

EDO 2017-012 dated April 24th, 2017
EDO 2019-009 dated April 8th, 2019

BACKGROUND

The Township of Wellington North values the important role that not-for-profit community organizations and community groups play in delivering events and projects that support our community and in December 2016 approved the Grants & Donations Community Development Program Fund.

This fund supports project and event-based initiatives, for not-for-profit organizations and community groups, and encourages a high level of collaboration. Applications are accepted throughout the year with a due date of March 31st each year. Applications include requests for rental fee waivers as well as general donation requests.

This year 33 applications have been received with a total request for funding in the amount of \$54,968.46. This compares to 2019 when 42 applications totalling \$70,257.43 in requests were received. All applications have been reviewed as per the fund guidelines and for all applications staff has made specific recommendations to council. There are however five applications where we believe council needs to have a more detailed discussion prior to a final decision being made.

Schedule A and B attached contains an overview of each of the applications where a recommendation is being made and should any member of council wish to receive a copy of an actual application(s) prior to the council meeting we would be pleased to send them to you.

<u>Number of Applications</u>	<u>Amount Requested</u>	<u>Amount Recommended</u>
Schedule A "Grants & Donations" (18 applications)	\$33,994.49	\$25,931.34
Schedule B "Waiver of Fees" (10 applications)	\$10,997.87	\$ 6,665.72
Sub-Total	\$ 44,992.36	\$32,597.06

Schedule C contains the five applications where staff believe further discussion needs to take place. Copies of these applications are included as attachments to this report.

:

<u>Number of Applications</u>	<u>Amount Requested</u>	<u>Amount Suggested</u>
Schedule C For council review & discussion (5 requests)		
• Arthur Lions Club	\$1,000.00	\$ 1,000.00
• Downtown Mount Forest	\$ 750.00	Nil
• #GetInTouchForHutch	\$4,226.10	\$2,000.00
• Metz Community Coffee House (Musical)	\$2,000.00	Nil
• New Growth Family Centre Inc.	\$2,000.00	\$1,000.00
Sub-Total	\$ 9,976.10	\$ 4,000.00
Total	\$ 54,968.46	\$ 36,597.06

- 1) **Arthur Lions Club:** Request for support to install fire suppression in Lion's Food Booth for community & volunteer safety.
- 2) **Downtown Mount Forest:** Request to support Annual Tree Burn – cost of insurance, light towers, etc.
3. **#Getintouchforhutch:** Request for 100% support to awareness initiatives already underway and implementation of programs and initiatives. First time event Music Feeds The Soul being held on June 20, 2020 in Arthur. Community connection events – art, music and sports related. *(2019 donation of \$1,592.14 to support arena boards, community events, grief event – Mourning Has Broken, Maintenance of Buddy Bench/garden)*

- 4. Metz Community Coffee House Musical:** First time request from this group, under this program, is to support the purchase of a large screen monitor/TV to support the music program centred out of the Metz United Church. Supporting the Coffee House Musical Evenings, Metz Book Club, Pumpkin Fest and other music events through the year.
- 5. New Growth Family Centre:** To expand the After-School Programs to include vocal and instrumental music and creative arts.

FINANCIAL CONSIDERATIONS

\$40,000 in funding has been approved in the Economic Development budget to support the Grants & Donations Community Development applications.

Once finalized notification letters, along with the approved funds, will be distributed to each organization. Groups receiving a fee waiver will be advised that once their event is over an accounting entry will be made by the Municipality to cover the fee. Organizations not receiving funding will also receive a notification letter.

ATTACHMENTS

- Schedule A: Listing of Grants & Donations Requests
- Schedule B: Listing of Waiver of Fees requests
- Schedule C: For council review & discussion
- Arthur Lions Club
 - Downtown Mount Forest Group
 - GetinTouchForHutch
 - Metz Community Coffee House (Musical)
 - New Growth Family Centre

STRATEGIC PLAN 2019 – 2022

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

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Municipal Infrastructure

☒ Partnerships

☒ Alignment and Integration

Prepared By:	Dale Small, Economic Development Officer	<i>Dale Small</i>
	Cathy Conrad, Deputy Clerk	<i>Cathy Conrad</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

SCHEDULE: “A”**GRANTS & DONATIONS REQUESTS 2020**

GROUP/PURPOSE	FUNDS RECEIVED 2019	FUNDS REQUESTED 2020	FUNDS RECOMMENDED 2020	PURPOSE/NOTES
Arthur Agricultural Society	500.00	500.00	500.00	Annual contribution to Fall Fair.
Arthur & District Horticultural Society	600.00	600.00	600.00	Annual contribution to assist with planting and maintaining gardens.
Arthur and Area Horticultural Youth Society	200.00	200.00	200.00	Annual contribution for supplies for gardening projects and seeds
Arthur & District Chamber of Commerce	3,500.00	3,500.00	3,500.00	Annual support to Chambers included in the MOU which will be revisited in 2021. <ul style="list-style-type: none"> • \$2,500 Support to Marketing (Guide) • \$1,000 Support to AGM
Arthur Optimist Club	2,500.00	5,000.00	2,500.00	Annual Canada Day Weekend. Funds requested to help grow the event. Recommend same funding level as MF Fireworks Festival.
Arthur Opti-Mrs. Club	500.00	500.00	500.00	Annual contribution in support of the Christmas Parade
Big Brothers Big Sisters	1,000.00	2,000.00	1,000.00	To provide mentoring programs to children and youth.
Little Black Dress Affair	0.00	2063.15	0.00	To cover cost of linens, entertainment – DJ Steve Leask, and printing cost for tickets.
Mentally Fit – Kendra Fisher	0.00	281.34	281.34	Destigmatize mental health in our community. February 24,2020 event.
Mount Forest Agricultural Society	500.00	500.00	500.00	Annual contribution to Fair.
Mount Forest & District Arts Council	350.00	350.00	350.00	Support to annual music festival by providing scholarships to music students
Mount Forest District Chamber of Commerce	2,500.00	3,500.00	3,500.00	Annual support to Chambers included in the MOU which will be revisited in 2021. <ul style="list-style-type: none"> • \$2,500 Support to Marketing (Guide) • \$1,000 Support to AGM
Mount Forest Fire Works Festival	2,500.00	2,500.00	2,500.00	Annual contribution included in Chamber MOU to support the Fireworks Festival (\$2,500.00).

GROUP/PURPOSE	FUNDS RECEIVED 2019	FUNDS REQUESTED 2020	FUNDS RECOMMENDED 2020	PURPOSE/NOTES
Mount Forest Horticultural Society	600.00	600.00	600.00	Annual contribution to assist with planting and maintaining gardens.
Mount Forest Lions Club	500.00	500.00	500.00	Annual contribution in support of the Christmas Parade
Mount Forest Optimist Club	400.00	0.00	0.00	No application submitted in 2020
The Raw Carrot Gourmet Soup Enterprise	500.00	0.00	0.00	No application submitted in 2020
Wellington County Farm and Home Safety	500.00	500.00	500.00	Annual contribution to promote farm and home safety in Wellington County.
Wellington Heights Secondary School Scholarships	900.00	900.00	900.00	Annual contribution for Scholarships for three graduating Wellington Heights Secondary School students at \$300.00 each
Wellington North Health Care Professional Recruitment	7,500.00	10,000.00	7,500.00	Annual contribution in support of Health Care Recruitment activities.
TOTAL GRANTS	26,142.14	33,994.49	25,931.34	

SCHEDULE: "B"

WAIVER OF FEES REQUESTS 2020

GROUP/PURPOSE	2019 FUNDS RECEIVED	2020 FUNDS REQUESTED	2020 FUNDS RECOMMENDED	PURPOSE/NOTES
100 Women Who Care Rural Wellington	280.24	0.00	0.00	No application submitted in 2020
Arthur Lions Club	1,048.93	1,050.00	1,050.00	Fee waiver for the Nov 24 th annual Christmas Craft Sale at Arthur & Area Community Centre.
Arthur Lions Club and The Churches of Arthur	721.51	0.00	0.00	Community chicken BBQ as part of Canada Day Celebration (not being held in 2020)
Arthur SU Sportz Camp	731.91	800.00	800.00	Fee waiver for the July 1 st – 5 th week-long sports camp for children 6 to 14 years.
Cancer Patients Services Corp. – walk	0.00	253.69	253.69	May 9 th event may be held later in the year due to COVID-19.
Little Black Dress Affair	721.51	735.91	735.91	In support of Sept 21st event. Proceeds to LMH Foundation and Cancer Patient Services.
Mentally Fit – Kendra Fisher	0.00	\$218.66	\$218.66	Waiver of rental fee for February 24, 2020 event.
Mount Forest Chamber of Commerce	721.51	0.00	0.00	Funds included in \$3,500 Grant & Donation Request
Mount Forest Lions Club	793.25	1,906.87	1,906.87	Musical concert to celebrate The River's 5 th anniversary. Proceeds to new swimming pool.
Mount Forest Louise Marshall Hospital Foundation	2,136.27	4,332.15	4,332.15	Fee waiver for annual gala dinner. All profits going to Hospital Foundation.
North for Youth	920.25	0.00	0.00	2020 Northern Wellington Youth Connections event in Mount Forest cancelled
St. Andrews Presbyterian Church, Arthur – Womens Group	547.00	559.00	559.00	2019 Fee waiver for annual turkey supper at the Arthur & Area Community Centre.
Warm Winter Wishes (subject to request)	1,026.18	728.86	728.86	Upon request – new committee formed in September through WHSS (approx..amount shown as requested based on previous usage)
Women of Grace Anglican Church	404.54	412.73	412.73	Rental fee waiver for 2021 community pancake supper (Event was held February 25, 2020)
TOTAL GRANTS	10,269.49	\$10,997.87	\$10,997.87	

SCHEDULE: “C”**REQUESTS REQUIRING COUNCIL DISCUSSION & DECISION**

	Group/Purpose	Funding Requested	Amount Suggested	Staff Comments
1	Arthur Lions Club	1,000.00	Nil	Request to install fire suppression in Lion’s Food Booth for community & volunteer safety
2	Downtown Mount Forest	750.00	Nil	Request to support Annual Tree Burn – cost of insurance, light towers, etc.
3	#GetInTouchForHutch	4,226.10	\$ 2,000.00	Request to support awareness initiatives already underway and implementation of programs and initiatives. First time event Music Feeds The Soul being held on June 20, 2020 in Arthur. Community connection events – art, music and sports related. (2019 donation of \$1,592.14 to support arena boards, community events, Buddy Bench/garden)
4	Metz Community Coffee House (Musical)	2,000.00	Nil	Request to support purchase a large screen monitor/TV to support the music program centred out of the Metz United Church. Supporting the Coffee House Musical Evenings, Metz Book Club, Pumpkin Fest and other music events through the year.
5	New Growth Family Centre Inc.	2,000.00	\$ 1,000.00	To expand After School Programs to include vocal and instrumental music and creative arts.
	TOTAL	\$ 9,976.10	\$ 3,000.00	

SUMMARY

	FUNDING REQUESTED	RECOMMENDED FUNDING
Grants and Donations Requests (Schedule A)	\$ 33,994.49	\$ 25,931.34
Waiver of Fees Requests (Schedule B)	\$ 10,997.87	\$ 10,997.87
(Schedule A & B sub-total)	\$ 44,992.36	\$ 36,929.21
Other Requests requiring council Decision (Schedule C)	\$ 9,976.10	\$ 3,000.00
TOTAL	\$ 54,968.46	\$ 39,929.21



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2018 – 2019 GRANTS AND DONATIONS APPLICATION FORM

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by March 29th, 2019. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2019. Applications received after March 29th will be reviewed in April 2020.

Organization Name & Address:			Arthur Lion's Club. P.O. Box 23. Arthur		
Contact Name & Address:			Mike Marshall		
Contact Telephone:	Contact email:	Organization web-site			
Amount Requested:	\$ 1000.00	Dates Funds Required;			
Percentage of Overall Project Cost:	50 %	July 1 / 2019.			
Organization Mandate:					
Minor Sports + Community Betterment					

1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)

-To instal fire suppression in lion's Food Booth.
-for Community + volunteer Safety.

2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?

First time event/project: _____ or number of years for this event/project _____
N/A.

3. Please list the main objectives that your project aims to achieve (max 3)

Fire Safety + to Comply w/ fire regulations



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4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?

N/A.

5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?

None.

6. Other information that you would like to provide. (Continue on the back if necessary)

I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.

Signature:

Mike Marshall

Title:

Secretary

Printed Name of Signatory:

Mike Marshall

Date:

June 3 / 2019

The personal information requested in this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. The information collected under the authority of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Municipal Clerk at 519-848-3620, ext 27 or at the Municipal Office, P.O. Box 125, 7490 Sideroad 7 West, Kenilworth, ON N0G 2E0.

The Township of Wellington North may promote the 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.

All applications should be submitted to the Township of Wellington North Attention Clerk's Department.



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2019 – 2020 GRANTS AND DONATIONS APPLICATION FORM

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by March 31st, 2020. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2020. Applications received after March 31st will be reviewed in April 2021.

Organization Name & Address: <u>Downtown Mount Forest</u>		
Contact Name & Address: <u>Kayla 115 Colcleugh Ave.</u>		
Contact Telephone: _____	Contact email: _____	Organization web-site <u>N/A</u>
Amount Requested: <u>\$ 750.00</u>	Dates Funds Required: <u>Dec 01/2020</u>	
Percentage of Overall Project Cost: <u>100</u> %	Can you provide financial statements if asked? Circle one: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Organization Mandate: _____		

1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)

Annual Tree Burn - cost of insurance.
- cost of light towers
- etc

2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?

First time event/project: _____ or number of years for this event/project 1

Is this the first time you have asked for funding from Wellington North for this event: Yes ☐ No ☒

If no how many years have you received funding for this event/project: 1

Benefits of this event/project: bringing community together



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3. What main objective(s) does your event/project aim to achieve (max 3)

- Community spirit / involvement
- donations for food pantry
- vendor opportunities for local businesses

4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?

- promotion via Downtown Mount Forest social media and signage at event

5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?

- hoping to partner again with local Lions Club as well as Community pantry

6. Other information that you would like to provide. (Continue on the back if necessary)

I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.

Signature: K. Morton

Title:

Printed Name of Signatory:

Kayla Morton

Date:

mar 10/2020

The personal information requested in this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. The information collected under the authority of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Municipal Clerk at 519-848-3620, ext 27 or at the Municipal Office, P.O. Box 125, 7490 Sideroad 7 West, Kenilworth, ON N0G 2E0. Township of Wellington North may promote the 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.

All applications should be submitted to the Township of Wellington North Attention Clerk's Department.

Revised June 6th, 2019



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2019 – 2020 GRANTS AND DONATIONS APPLICATION FORM

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by March 31st, 2020. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2020. Applications received after March 31st will be reviewed in April 2021.

Organization Name & Address: #GetInTouchForHutch - 8648 Sideroad 3 RR2 Arthur, ON N0G 1A0		
Contact Name & Address: Myrna Hutchison (Address as noted above)		
phone:	C	Organization web-site getintouchforhutch.com
Amount Requested: \$ 4226.10		Dates Funds Required; June 15, 2020
Percentage of Overall Project Cost: 100 %		
Organization Mandate: To ensure that youth within our community are aware of what Mental Health tools and resources are available locally and nationally should they need to access them.		

1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)

Our request for this year is multi-faceted; it involves a request for funding to support awareness initiatives already underway (ie. ongoing training events and the support line information on our arena boards) but also is being made to support a shift in the implementation of our programs and initiatives. Recent research has identified that loneliness and isolation are major contributing factors known to have serious impact on personal Mental Health levels. As a result of this newly learned information, we are moving towards having our awareness events to be even more community oriented. It is so important for everyone to know that there is someone out there who cares. Our goal is to get folks out of their houses and off their technology and taking part in community activities. While each of our events will continue to have an educational component, the absolute bonus of this will be more human connection. Our main event this year will be our Music Feeds The Soul event being held on June 20, 2020 in Arthur. We look forward to utilizing our trail, recreation and park spaces to introduce more community connection events (ie. art, music and sports related) throughout the remainder of the year.

2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?

First time event/project: x or number of years for this event/project

People are the heart of our communities and we need to start drawing on the energy that these types of plans and initiatives will generate. We are so looking forward to our new event and hope that we will see it be the success that we sure hope that it will be.

3. Please list the main objectives that your project aims to achieve (max 3)

1. Helping community members understand the positive impact that Music and Community Connectedness can have on our Mental Health
2. A wonderful way to bring our community together
3. Positive economic benefit for the many businesses within our community



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4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?

This has been an exciting and different type of undertaking for us this year. We have been honoured to be able to reach out to some of our community citizens to see if there is interest in them sharing their lawn space for our event. The first contacted agreed immediately. The local bands that we have engaged with did not hesitate to step up to be a part of this event. We have been able to partner with the Arthur Lions Club for the dinner portion of our event and the Arthur Curling Club has kindly offered their venue and services for the evening's dance event. Wellington North Fire and potentially the Baton Club will be manning food booths during our daytime event raising funds for their own organizations and many of our local Mental Health Support services will also be on hand. It has been a great response with many others offering their assistance through the planning process or to stay on the list for next year. We expect to have to call on many other community volunteers as our planning continues. As always, our dedicated #GetInTouchForHutch committee has been hard at work covering off the behind the scenes work and I value each of their contributions immensely. All funding contributions received will be recognized on our social media sites as well as on our signage and print media communication.

5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?

Different than in previous years, this new event also brings many new costs that haven't had to be budgetted for previously.

We are grateful that the Curling Club has offered to subsidize the rental of the Curling Club for the dance and the Arthur Lions Club will be providing a portion of the Chicken BBQ ticket sales back to #GetInTouchForHutch. Other partnerships have been outlined in the question above but are not profit generating. Insurance for our event has been purchased locally as well.

6. Other information that you would like to provide. (Continue on the back if necessary)

While the majority of this application outlines the request for financial support as it relates to event planning, we want to confirm that the provision of tools and resources relating to Mental Health Awareness and Suicide Prevention to support members of our local community, remains our top priority. We work quite closely with the CMHA and many other community partners both locally and nationally to ensure they understand our specific needs here in rural Ontario.

As always, we appreciate your consideration of our request. Thank you for all that you do to continue to support our organization.

With warm regards, Myrna

I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.

Signature: *Myrna Hutchison*

Title: Chairperson, #GetInTouchForHutch

Printed Name of Signatory: Myrna Hutchison

Date: March 30, 2020

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The Township of Wellington North may promote the 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.

All applications should be submitted to the Township of Wellington North Attention Clerk's Department.



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

www.wellington-north.com

RECEIVED

MAR 12 2020
1.866.848.3620

519.848.3620

519.848.3228

TWP. OF WELLINGTON NORTH

Part 10
Simply Explore
www.simplyexplore.ca

2019 – 2020 GRANTS AND DONATIONS APPLICATION FORM

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by March 31st, 2020. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2020. Applications received after March 31st will be reviewed in April 2021.

Organization Name & Address: Metz Community Coffee House (Musical)		
Contact Name & Address: Gary Faris 106-250 Queen Str. East Fergus ON N1M 2Y6		
Contact Telephone: -	Contact email:	Organization web-site
Amount Requested: \$2000.-	Dates Funds Required: when available	
Percentage of Overall Project Cost: 50 %	Can you provide financial statements if asked? Circle one: <u>Yes</u> * No	
Organization Mandate: To draw musician & audience at large to the community of Metz, several time per year * Totally Non Profit, Low Budget.		
1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)		
The funds are for a large Screen Monitor/TV to support the music program centred out of the Metz United Church, the unofficial Community Centre of Metz, Supporting the Coffee House Musical Evenings, Metz Book Club, Pumpkin Fest & other music events through the year.		
2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?		
First time event/project: _____ or number of years for this event/project <u>8 years</u>		
Is this the first time you have asked for funding from Wellington North for this event: <u>Yes</u> No		
If no how many years have you received funding for this event/project: _____		
Benefits of this event/project: <u>Promote Metz community activities, Draw audience from larger area, develop a sense of Community and culture centred around the Hamlet of Metz.</u>		



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Plan to
Simply Explore
www.simplyexplore.ca

3. What main objective(s) does your event/project aim to achieve (max 3)

1. Sense of Community for the residents of the community of Metz
2. Provide Cultural event to local Community
3. To draw people from local Communities to Metz

4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?

1. Totally organized & Funded by Metz Community Members.
2. 5 to 6 Musical Saturday events yearly held in Metz U.C.
3. N.W.T. Recognized in print & during activity as sponsor

5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?

Other than private sponsors & Metz U.C. There is no other funding applied for.

6. Other information that you would like to provide. (Continue on the back if necessary)

The attendance Varies from 40 to 80 per evening.
Music supplied by Downhome & other local Musicians
A chance to enjoy Music & visit

I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.

Signature: *On Next Page.*

Title: *Organizer*

Printed Name of Signatory:
GARY FARIS

Date: *Feb 26, 2020*

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www.simplyexplore.ca

What main objective(s) does your event/project aim to achieve (max 3)

- Sense of Community for the residents of the community of Metz
- Provide Cultural event to local Community
- To draw people from local Communities to Metz

How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?

- Totally organized & Funded by Metz Community Members
- 5 to 6 Musical Saturday events yearly held in Metz U.C.
- N.W.T. Recognized in print & during activity as sponsor

What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?

Other than private sponsors & Metz U.C. There is no other funding applied for.

Other information that you would like to provide. (Continue on the back if necessary)

The attendance varies from 40 to 50 per evening.
Music supplied by Downhome & other local Musicians
a chance to enjoy Music & visit

I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.

Signature:

Gary Paris

Title:

Organizer

Printed Name of Signatory:

GARY PARIS

Date:

Feb. 26, 2020

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1.866.848.3620 519.848.3228

Run to
Simply Explore
www.simplyexplore.ca

2019 – 2020 GRANTS AND DONATIONS APPLICATION FORM

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by March 31st, 2020. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2020. Applications received after March 31st will be reviewed in April 2021.

Organization Name & Address:		
New Growth Family Centre Inc.		
Contact Name & Address:		
Aletha McArthur 211 Birmingham Street West, Mount Forest ON		
Contact Telephone:	Contact email:	Organization web-site
		www.newgrowthfamilycentre.com
sted:	\$ 2000.00	Dates Funds Required:
Percentage of Overall Project Cost:	30 %	Can you provide financial statements if asked? Circle one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization Mandate:		
We are dedicated to the betterment of children, youth and families.		

1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)

New Growth Family Centre Inc. #851719542RR0001 provides support services and special programs for children youth and families. We provide a supervised, supportive and structured environment that encourages positive interaction and fun among peers, youth coaches and adult mentors. This donation would help us expand our After School Programs to include vocal and instrumental music and creative arts. We believe that physical health, mental health and quality of life are all improved by creative expression. Youth in our community would benefit from introductory experiences with qualified art and music enthusiasts from our community. This program would take place from 3:30 to 6:00pm 2 days per week at our Family Centre. This money would pay for instructors, coaches, musical instruments and art supplies. This program would be offered at no charge to our North Wellington Community.

2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?

First time event/project: _____ or number of years for this event/project 5 years

Is this the first time you have asked for funding from Wellington North for this event: ☒ Yes ☐ No

If no how many years have you received funding for this event/project: _____

Benefits of this event/project: Inspiring our local youth in the creative arts and music.



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Don't
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3. What main objective(s) does your event/project aim to achieve (max 3)

To invite children and youth to participate in creative expression.
To give access to children and youth to creative expression experience within our own community.
To encourage positive interaction among children and youth with common interest in creative arts and music.

4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?

Some of the community is aware of our work with children, youth and families over the past 10 years and we are making an effort to promote and share through news media, radio, social media and word of mouth by clients, volunteers and staff.

5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?

For this expanded After School Arts and Music Program we are applying to you first. We have received no other funding for this program. No government funds are available.

6. Other information that you would like to provide. (Continue on the back if necessary)

Our community is surrounded by a large rural area so central location is essential for year-round access. Many families are limited by location, transportation, weather and finances therefore cannot access creative arts and music lessons for their child. Many youth are isolated and often develop unhealthy coping methods which lead to mental health conditions, family stress and addictions. We are losing many youth to unhealthy lifestyle. Our youth need our help to be inspired to recognize their own potential.

I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.

Signature: *Aletha McArthur*

Title:
Program Director, Behaviour Specialist

Printed Name of Signatory:
Aletha McArthur

Date: September 18, 2019

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Township of Wellington North may promote the 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.

All applications should be submitted to the Township of Wellington North Attention Clerk's Department.

Revised June 6th, 2019



Aletha McArthur
Behaviour, Special Education Specialist
Founder of New Growth Family Centre Inc.

Biography

Aletha McArthur is the Program Director, Behaviour Specialist and Founder of **New Growth Family Centre Inc.** She is a teacher from the heart and has demonstrated her compassion and expertise working in Wellington County Schools and is now retired and able to focus on the needs of children and youth who struggle with learning. She has been a Special Education and Behavior Specialist for the past 30 years. Aletha has completed training in Trauma and Attachment, Fetal Alcohol Spectrum Disorder and has extensive experience with complex needs children and youth.

Aletha confidently delivers her own unique balance of firm yet caring educational strategies in a therapeutic learning environment that is safe, structured and supportive. She believes that early intervention is the key to school success and is dedicated to ensuring that all children, including those who have experienced early trauma, grow up to reach their full potential and become responsible and productive adults who enjoy success in life.

In 1999, Aletha conceived the idea of **New Growth Family Centre Inc.** and it became a registered charity in 2004. She has since built credibility and rapport with children, youth and their families as well as with foster care agencies, schools, medical practitioners and mental health professionals in southern Ontario. **New Growth Family Centre Inc.** is located in a 8500 sq ft facility centralized in the community and includes a gym that allows for physical activities throughout the day.

Ask us about **In-service Staff Training** and **Internship Placement** opportunities for teachers, educational assistants, social services worker, **Co-op Placements** for Secondary School Students at New Growth Family Centre Inc.



Overnight Respite Accommodation for Youth

We can now provide a safe and supervised "home away from home" within the community of Wellington North during a time of confusion and family conflict. It's a place for a youth to stabilize and think through the situation before making reactive decisions that may affect their lives forever. It also allows parents to breathe and think clearly in the midst of the stress and know that their youth is safe.

We have added 3 bedrooms, a full bathroom and a meeting room where parents and youth can meet together to solve problems with support in order to repair and maintain their relationship. They immediately plug into New Growth Family Centre's Conflict Resolution and Coaching Programs for continued support or they can be referred to additional community support services.

New Growth Family Centre Inc. is a registered charity that relies on financial assistance from grants and donations in order to provide these proven programs and services to families in the north of Wellington County. To learn more about New Growth Family Centre Inc. and how you can support our work in our community, please visit www.newgrowthfamilycentre.com or call 519-509-6432

Special Thanks

The renovation for *Aletha's Place* was made possible by generous donations from the 2016 International Plowing Match Committee in Minto, the Mount Forest Kindred Credit Union, the Kindred Charitable Fund grant Corporate Office, and by the Wellington North Youth Action Council.

Donations

Charity # 851719542RR0001

CHEQUES PAYABLE TO
NEW GROWTH FAMILY CENTRE INC.

Tax Receipt given over \$100.00

039



Charity # 851719542RR0001

We are dedicated to the betterment of children, youth and families.



211 Birmingham Street West
Mount Forest, ON
N0G2L1

Phone: 519-509-NGFC (6432)

Text: 519-313-0455

Email: aletha@newgrowthfamilycentre.com

www.newgrowthfamilycentre.com



Overnight Respite Accommodation for Youth

Learning & Activity Programs

This program is designed to support students between the ages of 6-14 who attend a school. We provide homework assistance and proven **Brain-training Activities** that strengthen Math and Language skills in a small group setting. Students also participate in a variety of scheduled sports and physical activities, creative arts, music, drama and dance. We provide a supervised, supportive and structured environment that encourages positive interaction and fun among peers, youth and adults. We teach and promote the following, all of which are crucial to learning in a classroom and in life.

This **socially relevant environment** provides the opportunity for students to practice and improve their individual level of social skills with intensive support.

We teach and promote the following, all of which are crucial to learning in a classroom and in life.

- Focus and Concentration Training
- Organization Skills
- Problem Solving and Conflict Resolution
- Language and Communication Skills
- Emotional Regulation
- Time Management Strategies
- Food and Nutrition
- Upgrading of Lagging Skills
- Building Healthy Age-appropriate Friendships
- Augmentation of Self-esteem & Self-confidence
- Healthy Lifestyle Habits
- Thinking Skills
- Development of lagging Academic Skills

"Durable, effective intervention must focus both on the child (who has skills to learn and problems to solve) and on people in the child's environment (who need to understand the true nature of the child's difficulties and provide opportunities for the problem to be solved and the skills to be learned and practiced)."

Quote from Ross W. Greene
Author of The Explosive Child

Originator of the Collaborative Problem Solving (CPS)

Programs



Adult Coaching Program

This program is designed to support families who are experiencing behavior problems with children and youth in the home and/or at school. The goal is to support, equip and empower parents and caregivers to identify and effectively manage behavior problems within their own family. With teens and those 18+ living at home, this may include **Conflict Mediation** as an intervention measure. This Coaching Program gives access to all of our resources in order to assess and recognize possible conditions which can result in behavior problems in children and youth.

Topics include:

- Anger management
- Problem Solving Techniques
- Discipline vs. Punishment
- Organization & Time management for families
- Communication with schools
- School Yard Issues
- Homework Issues
- Screen Time Issues (The Gaming Addiction)
- Food for Thought (Nutrition for Brain Function)
- ADD/ADHD (awareness and management)
- Single Parenting
- Building Character by saying "No"
- Parenting with Confidence
- Teen Issues
- Conflict Mediation and Crisis Intervention
- Effects of Alcohol on the fetal brain

"Based on the work of Dr. Bruce Perry and myself, respectively, a therapeutic environment was first addressed as a way to meet a child's emotional and behavioral demands in an ongoing 24/7 manner as opposed to solely relegated to a clinical setting. Henceforth the child is able to begin learning new reaction patterns and coping skills thereby leading to diminishing behavioral and emotional episodes."

Quote from B. Bryan Post, PhD, LCSW

This program is designed to support students between the ages of 10-16 who are experiencing difficulty functioning in a traditional school setting. Learning problems may be due to:

- A medically diagnosed condition that inhibits learning such as ADD/ADHD, ARND/FASD, Autism Spectrum, Asperger's Syndrome, Anxiety Disorder and other Learning Disabilities.
- Instability, negative experience or Trauma in early life.
- Disruptive behavior that interferes with his/her learning or the learning of others.

This is a **therapeutic environment** for learning which addresses emotional and social needs equally with school skills. We implement principles from The Stress Model (Post) and the Collaborative Problem Solving approach (Greene). The goal is to stabilize, assess and program for the child's individual needs and equip him/her to rejoin peers as quickly as possible. We never lose sight of the fact that children should be attending, achieving and enjoying a full school program within their own community but that they may need a time in an **alternative therapeutic learning environment** to fill in some crucial gaps and deficits in development and learning. We provide a fine balance of assessment of the underlying needs, identification of strengths followed by setting age-appropriate realistic expectations for the child to be successful at home and at school.

Our Philosophy:

All Students would do well if they could. They don't need more motivation or consequences. They need a different **therapeutic approach** that will teach them the skills they are lacking. All reactive behavior arises from a state of **stress, fear and anxiety**, similar to post traumatic stress disorder. A child in this state requires consistent, prolonged experience in a calm, safe environment in order to recover and develop the regulation system that allows verbal memory performance, emotional control and cognitive processing, all of which are required to function effectively in school.

Parents, school staff and family support workers are always included in the process in order to transfer successful methods into the home and the school environment.

4/14/20

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
75784	Abell Pest Control Inc	4/14/20	\$66.92
75785	Bell Canada	4/14/20	\$775.10
75786	Bluewater Fire & Security	4/14/20	\$719.53
75787	Brandt Cambridge	4/14/20	\$3,110.17
75788	Chalmers Fuels Inc	4/14/20	\$989.35
75789	Corporate Express Canada Inc.	4/14/20	\$269.56
75790	Dave's Auto Body	4/14/20	\$220.35
75791	Go Evo	4/14/20	\$1,342.44
75792	Grey County Fire Chiefs Air Li	4/14/20	\$1,200.00
75793	Horrigan Overhead Doors 2019	4/14/20	\$14,206.36
75794	Human Response Monitoring Cent	4/14/20	\$474.60
75795	Hydro One Networks Inc.	4/14/20	\$933.34
75796	Jim's Auto Service	4/14/20	\$861.62
75797		4/14/20	\$258.77
75798	Le Creative Studio	4/14/20	\$2,830.00
75799	MCNABB, DONALD	4/14/20	\$2,260.00
75800	PETRO-CANADA	4/14/20	\$2,959.87
75801	Premier Equipment Ltd.	4/14/20	\$232.75
75802	Jim Robinson	4/14/20	\$2,768.50
75803	Royal Bank Visa	4/14/20	\$2,457.87
75804		4/14/20	\$250.00
75805	Sparkle Solutions	4/14/20	\$22,600.00
75806	Suncor Energy Inc.	4/14/20	\$497.67
75807	Symposium Technologies Inc.	4/14/20	\$1,017.00
75808	Tom Shupe Plumbing & Heating	4/14/20	\$90.40
75809	Trevor Roberts Auto Repair	4/14/20	\$56.29
75810	Enbridge Gas Inc.	4/14/20	\$3,124.96
75811	Young's Home Hardware Bldg Cen	4/14/20	\$336.45
EFT0000440	Arthur Home Hardware Building	4/14/20	\$71.78
EFT0000441	Barclay Wholesale	4/14/20	\$1,103.16
EFT0000442	B M Ross and Associates	4/14/20	\$9,534.50
EFT0000443	Canadian Safety Equipment	4/14/20	\$1,070.40
EFT0000444	CARQUEST Arthur Inc.	4/14/20	\$48.58
EFT0000445	Carson Supply	4/14/20	\$66.92
EFT0000446	CIMA Canada Inc.	4/14/20	\$24,148.78
EFT0000447	Clark Bros Contracting	4/14/20	\$1,582.00
EFT0000448	County of Wellington	4/14/20	\$21,244.00
EFT0000449	Steve Cudney	4/14/20	\$150.00
EFT0000450	CW AND COMPANY	4/14/20	\$494.84
EFT0000451	Dewar Services	4/14/20	\$797.62
EFT0000452	Eric Cox Sanitation	4/14/20	\$479.01

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0000453	Excel Business Systems	4/14/20	\$29.06
EFT0000454	Fire Marshal's Public Fire Saf	4/14/20	\$100.00
EFT0000455	FOSTER SERVICES/822498 ONT INC	4/14/20	\$889.88
EFT0000456	Frey Communications	4/14/20	\$4,229.57
EFT0000457	Ideal Supply Inc.	4/14/20	\$844.86
EFT0000458	International Trade Specialist	4/14/20	\$198.60
EFT0000459	M & L Supply, Fire & Safety	4/14/20	\$85.44
EFT0000460	Maple Lane Farm Service Inc.	4/14/20	\$53.87
EFT0000461	Mike Lucas	4/14/20	\$1,059.88
EFT0000462	MRC Systems Inc	4/14/20	\$436.98
EFT0000463	OSIM Inc.	4/14/20	\$135.60
EFT0000464	Purolator Inc.	4/14/20	\$21.15
EFT0000465	R&R Pet Paradise	4/14/20	\$2,263.72
EFT0000466	ROBERTS FARM EQUIPMENT	4/14/20	\$88.00
EFT0000467	SGS Canada Inc.	4/14/20	\$1,606.86
EFT0000468	Stephen Hale	4/14/20	\$1,384.25
EFT0000469	Town of Minto	4/14/20	\$226.00
EFT0000470	Viking Cives Ltd	4/14/20	\$196.62
EFT0000471	Wellington Construction Contra	4/14/20	\$537,793.75
Total Amount of Cheques:			\$679,345.55



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council
Meeting of April 20, 2020

From: Adam McNabb, Director of Finance

Subject: Report TR2020-05 Being a report on Relief from Penalties and Interest on Property Taxes

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2020-05 being a report on Relief from Penalties and Interest on Property Taxes;

AND FURTHER THAT Interim Tax Levy By-law 002-20 be amended such that penalties and interest on unpaid taxes are not imposed on May 1, 2020 and June 1, 2020 as could otherwise be applied on any property owner by default on payment of the scheduled April 24th installment;

AND FURTHER THAT the Fees and Services By-law 112-19 be amended to authorize the Director of Finance to waive service fees up to \$50.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

N/A

BACKGROUND

The Township of Wellington North, like all other municipalities in Canada, is dealing with the financial realities of the COVID-19 virus and the ability of taxpayers to pay property tax. At the same time, the Municipality is limited in the type of relief that may be provided / extended to our residents. This report is recommending that relief for penalty and interest be provided starting May 1, 2020, and limited to a 60-day period, until better understanding of the financial impacts and the operations of the Municipality can be determined.

2020 Tax Dates and Payment Options

Council passed By-law 002-20 on January 13, 2020 which authorized the interim tax levy for the 2020 fiscal year. This by-law established interim tax due dates on February 28, 2020 and April 24, 2020. All property types follow these dates.

The final tax bills have not been printed yet; however, they would have the following dates:

Mail Date: July 24, 2020

1st Due Date: August 28, 2020

2nd Due Date: October 23, 2020

The Municipality typically allows payments in the following ways:

- Cash and debit card at the Kenilworth Administration office during regular business hours
- Cheque at the tax counter, mail or through the mail drop located at the Kenilworth Administration office
- Online payment through your financial institution (including mortgage companies)
- Pre-Authorized payments on the 15th of each month

The Municipality also has several minor service charges for NSF, Tax Certificates, and tax bill reprints. There is currently no delegated authority to waive or cancel these fees. It is recommended that the Director of Finance have the delegated authority to waive or cancel tax related administrative fees up to \$50.

Interest and Penalties

Penalties are added on the first business day of the month following a due date. Interest is then added monthly on the first business day thereafter. As these form taxes, there are limited abilities to waive or forgive these penalties and interest.

The first interim tax due date was February 28, 2020 and the second due date will be April 24, 2020. Interest and penalties levied on March 1 or April 1 would relate to payment already past due prior to any impact of COVID-19. Payments not made due to impacts from COVID-19 would have interest and penalties levied on May 1, 2020 and thereafter. Therefore, any consideration of penalty or interest relief would be starting May 1.

Pre-Authorized Payments

PAP plans are spread out payment of taxes over 11 months starting in January and ending in November. The previous year's taxes are divided by 12 to determine the monthly payment for interim purposes.

For residential PAP customers the monthly amount is adjusted for the August 15th payment to spread the remaining balance over the period August to November. Therefore, in August residents will see a change in their PAP amount.

In the past, there have been instances where taxpayers have requested to skip a month of their PAP. These requests were considered on a case by case basis and where approved, the

payments were recovered the following month. We anticipate similar requests for the April 15, 2020 PAP as a result of the COVID-19 pandemic.

Taxes for Wellington County and School Boards

The Township of Wellington North collects property taxes for Wellington County and Public, Catholic, and French School boards of Ontario. The Township remits to the County and the School boards regardless if the collection of taxes has occurred. We keep any interest and penalties on these uncollected funds; however, we are legally required to remit regardless if we have collected or not. Significant relief or delay in payments could result in a negative cash flow impact to the Township.

At time of writing, no relief from the County has been extended; however, the Provincial Government has deferred the School boards June 30 and September 30 installment dates by 90 days each. Note: this is a deferral only, not a reduction, and the liability to make payments still exists, and puts forward pressure on cash flows should the Township choose to defer.

Relief Provided by Other Governments and Organizations

The Federal Government has released measures to assist Canadians and small businesses impacted by the COVID-19 virus.

- Employment Insurance (EI) - been amended to waive the one week waiting period for sick benefits, the requirement for a medical certificate is also waived.
- Emergency Care Benefit – provides up to \$900 bi-weekly for up to 15 weeks to provide support for workers who are quarantined or sick with COVID-19 but do not qualify for EI or parents with children who require care or supervision due to school or daycare closures.
- Emergency Support Benefit – for those who lose their jobs or are faced with reduced hours the Government is introducing a support of up to \$5.0 billion to support workers not eligible for EI. Implementing the EI Work Sharing Program for those who agree to reduce their normal working hours as a result of developments beyond their control.
- Goods and Services Tax credit - a one-time special payment in May 2020 for those qualifying for the Goods and Services Tax credit to double the maximum annual credit payment for the 2019-2020 benefit year.
- Enhanced Canada Child Benefit – increase the maximum annual Canada Child Benefit (CCB) payment amounts by \$300/child starting in May for the 2019/2020 benefit year (ie. May and June).
- The Government has also announced funding for wages up to 10% as well as a delay in the Income Tax payment due date to August 2020.

- Canada Student Loan Payments – six-month interest-free moratorium on the repayment of Canada Student Loans.
- Lower Registered Retirement Income Fund Minimum Withdrawal Amounts – reducing the minimum withdrawals from RRIFs by 25% for 2020 in recognition of the volatile market conditions and the impact on seniors' retirement savings. This provides flexibility to seniors who are concerned about having to liquidate their savings.
- Income taxes – filing for income taxes is delayed from April 30 to June 1 with payment deferred to August 31, 2020.
- Postponing Planned Property Tax Reassessment - The government is postponing the planned property tax reassessment for 2021. Postponing the reassessment will also provide stability for Ontario's property taxpayers and municipalities. This means that 2021 tax levies will be based on 2020 assessment values.

The Province of Ontario has announced legislation which protects jobs for those impacted by COVID-19.

Canadian financial institutions have announced they will defer mortgage payments on a case-by-case basis for those who need financial assistance. This is not forgiveness but rather a postponing of payments, most likely while still accruing interest.

Other Items for Council Consideration

It is important to treat taxpayers equitable to ensure fairness of the system. Therefore, it is recommended that penalties and interest continue to be applied March 1, 2020 and April 1, 2020 as these relate to amounts that were already in arrears prior to the World Health Organization and the Government of Canada recognizing COVID-19 as a pandemic. It would be unfair to those taxpayers who made their payments on time in February.

Section 354 of the *Municipal Act, 2001* states that taxes shall not be written off except in accordance with this section. There is no ability in Section 354 to write off taxes due to financial hardship. The situations allowed typically are a result of a change in use, error in calculation of taxes, fire or demolition of the building or require a tax sale to be completed. Penalties and interest form part of taxes and therefore cannot be written off except in certain circumstances.

Section 345 of the *Municipal Act, 2001* deals with penalties and interest on late payments. This requires a by-law to be passed in order to charge penalties and interest. By-law 002-20 established that penalties and interest in the amount of 1.25% per month shall be added for late payments of the interim tax bill. Any changes to this would require a by-law to be passed, or the existing amended.

The interim tax due dates have been approved through by-law and were articulated to taxpayers in the interim tax bills sent in January 2020. Some taxpayers have either paid or made arrangements for the April installment already knowing that it is due April 24, 2020.

At this time, the by-law for the final billing has not been brought to Council; therefore, dates could be adjusted for the final installments depending on the duration of hardship that the COVID-19 pandemic could introduce.

FINANCIAL CONSIDERATIONS

In 2019, penalties in May were approximately \$16,800 and in June they were \$12,300. Based on the first three months of 2020 staff estimate the 2020 penalties for May and June will be reminiscent to that of 2019 without considering the additional impact of COVID-19. Early estimates suggest the waiver of the May Penalty and Interest levy would equate to approximately \$9,000 reduction in Township revenues for the month.

The Municipality includes penalties and interest revenue in its annual budget. The decision to waive penalties and interest would reduce this budgeted revenue. This reduction in revenue will be in addition to lost revenues from the closing of Municipal facilities and cancellation of programs.

ATTACHMENTS

N/A

STRATEGIC PLAN 2019 – 2022

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

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

Prepared By: Adam McNabb, Director of Finance

Adam McNabb

Recommended By: Michael Givens, Chief Administrative Officer

Michael Givens



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council
Meeting of April 20, 2020

From: Adam McNabb, Director of Finance

Subject: Report TR2020-06 Being a report on Relief from Penalties and Interest on Water & Sewer Billings

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2020-06 being a report on Relief from Penalties and Interest on Water and Sewer Billings;

AND FURTHER THAT council direct staff to engage Wellington North Power to ensure new water and sewer billings post April 15th that would otherwise be in arrears and subject to penalty and/or interest, be exempt from penalties and interest for the May and June 2020 billing cycles (relating to April & May water/sewer usage) to provide relief, and opportunity for deferral to support the residents of the Township of Wellington North during the COVID-19 pandemic.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

N/A

BACKGROUND

The Township of Wellington North, like all other municipalities in Canada, is dealing with the financial realities of the COVID-19 virus and the ability of residents (residential and commercial) to pay utility bills. At the same time, the Municipality is limited in the type of relief that may be provided / extended to our residents. This report is recommending that relief for penalty and interest be provided starting May 1, 2020, and limited to a 60-day period, until better understanding of the financial impacts and the operations of the Municipality can be determined.

Administration of Water & Sewer Billings within Wellington North

The provision of Water and Sewer billing and collection services is administered by Wellington North Power, and is included as part of residents electricity bill on, or shortly after, the 15th of every month – this activity is performed in accordance with a Service Level agreement that is currently in effect until December 31, 2020.

Salient points re: communication as detailed in the Service Level Agreement are as follows:

- The Township will be responsible for preparing and proofing any water and/or sewer messages to be included in consumers' invoices (as a bill insert).
- Where possible, the Township and WNPI will work together to share the printing cost of bill inserts. (As per regulations, WNPI cannot distribute a bill insert that has no reference to LDC activities or the electricity sector.)
- The Township is responsible for posting any social media messages or notices in publications regarding water and/or sewer services.

Discussion and consultation with WNP have been ongoing, and there is a mutual understanding that any messaging as it pertains to waiver of penalty and interest by either the Township or the Wellington North Power be clear, and consistent.

Interest and Penalties

Water and sewer accounts are billed on a calendar month basis (i.e. usage from 1st to 30th/31st). Invoices are issued on circa 15th of each month. Water & sewer accounts are due for payment 20 days from the bill date (date the bill is issued to the customer). Interest charges are calculated on arrear balances and are calculated from the bill date. These dates are as per electricity and are set by the energy regulator, the Ontario Energy Board. There are no penalty charges.

Wellington North Power intends to proceed with the April 15th billing in typical fashion; however, given Councils consideration of waiver of penalty and interest on property taxes for the periods of May and June on property taxes, and Wellington County's press release including consideration being extended to Water and Sewer billings, it would be prudent to give further consideration to waiver on water and sewer billings in similar fashion. Payments not made due to impacts from COVID-19 would have interest imposed once accounts are in arrears for more than 20 days from the bill date and thereafter. Therefore, any consideration of penalty or interest relief would be starting May 11th.

Wellington North Power currently imposes interest at a rate of 1.5% per month (compound rate of 0.04896% per month). This is the same interest rate as set by the energy regulator, the Ontario Energy Board which is applied by all electricity companies like WNP; however, has the capability of imposing only on a subset of the outstanding bill which is inclusive of electricity, water, and sewer billings. To this end, I would suggest that the Township request of Wellington North Power that the waiver of penalties and interest that would otherwise be imposed on water and sewer billings be waived for the May and June billing cycles (i.e. April and May water/sewer usage).

FINANCIAL CONSIDERATIONS

The monthly average for interest imposed on water and sewer billings is approximately \$750 without considering the additional impact of COVID-19. As such the waiver of the May & June

interest charges would equate to a ~\$1,500 reduction in Water & Sewer billings to Township residents & businesses and provide opportunity for deferral.

For clarity, the Township receives a monthly cheque from Wellington North Power which is predicated on billed amounts (not amounts collected by Wellington North Power), and assumes that 100% of customers will pay their water & sewer account balances in full and by the payment due date. Any interest imposed and collected by Wellington North power is retained at source; however, is ultimately consolidated in the Township's financial statements.

ATTACHMENTS

N/A

STRATEGIC PLAN 2019 – 2022

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

☐ Yes

☐ No

☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

Prepared By:	Adam McNabb, Director of Finance
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Adam McNabb

Recommended By:	Michael Givens, Chief Administrative Officer
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Michael Givens



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council
Meeting of April 20, 2020

From: Adam McNabb, Director of Finance

Subject: Report TR2020-07 Being a report on Revenue loss due to COVID-19 & relief from rental payments for Township tenants

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2020-07 being a report on Revenue loss due to COVID-19 & relief from rental payments for Township tenants;

AND FURTHER THAT council authorize the Director of Finance to waive/refund tenant rental payments up to a maximum of \$500 per month for the duration of the COVID-19 pandemic closures which will be subject to review and administered on a case by case basis.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

N/A

BACKGROUND

The Township of Wellington North, like all other municipalities in Canada, is dealing with the financial realities of the COVID-19 virus. Regrettably these realities have required the closure of Township owned facilities. Some of our facilities, are occupied by service groups, and others being host to Township programs, and short-term rentals via arms-length contracts. With the closure of facilities, and cancellation of programs and rentals, the Township is subject to budgeted revenue loss, and is being queried about the potential for waiver of rental fees from tenants whom are not otherwise able to occupy premises due to the COVID-19 related closures.

FINANCIAL CONSIDERATIONS

As of April 8, 2020, the recreation facilities in our urban centres have seen cancellations of bookings directly attributable to the COVID-19 pandemic approximating \$37,000 – detailed breakdown is as follows:

<u>Facility</u>	<u>Venue</u>	<u>Total (before tax)</u>
Arthur	Arena Floor	6,283.01
	Ice	3,364.97
	Leisure Hall	72.00
	Lower Hall	3,418.83
	Upper Hall	879.50
	AV total	14,018.31
Mount Forest	Community Hall	4,140.78
	Fairgrounds	150.00
	Ice	14,967.74
	Leisure Hall	1,941.04
	Plume Room	1,435.92
	Meeting Room	137.75
	Track & Plume	192.50
	Upper Leisure Hall	87.50
	MF Total	23,053.23
	Grand Total	37,071.54

Township staff will continue to track lost revenue through booking/program cancellations, as well as expenses incurred outside of normal operating expenditures in case funding opportunities arise from either our Federal or Provincial partners to offset lost revenues, or expenses unique to actions required outside of standard operations to combat the spread of COVID-19.

In addition to lost revenues born by booking cancellations, we have been engaged by a tenant of a municipal facility that hasn't been able to 1) occupy / utilize the rented space and 2) generate any kind of revenues through subletting / rental due to the closures imposed by the municipality. The author is seeking authorization to address matters similar to this on a case by case basis, and issue waiver of rent (or refund for payments made in advance) up to a maximum of \$500 per month per tenant if deemed appropriate for the duration of the COVID-19 pandemic closures.

ATTACHMENTS

N/A

STRATEGIC PLAN 2019 – 2022

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

☐ Yes ☐ No ☒ N/A

Which priority does this report support?

☐ Modernization and Efficiency ☐ Partnerships
☐ Municipal Infrastructure ☐ Alignment and Integration

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



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of April 20, 2020

From: Matthew Aston, Director of Operations

Subject: OPS 2020-016 being a report on the award for 2020 Pick-up Trucks

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2020-016 being a report on the award for 2020 pick-up trucks;

AND FURTHER THAT Council award the request for quotation to Leslie Motors Ltd. at a cost of \$82,544.50 plus applicable taxes.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

2020 Capital Budget

BACKGROUND

The request for quotation was advertised on the Township's website starting January 28, 2020, and closed March 30, 2020.

The Township received two submissions prior to quotation close: Leslie Motors Ltd. and Trillium Ford Lincoln Ltd.

The trucks were approved in the Township's 2020 Budget as indicated in the Financial Considerations section and meet the Township's Fleet Management policy as it relates to replacement of vehicles.

FINANCIAL CONSIDERATIONS

Summary of Quotations:

Respondent	Budget A	Quote*	Budget B	Quote*
Leslie Motors Ltd.	\$45,000	\$40,416**	\$46,500	\$42,129
Trillium Ford Lincoln Ltd.	\$45,000	\$41,610	\$46,500	\$43,762

*- Price subject to applicable taxes-(typical net HST rate for municipal activities will be an additional 1.76% of the actual cost of the good or service)

** - Price rounded to nearest dollars

2020 Capital Budget:

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
Roads Fleet-2008 Chevy Pick-up Replacement	45,000
Independent Water-2012 Ford Pick-up Truck Replacement	46,500

2008 Chev will be provided to the Building / Property Standards Department, which will replace their existing 2005 Ford. 2005 Ford will be sent to auction or scrap dealer for disposal. 2012 Ford will be sent to auction once the new pick-up trucks are received.

ATTACHMENTS

NA

STRATEGIC PLAN 2019 – 2022

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

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☐ Partnerships

☒ Municipal Infrastructure

☐ Alignment and Integration

Prepared By: Matthew Aston, Director of Operations

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



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of April 20, 2020

From: Matthew Aston, Director of Operations

Subject: OPS 2020-017 being a report on the award of the water and sewer rate study

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2020-017 being a report on the award of the water and sewer rate study;

AND FURTHER THAT Council award the request for proposal to DFA Infrastructure International Inc. at a cost of \$22,285 plus applicable taxes.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

2020 Capital Budget

BACKGROUND

The request for proposal (RFP) was advertised on the Township's website starting February 25, 2020, and closed March 30, 2020.

The Township received two submissions prior to RFP close: DFA Infrastructure International Inc. (DFA) and Watson & Associates Economists Ltd. (WAE). Proposals were assessed based on the evaluation criteria included within the RFP.

DFA was assessed with the highest point value and Township staff are recommend them for award. Township recently worked with DFA when completing its 2019 development charges study.

FINANCIAL CONSIDERATIONS

Summary of Proposals:

Respondent	Budget A	Quote*
DFA	\$35,000	\$22,285
WAE	\$35,000	\$29,950

*- Price subject to applicable taxes

ATTACHMENTS

NA

STRATEGIC PLAN 2019 – 2022

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

☒ Yes☐ No☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency☐ Partnerships☒ Municipal Infrastructure☐ Alignment and Integration**Prepared By:** Matthew Aston, Director of Operations**Recommended By:** Michael Givens, Chief Administrative Officer *Michael Givens*



Staff Report

To: Mayor and Members of Council Meeting of April 20, 2020

From: Matthew Aston, Director of Operations

Subject: OPS 2020-018 being a report on the Township's 2020 wastewater reserve capacity

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2020-018 being a report on the Township's 2020 wastewater reserve capacity be received;

AND FURTHER THAT the Council of the Township of Wellington North review and adopt the 2020 Reserve Capacity Calculations for Arthur and Mount Forest as prepared by Triton Engineering Services Limited dated February 13, 2020 and February 4, 2020, respectively;

AND FURTHER THAT Council direct staff to submit copies of the reports prepared by Triton Engineering Services Limited to the Ministry of the Environment, Conservation & Parks;

AND FURTHER THAT Council commit to allocating ten (10) sewage allocation units to infill lots in Arthur; and

AND FURTHER THAT Council commit to allocating twenty (20) sewage allocation units to infill lots in Mount Forest.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2020-012 being a report on the Township's sewage allocation policy.

Report PW 2019-002 being a report on 2019 reserve wastewater capacity calculations for Wellington North.

BACKGROUND

The Township of Wellington North, in compliance with the Ministry of Environment, Conservation & Parks (MECP) guidelines, submits annual wastewater reserve capacity calculations for its wastewater treatment plants in Arthur and Mount Forest.

For 2020, Triton Engineering Services Limited (Triton) has completed these reserve capacity calculations for both wastewater treatment plants and submitted a report on each to the Township – see Schedule A – Arthur, Schedule B – Mount Forest.

As part of this process, the MECP requires a resolution be passed by Council to “review and adopt” the reserve capacity calculations as completed by Triton.

As shown within the Arthur report, “Uncommitted Reserve Capacity” in equivalent residential units is shown to be +14 which indicates the treatment plant is currently processing wastewater, when reviewing a three year average daily flow, just below its design capacity of 1,465 cubic metres.

As previously discussed, Phase 1 construction of the Arthur WWTP will increase the plant’s design capacity to 1,860 cubic metres. Once completed, this construction project will create an additional 395 units of sewage allocation.

Township staff are recommending that Council approve the allocation of ten units of uncommitted capacity for infill lots in Arthur. Staff are comfortable with this recommendation knowing that Phase 1 of the Arthur WWTP is underway and currently scheduled for completion in late 2020.

As shown within the Mount Forest report, “Uncommitted Reserve Capacity” in equivalent residential units is +591 which indicates the treatment plant is currently processing wastewater, when reviewing a three year average daily flow, below its design capacity of 2,818 cubic metres.

Township staff are recommending that Council approve the allocation of twenty units of uncommitted capacity for infill lots in Mount Forest, consistent with the Township’s “Sewage Allocation Policy”.

FINANCIAL CONSIDERATIONS

NA

ATTACHMENTS

Schedule A – Arthur’s 2020 Uncommitted Reserve Capacity
Schedule B – Mount Forest’s 2020 Uncommitted Reserve Capacity

STRATEGIC PLAN 2019 – 2022

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

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☐ Modernization and Efficiency

☒ Municipal Infrastructure

☐ Partnerships

☐ Alignment and Integration

Prepared By: Matthew Aston, Director of Operations

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



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

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

ORANGEVILLE • FERGUS • GRAVENHURST

February 13, 2020

Township of Wellington North
Box 125, 7490 Sideroad 7 West
KENILWORTH, Ontario N0G 2E0

Attention: Darren Jones
Chief Building Official

RECEIVED

FEB 19 2020

TWP OF WELLINGTON NORTH

RE: TOWNSHIP OF WELLINGTON NORTH
2020 RESERVE CAPACITY CALCULATIONS
ARTHUR WASTEWATER TREATMENT PLANT
OUR FILE: A5510(20) R05

Dear Sir:

We have undertaken a review of the reserve capacity for the Arthur Wastewater Treatment Plant (WWTP) for 2020 in accordance with the requirements outlined in the Ministry of Environment, Conservation and Parks (MOECP) Guidelines. The current Average Day Flow (ADF) is based on recorded flows at the plant for a three (3) year period (2017, 2018 and 2019) as provided by the Ontario Clean Water Agency (OCWA). We have also updated the population and number of households based on the 2016 Statistics Canada Census data for the Village of Arthur.

The reserve capacity calculations indicate a slight decrease in the three (3) year ADF from 1,408 m³/day to 1,400 m³/day. For this reporting period, the Arthur WWTP is compliant with its Certificate of Approval, with respect to flow, for the three (3) year average statistic. Calculations provided in Table 1 (attached) indicate the uncommitted reserve capacity has increased from 1 to 14 equivalent residential units.

Registered/Unbuilt development figures remain unchanged as there were no units added to the collection system in 2019. Based on Golden Valley Farm's most recent monitoring report dated December 2019, the number of committed units for this industry is 31 equivalent residential units.

Following Council's review and adoption of the attached report, we would recommend that a copy of the report be forwarded to the MOECP Guelph District Office to the attention of Lisa Williamson.

We trust you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



O. Di Carlo, P.Eng.

OD/sjp

Encl.

cc: Matt Aston, Director of Operations, Township of Wellington North
Corey Schmidt, Water & Sewer Supervisor, Township of Wellington North
Paul Ziegler, C.E.T., Triton Engineering Services Limited



TABLE 1
ARTHUR - WWTP
2020 RESERVE CAPACITY

DESCRIPTION		2020
1	Design capacity of WWTP (m ³ /day)	1,465
2	Average day flow * (m ³ /day)	1,400
3	Reserve capacity (m ³ /day)	65
	(1) - (2)	
4	Population served **	2,410
5	Serviced households ***	970
6	Average daily per capita flow (m ³ /day)	0.581
	(2) ÷ (4)	
7	Additional population that can be served	112
	(3) ÷ (6)	
8	Persons per equivalent residential unit	2.485
	(4) ÷ (5)	
9	Additional equivalent residential units that can be served	45
	(7) ÷ (8)	
10	Committed Development (Table 2)	31
11	Uncommitted Reserve Capacity in Equivalent Residential Units	14
	(9) ÷ (10)	
*	Average of 2017 (1,517 m ³ /day), 2018 (1,356 m ³ /day) and 2019 (1,326 m ³ /day)	
**	Estimated Population using 2016 Census (2,333) + ((units built in 2016 and 2017) x 2.48)	
***	Estimated residential sewage connections using 2016 households (939) + (16 units in 2016 + 15 units in 2017) + 1 connection for Arthur Chrysler (2018) + 0 Connections in 2019	



TABLE 2 ARTHUR SUMMARY OF COMMITTED DEVELOPMENT - 2020			
REGISTERED/UNBUILT		REMAINING UNITS	TOTAL
D.Martin Development (Conestoga St.)		1	
David Johnston (7995 Wellington Road 109)		1	
	SUB-TOTAL	2	2
MULTI-UNIT DEVELOPMENT		UNITS	
		0	
	SUB-TOTAL	0	0
INDUSTRIAL			
Golden Valley Farms		29	
	SUB-TOTAL	29	29
INFILL LOTS			
		0	0
	SUB-TOTAL	0	0
TOTAL COMMITTED UNITS		31	31
* Calculations of remaining units based on the allotted capacity of 181 m ³ and flow data provided for 2019 (139 m ³ /d) **Golden Valley Farms: 139 m ³ /d (181-139 = 42m ³ /d)			



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Fax: (519) 843-1943
Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

February 4, 2020

Township of Wellington North
Box 125, 7490 Sideroad 7 West
KENILWORTH, Ontario
N0G 2E0

Attention: Darren Jones
Chief Building Official

RE: TOWNSHIP OF WELLINGTON NORTH
2020 RESERVE CAPACITY CALCULATIONS
MT. FOREST WASTEWATER TREATMENT PLANT
(WWTP)
OUR FILE: A5510(20) R03

Dear Sir;

We have undertaken a review of the reserve capacity for the Mount Forest Wastewater Treatment Plant (WWTP) for 2020 in accordance with the requirements outlined in the Ministry of Environment, Conservation and Parks (MOECP) Guidelines. The current Average Day Flow (ADF) is based on recorded flows at the plant for a three (3) year period (2017, 2018 and 2019) as provided by the Ontario Clean Water Agency (OCWA). We have also updated the population and number of households based on the 2016 Statistics Canada Census data for the community of Mount Forest.

The reserve capacity calculations indicate a minor increase in the three (3) year ADF from 2,117 m³/day to 2,121 m³/day. Calculations provided in Table 1 (attached) indicate the uncommitted reserve capacity has increased from 584 to 591 equivalent residential units.

Registered/Unbuilt development figures provided in Table 2 (attached) have been adjusted to include Building Permits issued in 2019 as provided by the Chief Building Official. Thirty-eight (38) additional units were connected to the collection system in 2019.

Following Council's review and adoption of the attached report, we would recommend that a copy of the report be forwarded to the MOECP Guelph District Office to the attention of Lisa Williamson. We trust you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



O. Di Carlo, P.Eng.

OD/sjp

Encl.

cc: Matt Aston, Director of Operations, Township of Wellington North
Corey Schmidt, Water & Sewer Supervisor, Township of Wellington North
Paul Ziegler, C.E.T., Triton Engineering Services Limited



TABLE 1
MOUNT FOREST - WWTP
2020 RESERVE CAPACITY

DESCRIPTION		2020
1	Design capacity of WWTP (m ³ /day)	2,818
2	Average day flow * (m ³ /day)	2,121
3	Reserve capacity (m ³ /day)	697
	(1) - (2)	
4	Population served **	4,914
5	Serviced households ***	2,281
6	Average daily per capita flow (m ³ /day)	0.43
	(2) ÷ (4)	
7	Additional population that can be served	1621
	(3) ÷ (6)	
8	Persons per equivalent residential unit	2.15
	(4) ÷ (5)	
9	Additional equivalent residential units that can be served	754
	(7) ÷ (8)	
10	Committed Development (Table 2)	163
11	Uncommitted Reserve Capacity in Equivalent Residential Units	591
	(9) - (10)	
*	Average of 2017 (2,367 m ³ /day), 2018 (2,039 m ³ /day) and 2019 (1,954 m ³ /day)	
**	Estimated Population using 2016 Census (4,643) + ((units built in 2017, 2018 and 2019) x 2.15)	
***	Estimated residential sewage connections using 2016 households (2,155) + (13 units in 2016 + 53 units in 2017 + 22 units in 2018 + 38 units in 2019)	



TABLE 2
MOUNT FOREST
SUMMARY OF COMMITTED DEVELOPMENT - 2020

REGISTERED/UNBUILT		REMAINING UNITS	UNITS USED IN 2019	TOTAL
Bye - Church St. (Plan 419)		0	1	
Reeves - Albert Street Estates		1	0	
Lucas Subdivision (King and Albert Streets)		25	3	
Martin Street (Betty Dee)		2	1	
Cork Street (South Saugeen Shores Development Inc.)		8	2	
466 Queen West (2551405 Ontario Ltd.)		0	0	
	SUB-TOTAL	36	7	43
DRAFT PLAN APPROVED OR COMMITTED BY RESOLUTION		UNITS		
Wellington Street East (Peter and Mary Reeves)		1	3	
London Road Subdivision (Bye)		30	0	
488 Durham Street East (2574574 Ontario Inc.)		0	10	
Marlanna Homes Subdivision (400 King Street East)		24	0	
310 Sligo Road West (Sharpe)		20	0	
Mount Forest Developments Inc. (Church/Druham)		30	0	
Sharon Farms - 730 Princess Street		15	0	
	SUB-TOTAL	120	13	133
MULTI-UNIT DEVELOPMENT				
	SUB-TOTAL			0
INFILL LOTS				
		7	18	25
	SUB-TOTAL	7	18	25
TOTAL COMMITTED UNITS		163	38	201





WELLINGTON NORTH

SEMPER PORRO

Staff Report

To:	Mayor and Members of Council Meeting of April 20, 2020
From:	Karren Wallace, Director of Legislative Services/Clerk Chanda Riggi, Human Resources Manager Dale Small, Economic Development Officer Mandy Jones, Community Recreation Coordinator
Subject:	CLK 2020-009 New Horizons Grant-Seniors Helping Seniors through Technological Change/Modernization

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2020-009 being a report on a New Horizons Grant-Seniors Helping Seniors through Technological Change and Modernization.

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to enter into the articles of agreement with Minister of Employment and Social Development.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS BACKGROUND

In June 2019, a grant application was submitted under the Federal Government's New Horizons for Seniors Program in the amount of \$25,000. Wellington North was notified of approval on February 12, 2020. The project that was proposed was for the Seniors Helping Seniors through Technological Change and Modernization. The objective was to remove barriers, increase participation and educate safe online practices by offering a series of peer-led training and support to seniors.

Letters of support were received from twelve local organizations and groups. As part of the Letters of Support from the Town of Minto and Township of Mapleton, each municipality committed \$2,000.00 to the project.

On April 6, the Honourable Deb Schulte, Minister of Seniors, announced flexibility for organizations under the New Horizons for Seniors Program (NHSP) to use funding previously received through the community-based stream to provide immediate and essential services to seniors impacted by COVID-19. See Media Release attached as Schedule A.

Staff consulted with local long-term care facilities and the hospital and it was determined that iPads were needed by the long-term care facilities to support seniors staying connected with their

community and family. The hospital advised the 100 Women Who Care Rural Wellington were donating money from their quarterly event to the 3 local hospitals Fergus, Mount Forest and Palmerston for the purchase of iPads.

iPads and cases have been delivered to the following facilities:

- Royal Terrance Palmerston
- Caressant Care, Harriston
- Caressant Care, Arthur
- Birmingham Retirement Community, Mount Forest
- Strathcona Long Term Care, Mount Forest

Staff consulted with and determined the Arthur Foodbank and Community Pantry in Mount Forest would benefit from a \$2,500.00 financial donation to each, to assist seniors through their organizations. The Town of Minto and Township of Mapleton were each advised to consider donating their commitment to their local food banks.

In addition, \$5,000.00 will be provided to the Seniors Centre for Excellence to support messaging and to provide information to seniors regarding how to care for themselves during the pandemic.

FINANCIAL CONSIDERATIONS

\$25,000.00 Grant Funding New Horizons Seniors Helping Seniors

\$ - 2,500.00 to Arthur Foodbank

\$ - 2,500.00 to Community Pantry Mount Forest

\$ - 16,288.94 to Frey Communications for 30 iPads & cases

\$ - 5,000.00 to Seniors Centre for Excellence to support messaging

\$ -1,288.94 to be funded from the Economic Development budget

STRATEGIC PLAN 2019 – 2022

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

☒ Yes

☐ No

☐ N/A

Which priority does this report support?

☒ Modernization and Efficiency

☒ Partnerships

☐ Municipal Infrastructure

☐ Alignment and Integration

Prepared By:	Karren Wallace, Director Legislative Services/Clerk	<i>Karren Wallace</i>
	Chanda Riggi, Human Resources Manager	<i>Chanda Riggi</i>
	Dale Small, Economic Development Officer	<i>Dale Small</i>
	Mandy Jones, Community Recreation Coordinator	<i>Mandy Jones</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

SCHEDULE A

New Horizons for Seniors Program projects can now be used for COVID-19 support

From: [Employment and Social Development Canada](#)

News release

April 6, 2020

Gatineau, Quebec

Employment and Social Development

Canada

During the COVID-19 pandemic, seniors may feel lonely, scared and disconnected from their loved ones and their communities. They need new kinds of support in these difficult times. Today, the Honourable Deb Schulte, Minister of Seniors, announced flexibility for organizations under the New Horizons for Seniors Program (NHSP) to use funding previously received through the community-based stream to provide immediate and essential services to seniors impacted by COVID-19. Regardless of the nature of the previously approved project, organizations with approved projects in 2019-2020 can now use their funding to provide support for seniors' needs due to COVID-19.

Activities can start immediately and can include:

- supporting seniors in staying connected with their community and family by providing electronic devices, virtual activities and remote tutorials;
- supporting the delivery of food and medication to self-isolated seniors at home;
- assisting seniors to undertake essential activities, such as visits to the doctor;
- hiring staff to replace a loss of a senior volunteer due to the outbreak;
- providing information to seniors regarding how to care for themselves during the pandemic.

In addition, NHSP recipients who will not or cannot provide programs or services in response to the COVID-19 pandemic will be given more time to conclude their approved projects. Instead of the usual 12-month period, organizations will now have up to two years to finish their projects.

The NHSP provides grants and contributions for projects that help improve the well-being of seniors and foster their social inclusion. As of March 31, 2020, 2,166 projects were funded based on a call for proposals that was launched on May 15, 2019.

– The Honourable Deb Schulte, Minister of Seniors

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

BY-LAW NUMBER 037-20

**BEING A BY-LAW TO AMEND BY-LAW 002-20 BEING A BY-LAW
TO PROVIDE FOR AN INTERIM TAX LEVY ON ALL ASSESSMENT
WITHIN SPECIFIC TAX CLASSES AND TO PROVIDE A PENALTY
AND INTEREST RATE FOR CURRENT TAXES IN DEFAULT AND
TAX ARREARS**

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

1. THAT By-law 002-20 be amended by adding the following clause:

Due to the COVID-19 global pandemic, Penalties and interest on unpaid taxes are not imposed on May 1, 2020 and June 1, 2020 as could otherwise be applied on any property owner by default on payment of the scheduled April 24th instalment;

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

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 20TH DAY OF APRIL, 2020.***

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 038-20

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON APRIL 20, 2020

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on April 20, 2020 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 20TH DAY OF APRIL, 2020.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK