

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AMENDED MEETING AGENDA OF COUNCIL
MAY 4, 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/89695343095>

Or join by phone:

Canada: +1 855 703 8985 (Toll Free)

Webinar ID: 896 9534 3095

International numbers available: <https://us02web.zoom.us/j/89695343095>

**PAGE
NUMBER**

CALLING TO ORDER – Mayor Lennox

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the May 4, 2020 Regular Meeting of Council be accepted and passed with the following amendments:

- *County Council Update - Addition of Wellington-Dufferin-Guelph Public Health, COVID-19 Pandemic Modeling*
- *Items for Consideration – amended schedule to item 5B Report CLK 2020-008 Electronic Council and Committee Meeting Policy*

DISCLOSURE OF PECUNIARY INTEREST

COUNTY COUNCIL UPDATE

Andy Lennox, Mayor

- Wellington-Dufferin-Guelph Public Health, COVID-19 Pandemic Modelling 001
 - Projected Health System Impacts in Wellington-Dufferin-Guelph

PRESENTATIONS

- Wellington North Fire Service 020
- “The Coin”, PTSD Prevention Plan

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- Regular Meeting of Council, April 20, 2020 044

Recommendation:

THAT the minutes of the Regular Meeting of Council held on April 20, 2020 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- a. Arthur & District Chamber of Commerce, Directors Meeting, April 14, 2020 051

Recommendation:

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

- b. Arthur Business Improvement Association Meeting, April 15, 2020 055

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Association Meeting held on April 15, 2020

- c. Mount Forest Business Improvement Association Meeting, April 21, 2020 057

Recommendation:

THAT Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association Meeting held on April 21, 2020.

- d. Grand River Conservation Authority Summary of the General Membership Meeting – April 24, 2020 059

Recommendation:

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

2. ECONOMIC DEVELOPMENT

- a. EDO 2020-008 Community Improvement Program 060

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2020-008;

AND FURTHER THAT Council approve a Façade Improvement Grant of \$2,500 to McFarlane Family Dental @ 392 Main Street North Unit 3, Mount Forest;

AND FURTHER THAT Council approve a Public Art Grant of \$1,500 to the Arthur Chamber of Commerce @ 146 George Street, Arthur.

3. FINANCE

- a. Cheque Distribution Report April 28, 2020 063

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated April 28, 2020.

- b. First Quarter 2020 Financial Update 065

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive the First Quarter 2020 Financial Update.

4. OPERATIONS

- a. Report OPS 2020-019 being a report on the award of the Township's 2020 asphalt program 069

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-019 being a report on the award of the Township's 2020 asphalt program;

AND FURTHER THAT Council award the request for tender to The Murray Group Limited at a cost of \$808,411.50 plus applicable taxes.

- b. Report OPS 2020-020 being a report on a request for refund of water and sewer rates previously paid 071

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2020-020 being a report on a request for refund on water and sewer rates previously paid be received;

AND FURTHER THAT Council direct staff to issue a cheque in the amount of \$7,329.15 to St. Mary of the Purification Parish.

- c. B.M. Ross and Associates Limited, correspondence dated April 9, 2020, regarding Class EA to address leachate management at the Riverstown Waste Facility, County of Wellington, Township of Wellington North 074

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive correspondence dated April 9, 2020 from B.M. Ross and Associates Limited regarding Class EA to address leachate management at the Riverstown Waste Facility, County of Wellington, Township of Wellington North.

- d. Arthur Wastewater Treatment Plant Expansion Project: Contract 1, Quarterly Report A1 2020 076

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Arthur Wastewater Treatment Plant Expansion Project: Contract 1, Quarterly Report A1 2020.

5. ADMINISTRATION

- a. Report CLK 2020-010 Wellington North Power Board appointment 105

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2020-010 being a report on Wellington North Power Board appointments;

AND FURTHER THAT the Council of the Corporation of Township of Wellington North, as the primary shareholder of Wellington North Power Inc. (WNP), authorize the Mayor and Clerk to enter into a by-law to appoint the following representatives to the Board of Directors of WNP:

- Paul Smith
- Mark Hillis

AND FURTHER THAT the appointments shall be in force July 1, 2020 and effective for a four year term ending June 30, 2024.

AND FURTHER THAT the Council of the Corporation of Township of Wellington North, as the primary shareholder of Wellington North Power Inc. (WNP), authorize the Mayor and Clerk to enter into a by-law to appoint the following representatives to the Board of Directors of WNP:

- • Michael Givens

AND FURTHER THAT the appointment shall be in force December 1, 2019 and effective for a four year term ending November 30, 2023.

- b. Report CLK 2020-008 Electronic Council and Committee Meeting Policy 108

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2020-008 being a report on Electronic Council and Committee meeting policy;

AND FURTHER THAT Council endorses the Electronic Council and Committee meeting policy.

6. COUNCIL

- a. Mark Baldock, correspondence dated April 25, 2020, request from resident regarding backyard chickens 113

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated April 25, 2020 from Mark Baldock request from resident regarding backyard chickens.

- b. Jim Klujber, CEO/President, Wellington North Power Inc., correspondence dated April 30, 2020 regarding, 2020 Annual Shareholder Meeting to be held May 26, 2020 115

Recommendation:

THAT the Council of the Corporation of Township of Wellington North receive correspondence dated April 30, 2020 from Jim Klujber, CEO/President, Wellington North Power Inc. regarding the 2020 Annual Shareholder Meeting;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North appoints the following persons representing the Township at the Wellington North Power Annual Shareholders meeting to be held May 26, 2020:

1. Councillor
2. Councillor
3. Councillor

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

THAT all items listed under Items for Consideration on the May 4, 2020 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted.

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Yake (Ward 1):

- North Wellington Health Care Corporation – Louise Marshall Hospital
- Lynes Blacksmith Shop Committee
- Wellington North Safe Communities Committee
- Upper Grand Trailway Wellington Sub Committee
- Wellington North Power
- 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 007-20 being a Provisional Drain By-law to provide for the construction of Arthur Drain 2 (Martin) Drainage Works 116

Recommendation:

THAT By-law Number 007-20 being a Provisional Drain By-law to provide for the construction of Arthur Drain 2 (Martin) Drainage Works be read a Third time and enacted.

- b. By-law Number 039-20 being a by-law to appoint members to Wellington North Power Inc. Board of Directors (Paul Smith, Mark Hillis) 118
- c. By-law Number 040-20 being a by-law to appoint members to Wellington North Power Inc. Board of Directors (Michael Givens) 119

Recommendation:

THAT By-law Number 039-20 and 040-20 be read a First, Second and Third time and enacted.

CULTURAL MOMENT

- Celebrating The Women's Institute 120

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. REPORTS
 - CAO Presentation Northern Wellington Fire Services
2. REVIEW OF CLOSED SESSION MINUTES
 - April 20, 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 Council of the Township of Wellington North receive the CAO Report on Northern Wellington Fire Services for information.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the April 20, 2020 Council Meeting.

CONFIRMING BY-LAW NUMBER 041-20

121

Recommendation:

THAT By-law Number 041-20 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 May 4, 2020 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of May 4, 2020 be adjourned at __:__.pm.

MEETINGS, NOTICES, ANNOUNCEMENTS

Regular Council Meeting – via video conference Tuesday, May 19, 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

COVID-19 Pandemic Modelling

Projected Health System Impacts in Wellington-Dufferin-Guelph

Current Situation

- **As of April 28, 2020:**
 - 15,381 cases of COVID-19 have been reported in Ontario – resulting in 951 deaths
 - 270 cases have been reported in WDG – resulting in 19 deaths
- **Today (April 28, 2020)**
 - 94 days since first COVID-19 case in Ontario (Toronto)
 - 42 days since provincial declaration of emergency
 - Widespread physical distancing measures implemented
 - Public debate regarding when these measures can or should be relaxed

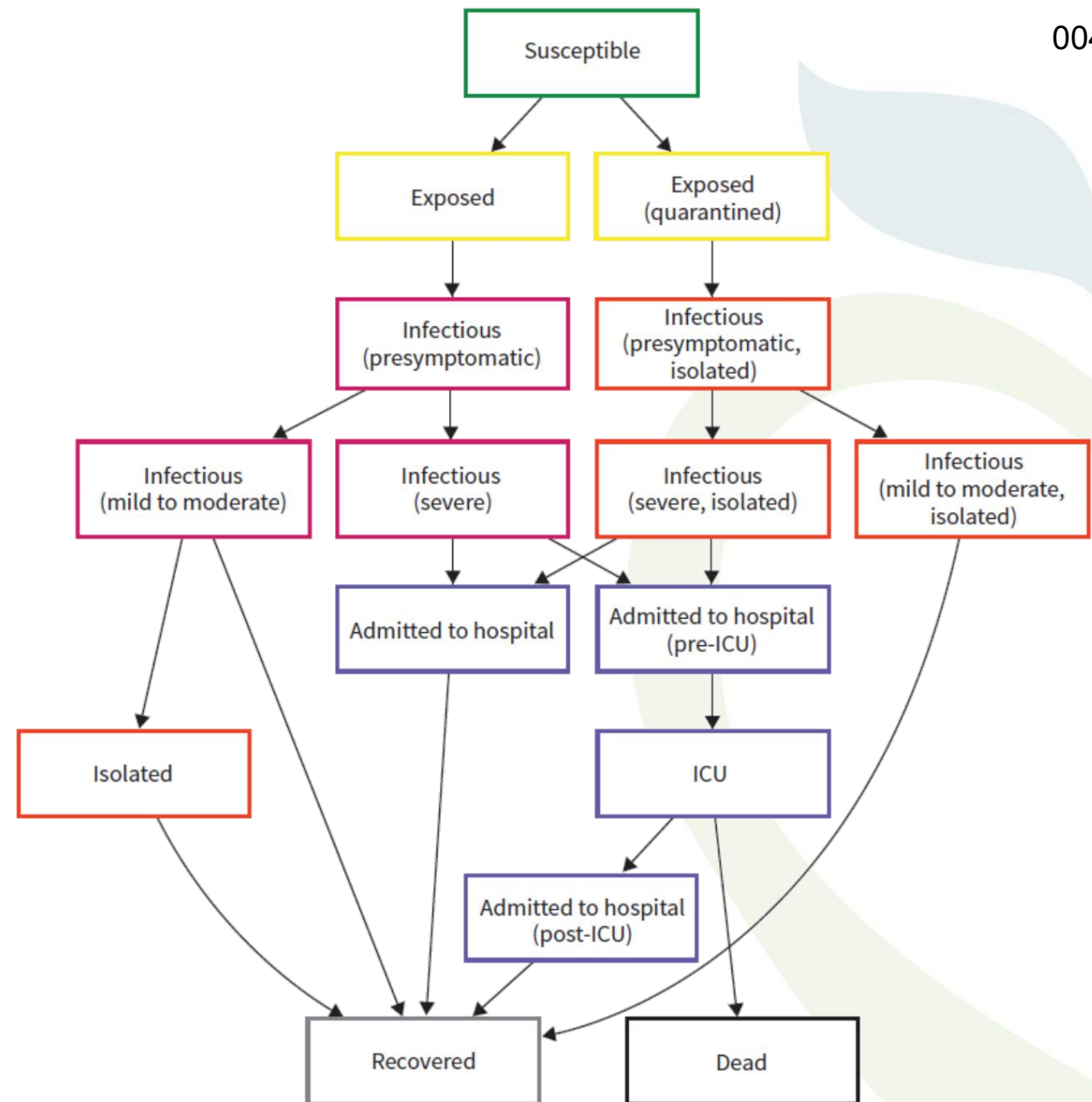
Pandemic Model

The projections included here are based on an epidemiological model developed by Drs. A. Tuite, D. Fisman, and A. Greer for pandemic influenza and modified for COVID-19. These authors have attempted to model how COVID-19 would spread in Ontario over a period of two years, and how this would impact the health system. The model can be used to compare the impact of different kinds of interventions (e.g. physical distancing, enhanced case-finding) implemented for different lengths of time.

Drs. Tuite, Fisman, and Greer are continuing to update and calibrate this model. The projections below are based on the March 22, 2020 version of the model, a summary of which was recently published in *CMAJ*.

Pandemic Model

- **Susceptible-Exposed-Infectious-Recovered (SEIR) Model**
- **Assumes that individuals move between different states (boxes) over time, based on certain probabilities**



Tuite AR, Fisman DN, Greer AL. Mathematical modelling of COVID-19 transmission and mitigation strategies in the population of Ontario, Canada. CMAJ. 2020 Apr 8.

Model Scenarios

Three scenarios were considered when producing WDG-specific projections:

- **Physical Distancing, applied for a period of three months (Scenario A);**
- **Physical Distancing, applied for a period of twelve months (Scenario B);**
- **Physical Distancing, applied in a dynamic manner (implemented or relaxed) based on provincial ICU capacity (Scenario C).**

Model Assumptions

- Individuals with COVID-19 can spread it to others approx. 2.5 days after they are exposed. These individuals are infectious for a period of 7 days.
- Each case of COVID-19 will spread the infection to 2.3 people, on average. This is assumed to be highly variable – some people will spread much less while others will be ‘super spreaders.’
- There is no ‘seasonality’ of transmission, and the pattern of transmission will not change through the year on account of warmer or colder weather.
- Physical distancing measures reduce person-to-person contact by 60%.
- The probability of severe illness and death depend on the case’s age and whether or not they have medical comorbidities.
- Hospitalized cases not in ICU will have an average length-of-stay of 10 days.
- Hospitalized cases requiring ICU admission will have an average length-of-stay of 45 days, which includes 21 days spent in the ICU.
- Cases who recover remain immune and cannot be re-infected.
- Transmission occurs in the community only, and there is no transmission occurring within health care settings.

Model Assumptions

This model was built to understand the burden of COVID-19 across Ontario. Adapting the outputs for the Wellington-Dufferin-Guelph area requires making several additional assumptions:

- The population structure (age and comorbidities) is similar between WDG and Ontario.
- Person-to-person spread of COVID-19 will occur evenly across Ontario, without cases clustering in particular hotspots.
- The effectiveness of public health measures (case detection, isolation and physical distancing) is the same everywhere in Ontario, including in WDG.

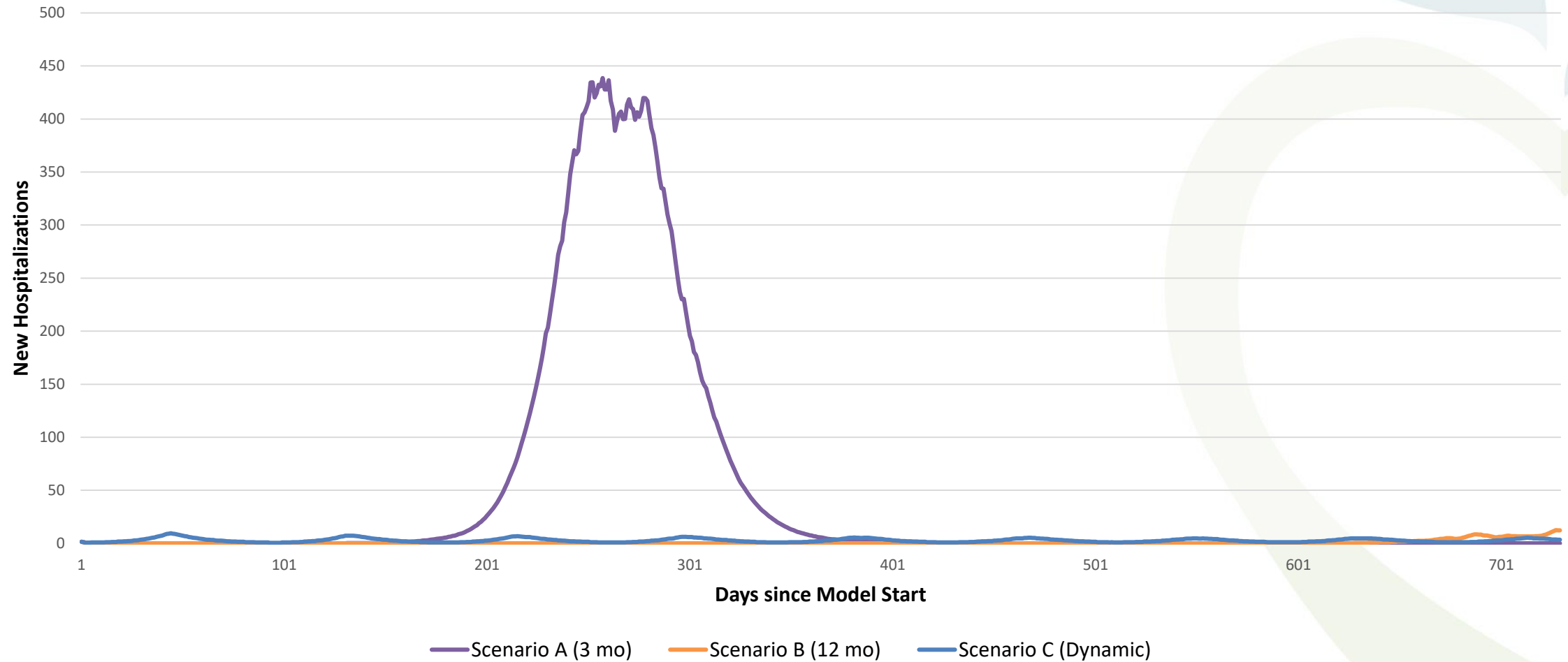
Model Results

	Scenario A	Scenario B	Scenario C
Overall Percentage of Population Infected after Two Years (Attack Rate)	54% (29% to 68%)	18% (0% to 74%)	3% (2% to 4%)
Total Number of COVID-19 Deaths in WDG	2814 (1404 to 3892)	171 (1 to 4261)	106 (84 to 150)

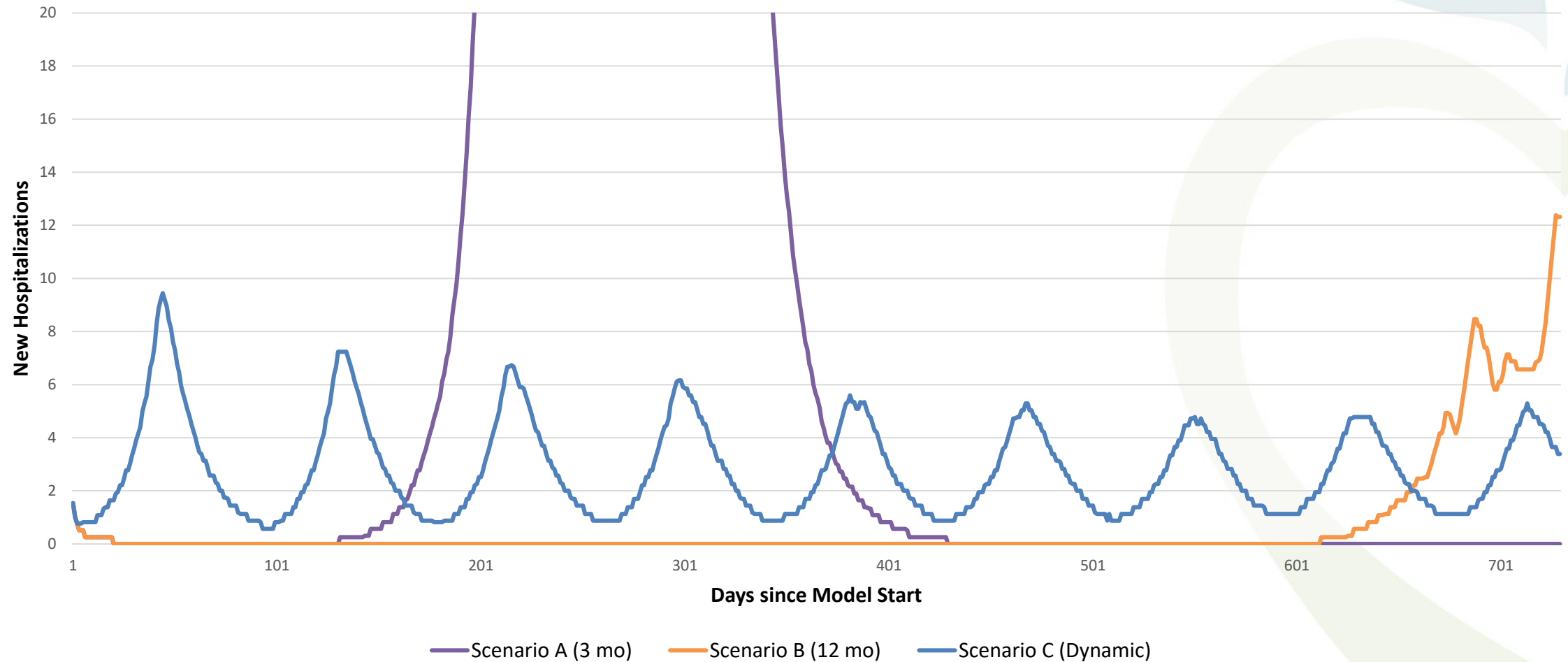
Model Results

	Health System Impacts (Peak Daily Estimates)		
	Scenario A	Scenario B	Scenario C
New Cases per Day	1609 (60 to 3568)	43 (0 to 3268)	46 (29 to 60)
New Hospitalizations per Day	438 (17 to 935)	12 (0 to 849)	9 (7 to 10)
Number of Cases in Hospital	1496 (83 to 2626)	105 (0 to 2682)	18 (16 to 20)
Number of Cases in ICU	830 (54 to 1349)	64 (0 to 1395)	9 (7 to 10)

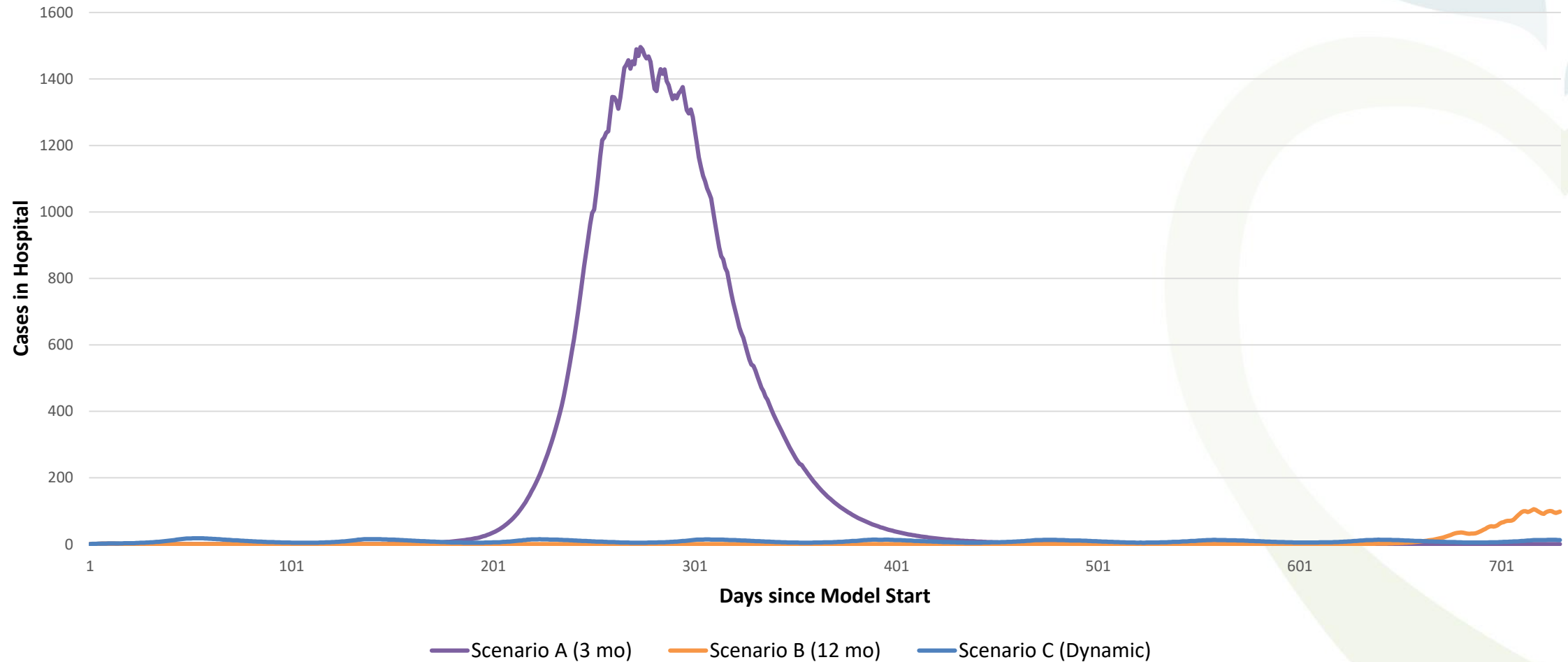
New Hospitalizations in WDG – All Scenarios



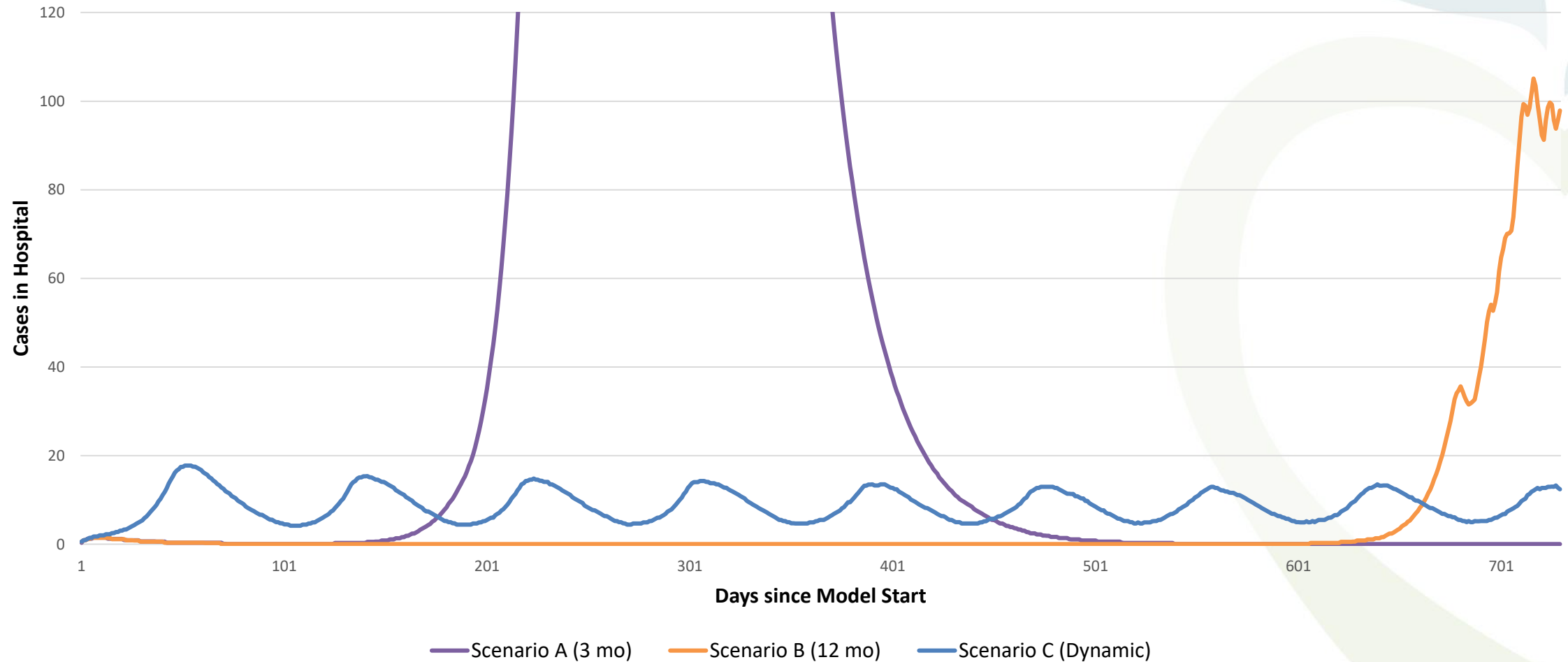
New Hospitalizations in WDG – All Scenarios (Zoomed)



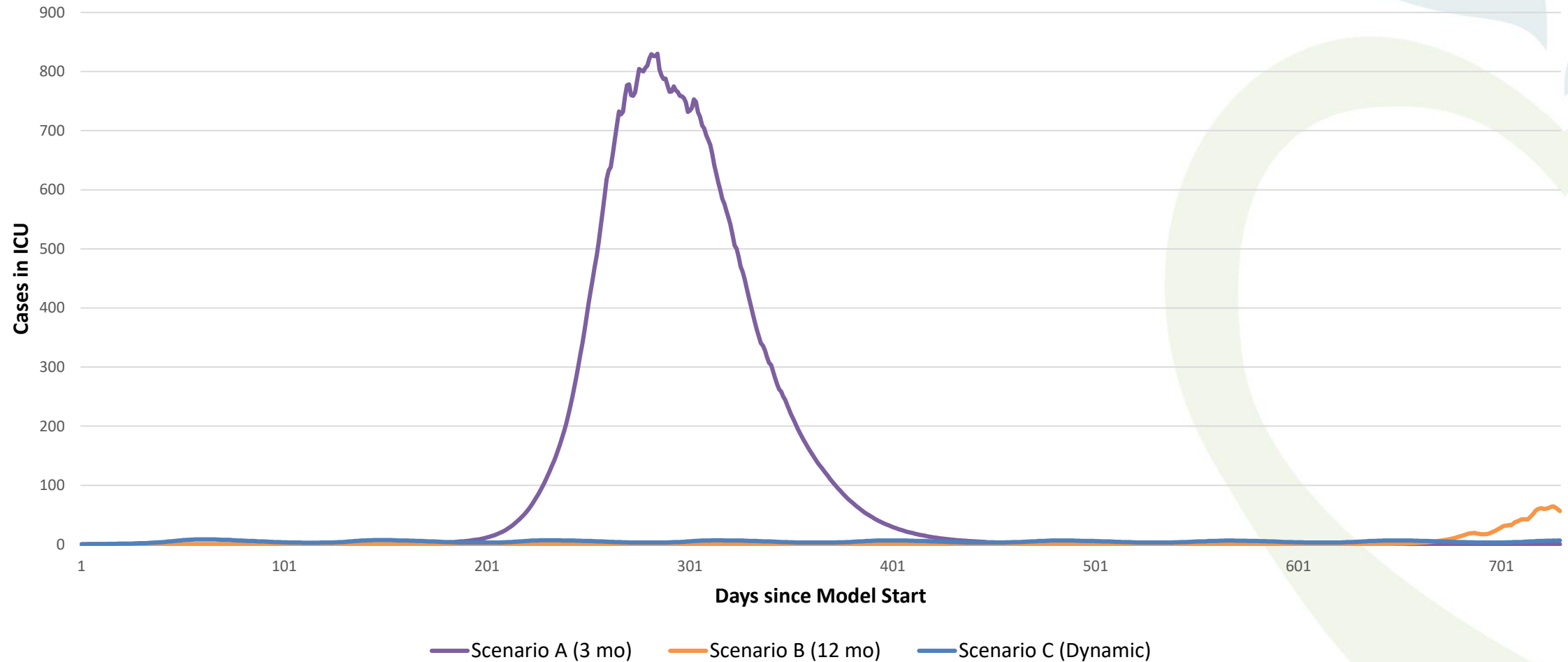
Cases in Hospital in WDG – All Scenarios



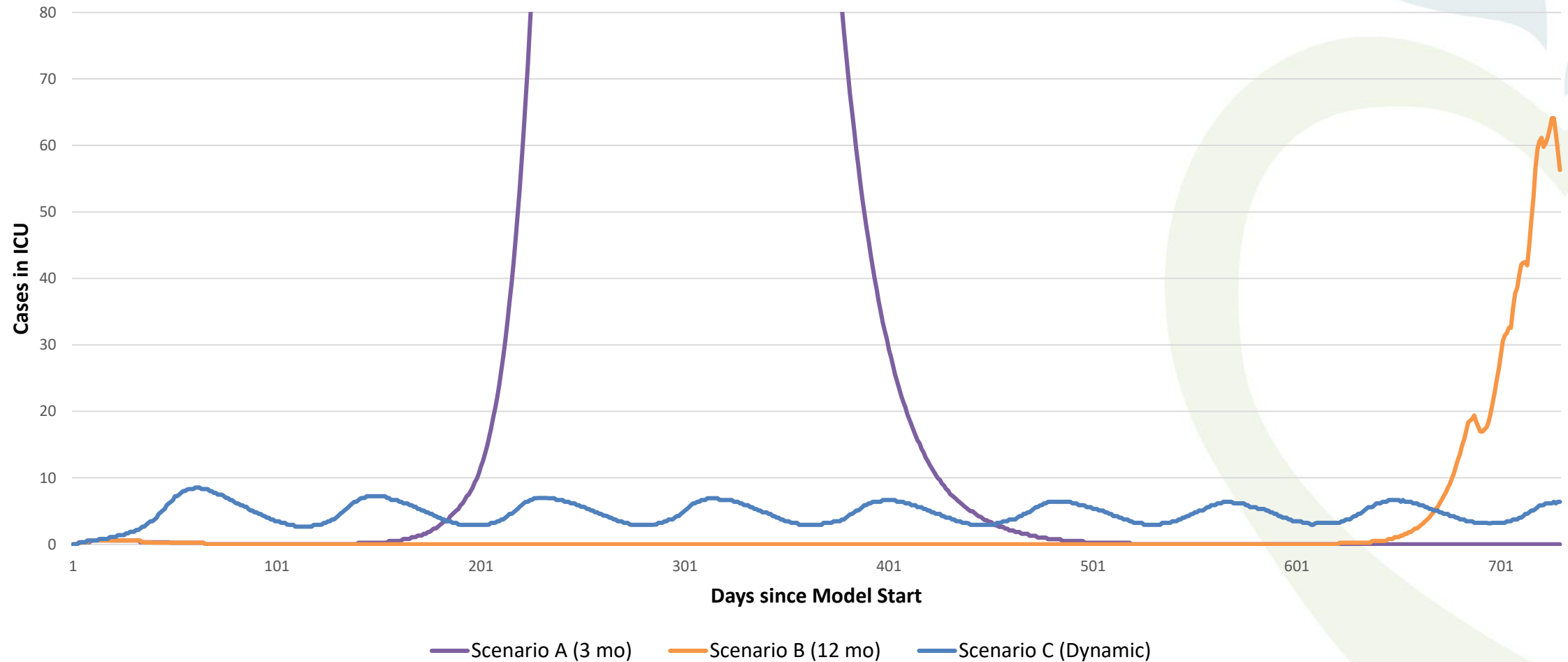
Cases in Hospital in WDG – All Scenarios (Zoomed)



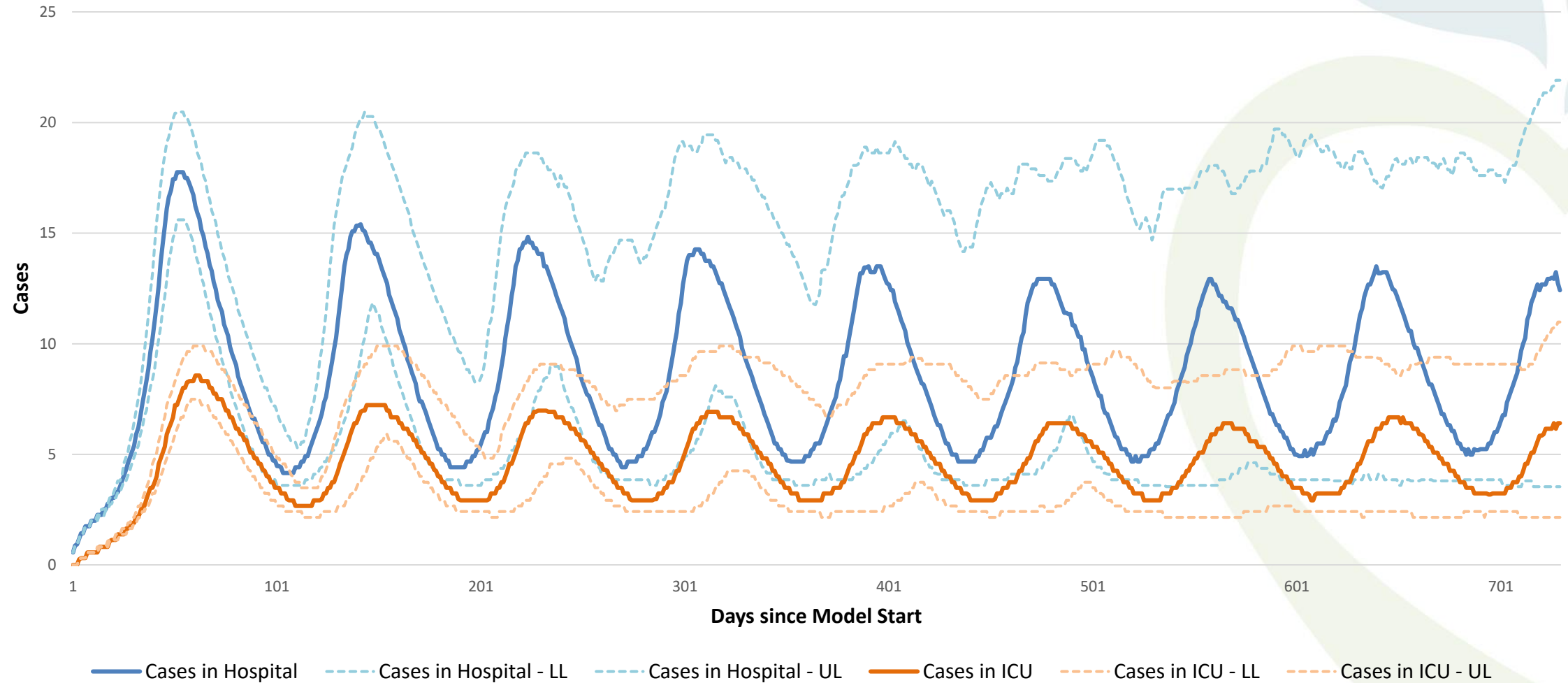
Cases in ICU in WDG – All Scenarios



Cases in ICU in WDG – All Scenarios (Zoomed)



Cases in Hospital or ICU – Scenario C



Summary


Decisions about public health measures, such as physical distancing, significantly alter the health system impacts of COVID-19. The 'dynamic' application of physical distancing (Scenario C) results in the smallest impacts. A 3-month period of physical distancing (Scenario A) would have significantly greater impacts, easily overwhelming health system capacity in WDG.

Health system partners should closely follow provincial and local decisions about physical distancing as they plan, given the impact that these decisions have on expected patient volumes. Partners should also be mindful of the significant uncertainty surrounding these estimates.

Summary

These projections come from a highly simplified model built to understand COVID-19 transmission at the provincial level. It does not accurately model local transmission dynamics in WDG. Additionally, it only models community transmission and does not account for transmission that may occur in institutional settings (e.g. hospitals, long term care facilities, retirement homes). Given what is known about COVID-19 transmission in these settings, the model projections may significantly understate the impact of the disease. Additionally, as public health officials continue to learn about COVID-19, the assumptions listed above may prove incorrect.

WDGPH will endeavour to provide you with up-to-date information to inform your planning. Given its limitations, this modelling data should be one resource among many informing your plan.



THANK YOU





PTSD PREVENTION PLAN

"PROJECT ALL IN"
2020

THE COIN

**We as
firefighters
sometimes get
more than what
we anticipate
doing our job.**





THE COIN CONT.

The coin is presented when firefighters feel the need to just talk or wish a team debrief.

An emergency response call? Any issue!

LET'S TALK

THEY CAN PRESENT THE COIN



WHEN THEY ARE;

- . Having dark thoughts**
- . Turning to negative vices**
- . They feel they have no place to go**
- . Feel suicidal**
- . Feel others don't understand**

LET'S TALK

**A WNFS FIREFIGHTER CAN PRESENT
THE COIN TO ANY WNFS FIREFIGHTER.**

If the **MAPLE LEAF** side is shown. Let's
talk. (one on one).

If the **BUFFALO** side is shown. Let's
team debrief.

Let's talk

COIN DESIGN

SIDE 1. The *MAPLE LEAF*. The points and veins represent the many first responders. Fire, Police, EMS, Military, Nurses, Doctors, Dispatchers and so many others. As well, those who staff the frontlines and the helplines.

This is the *"HELP"* side.

Acronym **I CAN.**

Positive first step towards fixing the situation.

***IDENTIFY. CONDITIONS.
ACTIONS. NEEDS.***

SIDE 2. The **BUFFALO.** Blue is known as the colour of the mind, it's soothing and has a calming effect.

The Buffalo is known in some cultures as the ***Protector***. At the front of the herd shielding others and taking the brunt.

Even the strongest, bravest and biggest need help once in a while.



Around the Buffalo you will see the words;

Goals, Gratitude, Strength & Sacrifice

These words resonate very well with First Responders.

This is the “DEBRIEF” side.

STANDARD OPERATING GUIDELINE

WELLINGTON NORTH FIRE SERVICE



STANDARD OPERATING GUIDELINES

Section: PERSONNEL SAFETY

Subject: Project All In

Date: February
2020
Revised:

Pages 1 of 2

INTRODUCTION

Mental health refers to our cognitive, behavioral, and emotional wellbeing. The WNFS is committed to various programs that will assist firefighters whenever they need help. All WNFS firefighters have been presented with the “All In” *COIN*. The coin can be used at any time you feel you need help or wish to debrief. The coin and its purpose must be taken seriously. It represents Understanding and Non-Judgement.

PURPOSE

The purpose of this document is to outline the expectations of the Wellington North Fire Service members with respect to their work environments.

SCOPE

This SOG applies to all members of the Wellington North Fire Service.

RESPONSIBILITY

- 1. All Officers of the Wellington North Fire Service are to ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.**
- 2. All members of the Wellington North Fire Service have the responsibility to learn and follow this guideline.**

PROCEDURE

1. The *COIN* represents Understanding & Non-Judgement.
2. It's to be used whenever you feel a struggle to open a conversation about seeking help. Regardless if the help needed stems from work or of a personal matter.
3. All members have been given an "All In" coin.
4. It will be taken seriously and is NOT to be used for beer currency.

5. The *COIN* can be slid across the table towards a member. Any member. The member can be a WNFS Peer Support Team. Recognition and full attention is understood between both parties.

6. What can I do? If the coin is presented with the Maple Leaf **“HELP”** side. If the coin is presented with the Buffalo **“DEBRIEF”**

7. As the recipient, you are encouraged to start the conversation.

8. The COIN does not need to be carried at all times.

9. Integrity and Honour. FULL confidentiality shall be adhered to between users of the program UNLESS there is the serious potential for someone to harm themselves or someone else.

10. Project “All In” is attached and forms part of this S.O.G.

“Having the coin in your pocket is a reminder that you can seek help, that there is support around you and that you do not need to suffer alone. After all, we are all in this together”.

Chad Guenter, Firefighter and “All In”
co-founder

*A SPECIAL THANKS
TO
FIREFIGHTERS*

Chad Guenter
Canmore, Alberta.
&

Gregg Schaalje
Rocky View County,
Alberta.

Questions?



THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING MINTUES OF COUNCIL
APRIL 20, 2020 @ 7:00 P.M.
REGULAR MEETING OF COUNCIL
VIA VIDEO CONFERENCING Click here to view: <https://youtu.be/6o1i2Mqi4x4>

Members Present:

Mayor: Andrew Lennox
Councillors: 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
Human Resources Manager:	Chanda Riggi
Fire Chief:	David Guilbault

CALLING TO ORDER – Mayor Lennox

Mayor Lennox called the meeting to order and requested that a moment of silence be held to honour the victims of the mass shooting in Nova Scotia on April 19, 2020.

ADOPTION OF THE AGENDA

RESOLUTION: 2020-117

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Agenda for the April 20, 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

- Regular Meeting of Council, April 6, 2020

RESOLUTION: 2020-118

Moved: Councillor Burke

Seconded: Councillor McCabe

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

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

No business arising from previous meetings of Council.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

3a, 4b, 4c, 5c, 6a

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2020-119

Moved: Councillor Hern

Seconded: Councillor Yake

THAT all items listed under Items for Consideration on the April 20, 2020 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted.

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

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

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.

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

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.

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.

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.

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2020-120

Moved: Councillor McCabe

Seconded: Councillor Burke

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.

SCHEDULE "A" GRANTS/DONATIONS	\$25,931.34
Arthur Agricultural Society	500.00
Arthur & District Horticultural Society	600.00
Arthur and Area Horticultural Youth Society	200.00
Arthur & District Chamber of Commerce – Guide and AGM	3,500.00
Arthur Optimist Club – Reopening Event	2,500.00
Arthur Opti-Mrs. Club	500.00
Big Brothers Big Sisters	1,000.00
Mentally Fit – Kendra Fisher	281.34
Mount Forest Agricultural Society	500.00
Mount Forest & District Arts Council	350.00
Mount Forest District Chamber of Commerce –Guide and AGM	3,500.00
Mount Forest District Chamber of Commerce – Reopening Event	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	\$4,758.85
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
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"	\$4,000.00
<i>Arthur Lions Club</i>	<i>1,000.00</i>
<i>#GetInTouchForHutch</i>	<i>2,000.00</i>
<i>New Growth Family Centre Inc.</i>	<i>1,000.00</i>

CARRIED

RESOLUTION: 2020-121

Moved: Councillor Yake

Seconded: Councillor Hern

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.

CARRIED

RESOLUTION: 2020-122

Moved: Councillor Hern

Seconded: Councillor Yake

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.

CARRIED

RESOLUTION: 2020-123

Moved: Councillor McCabe

Seconded: Councillor Burke

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.

CARRIED

RESOLUTION: 2020-124

Moved: Councillor Burke

Seconded: Councillor McCabe

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.

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Yake (Ward 1):

- The blue ribbons displayed on a portion Main Street, Mount Forest are a nice touch to show concern

Councillor Burke (Ward 2):

- Wellington North Fire Service and EMS paraded through town on Saturday to recognize essential workers.

Councillor Hern (Ward 3): (reported on meetings held via video conference meeting)

- Mount Forest District Chamber of Commerce announced that there will not be a gala or fireworks festival this year. An administrator has not been hired. The Wellington North Guide is progressing well. Callee Rice, MARCC Apparel, is creating a Shop Wellington North online site for members to sell products and gift cards. The site will launch in the next couple weeks.
- Arthur & District Chamber of Commerce is working on redesigning their logo and website. The Downtown Easter Egg Hunt was cancelled. Flower baskets have been ordered. They are considering organizing a block party as an end to COVID-19.
- Arthur BIA appointed Keith Harris as Chair. Project ideas presented included downtown WIFI, outdoor gym, BIA website and a Paint the Town Rainbow project. The next meeting will be May 20, 2020.
- BMX/Skateboard Park – an FCC grant was applied for at the end of March.

Mayor Lennox

- Volunteer Appreciation Week: Recognizing the contributions made without compensation b volunteers in our community

BY-LAWS

RESOLUTION: 2020-125

Moved: Councillor McCabe

Seconded: Councillor Burke

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.

CARRIED

CLOSED MEETING SESSION

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

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

RESOLUTION: 2020-126

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 7:45 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*

CARRIED

RESOLUTION: 2020-127

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North recess the April 20, 2020 Regular Council Meeting at 7:45 p.m. to reconvene at 7:55 p.m. via conference call.

CARRIED

RESOLUTION: 2020-128

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 8.40 pm.

CARRIED

RESOLUTION: 2020-129

Moved: Councillor McCabe

Seconded: Councillor Burke

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.

CARRIED

RESOLUTION: 2020-130

Moved: Councillor Yake

Seconded: Councillor Hern

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

CARRIED

CONFIRMING BY-LAW NUMBER 038-20

RESOLUTION: 2020-131

Moved: Councillor Burke

Seconded: Councillor McCabe

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.

CARRIED

ADJOURNMENT

RESOLUTION: 2020-132

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Regular Council meeting of April 20, 2020 be adjourned at 8:43 p.m.

CARRIED

CLERK

MAYOR

146 George St., P.O. Box 519
 Arthur, Ontario N0G 1A0
 (519)-848-5603

Directors Meeting Minutes **April 14, 2020**

MEETING MINUTES

Attending: Tom Gorecki, Paula Coffey, Jacklyn Winter, Kristina Kelly, Dale Small,
 Lisa Hern

Absent: Faye Craig

Jacklyn called meeting to order @ 5:37pm

Approval of Minutes (March Meeting) - Approved by Tom, Paula seconded

Committee Reports-

Economic Report - Presented by Dale Small

- Arthur BIA meeting will be held virtually April 15th
- \$40,000.00 budget for grants to soon be approved – 50 applications have been submitted
- Community Improvement Plan – Has received 7 new applications (3 from Arthur)
- TWN is working with Launch It – Working with Mapleton, Minto and North Wellington – Providing webinars, office space and training programs to assist all of Wellington North
- Council is looking into a possible deferral of property taxes for up to 60 days
- Shop Wellington North Program – It would be a separate site that community members could access to purchase gift cards to businesses in WN
- Dale would cover the cost of setting up the program for the Arthur Chamber
- Dale will be sending us more information after he meets with Mount Forest Chamber

Council Report – Presented by Lisa Hern

- The council has motioned that their meetings can now be held virtually and the community can access them live or recorded to watch
- The County will be beginning leaf and brush pick up soon
- The Township is continuing social distancing and maintaining essential services safely

Membership Builds Our Community as a Place to Work, Play and Live

-The Township Emergency team continues to meet regularly via Zoom to continue to stay up to date with the changes to Covid-19

Business Arising from Previous Meeting:

Easter Egg scavenger Hunt Update:

- Directors are all agree to send a email out to participating businesses and advise them that we plan to move forward with the Easter Egg Hunt next April, when it is safe to do so
- No refunds will be given
- Photo will be sent of canvas bags that will be used next year

Billboard on Hwy 6:

- Paula will gather more information from Jim Coffey
- Tom will speak to Abates and see if there is a possibility we could put a billboard next to Foodland's on hwy 6.
- Tom will bring financial breakdown of what his costs are for us to discuss at the next meeting

Digital Main Street Program:

- Directors all agree to proceed with a new web interface (Weebly)
- The cost for this new interface is approx \$160.00 vs. the \$120.00 we currently pay
- Weebly offers new advanced features we currently do not have –allowing members only portal –payment portal –calendar of events & more
- New Chamber logo was discussed and the Directors would like to see something that shows some resemblance to the Arthur Downtown Rising logo – Perhaps using the font or shape
- Paula forwarded the fonts used on the Downtown Rising Logo to share with Laura
- Jacklyn has reached out to Laura and will continue to work with her to find a new great logo

AGM:

- All Directors agreed to hold AGM dinner at the Arthur Legion & ask the Legion ladies to make the dinner again
- Tickets sales will only be online
- Tickets will be \$25.00 per person

New Business

Arthur Downtown Rising IG:

- Mandy reached out to Jacklyn for support to showcase how businesses are managing Covid-19
- Posting on IG regarding online shopping, gift certificates, delivery etc

Membership Builds Our Community as a Place to Work, Play and Live

- The Directors agreed that since the #Downtownrising focuses mainly on the Downtown that perhaps this would be more of a BIA project
- Jacklyn will continue to help Mandy spotlight out Chamber Members by designing the posts and sending them to Mandy so she can post them, so long as even our non-downtown members gets advertised

Agenda Approval- Additions and deletions

Flower Beds:

- Jacklyn cleaned out flower beds and has approval to purchase dome mulch and flowers from Foodland to complete the flower beds when the warmer is here

Hanging Flower Baskets:

- Faye called and mentioned the flower baskets are well on their way and when ready to be hung Andy will pick them up and hang them then
- Jacklyn will reach out to Andy and ask is he can hang out new banners at the same time

Presidents Report:

- Tom proposed a laptop be purchased for the Chamber so that Jacklyn can work more from home when need be. The Directors agreed
- Tom proposes that when the time comes we should host a Grand Re-opening of the town! Everyone loves the idea and we will continue to plan and brainstorm how that may look for the future
- Tom purposed that we help decorate out Chamber businesses to show solidarity during this difficult time – Flower baskets – Paula's painted chairs

Correspondence:

- Inside Logistics magazine for Tom

Financial Report:

- All financials in good standing

Administrators Report:

- Card sent to Labelle Flowers
- Pizza lunch appreciated by Walsh's and Foodland

Meeting Closed - Paula motioned meeting closed, Tom seconded at 6:37pm

Next Meeting Date:

Meeting Outline for 2020:

May 12th @ 5:30pm – Via Zoom
June – 9th @ 5:30pm
July - TBD
August - TBD
September 8 @ 5:30pm
October 13th @ 5:30pm
November 10th @ 5:30pm
December 8th @ 5:30pm

Dates to Remember:

October 22nd, 2019 -AGM

MINUTES
ARTHUR BUSINESS IMPROVEMENT ASSOCIATION MEETING
APRIL 15TH, 2020 @ 10:30 AM
VIA ZOOM VIDEO CONFERENCE

BOARD MEMBER ATTENDEES:

Angela Alaimo,
 Paula Coffey,
 Keith Harris,

Gord Blyth,
 Sheila Faulkner,
 Mitch Keirstead,

Jim Coffey,
 Tom Gorecki,
 Councilor Lisa Hern

OTHER ATTENDEES:

Dale Small EDO

REVIEW AND ADOPTION OF THE AGENDA

In the absence of a Chair, EDO Dale called the meeting to order at 10:35am, and while the agenda was reviewed it was also agreed that we would keep the meeting informal and therefore would address the agenda items in a different order.

ITEMS FOR DISCUSSION

Good “roundtable” discussion took place with everyone participating. COVID 19 is certainly going to have a big impact on how the BIA moves forward and it was agreed by the Board that it would be inappropriate to recommend a BIA Tax Levy for 2020.

It was also agreed that we need to have a plan for moving forward and should this plan require funding to execute then we would go to council with a recommendation to obtain funding that could potentially be paid back by the BIA over the coming years.

In no particular order some items that were discussed and had general agreement were as follows:

- Paula discussed the idea of an **Outdoor Gym** in our downtown. She had seen the concept in Italy and obtained pricing from an Ontario Company that do installations. Cost for five pieces of equipment would be in the vicinity of \$13,000.
- The Chamber had looked into the cost of new **Christmas Decorations** for our Downtown. Consideration could also be given to purchasing used decorations however the estimated costs for 24 new silhouette snowflakes, (5') is \$18,441.
- Keith wondered if it would be appropriate for the BIA to promote the need for a **Wells Street extension** in order to reduce Main Street traffic.
- Angela suggested **Wi-Fi in our downtown** as a possible idea and it was discussed that with Wightman coming into Arthur that might provide us with the perfect opportunity. Estimated setup cost would be in the vicinity of \$10,000.
- The need for a **BIA website** and our **social media** presence was also discussed.

- Paula mentioned the **Paint the Town Rainbow** initiative with Eileen from the Arthur School of Art. Suggestion was made by Sheila that perhaps the businesses could put together a gift basket or two as a show of our appreciation.
- Tom wondered if in-conjunction with the Township, Chamber, and local community groups if the BIA would be supportive and partner on a **big block party** or some type of event to celebrate the end of COVID 19.
- Jim Coffey asked if it would be appropriate for the BIA to send a letter to council expressing their concerns with the state of the building and local area around the old **Queen's Hotel**.
- Dale mentioned that the Township had submitted a **Rural Economic Development** (RED) fund application in an attempt to received 30% funding for four streetscape improvements in Arthur. The application included the outdoor gym, Christmas decorations, two more Poppy Art locations and one more Service Club sign.
- Angela suggested it would be a good idea to reach-out to all BIA members to get their input towards the BIA priorities

Prior to adjourning the meeting, the discussion turned to the nominations for the Chairs position. The following recommendation was made and approved:

THAT the Arthur Business Improvement Association appoint Keith Harris as Chair of the Arthur Business Improvement Association for the term of council (December 2022)

Moved: Gord Blyth

Seconded: Mitch Keirstead

Carried

After making his acceptance "speech" Keith performed his first official order of business by establishing the next meeting date as May 20th @ 10:30am via Zoom and then adjourned the meeting at 11:36am

**MOUNT FOREST BUSINESS IMPROVEMENT
ASSOCIATION MEETING MINUTES
April 21, 2020 @ 8:00 AM ZOOM MEETING,**

ATTENDEES: Andrew Coburn, Bill Nelson, Dwight Benson,
Callee Rice, Murray Townsend, Peter Mohr,

ABSENT: Kayla Morton, Sherry Burke, Dale Small

CALLING TO ORDER – Andrew Coburn; Chair Mount Forest BIA

ADOPTION OF THE AGENDA

Moved: Bill Nelson

Seconded: Dwight Benson

DISCLOSURE OF PECUNIARY INTEREST

None

ADOPTION OF MINUTES

Minutes of March 24th BIA Directors Meeting received by W.N. council

ITEMS FOR CONSIDERATION

1. COVID-19 Pandemic and Initiatives Brought Forth

Downtown Mount Forest Group/Retail Committee Funding- Would like funding to complete design work downtown (painting/murals) and business promotion through crisis. BIA will support initiatives financially as they arise which feel is beneficial to the BIA core, aforementioned initiatives incl. Will only do so via financial assistance to The Chamber retail committee. Needs to be structure in order to support initiatives. BIA asked Chamber & Retail Committee to create formal relationship. BIA does not want to curb enthusiasm, but needs to allocate tax payers money through certain channels for approval.

Timing of Initiatives- Discussed that spending money at this time could “beating a dead horse” with little uptake on website and businesses not actively open. BIA suggests implementing a plan of 30-60-90 days in order to maximize its potential and guided towards having all initiatives align with –reopening of businesses to prevent “dying out” prior to opening.

Website: Very little uptake from local businesses. BIA members to promote site as it is not just a short term initiative but needs to be sustainable long term.

Fireworks & similar events: Postponed until 2021

Hardscapes: Business as usual. General consensus to aim for Mid-May in order to give downtown core some life. Dwight handling.

Maintenance of Flowers: TWP supposedly not hiring students. Creates maintenance problem. Andrew emailed Councillor Sherry Burke for confirmation prior to ordering flowers.

*Approved by chair and to be forwarded to council for approval.

NEXT MEETING

May 5th, 2020

ADJOURNMENT

Moved: Bill Nelson

Seconded: Dwight Benson



Grand River Conservation Authority

Summary of the General Membership Meeting – April 24, 2020

This meeting was held virtually and streamed live for the public on

[GRCA's Board Webcast Page](#)

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.

Action Items

The Board approved the resolutions in the following reports as presented in the agenda:

- GM-04-20-25 - Proposed Amendments to Regulations and Standards under the Aggregate Resources Act
- GM-04-20-29 - Brantford Ice Jam Study
- GM-04-20-21 - Financial Summary – Deferred to next meeting pending receipt of financial statements

Information Items

The Board received the following reports as information:

- GM-04-20-22 - Cash and Investment Status
- GM-04-20-24 - Cottage Lot Curbside Garbage and Recycling Materials Collection, Processing, and Disposal Contract 2020-2022
- GM-04-20-27 - Replacement Tractor Purchase
- GM-04-20-28 - General Insurance Renewal 2020-2021
- GM-04-20-31 - Development, Interference with Wetlands and Alterations to Shorelines Regulation
- GM-04-20-26 - Potential Trail and Area Closures Due to Ash Hazard Tree Risk
- GM-04-20-30 - Environmental Assessments
- GM-04-20-20 - New Hamburg Flood Mitigation Study
- GM-04-20-23 - Current Watershed Conditions
- GM-04-20-C01 - GRCA's Response to COVID-19 Pandemic (Confidential Report)

Correspondence

The Board received the following correspondence:

- Drew McKillop - pages of OFSC Economic Impact Study
- Peter Raspberry - Laurel Creek Sugar Shack
- Jim Hamilton - Laurel Creek Sugar Shack
- Town of Milton - Council Resolution
- John Kemp - Giant Hogweed Mitigation Efforts on the Grand River
- MECP - Direction for Conservation Authorities during COVID-19
- Fraser Gibson and Nancy Matthews - Laurel Creek Sugar Shack (*submitted after the agenda was published and distributed separately to the Board*)

For full information, please refer to the [April 24 Agenda Package](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on May 22, 2020.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of May 4th, 2020

From: Dale Small,
Economic Development Officer

Subject: EDO 2020-008 Community Improvement Program

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive the Economic Development Officer Community Improvement Program report EDO 2020-008

AND FURTHER THAT Council approve a Façade Improvement Grant of \$2,500 to McFarlane Family Dental @ 392 Main Street North Unit 3, Mount Forest

AND FURTHER THAT Council approve a Public Art Grant of \$1,500 to the Arthur Chamber of Commerce @ 146 George Street, Arthur

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

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

Since 2012 over 100 applications have been received for funding. The total dollar value of improvements made in our Community is conservatively estimated at \$1.5 million and of this amount 80% has been covered by the applicants with the remaining 20% covered by grants/loans under the Community Improvement or Downtown Revitalization Programs.

This report contains two applications for approval. All applicants are eligible as per our Community Improvement Guidelines and all have been reviewed and are recommended for approval. Grant funding does not get advanced to the applicant until the improvements are completed and a copy of the final invoice provided.

A brief overview of the applications follows:

1. Application from Dr Robert McFarlane, of **McFarlane Family Dental** located at 392 Main Street North Unit 3 in Mount Forest. The building owner of this commercial complex is currently repainting the exterior of all the units in the complex and McFarlane Family Dental

intends to install new signage when the painting is completed. Total costs are expected to be in the vicinity of \$8,000.00 and a picture of the new signage and entrance way is enclosed.



2. Application from Paula Coffey, Director at the **Arthur Chamber of Commerce** located at 146 George Street in Arthur. In partnership with the Arthur BIA, Township of Wellington North and the Arthur Art School the Chamber is moving forward with a Public Art Project called **Paint the Town Rainbow**. The goal is to do a downtown wide business rainbow window painting with the rainbow running continuously from one window to the next, like a ribbon connecting all of the businesses in the downtown. Eligible costs relate to paint, materials as well as the washing and cleaning of the exterior of the windows. Labour costs are being donated by the Arthur Art School and local business owners. Sample picture follows:





FINANCIAL CONSIDERATIONS

\$35,000 in CIP funding has been approved in the Economic Development budget with an additional **\$5,000** for Blade Signage available within our Downtown Revitalization Program. With these applications **\$30,828** in funding will have been approved YTD.

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

☐ Municipal Infrastructure

☒ Partnerships

☒ Alignment and Integration

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

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

4/28/20

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
75812	2574574 Ontario Inc	4/23/20	\$48,360.56
75813	Advanced Drainage Systems	4/23/20	\$20,927.07
75814	All About Me	4/23/20	\$2,078.00
75815	Allied Medical	4/23/20	\$387.24
75816	Arthur Food Bank	4/23/20	\$2,500.00
75817	Arthur Greenhouses	4/23/20	\$207.00
75818	Arthur Senior's Group	4/23/20	\$306.00
75819	Bell Mobility	4/23/20	\$1,753.95
75820	Brandt Cambridge	4/23/20	\$2,329.99
75821	Broadline Equipment Rental Ltd	4/23/20	\$240.80
75822	Chalmers Fuels Inc	4/23/20	\$246.18
75823		4/23/20	\$1,900.00
75824	Epoch's Garage Ltd	4/23/20	\$400.93
75825	Go Glass & Accessories	4/23/20	\$401.15
75826	Jim's Auto Service	4/23/20	\$499.86
75827	Loughran Electric	4/23/20	\$156.98
75828		4/23/20	\$396.63
75829	Marquardt Farm Drainage Ltd	4/23/20	\$2,461.14
75830		4/23/20	\$91.53
75831		4/23/20	\$1,243.00
75832	Mt Forest & District Chamber o	4/23/20	\$1,000.00
75833	Community Food Pantry	4/23/20	\$2,500.00
75834	Minister of Finance	4/23/20	\$8,192.00
75835	Royal Bank Visa	4/23/20	\$43.83
75836	Rural Rescue First Aid Trainin	4/23/20	\$474.60
75837		4/23/20	\$32.67
75838	Telizon Inc.	4/23/20	\$761.28
75839	Turris Sites Development Corp.	4/23/20	\$66.09
75840	Enbridge Gas Inc.	4/23/20	\$344.65
75841	Waste Management	4/23/20	\$1,054.29
75842	Wellington Advertiser	4/23/20	\$688.17
75843	Wightman Telecom Ltd.	4/23/20	\$675.66
75844	Young's Home Hardware Bldg Cen	4/23/20	\$260.97
EFT0000472	ADS Fire Service Pro Inc.	4/23/20	\$8,719.08
EFT0000473	Arthur Home Hardware Building	4/23/20	\$139.42
EFT0000474	B & I Complete Truck Centre	4/23/20	\$164,810.50
EFT0000475	Barclay Wholesale	4/23/20	\$132.78
EFT0000476	B M Ross and Associates	4/23/20	\$8,428.23
EFT0000477	Camions Carl Thibault Inc.	4/23/20	\$127.14

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0000478	Canadian Safety Equipment	4/23/20	\$1,592.57
EFT0000479	CARQUEST Arthur Inc.	4/23/20	\$106.78
EFT0000480	Carson Supply	4/23/20	\$794.90
EFT0000481		4/23/20	\$154.05
EFT0000482	Dynamic Online Marketing Corp.	4/23/20	\$1,050.90
EFT0000483	Fire Marshal's Public Fire Saf	4/23/20	\$461.04
EFT0000484	FOSTER SERVICES/822498 ONT INC	4/23/20	\$3,393.39
EFT0000485	FOXTON FUELS LIMITED	4/23/20	\$1,008.03
EFT0000486	Frey Communications	4/23/20	\$16,569.15
EFT0000487	Ideal Supply Inc.	4/23/20	\$236.35
EFT0000488	J J McLellan & Son	4/23/20	\$2,388.56
EFT0000489	M & L Supply, Fire & Safety	4/23/20	\$3,480.77
EFT0000490	Maple Lane Farm Service Inc.	4/23/20	\$141.74
EFT0000491		4/23/20	\$1,266.07
EFT0000492	Maitland Valley Conservation	4/23/20	\$42,959.00
EFT0000493	New-Lift Hydraulics	4/23/20	\$355.27
EFT0000494	North Wellington Co-op Service	4/23/20	\$515.71
EFT0000495	PACKET WORKS	4/23/20	\$282.50
EFT0000496	Pryde Truck Service Ltd.	4/23/20	\$3,727.42
EFT0000497	R&R Pet Paradise	4/23/20	\$2,263.72
EFT0000498	Reeves Construction Ltd	4/23/20	\$8,103.65
EFT0000499	ROBERTS FARM EQUIPMENT	4/23/20	\$508.44
EFT0000500	Saugeen Community Radio Inc.	4/23/20	\$809.08
EFT0000501	STRONGCO LIMITED PARTNERSHIP	4/23/20	\$1,853.09
EFT0000502	Superior Propane	4/23/20	\$214.40
EFT0000503	Saugeen Valley Conservation	4/23/20	\$751.00
EFT0000504	Town of Minto	4/23/20	\$605.67
EFT0000505	Viking Cives Ltd	4/23/20	\$271.05
EFT0000506	Wellington Produce Packaging L	4/23/20	\$2,500.00
EFT0000507	Wellington North Power	4/23/20	\$71,561.29
Total			\$455,264.96

	2020 Actuals YTD	2020 Budget Mar 31	Actual vs Budget YTD (over)/under	Variance %	2019 Actuals YTD	2020 vs 2019 YTD Variance
REVENUE						
Net Taxation (100%)	(3,801,844)	(2,026,053)	(1,775,790)	87.6%	(3,674,866)	(126,978) [2]
Fees and Service Charges	(1,389,291)	(1,443,147)	53,856	-3.7%	(1,336,396)	(52,895) [3]
Grants and Subsidies	(356,846)	(367,325)	10,479	-2.9%	(381,189)	24,344
Trsf from Reserves & Res Funds	(311,025)	(311,025)	-	0.0%	(275,144)	(35,881)
Other Income						
Penalties and Interest on Taxation	(35,297)	(43,750)	8,453	-19.3%	(35,537)	240 [4]
Miscellaneous	(10,109)	(30,150)	20,041	-66.5%	(24,392)	14,283 [5]
Investment Income	(69,385)	(67,250)	(2,135)	3.2%	(81,524)	12,139
Rents, Concessions and Franchises	(225,810)	(183,648)	(42,162)	23.0%	(226,242)	433 [6]
Donations	(600)	(1,400)	800	-57.1%	(500)	(100)
	<u>(6,200,206)</u>	<u>(4,473,748)</u>	<u>(1,726,458)</u>	<u>38.6%</u>	<u>(6,035,791)</u>	<u>(164,415)</u>
EXPENSES						
Council	62,432	65,522	3,091	4.7%	32,682	(29,750) [7]
Administration	206,680	242,333	35,653	14.7%	301,980	95,300 [8]
Property	25,137	36,859	11,722	31.8%	36,435	11,298
Fire Services	224,309	212,800	(11,509)	-5.4%	192,636	(31,674) [9]
Policing & Crossing Guard Services	13,915	13,258	(657)	-5.0%	11,366	(2,549)
Conservation Authority	50,032	40,364	(9,669)	-24.0%	48,164	(1,868)
Protective Inspections & Control	100,027	82,514	(17,513)	-21.2%	73,875	(26,152) [10]
Animal Control	4,358	9,338	4,980	53.3%	2,808	(1,550)
Property Standards	10,207	15,931	5,724	35.9%	2,285	(7,922)
Roadways	809,438	826,593	17,156	2.1%	687,883	(121,555) [11]
Street Lighting	26,905	34,733	7,828	22.5%	41,739	14,834
Cemetery	21,215	33,694	12,479	37.0%	27,100	5,885
Recreation	421,695	493,529	71,834	14.6%	1,313,788	892,093 [12]
Planning	40,157	95,684	55,527	58.0%	4,739	(35,418) [13]
Economic Development	103,099	70,520	(32,579)	-46.2%	40,051	(63,048) [14]
WNP Holding	1,615	13,275	11,660		-	(1,615)
Municipal Drains	28,516	15,629	(12,887)	-82.5%	34,597	6,081 [15]
Rural Water	1,817	1,975	158	8.0%	1,170	(647)
Sanitary Sewers	378,508	633,349	254,841	40.2%	346,864	(31,644) [16]
Water Works	269,233	347,868	78,635	22.6%	197,826	(71,408) [17]
Transfers to Reserves/Res Funds	267,720	267,720	-	0.0%	291,624	23,904
Transfers to capital fund	920,262	920,262	-	0.0%	920,914	653
	<u>3,987,276</u>	<u>4,473,747</u>	<u>486,471</u>	<u>10.9%</u>	<u>4,610,524</u>	<u>623,249</u>
(SURPLUS)/DEFICIT	<u>(2,212,930)</u>	<u>(1)</u>				

Township of Wellington North

General Fund Financial Summary

Budget vs Year to Date – Ending March 31, 2020

1. The financial statement for the Township of Wellington North's operating activities were prepared on a cash basis. The only significant adjustments made to financial summary were to accrue: revenue for water and sewer user fees to correspond with expenses incurred, taxation revenues (1/4 of budget), audit fees (1/4 of budget), insurance expenses (1/4 of budget), Fire charges to other Municipalities (1/4 of budget), Arthur Medical centre revenues (1/4 of budget), and interfunctional transfers (1/4 of budget). Additionally, transfers to reserves, reserve funds and capital have been normalized for first quarter activity only.

REVENUES

2. Net Taxation: Stated YTD Actuals include quarter of budgeted revenues; however, PIL and supplemental billings have not yet been completed.
3. Fees and Service Charges: User fees and service charges include manual accrual adjustment for Sewer and Water revenue in both 2019 and 2020, due to significance of amount. To date, building permits are trailing budget by \$23K and dog licences are over budgeted amounts by ~\$6K.
4. Penalties and Interest on Taxation: Revenue on past due accounts are down in 2020 (and trailing budget) due to reduction in outstanding receivables. It is anticipated that this revenue will trail budget for the year given the waiver introduced as relief during the COVID-19 global pandemic.
5. Miscellaneous: revenues are currently trail budget and prior year – it is anticipated these will become more in-line with budget expectations as the year progresses.
6. Rents, Concessions & Franchises: Seasonality of ice rental revenues is driving positive variance in year and is approximating prior year activity. Impacts of COVID-19, while unknown at this time, are anticipated to impact the full year results in this revenue account.

EXPENSES

7. Council: Actual approximating budget and are up significantly year over year. Year over year variance being driven by transfers to reserves not previously conducted and have been implemented to adhere to the reserve and reserve fund policy approved in 2019.
8. Administration: Actuals are currently under budget and prior year; however, expectation is that they will fall in line with budget as year progresses. Current year variance largely attributable to lower than anticipated consulting costs, and year-over-year changes to interfunctional transfers.
9. Fire Services: Mount Forest and Arthur fire halls are slightly above YTD targets (timing of uniform / equipment purchases), and up year-over-year in similar expense items as YTD variance.
10. Protective Inspections & Control: YTD and year-over-year variances largely driven by Salary, Wage, and benefit costs.

11. Roads: Most year over year variance due to staffing costs associated with seasonal fluctuations, and fleet maintenance expenses; currently under budget (timing of debt servicing costs) and above prior year during same period.
12. Recreation: Current year expenditures are trailing budget and prior year. Current year expenditure variance driven by cyclicity of wages / benefits, and year-over-year variance by bullet payment made in 2019 to satisfy debt servicing costs not repeating in 2020.
13. Planning: Actuals trailing budget but up year-over-year – In year variance being driven by a slow start to consulting costs (County), and prior year variance also driven by consulting costs, and the in-year change to interfunctional transfers.
14. Economic Development: Current year expenses are currently over budget and prior year. Current year variance largely attributable to downtown revitalization initiatives and will be offset by transfer from Reserve funds (residual balance in reserve is ~\$25,700). Year-over-year variance driven by increased downtown revitalization, business retention and expansion, interfunctional transfers, community improvement grant, and youth council expenses when compared to a year ago over a similar timeframe.
15. Municipal Drains: Current year variance to budget is driven by timing of expense realization for municipal drain contributions but is expected to come in line with full-year budget expectations as the year progresses.
16. Sanitary Sewers: Debt servicing costs currently trailing budgeted amounts (timing), and Inflow and Infiltration and Arthur disposal maintenance expenses are up year over year for the first quarter.
17. Water Works: Overall, expenditures are up year-over-year and trailing in-year budget. Year-over-year variance is predominately driven by wages and benefits (addition of operator), consulting, leak detection, and supplies; whereas, in-year budget to actual variance is driven by source water protection, timing of debt servicing costs, and supplies and maintenance costs trailing budget due to seasonal constraints.

**Township of Wellington North
2020 Reserves and Reserve Funds**

068

31-Mar-20

Reserves	Balance				Subtotal	Interfund Loans	Unbooked Additions	Unbooked Commitments	Balance
	31-Dec-19	Interest	Additions	Reductions					31-Mar-20
<u>Taxation Reserves</u>									
Tax Rate Stabilization Reserve	1,421,781	-	-	(232,995)	1,188,786	-	-	(5,440)	1,183,346
Municipal Election Reserve	40,000	-	20,000	-	60,000	-	-	-	60,000
Facilities Maintenance Reserve	313,926	-	48,000	-	361,926	-	-	-	361,926
Council Community & Contingency Reserve	22,640	-	5,000	-	27,640	-	-	-	27,640
	1,798,347	-	73,000	(232,995)	1,638,352	-	-	(5,440)	1,632,912
<u>Taxation Reserve Funds</u>									
Wellington North Power Debt Repayment	518,423	-	-	-	518,423	-	-	-	518,423
Wellington North Fire Res. Fund	589,173	-	153,000	(99,200)	642,973	-	-	-	642,973
Building Permit Reserve Fund	345,691	-	27,944	-	373,635	-	-	-	373,635
Capital Infrastructure Reinvestment Reserve Fund	673,580	-	136,282	(406,760)	403,102	-	-	-	403,102
Streetlight Reserve Fund	38,710	-	5,000	-	43,710	-	-	-	43,710
Cemetery Perpetual Care Res. Fund	74,791	-	5,000	-	79,791	-	-	-	79,791
Industrial Commercial Property Res. Fund	1,863,106	-	-	(25,325)	1,837,781	-	-	-	1,837,781
Capital Equipment Reserve Fund	812,177	-	156,800	(450,000)	518,977	-	-	(15,206)	503,770
	4,915,651	-	484,026	(981,285)	4,418,392	-	-	(15,206)	4,403,186
<u>Total Taxation Reserves & Reserve Funds</u>	6,713,998	-	557,026	(1,214,280)	6,056,744	-	-	(20,646)	6,036,098
<u>User Fee Reserve Funds</u>									
SS - Reserve Fund	1,018,391	-	396,028	(487,022)	927,397	-	-	-	927,397
Waterworks Reserve Fund	4,982,648	-	236,426	(139,699)	5,079,375	-	-	-	5,079,375
	6,001,039	-	632,454	(626,721)	6,006,772	-	-	-	6,006,772
<u>Total User Fee Reserves & Reserve Funds</u>	6,001,039	-	632,454	(626,721)	6,006,772	-	-	-	6,006,772
<u>Development Charges</u>									
Wellington North Sewer D.C.s	290,012	-	-	(383,944)	(93,932)	-	-	-	(93,932)
Wellington North Water D.C.s	118,966	-	-	-	118,966	-	-	-	118,966
Wellington North Roads D.C.s	435,197	-	-	-	435,197	-	-	-	435,197
Wellington North Fire D.C.s	175,177	-	-	-	175,177	-	-	-	175,177
Wellington North Outdoor Rec D.C.s	63,157	-	-	(50,000)	13,157	-	-	-	13,157
Wellington North Indoor Rec D.C.s	58,193	-	-	-	58,193	-	-	-	58,193
Wellington North Admin D.C.s	20,798	-	-	-	20,798	-	-	(20,000)	798
<u>Total DC Reserve Funds</u>	1,161,500	-	-	(433,944)	727,556	-	-	(20,000)	707,556
<u>Other Obligatory Reserve Funds</u>									
Parkland: Cash in Lieu	201,351	-	-	-	201,351	-	-	-	201,351
Federal Gas Tax Funding	423,723	-	-	(566,000)	(142,277)	-	-	-	(142,277)
Ontario - Main St. Revitalization	25,688	-	-	(25,688)	0	-	-	-	(0)
	650,762	-	-	(591,688)	59,074	-	-	-	59,074
<u>Total Reserves & Reserve Funds</u>	14,527,299	-	1,189,480	(2,866,633)	12,850,146	-	-	(40,646)	12,809,500



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of May 4, 2020

From: Matthew Aston, Director of Operations

Subject: OPS 2020-019 being a report on the award of the Township's 2020 asphalt program

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2020-019 being a report on the award of the Township's 2020 asphalt program;

AND FURTHER THAT Council award the request for tender to The Murray Group Limited at a cost of \$808,411.50 plus applicable taxes.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

2020 Capital Budget

BACKGROUND

The request for tender (RFT) was advertised on the Township's website starting March 6, 2020, and closed April 15, 2020.

The Township received three submissions prior to RFT close: Brantco Construction (Brantco), Forest Contractors Ltd. (Forest) and The Murray Group Limited (Murray). Submissions were assessed based on cost – see Financial Section below.

Murray was the lowest cost, meeting the tender as specified, and Township staff recommend them for award.

FINANCIAL CONSIDERATIONS

Tender Results*				
	2020 Budget	Brantco	Forest	Murray
RTF 2020-003	\$ 930,000.00	\$ 812,537.20	\$ 1,083,389.50	\$ 808,411.50

Summary of Project Costs			
	Budget	Murray Group*	Over / Under
Conc 6N***	\$ 580,000.00	\$ 493,200.00	-\$ 86,800.00
Sideroad 5E***	\$ 120,000.00	\$ 95,900.00	-\$ 24,100.00
Conn	\$ 70,000.00	\$ 38,420.00	-\$ 31,580.00
Roy Grant	\$ 25,000.00	\$ 18,908.00	-\$ 6,092.00
N Water / Peel	\$ 40,000.00	\$ 50,598.00	\$ 10,598.00
York	\$ 55,000.00	\$ 49,719.50	-\$ 5,280.50
Wellington E**	\$ 40,000.00	\$ 18,218.00	
Wellington E**		\$ 43,448.00	\$ 21,666.00
Total	\$ 930,000.00	\$ 808,411.50	-\$ 121,588.50

*- Price subject to applicable taxes.

** - Wellington Street project was split into Wellington Street East between Main and Fergus Street and a portion of Wellington Street East near Newfoundland Street.

*** - Township will incur additional costs for these projects for pulverization services and additional gravel.

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 May 4, 2020

From: Matthew Aston, Director of Operations

Subject: OPS 2020-020 being a report on a request for refund of water and sewer rates previously paid

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2020-020 being a report on a request for refund on water and sewer rates previously paid be received;

AND FURTHER THAT Council direct staff to issue a cheque in the amount of \$7,329.15 to St. Mary of the Purification Parish.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

NA

BACKGROUND

A representative from St. Mary of the Purification Parish (St. Mary) in Mount Forest contacted the Operations Department in late 2019 concerning the monthly water and sewer bill they were receiving and paying for the rectory building (230 Queen Street East) at the church property.

On investigation, it was determined that the church building (310 Parkside Drive), which fronts Parkside Drive, and the rectory building, which fronts Queen Street East, used to have separate water and sewer service connections. When the church completed an addition in November 2008 these two services were combined into one water and sewer service for the entire property. However, water and sewer bills continued to be sent and paid for both buildings until 2019. Township has since directed Wellington North Power Inc. to discontinue monthly billing for the rectory building.

The Township's current water and sewer billing authority is established within by-law # 093-16 - Water Use and Connection By-law (<https://wellington-north.com/content/by-laws/water-use-connection-by-law-093-16.pdf>). As detailed within clause 11.9 of the by-law Township staff are only authorized to provide fee adjustments retroactive for a maximum of one year.

As detailed within the letter attached as Schedule A, St. Mary's is seeking a fee adjustment (refund) retroactive 2008 hence the need to bring this item before Council for direction.

Township staff inspected the construction in 2008, combining the services was detailed within drawings submitted by the property owner to the Township, and the Township entered a site plan agreement with the property owner, which detailed this change, prior to construction commencing. That said, property owner has been paying this bill for the past twelve years without raising concern to the Township.

The financial considerations section of this report will detail the options available to put forward to resolve this dispute.

FINANCIAL CONSIDERATIONS

ACCOUNT PAYMENT HISTORY													
Sum of NET	Column Lab												
Row Label	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Grand Total
Sewer	511.66	569.06	654.15	572.20	648.92	671.24	673.96	674.04	674.04	674.04	674.04	674.04	7,671.39
Water	315.83	325.57	393.86	391.30	467.83	505.87	544.79	548.04	548.04	548.04	548.04	548.04	5,685.25
Grand Total	827.49	894.63	1,048.01	963.50	1,116.75	1,177.11	1,218.75	1,222.08	1,222.08	1,222.08	1,222.08	1,222.08	13,356.64

REFUND OPTIONS

1-YR	\$ 1,222.08
6-YR	\$ 7,329.15
12-YR	\$ 12,598.11

ATTACHMENTS

Schedule A – Letter from St. Mary of the Purification Parish dated March 20, 2020.

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*

Schedule A



St. Mary of the Purification Parish

230 Queen Street, P.O. Box 128,
Mount Forest, Ontario, Canada
NOG 2L0

March 20, 2020

Mr. Matt Aston
Director of Operations
Township of Wellington North
Box 125
Kenilworth, Ontario
NOG 2E0

Dear Matt,

I am writing to discuss the issue that we at St Mary of the Purification Parish brought to your attention earlier with respect to the billing of water and sewer charges for the church building and for the rectory building.

In 2007-2008 St Mary built an addition to the original church building. Prior to this construction, water and sewer services were supplied to the church building and to the rectory independently of each other. In the course of construction, it was necessary to move the servicing for the church and, in doing so, the servicing for the rectory was changed to being supplied via the church. The former servicing for the rectory was cut off.

Despite the independent rectory servicing having been cut off, the church continued to be billed for the service to it as a residence. Church staff were not advised of the servicing change and, therefore, continued to pay the monthly bill via the Wellington North Power utility bill. However, in fact, water and sewer consumption at the rectory was being billed based on the metered consumption (including rectory consumption) of the church.

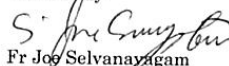
Given the extent and nature of this construction, the re-aligning of the plumbing, the construction, and the changing of the servicing will have been inspected by Township staff, including your predecessor, and Wellington North Power should have been apprised of the dis-connection of one of their water and sewer clients from their billing system.

Accordingly, St Mary has paid twice, since 2008, for servicing to the rectory. I have estimated the total of this duplicate billing to be \$13,554.69.

St Mary is therefore requesting that this overpayment be either refunded in full or applied to the St Mary metered account (church) as a credit with ongoing monthly billings applied to it until it has been depleted.

I look forward to discussing this issue further with you and/or Council if necessary.

Yours truly


Fr Joe Selvanayagam
Pastor



B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
 62 North Street, Goderich, ON N7A 2T4
 p. (519) 524-2641 • f. (519) 524-4403
www.bmross.net

File No. 19315
RECEIVED

April 9, 2020

APR 14 2020

Matt Aston, Director of Operations
 Township of Wellington North
 7490 Sideroad 7 W, Box 125
 Kenilworth, ON N0G 2E0

TWP. OF WELLINGTON NORTH

**Re: Class EA to Address Leachate Management at the
 Riverstown Waste Facility
 County of Wellington, Township of Wellington North**

The County of Wellington has initiated a Class Environmental Assessment (Class EA) process to consider alternatives to address leachate management at the Riverstown Waste Facility (see attached plan). The study will consider a range of alternatives to address long term management of leachate at the facility including, but not necessarily limited to; i) onsite treatment and disposal of the leachate, ii) conveyance of the leachate via forcemain to an existing sanitary collection and treatment system, and iii) collection and trucking of the leachate to an approved disposal location. The County has retained B.M. Ross and Associates Ltd. to complete the study.

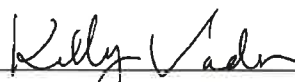
The planning for this project is following the environmental screening process set out for Schedule 'B' activities under the Municipal Class Environmental Assessment (Class EA) document (approved October 2000, as amended in 2007 and 2011, under the terms of the Environmental Assessment Act). The purpose of the Class EA screening process is to identify any potential environmental impacts associated with the proposed works and to plan for appropriate mitigation of any identified impacts. This process includes consultation with the public, stakeholders and government review agencies.

Your organization has been identified as possibly having an interest in this project and we are soliciting your input. Please forward your response to our office by May 22, 2020. If you have any questions or require further information, please contact the undersigned at kvader@bmross.net or by phone at 1-888-524-2641.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

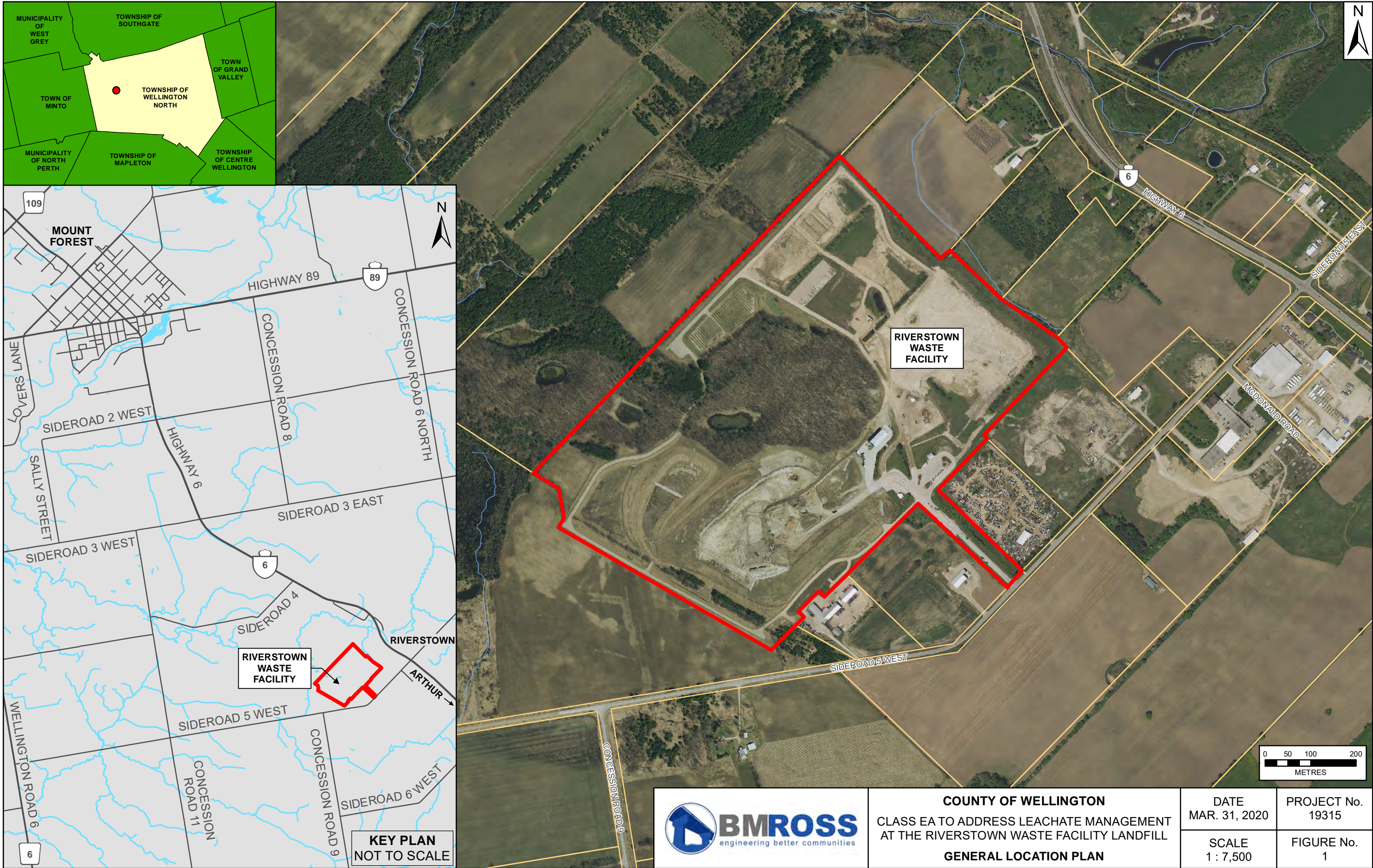
Per


 Kelly Vader, RPP, MCIP
 Environmental Planner

KLv:hv

Encl.

c.c. Das Soligo, County of Wellington



Arthur Wastewater Treatment Plant Expansion Project: Contract 1

Quarterly Report
Q1 2020

April 20, 2020



Client:	Township of Wellington North	Period Covered:	Q1 2020	Report No.	2
Contract Title:	Arthur WWTP Expansion Project, Contract 1	CIMA+ Project #:	T000851B		
Contractor:	Wellington Construction Contractors Inc. (WCCI)	Notice to Commencement Date:	May 29, 2019		
Contract No.	WELNOP17005	† Substantial Completion Date:	November 25, 2019		
		Prepared by:	Jaime Boutilier, P. Eng., PMP		



Summary of Work

Sanitary Pumping Station Frederick Street Site

Work Performed

1. Blowers arrived onsite and were moved into the basement.
2. Installation, testing, training and startup were completed for the first digester blower, BL302.
3. WCCI was offsite for two weeks in March.
4. WCCI performed cleanup work and inspected silt fencing upon re-mobilization to site in April.
5. Installation of underground services continued, including piping, catchbasins and sanitary manholes.
6. Stripping of topsoil and backfill of Granular B was completed for the driveway.
7. Excavation for the Equalization Tank began.
8. Mechanical installation of the air discharge header and the first aeration blower began, BL203.
9. Demolition began for the existing alum system.

Immediately Upcoming Work

1. Excavation for the Equalization Tank will be completed, and concrete work will begin.
2. Excavation for the new Alum containment structure will be completed, and concrete work will begin.
3. Aeration and digester blower installation will continue.
4. Valve installation will be completed in the lagoons.

Wastewater Treatment Plant Preston Street Site

Work Performed

1. Shingles were stripped from the existing Pumping Station roof and ice and water shield was installed.
2. Concrete pours for the new station were completed, including benching.
3. Hatches were installed prior to the roof concrete pour.
4. The FRP landing, access ladder and pump bases were installed in the new station.
5. Process piping was installed in the new station by the end of February.
6. There was no notable work performed at the pumping station in March.
7. WCCI performed cleanup work and inspected silt fencing upon re-mobilization to site in April.

Immediately Upcoming Work

1. No major work is anticipated on this site in the immediate future.

Notes/Remarks:**COVID-19**

The Site Superintendent was in self-isolation for 14 days and WCCI was offsite most of this time. WCCI provided a COVID-19 policy to supplement their Health & Safety Plan prior to returning to site. The Township of Wellington North communicated that this remains an essential project as of April 6, 2020.

Schedule

WCCI has neglected to meet the requirements of Specification 01320, namely to submit a CPM Baseline Schedule. Work onsite is progressing slowly; however, CIMA cannot accurately evaluate if current work progress will allow completion by the contractual Substantial Performance date without a CPM Baseline Schedule.

TABLE[Ⓐ] Document Tally up to April 17, 2020

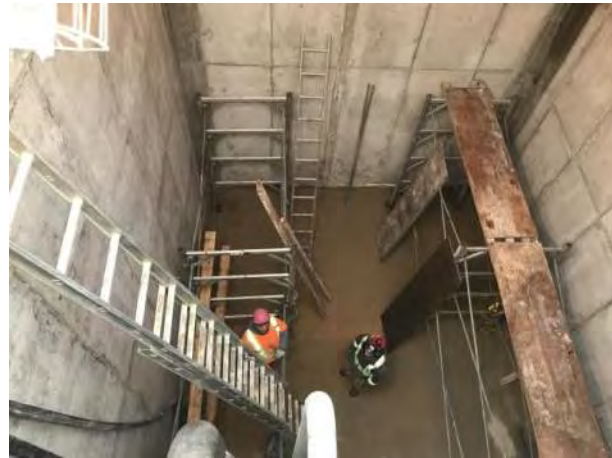
	Document Description		Reviewed/Issued by CIMA**
1.	Shop Drawings (SD)		128
2.	Request For Information (RFI)		18
3.	Contemplated Change Notice (CCN)		7
4.	Site Instruction (SI)		7
5.	Request For Shutdown (RFS)		2
6.	Change Order (CO)		6
7.	Site Progress Meetings Completed		10
<i>**Does not include reviews currently in progress</i>			

Appendix A – Site Photos

SANITARY PUMPING STATION – Frederick Street



SAN Pumping Station: Week 15 - Photo 1.



SAN Pumping Station: Week 15 – Photo 2.



SAN Pumping Station: Week 15– Photo 3.



SAN Pumping Station: Week 15– Photo 4.



SAN Pumping Station: Week 15 – Photo 5.



SAN Pumping Station: Week 15 – Photo 6.

WWTP - Preston Street



WWTP Site: Week 15 – Photo 7.



WWTP Site: Week 15 – Photo 8.

Site Progress: Photo Description Table - Week 15	
	Sanitary Pumping Station Site: Description
Photo 1.	Shows: Formwork completed for edge of roof slab.
Photo 2.	Shows: Scolding system installation started for the roof slab from the wet well.
Photo 3&4.	Shows: Reinforcement installation is in progress for the 300mm roof slab.
Photo 5.	Shows: South side of the existing control building roof.
Photo 6.	Shows: Work is in progress to replace the ice and water shield.
	WWTP Site: Description
Photo 7&8.	Shows: No activity for the WWTP site.

SANITARY PUMPING STATION – Frederick Street



SAN Pumping Station: Week 16 - Photo 1.



SAN Pumping Station: Week 16 – Photo 2.



SAN Pumping Station: Week 16– Photo 3.



SAN Pumping Station: Week 16– Photo 4.

WWTP - Preston Street



WWTP Site: Week 16 – Photo 5.



WWTP Site: Week 16 – Photo 6.

PHOTO DESCRIPTION

Site Progress: Photo Description Table - Week 16	
	Sanitary Pumping Station Site: Description
Photo 1.	Shows: Preparation of the 300mm Roof Slab.
Photo 2 & 3.	Shows: Concrete pour is in progress for the roof slab.
Photo 4.	Shows: Heating and insulation is in progress for the roof slab.
	Waste Water Treatment Plant Site: Description
Photo 5 & 6.	Shows: Transportation of the Blower unit to the basement level.

Waste Water Treatment Plant - Preston Street



SAN Pumping Station: Week 17 - Photo 1.



SAN Pumping Station: Week 17 - Photo 2.



SAN Pumping Station: Week 17 - Photo 3.



SAN Pumping Station: Week 17 - Photo 4.

SANITARY PUMPING STATION - Frederick Street



WWTP Site: Week 17 - Photo 5.



WWTP Site: Week 17 - Photo 6.

PHOTO DESCRIPTION

Site Progress: Photo Description Table - Week 17	
	Sanitary Pumping Station Site: Description
Photo 1.	Shows: Disassembly of the Blower Unit to be transported the basement.
Photo 2.	Shows: Blower Units in the basement & formwork for equipment pad.
Photo 3.	Shows: Reinforcement installed for containment wall as instructed in Site Instruction 3R1
Photo 4.	Shows: No activity for yard works.
	Waste Water Treatment Plant Site: Description
Photo 5 & 6.	Shows: Work carried out at the wet well; removing formwork.

Waste Water Treatment Plant - Preston Street



SAN Pumping Station: Week 18 - Photo 1.



SAN Pumping Station: Week 18 - Photo 2.



SAN Pumping Station: Week 18- Photo 3.



SAN Pumping Station: Week 18- Photo 4.

SANITARY PUMPING STATION - Frederick Street



WWTP Site: Week 18 - Photo 5.



WWTP Site: Week 18 - Photo 6.



WWTP Site: Week 18 – Photo 7.



WWTP Site: Week 18 – Photo 8.

PHOTO DESCRIPTION

Site Progress: Photo Description Table - Week 18	
	WWTP Site: Description
Photo 1.	Shows: Concrete poured for equipment pad (Blower Unit – BL203).
Photo 2.	Shows: Concrete poured for containment wall; formwork stripped after curing.
Photo 3.	Shows: Concrete poured for headwall.
Photo 4.	Shows: Blower Unit placed on equipment pad
	Sanitary Pumping Station Site: Description
Photo 5.	Shows: Grate installed for roof access hatches.
Photo 6.	Shows: Concrete poured for the wet well benching.
Photo 7 & 8.	Shows: Temporary platform construction is in progress.

SANITARY PUMPING STATION – Frederick Street



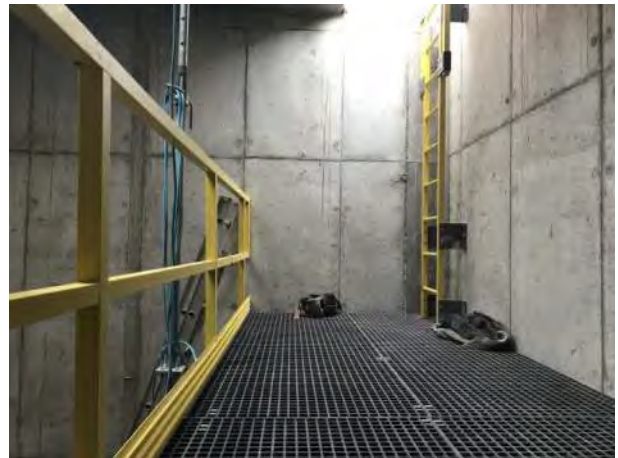
SAN Pumping Station: Week 19 - Photo 1.



SAN Pumping Station: Week 19– Photo 2.



SAN Pumping Station: Week 19– Photo 3.



SAN Pumping Station: Week 19– Photo 4.

Wastewater Treatment Plant - Preston Street



WWTP Site: Week 19 – Photo 5.



WWTP Site: Week 19 – Photo 6.

PHOTO DESCRIPTION

Site Progress: Photo Description Table - Week 19	
	Sanitary Pumping Station Site: Description
Photo 1.	Shows: Work is in progress for the wet well platform.
Photo 2.	Shows: Bolted connection for the C-Channel supports.
Photo 3.	Shows: FRP access ladder installed.
Photo 4.	Shows: FRP grating installed; platform completed.
	WWTP Site: Description
Photo 5.	Shows: No activity.
Photo 6.	Shows: Equipment storage/Valmatic & Trueline process valves and other components on site.

SANITARY PUMPING STATION – Frederick Street



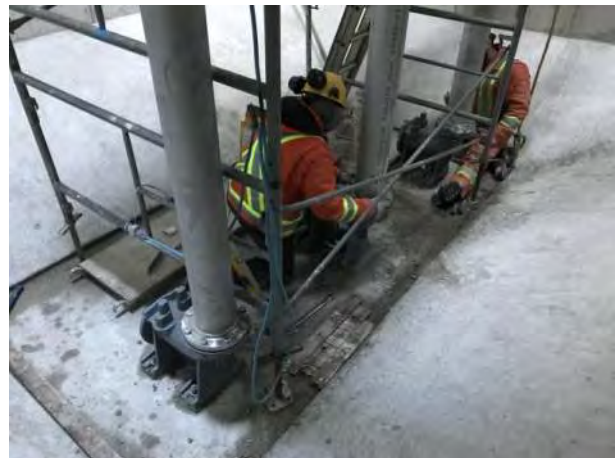
SAN Pumping Station: Week 20 - Photo 1.



SAN Pumping Station: Week 20- Photo 2.



SAN Pumping Station: Week 20- Photo 3.



SAN Pumping Station: Week 20- Photo 4.

Wastewater Treatment Plant - Preston Street



WWTP Site: Week 20 – Photo 5.

PHOTO DESCRIPTION

Site Progress: Photo Description Table - Week 20	
	Sanitary Pumping Station Site: Description
Photo 1.	Shows: Work completed for Discharge Header; Air Release Valve installed.
Photo 2.	Shows: Val- matic Plug Valves & Check Valves installed.
Photo 3.	Shows: 150mm SS piping installed to the pump base below.
Photo 4.	Shows: Grouting of the pump base is in progress.
	WWTP Site: Description
Photo 5.	Shows: Preparation for Digester Blower install.

Wastewater Treatment Plant - Preston Street



SAN Pumping Station: Week 21 - Photo 1.



SAN Pumping Station: Week 21- Photo 2.



SAN Pumping Station: Week 21- Photo 3.



SAN Pumping Station: Week 21- Photo 4.



SAN Pumping Station: Week 21- Photo 5.

SANITARY PUMPING STATION – Frederick Street



WWTP Site: Week 20 – Photo 6.



SAN Pumping Station: Week 21– Photo 7.

PHOTO DESCRIPTION

Site Progress: Photo Description Table - Week 21	
	Sanitary Pumping Station Site: Description
Photo 1.	Shows: Formwork & reinforcement completed for new blower equipment pad.
Photo 2.	Shows: Concrete pour in progress for the equipment pad.
Photo 3.	Shows: 150mm Bray BFV and piping SS installed to the new Aerzen Blower Unit.
Photo 4.	Shows: Start-up operation is in progress.
Photo 5.	Shows: Preparation for Polyurethane crack injection; in the Sludge Pump Room.
	WWTP Site: Description
Photo 6&7.	Shows: Installation of guide rail in progress at the wet well.

Wastewater Treatment Plant - Preston Street



SAN Pumping Station: Week 22 - Photo 1.



SAN Pumping Station: Week 22- Photo 2.



SAN Pumping Station: Week 22- Photo 3.



SAN Pumping Station: Week 22- Photo 4.



SAN Pumping Station: Week 22- Photo 5.



WWTP Site: Week 22 - Photo 6.

PHOTO DESCRIPTION

Site Progress: Photo Description Table - Week 22	
	Sanitary Pumping Station Site: Description
Photo 1.	Shows: Headwall and 300 STM piping installation is in progress.
Photo 2.	Shows: Location of existing 250mm Raw Sewage & Effluent Discharge pvc pipes completed.
Photo 3.	Shows: 350mm forcemain installation is in progress.
Photo 4.	Shows: Mechanical Joint restrained connection using Uni-flange 1390 – 14-C.
Photo 5.	Shows: Compaction is in progress for the pipe zone.
Photo 6.	Shows: Compaction testing is in progress by CMT.
	WWTP Site: Description

Wastewater Treatment Plant - Preston Street



SAN Pumping Station: Week 23 - Photo 1.



SAN Pumping Station: Week 23- Photo 2.



SAN Pumping Station: Week 23- Photo 3.



SAN Pumping Station: Week 23- Photo 4.



SAN Pumping Station: Week 23- Photo 5.



SAN Pumping Station: Week 23- Photo 6.

PHOTO DESCRIPTION

Site Progress: Photo Description Table - Week 23	
	WWTP Site:
Photo 1.	Shows: 350 Forcemain piping installation is in progress.
Photo 2.	Shows: Compaction testing carried out for the pipe bedding on the selective granular backfill.
Photo 3.	Shows: Compaction is in progress for the pipe zone.
Photo 4.	Shows: Hydrostatic testing is in progress at the western capped end of pipe.
Photo 5.	Shows: Installation of sanitary MH S2.
Photo 6.	Shows: Polyurethane crack inject in progress along the north wall in the sludge pump room.
	Description Sanitary Pumping Station Site: Description

Wastewater Treatment Plant - Preston Street



SAN Pumping Station: Week 24 - Photo 1.



SAN Pumping Station: Week 24- Photo 2.



SAN Pumping Station: Week 24- Photo 3.



SAN Pumping Station: Week 24- Photo 4.



SAN Pumping Station: Week 24- Photo 5.



SAN Pumping Station: Week 24- Photo 6.

Image Excerpt Below: Yard Piping work carried out.



Wastewater Treatment Plant - Preston Street



SAN Pumping Station: Week 25 - Photo 1.



SAN Pumping Station: Week 25- Photo 2.



SAN Pumping Station: Week 25- Photo 3.



SAN Pumping Station: Week 25- Photo 4.



SAN Pumping Station: Week 25- Photo 5.



SAN Pumping Station: Week 25- Photo 6.

Site Progress: Photo Description Table - Week 25	
	WWTP Site:
Photo 1 & 2.	Shows: Installation of Sanitary S1 structure east of the Driveway.
Photo 3.	Shows: Backfill and compaction around DICB No.5.
Photo 4.	Shows: Backfill and compaction around SAN S2 precast structure.
Photo 5.	Shows: Stripping of topsoil at the southern end of the proposed driveway.
Photo 6.	Shows: Backfill and compaction of the granular type 'B' material for the new driveway sub-base.
	Description Sanitary Pumping Station Site: Description

Wastewater Treatment Plant - Preston Street



SAN Pumping Station: Week 26 - Photo 1.



SAN Pumping Station: Week 26- Photo 2.



SAN Pumping Station: Week 26- Photo 3.



SAN Pumping Station: Week 26- Photo 4.



SAN Pumping Station: Week 26- Photo 5.



SAN Pumping Station: Week 26- Photo 6.

Site Progress: Photo Description Table - Week 26	
	WWTP Site: Preston Street
Photo 1.	Shows: Stripping of topsoil is in progress.
Photo 2.	Shows: Backfill of the granular type 'B' material for the new driveway sub-base.
Photo 3.	Shows: Compaction carried out for the driveway sub-base.
Photo 4.	Shows: Excavation is in progress for the new Equalization Tank.
Photo 5.	Shows: Excavation is in progress for the new Equalization Tank.
Photo 6	Shows: 200mm Stainless Steel Air hear discharge pipe in the blower room.
	Description Sanitary Pumping Station Site: Description

Other:



Photo above shows: Temporary Alum skid is in operation for Alum supply.



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of May 4, 2020

From: Karren Wallace, Director of Legislative Services/Clerk

Subject: CLK 2020-010 Wellington North Power Board appointments

RECOMMENDATION

THAT the Corporation of the Township of Wellington North receive Report CLK 2020-010 being a report on Wellington North Power Board appointments;

AND FURTHER THAT the Council of the Corporation of Township of Wellington North, as the primary shareholder of Wellington North Power Inc. (WNP), authorize the Mayor and Clerk to enter into a by-law to appoint the following representatives to the Board of Directors of WNP:

- Paul Smith
- Mark Hillis

AND FURTHER THAT the appointments shall be in force July 1, 2020 and effective for a four year term ending June 30, 2024.

AND FURTHER THAT the Council of the Corporation of Township of Wellington North, as the primary shareholder of Wellington North Power Inc. (WNP), authorize the Mayor and Clerk to enter into a by-law to appoint the following representatives to the Board of Directors of WNP:

- Michael Givens

AND FURTHER THAT the appointment shall be in force December 1, 2019 and effective for a four year term ending November 30, 2023.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

November 5, 2018 CAO 2018-012 Wellington North Power (WNP) Council Board Appointments

June 5, 2017 CAO 2017-015 Wellington North Power (WNP) - Board Configuration

March 27, 2017 CAO 2017-010 Wellington North Power (WNP) Board of Director Appointments

June 16, 2016 CAO 2016-013 Wellington North Power (WNP) Board of Director Appointments

April 4, 2016-CAO 2016-007 WNP Board Members

April 20, 2015-CAO 2015-10 Wellington North Power Board Shareholder Representation

December 17, 2014-CAO 2014-30 Wellington North Power-Board Member Appointment

BACKGROUND

Mr. Hillis has served on the WNP Board since 2016 and is currently the President / CEO of Business Development Canada for Molok North American Ltd. Mr. Hillis has several years of senior management experience in both the private and public sectors.

Mr. Smith has served on the WNP Board since 2016 and is currently the General Manager of All Treat Farms Limited. Mr. Smith also holds a CPA designation and has a number of years experience in senior financial management positions.

Assuming Council accepts the recommendation of the Recruitment Committee, the table below represents the configuration of the Wellington North Power (WNP) Board of Directors:

Directors:.

Director	Date Appointed	Term End	
Mark Hillis	July 1, 2020	June 30, 2024	Independent Community Representative
Paul Smith	July 1, 2020	June 30, 2024	Independent Community Representative
Andy Lennox	Apr. 27, 2015	November 30, 2022	Non-Independent (Shareholder)
Dan Yake	Apr. 27, 2015	November 30, 2022	Non-Independent (Shareholder)
Michael Givens	Dec 1, 2019	November 30, 2023	Non-Independent (Shareholder)

The excerpt below is from the WNP Shareholder Agreement and provides context to the role of the Board of Directors:

3.1 **Shareholder Objectives**

The Shareholders' objective in connection with the relationship to the Corporation is that the Board supervises the management of the Corporation in a manner which:

- a) Takes due consideration of the financial objective established by the Shareholders;
- b) Protects the investment of the Shareholders by appropriately managing the Corporations' exposure to the normal risks inherent in its business as a Local Electricity Distribution company;
- c) Provides the Shareholders with their desired rate of return on their investment, giving due consideration to rates of return permitted by the regulatory agencies;
- d) Provides adequate reporting to the Shareholder.

4.1 **Board of Directors**

Subject to Section 4.11, the business and affairs of the Corporation shall be managed by the Board of Directors. As determined by the Articles, the Board shall consist of a minimum of three (3) and a maximum of ten (10) directors. Appointments to the Board are subject to the approval, or ramification in the case of interim appointments necessitated by vacancies, by Shareholder resolution.

FINANCIAL CONSIDERATIONS

Annual remuneration for board members is approximately \$6300.00. Additional costs associated with attending relevant events are paid in addition to the remuneration.

Note-WNP pays remuneration and other costs directly to select board members; it does not apply to staff appointees.

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

Karren Wallace

Recommended By:

Michael Givens, Chief Administrative Officer

Michael Givens



Staff Report

To:	Mayor and Members of Council Meeting of May 4, 2020
From:	Karren Wallace, Director of Legislative Services/Clerk
Subject:	CLK 2020-008 Electronic Council and Committee Meeting Policy

RECOMMENDATION

THAT the Corporation of the Township of Wellington North receive Report CLK 2020-008 being a report on Electronic Council and Committee meeting policy;

AND FURTHER THAT the Council endorses the Electronic Council and Committee meeting policy.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

By-law 031-20 a by-law to amend Procedure by-law 024-19

BACKGROUND

On March 17, 2020 the Province of Ontario declared an emergency under s 7.0.1 (1) the Emergency Management and Civil Protection Act, closing certain public facing amenities and prohibiting gatherings of over 50 people. On March 30, 2020 an extension of the declaration was issued, further closures were announced, and gatherings of more than 5 people were prohibited.

On March 19, 2020 Bill 187, Municipal Emergency Act, 2020 received Royal Assent to provide:

Electronic participation, emergencies

(3.3) The applicable procedure by-law may provide that, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act,

(a) despite subsection (3.1), a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

(b) despite subsection (3.2), a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public.

As a result of the measures, Wellington North passed an amendment to the Procedure by-law permitting participation in electronic meetings for Council and Committees.

The policy, attached as Schedule A to this report, is to provide further guidelines as to how electronic meetings shall be conducted.

FINANCIAL CONSIDERATIONS

There are no financial considerations in receiving or implementing the recommendation in the 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:

Karren Wallace, Director Legislative Services/Clerk

Karren Wallace

Recommended By:

Michael Givens, Chief Administrative Officer

Michael Givens



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110

Plan to
Simply Explore.
www.simplyexplore.ca

ELECTRONIC COUNCIL AND COMMITTEE MEETING POLICY

DEPARTMENT	CLERK	POLICY NUMBER	003-20
EFFECTIVE DATE	May 4, 2020	LEGISLATIVE AUTHORITY	Municipal Act, 2001
APPROVED BY:	RESOLUTION:		

Policy Statement

The Township of Wellington North strives to improve the way the municipality communicates and delivers information to residents and other stakeholders, while maintaining transparency and accountability during decision making processes.

Purpose

These procedures have been created to establish guidelines for electronic participation in Council and Committee meetings in accordance with Section 238 (3.3) of the Municipal Act. This policy also outlines the responsibilities of those administering and attending meetings via telephone or video conference.

Scope

During any period where an emergency in any part of or all of the municipality has been declared by the municipal Head of Council, or the Premier, Cabinet under the Emergency Management and Civil Protection Act this policy applies to all members of Council and staff participating in a meeting electronically, either via video conference or telephone. Nonetheless, this policy is subject to rules and procedures in the Procedural By-law and/or other provincial legislation.

Definition

“Electronic Participation” means the use of communication technologies including, but not limited to, video, audio or telephone to permit participants to be involved in meetings as defined and in accordance with the Procedural By-law

“Meeting Host” means the person who has scheduled the video meeting and has control over all functions and features in the video meeting.

“Participants” means members of Council, staff, or anyone who is presenting or otherwise participating in a meeting

Electronic Participation

1. Participants shall use their best efforts to connect to the conference via online video or telephone no later than 15 minutes prior to the commencement of the meeting.
2. When participating via video conference, Council, the Chief Administrative Officer and the Clerk webcams shall be turned on.
3. When participating via video or telephone conference, all microphones should be muted unless the participant is speaking.
4. Any member of Council participating via video conference should indicate they wish to speak by physically raising their hand and keeping it raised until the chair acknowledges their request.
5. Staff will be invited as a participant to the electronic meeting only if they have a report on the agenda, with the exception of the Chief Administrative Officer, Director of Legislative Services/Clerk and Deputy Clerk who shall be at every meeting.
6. Any member of staff wishing to speak, shall turn their webcam on and wait until the Chair addresses them and when finished to turn their webcam off.
7. A member of Council shall announce if they wish to leave a meeting prior to adjournment and their departure will be recorded in the minutes.
8. A member of Council shall announce if they wish to leave the meeting for a personal break and their departure and rejoining the meeting shall be recorded in the minutes.
9. Participants shall ensure the background display is neutral and does not show
 - a. any political messages
 - b. any support for a particular cause
 - c. any profane graphics or words
 - d. any offensive logos or messaging that could be construed to violate any legislation or laws

Voting

10. All votes shall be recorded votes in the case of telephone meeting and a show of hands in video enabled meetings or a combination thereof.
11. A Council member, after declaring a conflict of interest pursuant to the Municipal Conflict of Interest Act, will leave the video or telephone conference and not participate in any way regarding the matter in question. The Clerk shall notify them via email once the discussion and vote has taken place so they can rejoin the meeting.

Deputations

12. Individuals wishing to depute to Council shall be invited as a member of the public and will be invited by the meeting host into the meeting at the appropriate time as a participant. At the end of the deputation, the meeting host shall ensure the deputant is no longer attending the meeting as a participant.
13. The meeting host shall show the first and last names of delegates on the video live stream as they

appear on the request to deputate as submitted to the Clerk.

14. Deputations shall follow all the procedures set out in the Procedure By-law.

15. Participants shall ensure the background display is neutral and does not show

a. any political messages

b. any support for a particular cause

c. any profane graphics or words

d. any offensive logos or messaging that could be construed to violate any legislation or laws

Technical Matters

16. Participants are required to use their municipal issued devices, if provided, to ensure proper connectivity.

17. In the event of a connection/service interruption with a member of Council, the meeting shall proceed provided there is quorum. Staff will make reasonable efforts to attempt to assist the member in rejoining the meeting.

18. All meetings shall be recorded and saved on the township server and may also be uploaded to the Township YouTube account.

Responsibilities

19. Participants shall not share an electronic meetings access information unless directed to do so by the Clerk.

20. When participating in a closed session via telephone, participants shall not use speakerphones.

Meeting Host

21. The meeting host is responsible for administering online video and telephone meetings.

22. The meeting host is responsible for stopping the recording, broadcasting, and/or distribution of audio and/or video prior to the commencement of a closed meeting.

23. The meeting host shall remove any person that does not adhere to clauses 9 a) b) c) d) and 15 a) b) c) d) without warning.

Clerk

24. The Clerk will oversee the number participants to ensure quorum throughout the video or telephone meetings.

25. The Clerk will ensure that all legislative requirements are met, including adherence to the Procedure By-law.

26. The Clerk is authorized to amend this policy from time to time.

Members of Council

27. The Chair shall ensure that all members of Council, have equal opportunity to speak.

28. The Chair shall direct the Clerk and meeting host to silence a participant in a video meeting if the Chair feels they are out of order.

From: **markb**

Date: Sat., Apr. 25, 2020, 8:39 a.m.

Subject: Request from Resident

To: <alennox@wellington-north.ca>, <sburke@wellington-north.ca>, <smccabe@wellington-north.ca>, <lhern@wellington-north.ca>, <dyake@wellington-north.ca>

Mayor Andy Lennox & Wellington North Town Council Members,

Hello, I hope this finds you all well. My family resides in Mount Forest. I would like to ask for your time and consideration regarding a matter.

I ask that you revisit the matter of backyard chickens, and would like to use this correspondence as both a formal application for my own family, and also as a request for the by-law to be amended for all residents of Wellington North, to allow for 6 or less chickens (depending on property size) to be allowed in small, secured, backyard coops / runs

I would like to present this request with consideration given to both the benefits, and also, to which the times we are currently living in. I will attempt to keep as brief as possible.

A. The Benefits

In making any changes to laws or bylaws, I believe that there needs to be a clear benefit to the community. If you could consider the following beneficiaries

1. *Local Economy*

If backyard chickens are allowed, I believe that there would be a small and continuing boost to local economy. From residents buying pre-made coops, or buying materials to make their own, to the continued purchase of feed, straw, etc., this would give a boost to local business who is struggling right now

2. *Families & Children*

There are many families who would use this as a teaching tool for their children. From responsibility & animal care, to basic chores, this would provide parents an extra tool in helping to raise responsible children. Given the times we are living in, with children not being at school, this would be giving an extra tool in the hands of parents to help teach.

3. Community at large

The community at large would benefit I believe as well. With the increased strain on food banks during these times, and with many people being out of work, this would provide people with a way to either help in providing for their own family, or given them the ability to help provide to their neighbours and loved ones.

I do not want to make any of this application sensational, but the times we are living through are unprecedented in modern times. The head of the United Nations food agency this very week, gave a warning of a possible famine of Biblical Proportions' coming. If amending this by-law would even offset the possible coming strain on families and communities by a small amount, I believe that it would be worth it.

4. Government Revenue

There are many households across Wellington North who would get backyard chickens if the by-law is changed. With a small yearly licensing fee and /or inspection fee for a backyard coop, this has the potential to bring in tens of thousands of dollars into the budget of local government, which would help offset any losses that are occurring due to the current situation.

In conclusion, I strongly believe that the benefits far outweigh any potential downsides. I ask that Wellington North considers changing the bylaw, and follow the many communities across the country who have successfully allowed backyard coops, and also be a leader to those communities who have not yet.

The residents of Wellington North are some of the most caring, grounded, and responsible citizens in the entire country. Changing this by-law, would benefit them individually, and the community at large, greatly in my opinion.

Thank you for your time & consideration

Mark Baldock



Wellington North Power Inc.

290 Queen Street West, PO Box 359, Mount Forest, ON N0G 2L0
Phone: 519.323.1710 Fax: 519.323.2425

www.wellingtonnorthpower.com

E-mail: wnp@wellingtonnorthpower.com
ESA # 7012854

April 30th 2020

Mayor Andrew Lennox and Members of Council
Township of Wellington North
7490 Sideroad 7 West
P.O. Box 125
Kenilworth, ON N0G 2E0

Dear Mayor Lennox and Members of Municipal Council:

Re: **Wellington North Power Inc. - 2020 Annual Shareholder Meeting**

On behalf of the Board of Directors and employees of Wellington North Power Inc., I would like to invite you to the Annual Shareholder Meeting on Tuesday May 26th 2020 at 6:00 p.m. Given the COVID-19 pandemic situation, this will be a virtual-meeting where representatives will use video-conferencing technology to join the meeting.

All Members of the Township of Wellington North Council and Township of Southgate Council are invited to attend. At least three (3) members of the majority shareholder, the Township of Wellington, are required to form a quorum.

One representative of each of the respective Council will be appointed to act as Scrutineers for the meeting to pass resolutions on behalf of the Corporation.

Please forward names of people who will be attending as representatives of the Township of Wellington North. A meeting package will be e-mailed to representatives for review prior to the Annual Shareholder Meeting together with the virtual meeting coordinates.

Should you have any questions please do not hesitate to contact me.

Yours truly,

Jim Klujber
CEO / President

Wellington North Power Inc.

Phone: 519-323-1710

E-mail: jklujber@wellingtonnorthpower.com

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 007-20 PROVISIONAL DRAIN BYLAW

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

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

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

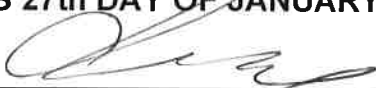
AND WHEREAS the estimated cost of such repairs is: \$127,615.00

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

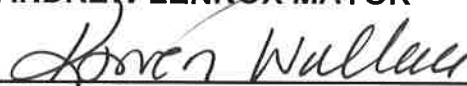
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH enacts as follows:

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

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



ANDREW LENNOX MAYOR



KARREN WALLACE, CLERK

READ A THIRD TIME AND FINALLY PASSED THIS _____ DAY OF _____, 20__.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

December 20, 2019

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

Page 20
 File No. 18-221

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

Notes:

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

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

BY-LAW NUMBER 039-20

**BEING A BY-LAW TO APPOINT MEMBERS TO WELLINGTON
NORTH POWER INC. BOARD OF DIRECTORS**

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

1. **THAT** the following individuals be appointed to the Wellington North Power Inc. Board of Directors for July 1, 2020 – June 30, 2024 term:
 - Paul Smith
 - Mark Hillis
2. **THAT** the Mayor and the Clerk are hereby authorized and directed to sign the appointment by-law.
3. **THAT** this By-law shall come into effect on July 1, 2020.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 4TH DAY OF MAY, 2020.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 040-20

**BEING A BY-LAW TO APPOINT MEMBERS TO WELLINGTON
NORTH POWER INC. BOARD OF DIRECTORS**

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

1. **THAT** the following individuals be appointed to the Wellington North Power Inc. Board of Directors for the December 1, 2019 – November 30, 2023 term:
 - Michael Givens
2. **THAT** the Mayor and the Clerk are hereby authorized and directed to sign the appointment by-law.
3. **THAT** this By-law shall come into effect on the passage thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 4TH DAY OF MAY, 2020.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



Preserving, promoting and developing Wellington North's unique cultural resources to build a vibrant community and a prosperous economy.

Our Cultural Moment for May celebrates The Women's Institute

The Women's Institute was founded in Stoney Creek in 1889 by Adelaide Hunter Hoodless who took it upon herself to spread the importance of domestic science in the home, city and country.

The Spanish Flu of 1918 was a huge influence on the Women's Institute as these women were thrust into roles that were not previously open to them as women. The surviving soldiers were just returning to Canada after WW1 and women outnumbered the men considerably. The medical profession were exhausted and thus the W.I. members went into action. They ran individual training at people's homes on the value of hand washing, cleaning, laundry, the value of fresh air and volunteered to assist doctors and nurses to let them get proper rest. Grown out of their tireless work and support, many of these women sought careers in the medical field and advocated that they be allowed to enroll in colleges and universities which had never been open to them before.

The Federated Women's Institutes of Ontario is a not-for-profit charitable organization with affiliations around the world, working with and for women in Ontario. Through the network of Branches, they offer educational programming and community support, advocate for social, environmental and economic change, and work towards the personal growth of all women, for home and country.



While the local organizations in the Township have somewhat disbanded their legacy lives on, especially in the Tweedsmuir History's of their local community farms and families and also through the past fundraising and donations made to the communities. The biggest project for the Conn W.I., formed in 1905 and officially disbanded in 1985, was purchasing the closed church known as Levendale in 1933 for \$150 and had it moved to Conn to be used as a community centre. Farewell W.I., formed in 1948, met in the Bethel United Church basement and at one time was honoured to be the 2nd largest group in the district. Another group formed for the North Arthur area in 1951 and was known as the Northgate W.I.. The Kenilworth W.I. ran from 1905-1923, the Arthur Centennial W.I. ran from 1972-1990 and the Damascus Women's Institute from 1968 -2009 whose main project was the Damascus Community Hall.

The track record of the Women's Institute is wide and runs deep in most communities around the world working true to their motto: For Home and Country.

Submitted by Bonny McDougall; Wellington North Cultural Roundtable

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

BY-LAW NUMBER 041-20

**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 MAY
4, 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 May 4, 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 4TH DAY OF MAY, 2020.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK