

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – APRIL 26, 2021 AT 7:00 P.M.
CLOSED SESSION TO FOLLOW OPEN SESSION
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/81499179904>

Or join by phone:

Canada: +1 855 703 8985 (Toll Free) or long distance 1-438-809-7799

Webinar ID: 814 9917 9904

International numbers available: <https://us02web.zoom.us/j/81499179904>

**PAGE
NUMBER**

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the April 26, 2021 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

COUNTY COUNCIL UPDATE

Andy Lennox, Mayor

PRESENTATIONS

1. Barb Leigh, Mount Forest Block Parents

001

Recommendation:

Be it resolved that Council of the Corporation of the Township of Wellington North endorses a Block Parent® Program in the Township of Wellington North.

RECESS TO MOVE INTO PUBLIC MEETING

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the April 26, 2021 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:

- *Sobeys , Public Meeting*
- *Trudy Matusinec and Jamie Cox, Public Meeting (H Removal)*
- *Eastridge Landing Phase 3, Public Meeting (H Removal)*

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the April 26, 2021 Regular Meeting of Council at : .

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- a. By-law Number 047-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Concession 1 Part Lot 36; RP 61R21331 Part 1 and municipally known as 7619 Jones Baseline) 002

Recommendation:

THAT By-law Number 047-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (Concession 1 Part Lot 36; RP 61R21331 Part 1 and municipally known as 7619 Jones Baseline)

- b. By-law Number 048-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Part Lot 1, Concession 1 (West Luther), 61R10568, Arthur, Township of Wellington North – Eastridge Landing Phase 3) 006

Recommendation:

THAT By-law Number 048-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (Part Lot 1, Concession 1 (West Luther), 61R10568, Arthur, Township of Wellington North – Eastridge Landing Phase 3)

DEPUTATIONS

1. Arthur Green Developments Inc. 009
• Sewage Allocation Approval Site Plan
2. Archcon Group Inc. 010
• Development Proposal and Approval of Sewage Allocation
3. Cachet Developments (Arthur) Inc. 022
• Sewage Allocation Application

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, April 12, 2021 027
2. Public Meeting, April 12, 2021 034

Recommendation:

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on April 12, 2021 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES
- a. Saugeen Valley Conservation Authority, March 18, 2021 038

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority meeting held on March 18, 2021.

- b. Saugeen Valley Source Protection Authority, Meeting #31, January 22, 2021 043

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Source Protection Authority, Meeting #31, held on January 22, 2021.

- c. Mount Forest District Chamber of Commerce, 046
- Meeting Minutes, March 9, 2021 050
 - Meeting Minutes, April 13, 2021 053
 - March 31, 2021 Financials

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce meetings held on March 9, 2021 and April 13, 2021 and the March 31, 2021 Financials.

- d. Mount Forest Business Improvement Association, April 13, 2021 055

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association meeting held on April 13, 2021.

2. BUILDING

- a. Report CBO 2021-04 Building Permit Review Period Ending March 31st, 2021 057

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-04 being the Building Permit Review for the period ending March 31st, 2021.

- b. Report CBO 2021-05 Building Permits and Related Matters 059

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-05 being a report on an updated By-law Under the Building Code Act Respecting Permits and Related Matters.

3. ECONOMIC DEVELOPMENT

- a. Report EDO 2021-012 Grants & Donations Community Development Program 065

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-012 being a report on the Grants & Donations Community Development Program;

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

- b. Report EDO 2021-013 Community Improvement Program 071

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021 – 013,

AND FURTHER THAT Council approves the following Façade Improvement Grants:

- \$2,500 to Freycom, at 130 & 142 Main Street North in Mount Forest
- \$2,500 to Paul Van Grootheest owner of 244 George Street in Arthur.
- \$ 700 to the Iscreamm Cone Company at 207 George Street in Arthur

AND FURTHER THAT Council approves grants totaling \$6,500 to Peter Irvine, owner of 9121 Highway 6, which was the past home to the Kenilworth Country Kitchen.

- c. Report EDO 2021-014 Saugeen Connects Advancing Women Economically (AWE) 075

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report EDO 2021-014 being an update on the Saugeen Connects Advancing Women Economically (AWE) program.

- d. Report EDO 2021-015 Wellington North Shop Local, Sidewalk Saturday Shopping Program 090

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-015 being an update on the Wellington North Shop Local Sidewalk Saturday Shopping Program,

AND FURTHER THAT Council supports promoting downtown shopping and ensuring physical distancing in a safe and comfortable environment by authorizing the closure of George Street in Arthur and Main Street in Mount Forest on the following Saturdays:

- Main Street, Mount Forest July 10th, and August 14th
- George Street, Arthur June 26th, and Sept 11th, pending Connecting Link schedule

4. FINANCE

- a. Cheque Distribution Report, April 19, 2021 093

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated April 19, 2021.

- b. First Quarter 2021 Financial Update 095

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the First Quarter 2021 Financial Update.

5. FIRE

- a. DFC 2021-003 Master Fire Plan 098

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DFC 2021-003 Master fire plan;

AND FURTHER THAT Council approve the master fire planning process as submitted by the fire service management team.

- b. Wellington North Fire Service, Quarter One Update 2021 101

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service, Quarter One Update 2021.

6. OPERATIONS

- a. Report OPS 2021-013 being a report on the 2021 sewage allocation 106

Recommendation:

THAT Council of the Township of Wellington North receive Report OPS 2021-013 being a report on the 2021 sewage allocations;

AND FURTHER THAT Council direct staff to work towards entering a sewage allocation agreement with the following developers in Mount Forest:

*2574574 Ontario Inc. for 391 Main Street North Project – 39 Units;
Marlanna Homes for King Street East / Newfoundland Street Project – 24 Units;
2574574 Ontario Inc. for Jack’s Way Project – 60 Units; and
2574574 Ontario Inc. for Wellington Street East Project – 24 Units.*

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law to enter into the agreements;

AND FURTHER THAT Council award twenty (20) units of sewage allocation to the Building Department for distribution for infill lots within the Arthur;

AND FURTHER THAT Council award forty-six (46) units of sewage allocation to the Building Department for distribution during the next year for infill lots within Mount Forest.

- b. Report OPS 2021-016 being a report on the award of the Township’s 2021 asphalt program 055

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-016 being a report on the award of the Township’s 2021 asphalt program;

AND FURTHER THAT Council award the request for tender to The Murray Group Limited at a cost of \$544,190.80 plus applicable taxes.

7. ADMINISTRATION

- a. Report CLK 2021-012 Licensed Kennels in North Wellington

158

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information CLK Report 2021-012 being a report on licensed kennels in North Wellington.

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 April 26, 2021 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

CONSIDERATION OF ITEMS 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
- Recreation, Parks and Leisure Committee
- Wellington North Power
- Mount Forest Homecoming Committee (inactive)

Councillor Burke (Ward 2):

- Mount Forest Aquatic Ad Hoc Advisory Committee
- Lynes Blacksmith Shop 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 Business Improvement Area
- Arthur BMX/Skateboard Park Advisory Committee
- EarlyON Child and Family Services Committee

Councillor McCabe (Ward 4):

- Recreation, Parks and Leisure Committee
- Arthur BMX/Skateboard Park Advisory Committee
- Saugeen Valley Conservation Authority
- Wellington North Health Professional Recruitment Committee
- Arthur Trail Committee

Mayor Lennox:

- Committee of Adjustment
- Wellington North Power
Ex Officio on all committees

BY-LAWS

- | | |
|--|-----|
| a. By-law Number 045-21 being a by-law to authorize a Sewage Allocation Agreement between The Corporation of the Township of Wellington North and 940749 Ontario Limited | 160 |
| b. By-law Number 046-21 being a by-law under the Building Code Act respecting permits and related matters | 166 |

Recommendation:

THAT By-law Number 045-21 and 046-21 be read a First, Second and Third time and enacted.

CULTURAL MOMENT

Celebrating Mitch Keirstead	183
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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 ___:___ p.m. 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

- CBO 2021-05 Building Department Service Delivery

2. REVIEW OF CLOSED SESSION MINUTES

- April 12, 2021

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 ___:___ p.m.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-05 Building Department Service Delivery;

AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the April 12, 2021 Council Meeting

CONFIRMING BY-LAW 049-21

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Recommendation:

THAT By-law Number 049-21 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 26, 2021 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of April 26, 2021 be adjourned at ____ :__ p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Emergency Preparedness Week	May 3 to 7, 2021	
Regular Council Meeting – via video conference	Monday, May 10, 2021	2:00 p.m.
Regular Council Meeting – via video conference	Tuesday, May 25, 2021	7:00 p.m.
Arthur BMX Skateboard Park Ad-Hoc Committee	TBD	TBD

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



WELLINGTON NORTH
SEMPER PORRO

Deputation Request Form

Name of Deputation(s): Barb Leigh

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business Mount Forest Block Parents

Contact Information

Mail: , Mount Forest

Email: ^

Telephone:

Type of Meeting

Council OR Committee (includes ad hoc)

Date of Meeting April 26, 2021

Subject Matter (submit your complete deputation submission with this form)

Block parents

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

Estimated Financial Impact to municipality:

Capital

Annual Operating

SIGNATURE: (electronic signature accepted)

SIGNATURE electronic signature accepted

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 047-21

BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01 BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH (Cox & Matusinec)

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01;

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

1. THAT Schedule 'A' Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Concession 1 Part Lot 36; RP 61R21331 Part 1, municipally known as 7619 Jones Baseline, as shown on Schedule "A" attached to and forming part of this By-law from:
 - **Holding Agricultural Exception ((H)A-195) to Agricultural Exception (A-195)**
2. THAT Section 33, Exception Zone, is amended by deleting the site specific in its entirety and replacing it with
- 3.

33.195 Lot 36, Con 1 (West Garafraxa)	A-195	Notwithstanding the provisions of section 8.5.2.1 a minimum lot area of 0.15 ha (0.37 ac) is permitted. Notwithstanding the provisions of section 8.5.2.2 a minimum lot frontage of 17.0 m (55.7 ft) is permitted. (B42/17 Cox & Matusinec – Severed Lot) (Cox & Matusinec By-law 19-18)
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4. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.

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

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 29TH DAY OF APRIL, 2021.**

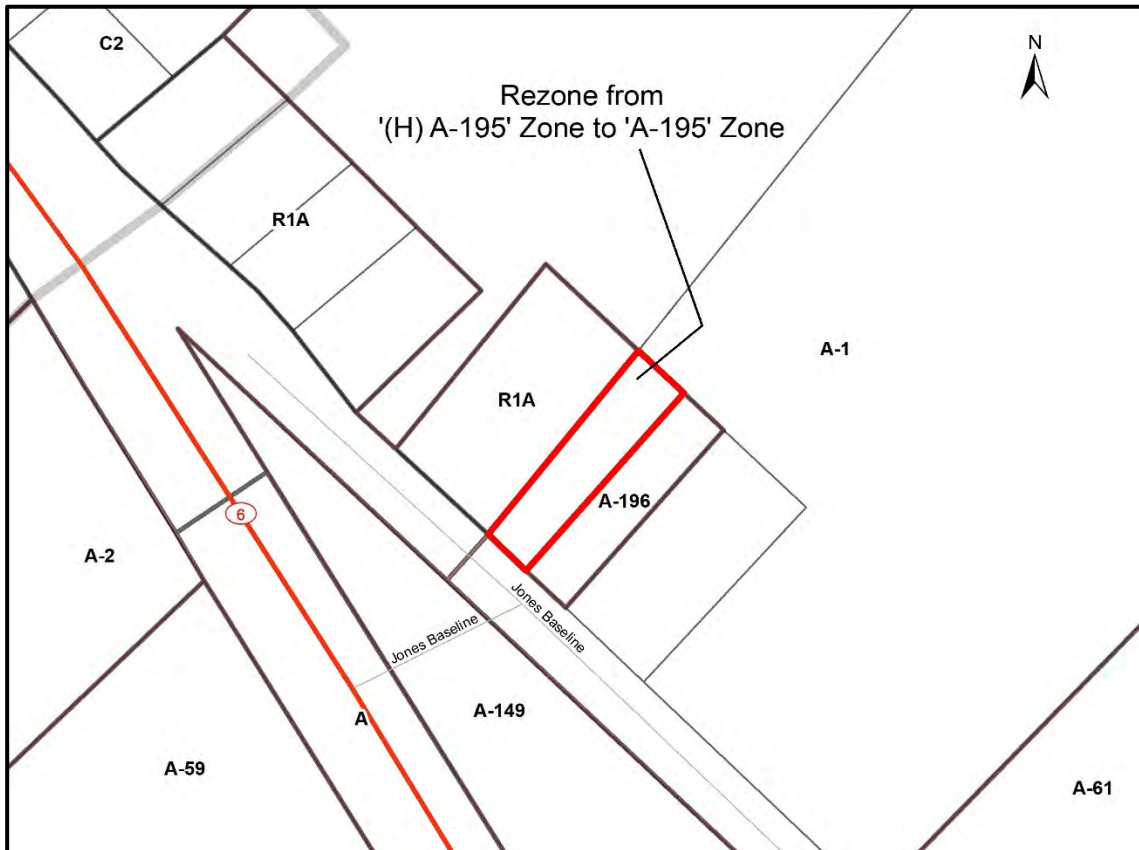
ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 047-21

Schedule "A"



Passed this 26th day of April, 2021.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 047-21

THE LOCATION OF THE SUBJECT LANDS

The property subject to the proposed amendment is described as Concession 1 Part Lot 36; RP 61R21331 Part 1 and municipally known as 7619 Jones Baseline. The subject land is vacant, approximately 0.15 ha (0.38 ac) in size and currently zoned Holding Agricultural Exception ((H)A-195).

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands from Holding Agricultural Exception ((H)A-195) to Agricultural Exception (A-195) to facilitate construction of new detached residential dwelling.

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

BY-LAW NUMBER 048-21

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF
WELLINGTON NORTH (Eastridge Landing Arthur Phase 3)**

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01;

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

1. THAT Schedule 'A-2' of By-law 66-01 is amended by changing the zoning on lands described as Part Lot 1, Concession 1 (West Luther), 61R10568, Arthur, Township of Wellington North, as shown on Schedule "A" attached to and forming part of this By-law from **Holding Residential ((H)R2) to Residential (R2)**;
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
3. **THAT** this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 26TH DAY OF APRIL, 2021.**

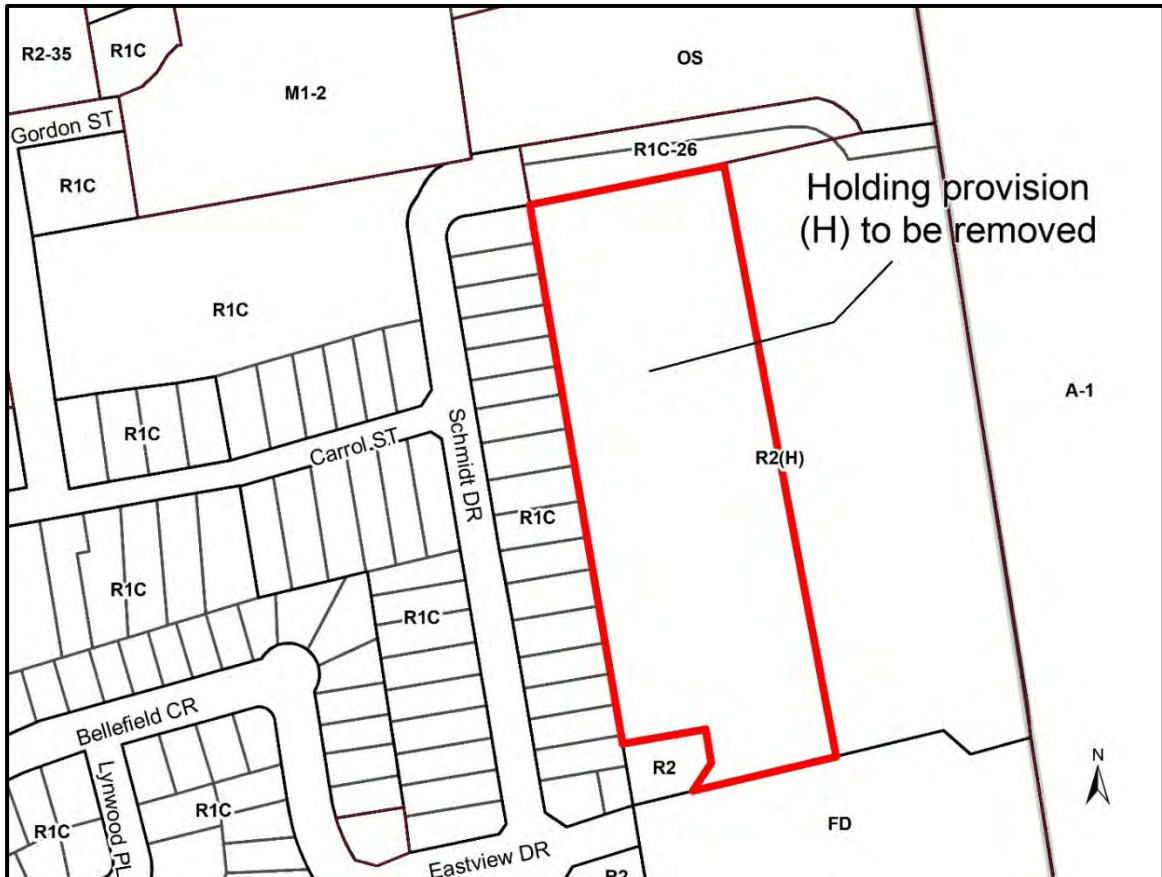
ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 048-21

Schedule "A"



Passed the 26th day of April, 2021

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 048-21

THE LOCATION OF THE SUBJECT LANDS

The property subject to the proposed amendment is described as Part Lot 1, Concession 1 (West Luther), 61R10568, Arthur, Township of Wellington North. The subject lands are vacant, approximately 3.2 ha (8.0 ac) in size and the lands subject of the amendment are currently zoned Holding Medium Density Residential ((H)R2).

THE PURPOSE AND EFFECT of the proposed amendment is to rezone a portion of the subject lands from Holding Medium Density Residential ((H)R2) to Medium Density Residential (R2) to permit the construction of homes.



WELLINGTON NORTH
SEMPER PORRO

Deputation Request Form

Name of Deputation(s): Paolo Pambianchi

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business Arthur Green Developments Inc.

Contact Information

Mail: P.O. Box 390, Bolton, Ontario, L7E 5T3

Email: nkompasgroup@gmail.com

Telephone: 647 527 4503

Type of Meeting

Council OR Committee (includes ad hoc)

Date of Meeting April 26 2021

Subject Matter (submit your complete deputation submission with this form)

Sewage Allocation Approval Site Plan

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

Sewer allocation / Site plan approval

Estimated Financial Impact to municipality:

Capital

Development Charges
paid to Wellington North

Annual Operating

Low annual operating due to
existing municipal infrastructure

SIGNATURE: (electronic signature accepted)

SIGNATURE electronic signature accepted

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WELLINGTON NORTH
SEMPER PORRO

Deputation Request Form

Name of Deputation(s):

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business

Contact Information

Mail:

Email:

Telephone:

Type of Meeting

Council OR Committee (includes ad hoc)

Date of Meeting

Subject Matter (submit your complete deputation submission with this form)

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

Estimated Financial Impact to municipality:

Capital

Annual Operating

SIGNATURE: (electronic signature accepted)

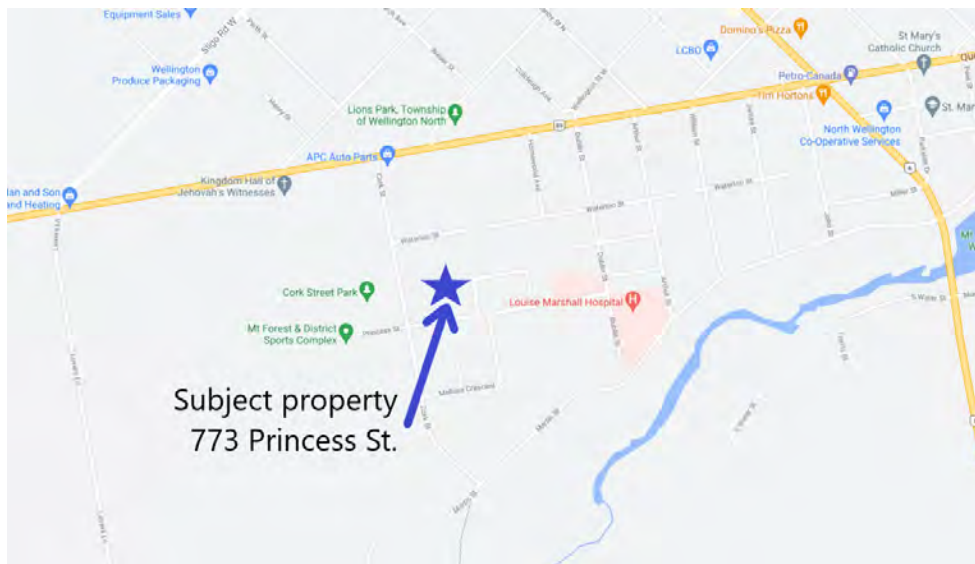
SIGNATURE electronic signature accepted

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We would like to present our development proposal for a residential development. We have recently completed a pre-consultation which highlighted the need for sewage allocation for this project. Due to the fact that we are looking to start construction in this calendar year, we are looking for councils support to approve the sewage allocation even though we do not currently meet all the requirements of the townships policy.

Project Description

2 story - 32 unit residential development located at 773 Princess Street, Mount Forest.



1.0 Purpose

The purpose of this deputation is to introduce our proposed residential development and request councils' support to approve the sewage allocation for this project.

2.0 Highlights of the project

- Conveniently located at 773 Princess street, within walking distance to the Louise Marshall hospital and the Mount Forest & District Sports Complex
- 32 rental units geared to a 55+ community
- Onsite parking – 48 parking spots including 4 HC
- Outside amenity space and common room
- Fully accessible apartment with move in/ loading dock and elevator.
- Onsite storage units available for tenant use

3.0 Included with this submission

- Floor plans
- Renderings



013

40 MILLS ROAD, UNIT B
BARRIE, ON
L4N 6H4
T: (705) 737-9894
F: (705) 737-1258

4.0 Background

The parcel of land at 773 Princess was the previously the location of "Superior Tire", since this time all structures (including foundations) have been removed and the excavation was filled in with new sandy fill. Further to this the property has had a phase 1 and phase 2 environmental site assessments (ESA) completed, the latest as of Feb. 2020. A record of site condition has been filed with the Ministry of the Environment.

At this point, we (Archcon Group Inc.) have completed a pre-consultation for this property indicating our intent to proceed with a residential project as shown in the attached documents. The meeting highlighted a few comments that should all be addressable in our design drawings.

Of particular note however, we were informed of the requirement of a sewage allocation for the development. This is of concern particularly due to that fact that this is a once / year allocation which happens in April. Our intent would be to start this project prior to next April and therefore could delay any further movement. Although we believe this project is highly aligned to the objectives laid out in the sewage allocation application, one of the main criteria's for approval is that there is a draft plan of subdivision, site plan agreement Or similar approval in place.

Due to the fact that we are looking to start construction in this calendar year, we are looking for councils support to approve the sewage allocation even though we do not currently meet all the requirements of the townships policy.

4.0 Conclusion

We that this project fills a need in the community coupled with a desire for infill development to avoid further urban sprawl and is located in such as way as to take advantage of the community facilities already in place. We thank you for your continued support.

If you have any questions, please do not hesitate to contact me directly by email marty@churchbuilder.ca or by phone 705-734-6788.

Marty McDonald

SITE STATISTICS

ITEM	EXISTING REQUIREMENTS	PROPOSAL
ZONING CATEGORY	R2	R3 RESIDENTIAL
LOT AREA (sq. m)	4874	6088
LOT WIDTH (m)	18	28.1
GROUND FLOOR AREA (sq. m)	N/A	1463
LOT COVERAGE (%)	45%	22.1% (MAXIMUM)
BLOCK CLASSIFICATION (ORC)	N/A	3.2.2.47
FRONT YD. (m)	6.0 m	36.7 m
REAR YD. (m)	7.6 m	12.1 m
SIDE YD. WIDTH (m)	3.25 m	4.7 m
SIDE YD. SOUTH (m)	1.5 m	28.8 m
NUMBER OF PARKING SPACES - RESIDENTIAL	3	49
NUMBER OF ACCESSIBLE PARKING SPACES	3	4
PARKING SPALL DIMENSIONS (m)	2.9m x 5.5m	2.9m x 5.5m
ACCESSIBLE PARKING SPACE (m)	2.4 x 5.5	2.4 x 5.5
LANDSCAPED OPEN SPACE	N/A	20 x 5.5
AGENTRY SPACE (sq. m)	297.6	51.9% (3376 sq. m)
AGENTRY SPACE (sq. m)	297.6	56.5
BUILDING HEIGHT	12.5m	6.5

FLOOR LEVEL	2 BED UNIT	1 BED UNIT	TOTAL
GROUND LEVEL	8	7	15
2ND FLOOR	10	14	24
TOTAL	18	21	39

AGENTRY TYPE	AREA
EXTENSION PATIO	355.5 sq.m
PARTY ROOM	79.3 sq.m
EXTENSION STORAGE	109.6 sq.m
TOTAL	544.4 sq.m



PRINCESS STREET DEVELOPMENT

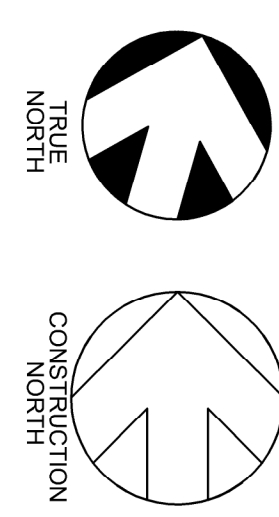
MOUNT FOREST, ON

SITE PLAN - GROUND FLOOR

DATE: MARCH 10, 2021
SCALE: 1:200

REINDERS +LAW ARCHITECTURE, ENGINEERING

P1



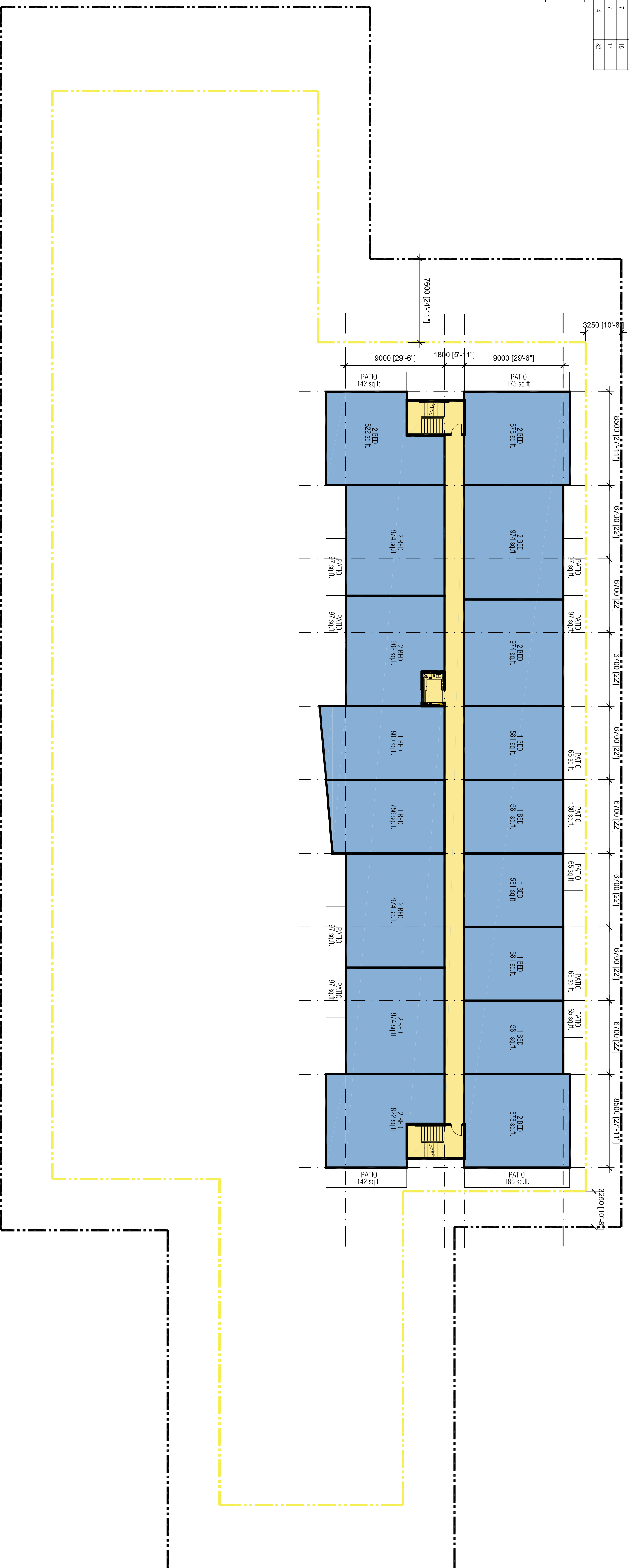
PRINCESS STREET

SITE STATISTICS

ITEM	EXISTING REQUIREMENTS	PROPOSAL
ZONING CATEGORY	R2	R8 (RESIDENT)
LOT AREA (sq. ft.)	4974	6088
LOT WIDTH (ft.)	18	26.1
GROUND FLOOR AREA (sqm)	N/A	143
LOT COVERAGE (ft.m)	45%	22.1% (143sqm)
BLDG CLASSIFICATION (RSC)	N/A	322.47
FRONT YD. (ft.m)	6.0 m	36.7 m
REAR YARD (ft.m)	7.6 m	12.1 m
SIDE YARD WIDTH (ft.m)	3.25 m	4.7 m
SIDE YARD SOUTH (ft.m)	3.25 m	20.8 m
NUMBER OF PARKING SPACES - RESIDENTIAL	15 (per 68)	48
NUMBER OF ACCESSIBLE PARKING SPACES	3	4
PARKING SPALL DIMENSIONS (m)	2.9m x 5.5m	2.9m x 5.5m
ACCESSIBLE PARKING SPACE (m)	2.4 x 5.5	2.4 x 5.5
LANDSCAPED PERSI SPACE	N/A	20 x 5.5
LANDSCAPED PERSI SPACE	297.6	51.46 (3376 sq.m)
LANDSCAPED PERSI SPACE	297.6	985.5
LANDSCAPED PERSI SPACE	12.0m	6.5

FLOOR LEVEL	2 BED UNIT	1 BED UNIT	TOTAL
GROUND LEVEL	8	7	15
2ND FLOOR	10	7	17
TOTAL	19	14	32

AGENT TYPE	AREA
EXTENSION PATIO	355.5 sq.m
PARTY ROOM	78.8 sq.m
EXTENSION STORAGE	100.6 sq.m
TOTAL	535.1 sq.m



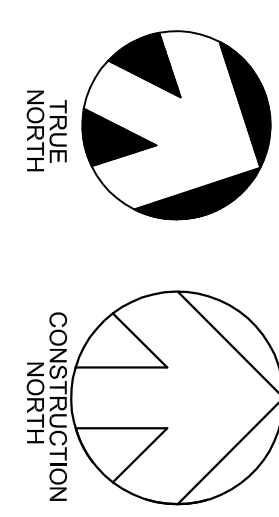
PRINCESS STREET
DEVELOPMENT
MOUNT FOREST, ON

SECOND FLOOR

DATE: MARCH 10, 2021
SCALE: 1:200



P2

















WELLINGTON NORTH
SEMPER PORRO

Deputation Request Form

Name of Deputation(s): Marcus Gagliardi (Cachet Developments (Arthur) Inc.)

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business Cachet Developments (Arthur) Inc.

Contact Information

Mail: 361 Connie Crescent, Concord, ON, L4K5R2

Email: marcus@cachetdevelopments.com

Telephone: 6472831405

Type of Meeting

Council OR Committee (includes ad hoc)

Date of Meeting April 26 2021

Subject Matter (submit your complete deputation submission with this form)

Please see attached letter associated with request for allocation

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

Estimated Financial Impact to municipality:

Capital

Annual Operating

SIGNATURE: (electronic signature accepted)

Marcus Gagliardi

Digitally signed by Marcus

Gagliardi

Date: 2021.04.21 13:53:39 -04'00'

SIGNATURE electronic signature accepted

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/ Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.



Michael Givens
Chief Administrative Officer
Township of Wellington North
7490 Sideroad 7 W
Kenilworth, ON
N0G 2E0

March 25, 2021

Via email:

**RE: APPLICATION FOR SEWAGE ALLOCATION
321 DOMVILLE STREET
CACHET DEVELOPMENTS (ARTHUR) INC.**

In support of our proposed development at 321 Domville Street in Arthur, we are pleased to submit this application for Sewage Allocation for Council's consideration.

The subject lands are located at the southwest corner of Preston Street and Domville Street, with a small frontage on Domville Street, and 213m of frontage along Preston Street. The proposed development will consist of 115 single detached houses (40ft), and 92 townhouses (20ft), as well as a 1acre park space, SWM Pond, and walkways/sidewalks. The proposed development will also contribute to the urbanization and upgrade of Preston Street from Smith Street in the south to Dovmille Street in the north, and the developer will contribute to both the design costs and construction costs. The lands are currently zoned R1C and R3, and only minor specific standards are being modified to accommodate the proposed housing, but for the majority the proposal is in compliance with the existing standards on site.

In addition to the above, the proposal contemplates the partial piping of the existing storm channel that traverses the site into a stormwater management pond adjacent to Preston Street. The SWM Pond will provide enhanced water quality of 80%, decrease the erosion potential and reduce peak flows in the downstream ditch, and further improve drainage for the surrounding neighborhood that has dealt with flooding in past years.

Further, and in line with the checklist provided by the Town for evaluating these requests, we opine the following:

1. Is the project within the Built Boundary of Arthur or Mount Forest?

Yes, the project is located within the Built Boundary of Arthur, on lands that are already zoned and designated for the proposed units.

2. Is the project located within the Central Intensification Corridor as mapped by the Development Charge By-law?

No, however the lands are immediately adjacent to the Central Intensification Corridor.

3. Ministry of Environmental Approvals (ECA)

The approvals have not been obtained yet, but will be applied for and obtained within the next 3 – 4 months.



4. Capital contribution by the Developer?

Yes, the developer will contribute capital toward the design and construction of Preston Street urbanization and upgrades.

5. Existing Sanitary Infrastructure

Yes, the proposal connects to the existing 375mm sanitary service along Preston Street North at Street A, C and D.

6. Purpose Built Rental

No, however, the mixture of housing proposed will allow for a range of housing product as well as price points to contribute to the affordability within the market. The influx of housing will also contribute to the ability for rentals to become available in the area in the future.

7. Community Growth Plan

The proposal is entirely consistent with the Community Growth Plan as noted in the Town's planning report to Council.

8. Unit Density – Project Meets Official Plan Density Targets

Yes, the proposal meets all of the density targets of the Official Plan as noted in the Town's staff report and presentation at the public meeting.

9. Consistent with Municipal Servicing Standards and Servicing Master Plan

Yes.

10. Construction starts in the next 18 months.

Very likely. Subject to draft approval, which we believe will be achieved in May of this year – Cachet intends to start servicing in Q3 of 2021.

We trust the above is sufficient for your review and circulation. Should you have questions or require any clarification please do not hesitate to contact us.

Thank you.

Yours truly,

CACHET DEVELOPMENTS (ARTHUR) INC.

A blue ink signature of Ramsey Shaheen, consisting of a stylized first name and a more legible last name.

Ramsey Shaheen, Vice President

A blue ink signature of Marcus Gagliardi, featuring a stylized first name and a more legible last name.

Marcus Gagliardi, Development Planner

SCHEDULE A
APPLICATION FOR SEWAGE ALLOCATION

DATE	March 25 2021		
APPLICANT	Cachet Developments (Arthur) Inc.		
ADDRESS	361 Connie Crescent Suite 200, Concord, L4K5R2		
PHONE	647-283-1405	EMAIL ADDRESS	marcus@cachetdevelopments.com

DEVELOPER	Same as above		
ADDRESS	361 Connie Crescent Suite 200, Concord, L4K5R2		
HOME PHONE		EMAIL ADDRESS	marcus@cachetdevelopments.com

PROJECT NAME	Cachet Arthur		
ROLL #			
STREET	Domville Street / Preston Street		
LEGAL DESCRIPTION	PART OF PARK LOTS 6, 7 & 8 NORTH SIDE OF SMITH STREET; PART OF PARK LOTS 3 & 4 SOUTH SIDE OF DOMVILLE STREET CROWN SURVEY (GEOGRAPHIC VILLAGE OF ARTHUR)		
# OF ALLOCATIONS	TOWNSHIP OF WELLINGTON NORTH, COUNTY OF WELLINGTON 207		
PROJECT DESCRIPTION	Proposed : 115 detached houses, 92 townhouses		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES

NO Working toward draft plan approval shortly - property is zoned for the proposed uses.

Furthermore I / we wish Township Council to consider the following when evaluating this application:

Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.

Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.

Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).

(Project will contribute to the urbanization and upgrade of Preston Street, as well, contribute to the design costs of Preston Street in conjunction with the Town)

- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental.
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227

SIGNATURE:



DATED: March 25 2021

PRINT NAME: Cachet Developments (Arthur) Inc.

Ramsey Shaheen, A.S.O

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF REGULAR COUNCIL MEETING – APRIL 12, 2021 AT 2:00 P.M.
CLOSED SESSION TO FOLLOW OPEN SESSION
VIA WEB CONFERENCING <https://www.youtube.com/watch?v=7BlkL48opao>**

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
Director of Operations:	Matthew Aston
Community Recreation Coordinator:	Mandy Jones
Manager of Recreation Services:	Tom Bowden
Chief Building Official:	Darren Jones
Director of Fire Services/Fire Chief:	Chris Harrow
Planner:	Matthieu Daoust

CALLING TO ORDER

Mayor Lennox Called the meeting to order.

Mayor Lennox announced the following:

- Wellington North has been successful in obtaining Connecting Link funding for Queen Street East in Mount Forest
- Covid AstraZeneca vaccines are now available at Walsh's Pharmacy in Arthur and Mount Forest by appointment
- Wellington-Dufferin-Guelph Public Health has announced that anyone over 16 years of age can now pre-register for a vaccine as part of Phase 3 of the Covid vaccine rollout.

ADOPTION OF THE AGENDA

RESOLUTION: 2021-095

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Agenda for the April 12, 2021 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest disclosed.

AWARDS/RECOGNITION/DECLARATIONS

1. National Volunteer Week Proclamation

I, Andrew Lennox, Mayor on behalf of the Council of the Township of Wellington North do hereby proclaim April 18-24, 2021, as National Volunteer Week, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.

RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2021-096

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North recess the April 12, 2021 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:

- *Mennonite Society of British North America, Minor Variance*
- *Jason Aitken, Minor Variance*
- *Allen and Erma Martin, Zoning Amendment*

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2021-097

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North resume the April 12, 2021 Regular Meeting of Council at 2:57 p.m.

CARRIED

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- a. By-law Number 043-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Lot 6, Concession 5, 7522 Sideroad 3 East, Allen and Erma Martin)

The by-law was not tabled as the Public Meeting was deferred. Another public meeting will be scheduled with notice pursuant to the provisions of the Planning Act.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, March 22, 2021

2. Public Meeting, March 22, 2021

RESOLUTION: 2021-098

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on March 22, 2021 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

No business arising from previous meetings.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

1g, 3a, 5a, 6a, 7a

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2021-099

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT all items listed under Items For Consideration on the April 12, 2021 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Safe Communities Wellington County Leadership Table meeting held on January 20, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority General Membership Meeting #9-20 held on November 18, 2020; the General Membership Meeting #10-20 held on December 16, 2020; the General Membership Meeting #1-2021 held on January 27, 2021; and the Annual Meeting of the Membership #2-2021 held on February 17, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Source Protection Authority meeting held on January 27, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority meeting held on February 18, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Summary of the General Membership Meeting held on March 26, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Association meeting held on March 17, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting held on March 30, 2021

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee meeting held on April 6, 2021.

THAT the Council of the Corporation of the Township of Wellington North approve the agreement with the Mount Forest Agricultural Society.

THAT the Council of the Corporation of the Township of Wellington North accept the resignation of Marty Young, Mount Forest Lions Club representative, from the Mount Forest Aquatics Ad-Hoc Advisory Committee.

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North appoint AL Leach and Vern Job as members representing the Lions Club to the Mount Forest Aquatics Ad-Hoc Advisory Committee, as recommended by the Recreation, Parks and Leisure Committee.

THAT the Council of the Corporation of the Township of Wellington North receive the Township of Southgate Notice of Public Meeting and Complete Application concerning a proposed Zoning By-law Amendment.

THAT Council of the Township of Wellington North receive Report DC 2021-007 being a report on 2073022 Ontario Inc. Draft Plan of Subdivision Agreement – Eastridge Landing Phase III & IV, Arthur, Ontario;

AND FURTHER THAT the Corporation enter into a Subdivision Agreement with 2073022 Ontario Inc., in the form, or substantially the same form as the draft Agreement;

AND FURTHER THAT the Mayor and the Clerk of the Corporation be authorized to sign the by-law to enter into the Agreement on behalf of the Corporation.

THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated April 1, 2021.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2021-100

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable meeting held on March 18, 2021.

CARRIED

RESOLUTION: 2021-101

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive for information Report EDO 2020-011 being an update from the Economic Development Office.

CARRIED

RESOLUTION: 2021-102

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report DFC 2021-007 Fire Safety Grant Program;

AND FURTHER THAT Council approve the application submitted by the Fire Service Management team for the Fire Safety Grant Program and allow staff to enter into a Transfer Payment Agreement with the Province to receive the funds

AND FURTHER THAT the Mayor and Clerk be authorized to execute the by-law to enter into the agreement.

CARRIED

RESOLUTION: 2021-103

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Ontario Recreation Facilities Association, correspondence, open letter to ORFA Members and Industry Employers regarding ORFA membership.

CARRIED

RESOLUTION: 2021-104

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive The People and Information Network, Media Release dated April 5, 2021, National Volunteer Week, The Value of One, The Power of Many.

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Yake (Ward 1):

- Thanked Norm McLellan, of the Roads Department, for going out on Sunday night to clean up debris that had been intentionally spread on Queen Street West, Mount Forest.

Councillor McCabe (Ward 4):

- Chaired the Recreation, Parks and Leisure Committee meeting on April 6, 2021.
- Will be attending SVCA meetings this week.

Mayor Lennox:

- The Wellington North Power Annual Meeting will be held at the end of May. Council will appoint representatives at a future Council Meeting.

BY-LAWS

- a. By-law Number 036-21 being a by-law to authorize a Road Use Agreement (former Township of West Garafraxa)
- b. By-law Number 037-21 being a by-law to Authorize a Fire Safety Grant Transfer Payment Agreement with Office of the Fire Marshal
- c. By-law Number 038-21 being a by-law to adopt a Sewage Allocation Policy for the Township of Wellington North and to repeal By-laws 119-19 and 035-20
- d. By-law Number 039-21 being a by-law to amend By-law 103-20 being a by-law to establish fees and charges for various services provided by the municipality
- e. By-law Number 040-21 being a by-law to authorize a Lease Agreement between the Corporation of the Township of Wellington North and the Mount Forest Agricultural Society
- f. By-law Number 041-21 being a by-law to authorize a Subdivision Agreement (James Coffey/Eastridge)
- g. By-law Number 042-21 being a by-law to authorize a Sewage Allocation Agreement between The Corporation of the Township of Wellington North and Seawaves Homes Inc.

RESOLUTION: 2021-105

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT By-law Number 36-21, 037-21, 038-21, 039-21, 040-21, 041-21 and 042-21 be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT

Celebrating the Hamlet of Monck

When thinking of Monck, the Baptist Church usually comes to mind. It's situated on the northeast corner of County Road 16 and the 10th Line. It sits on 1/9th of an acre of land donated by Robert Grieve and was built by the contractor W. W. Gorvett of Arthur. The church was completed on October 17, 1896. The parsonage and a stable were built in 1901 on land donated by James Blyth. In 1909 more land was obtained from the Grieves to enlarge the

shelter for the horses and buggies which was situated to the east of the church. This became inadequate and a closed-in shed was built in 1910 south of the store. The land for this was donated by Ed Segsworth. This building is no longer there.

The hamlet of Monck is named after Lord Charles Stanley Monck who was the first governor-general of Canada after Confederation. (1861–1868.) He was born 1819 in Templemore Ireland.

The first settlers came to West Luther in 1853. By the early 1860's, the area's population had increased enough, and in 1863, 2 post offices were authorized, one at Lot 9, Concession 10 in Monck. Robert Dunlop was the first postmaster. They had 19 postmasters over the 96 years of its existence. The post office was situated at various times from private residences and the store at Monck. The postmaster's salary at Monck in the early 1870's ranged between \$10 and \$15 per year. In 1869, at \$39 per year, mail was transported weekly between Monck and Arthur. The post office closed in 1959.

David and Agnes McHardy built the Monck store in the early 1900's. It was situated on the southwest corner. A group of farmers formed a Co-Op in 1945 and took over the store from Mabel Blyth. Bert Glover was the first manager. It sold feed, hardware, fertilizer, groceries, and gas. The Co-Op later became a part of the United Co-Op. Today, the store is a private residence.

When driving through the hamlet, the only prominent building remaining is the church.

Submitted by Penny Renken, Wellington North Cultural Roundtable with excerpts from Stephen Thorning's articles, Tweedsmuir Histories and Google.

CLOSED MEETING SESSION

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

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

RESOLUTION: 2021-106

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 3:25 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

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

1. *REPORTS*

- *CLK 2021-011 Sale of Land Wells Street, Arthur*
- *Verbal update from CAO regarding Personnel Matters*

2. *REVIEW OF CLOSED SESSION MINUTES*

- *February 22, 2021*

3. *RISE AND REPORT FROM CLOSED MEETING SESSION*

CARRIED

RESOLUTION: 2021-107

Moved: Councillor Burke
Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 3:49 p.m.

CARRIED

RESOLUTION: 2021-108

Moved: Councillor Yake
Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-011 Sale of Land Wells Street, Arthur;

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2021-109

Moved: Councillor McCabe
Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the verbal update from CAO regarding Personnel Matters.

CARRIED

RESOLUTION: 2021-110

Moved: Councillor Hern
Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the February 22, 2021 Council Meeting.

CARRIED

CONFIRMING BY-LAW 044-21

RESOLUTION: 2021-111

Moved: Councillor Yake
Seconded: Councillor Hern

THAT By-law Number 044-21 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 12, 2021 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2021-112

Moved: Councillor McCabe
Seconded: Councillor Burke

THAT the Regular Council meeting of April 12, 2021 be adjourned at 3:50 p.m.

CARRIED

CLERK

MAYOR

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING MINUTES – APRIL 12, 2021 @ 2:00 P.M.
VIA WEB CONFERENCING <https://www.youtube.com/watch?v=7BlkL48opao>

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
Director of Operations:	Matthew Aston
Community Recreation Coordinator:	Mandy Jones
Manager of Recreation Services:	Tom Bowden
Chief Building Official:	Darren Jones
Director of Fire Services/Fire Chief:	Chris Harrow
Planner:	Matthieu Daoust
Development Clerk:	Tammy Pringle

CALLING TO ORDER - Mayor Lennox

Mayor Lennox called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

OWNERS/APPLICANT

ZBA 09-21 Allen & Erma Martin

LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is described as Lot 6, Concession 5, with Civic address of 7522 Sideroad 3 E. The property is approximately 36.41 ha (89.98 ac) in size.

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed amendment is to rezone the subject lands to permit a dog kennel. The lands are currently zoned Agriculture (A) and Natural Environment (NE). The subject property is occupied by a dwelling, a barn and two sheds. The applicants are proposing to use an existing 136.75 m² (1472ft²) accessory structure for the dog kennel. Additional relief may be considered at this meeting.

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and signage was posted on the subject property on March 18, 2021.

PRESENTATIONS

Matthieu Daoust, Planner, presented comments prepared by Asavari Jadhav, Junior Planner and Matthieu Daoust, Planner; County of Wellington, Township of Wellington North

- Planning Report dated March 15, 2021

Planning Opinion - This zone amendment will rezone the property to permit a dog kennel to operate on a site specific basis on the subject lands. This amendment is required as the current by-law restricts the use in all zones unless specifically permitted by an amendment. The amendment is also required to comply with the Kennel Licencing process outlined in the Township's Kennel License By-law.

Planning Staff generally have no concerns with the rezoning application to permit a kennel on the property. Under the Township Kennel Licensing By-law, the applicant will have to submit a detailed site plan showing how outdoor access will be provided to the dogs to the satisfaction of the Township.

INTRODUCTION

The property subject to the proposed amendment is legally described as Lot 6 Concession 5 with a civic address of 7522 Sideroad 3 E and is approximately 36.41 ha (89.98 ac) in size.

PROPOSAL

The purpose of the application is to rezone the subject lands to permit the operation of a dog kennel within an existing 136.75 m² (1472ft²) accessory structure. The property is currently occupied by a dwelling, a barn and two sheds.

PROVINCIAL POLICY STATEMENT (PPS)

The subject property is located within a PRIME AGRICULTURAL area. Section 2.3.3.1 of the PPS states "In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses".

"Proposed agriculture-related and on-farm diversified uses shall be compatible with, and shall not hinder surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objective."

GROWTH PLAN

The Growth Plan for the Greater Golden Horseshoe (GGH) provides growth management policy direction for the GGH, which includes Wellington County. All planning decisions are required to conform to the applicable policies and provisions of the Growth Plan. We are satisfied that the policies in the Growth Plan have been met and the proposed development generally conforms to the Growth Plan.

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are designated PRIME AGRICULTURAL within the County Official Plan. Kennels are considered a permitted use within the Prime Agricultural area under Section 6.4.3 of the Plan.

ZONING BY-LAW

The subject lands are zoned Agricultural (A). Section 6.5 of the by-law states:

"...a kennel is a restricted use in all zones within the Township of Wellington North. Kennels are prohibited uses unless specifically permitted by an amendment to this By-law. Where specifically permitted by an amendment to this By-law, no land, building or structure shall be used for a kennel, unless the land, building and structure is in compliance with the approved By-Law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North."

An amendment to the zoning by-law is required to permit a kennel on the subject property.

KENNEL LICENSING

The Township has recently updated the Kennel Licensing By-law (046-17), being a By-law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North. This by-law sets out a number of requirements and standards for kennel operations. Operators must apply for and obtain a license from the Township.

Under the Kennel Licensing By-law, a kennel may only be permitted on a property that is within an Agricultural zone and has a minimum lot area of 25 acres. The proposed kennel appears to meet the minimum eligibility requirements set out in the kennel by-law as the applicant's property is located within the agricultural area (zoned Agricultural (A)) and the property is 89.98 ac acres in size.

The applicants have indicated that the kennel will be located within an existing 136.75 m² (1472ft²) accessory structure. Section 2.9.7 of the Kennel Licensing By-law requires that "access to a fenced area to the outside that permits the animals to access the outside area and return to the inside area on its own accord" be provided. The sketch provided by the applicant indicates a proposed location for the dog run.

Finally, Section 2.19 of the Kennel Licensing By-law outlines that a kennel shall not be located less than 150 m (492 ft) of any adjacent house or livestock barn. The proposed kennel is to be located approximately 322 m (1,056 ft) from the closest neighbours dwelling and 343 m (1,125 ft) from the closest barn housing livestock and 260 m (853 ft) from the closest vacant lot. Figure 1 below shows the proposed location of the kennel on the subject property and approximate setbacks to the abutting uses.

PLANNING CONSIDERATIONS

Compatibility

The subject property is located on a farm and is surrounded by agricultural uses. The farm parcel located at 7514 Sideroad 3E contains a dwelling that is approximately 159.44 m (523.12ft) from the proposed kennel. The farm parcel across from the subject lands on 7513 Sideroad E has a dwelling and is 262.41 m (860.92 ft) from the proposed kennel. The farm parcel located on 7572 Sideroad E is approximately 288 m (944.88ft) from the proposed kennel. Section 2.26 of By-law 046-17 (Township Operation and Licensing of Kennel By-law) states the following with respect to setbacks:

No person shall own or operate a kennel or facility or structure used in connection with the kennel and established before the passage of this bylaw, located less than 150 metres (492 feet) of any adjacent property owners habitable building or buildings for the keeping of livestock.

The setbacks exceed the minimum 150 metres required by By-law 046-17.

The applicant currently has 10 dogs and as the business scales up will be housing 25 dogs permitted. The proposed kennel is 136.75 m² (1472ft²) in size and will include 7 whelping area, 9 outdoor runs, 9 indoor penning and an outdoor exercise area. The applicant will be required to provide a detailed site plan as part of the kennel license application. This site plan will need to include an outdoor fenced area for the animals to access on their own accord.

DRAFT ZONING BY-LAW

A draft zoning by-law amendment has been attached to this report for public review and Council's consideration which introduces a site specific exception permitting a kennel on the subject lands.

CORRESPONDENCE FOR COUNCIL'S REVIEW

Michael Oberle, Environmental Planning Technician, Saugeen Conservation Authority

- Letter dated April 7, 2021 (No Objections)

REQUEST FOR NOTICE OF DECISION

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

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

Due to technical issues, there were no comments or questions from the floor.

COMMENTS/QUESTIONS FROM COUNCIL

Councillor McCabe expressed concern with the use of the property for a kennel. He questioned how many kennels are in Wellington North, Minto and Mapleton and how many kennels we wish to have in Wellington North. Karren Wallace, Clerk, stated that there are six kennels in Wellington North, which includes two that are inactive.

Councillor Burke commented that the Planners Report shows that they meet the criteria and asked if the Applicant is aware of the licencing requirements, and further, has the Animal Control Officer inspected the facility or done a site visit. Karren Wallace, Clerk, stated that the Animal Control Officer has inspected the property and is confident that the kennel licensing criteria can be met. The applicant is aware of the licencing requirements.

Councillor Yake asked if Mr. Martin is aware of the criteria. Karren Wallace, Clerk, explained that proper zoning is a requirement of obtaining a kennel licence. Once the zoning is in place and the Animal Control Officer has inspected and approved the kennel a licence can be issued. A licence is not issued until all other criteria has been met.

Mayor Lennox stated that the zoning determines if this is an appropriate location for a kennel.

Michael Givens, CAO, commented that the zoning deals with the location. The Animal Control Officer assesses the existing building to be retrofitted and determines if it is viable to meet the required criteria for kennel licencing. Often zoning amendments are brought to bring a property into compliance.

RESOLUTION: 005-2021

Moved: Councillor Burke

Seconded: Councillor McCabe

Council deferred the application until a new a new public meeting can be held due to technical issues.

CARRIED

ADJOURNMENT

RESOLUTION: 006-2021

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Public Meeting of April 12, 2021 be adjourned at 2:56 pm.

CLERK

MAYOR

SAUGEEN VALLEY CONSERVATION AUTHORITY

MINUTES

Conservation through Cooperation

MEETING:	Authority Meeting
DATE:	Thursday March 18, 2021, 1:00 p.m.
LOCATION:	Electronic
CHAIR:	Maureen Couture
MEMBERS PRESENT:	Paul Allen, Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Mike Myatt, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart
ABSENT:	Mike Niesen
OTHERS PRESENT:	Jennifer Stephens, General Manager/Secretary Treasurer Laura Molson, Manager, Corporate Services Erik Downing, Manager, Environmental Planning & Regulations JoAnne Harbinson, Manager, Water Resources & Stewardship Services Donna Lacey, Manager, Forestry & Conservation Lands Janice Hagan, Executive Assistant

Chair Maureen Couture, called the meeting to order at 1:00 p.m.

1. Land Acknowledgement

As we work towards reconciliation with Indigenous people, we begin our meeting today by respectfully acknowledging that we are situated on Traditional Territories and Treaty Lands, in particular those of the Chippewas of Saugeen Ojibway Territory known as the Saugeen Ojibway Nation.

As shared stewards of Ontario's land and water resources – along with the First Nations community – Saugeen Valley Conservation Authority appreciates and respects the history and diversity of the land and its peoples and are grateful to have the opportunity to meet in this territory.

2. Adoption of Agenda

MOTION #G21-31

Moved by Cheryl Grace

Seconded by Diana Rae

THAT the agenda be adopted as presented.

CARRIED

Annual Meeting – March 18, 2021**3. Introductions of New Staff**

The following new staff were introduced:

- a. Matt Armstrong – Regulations Coordinator (promoted from SVCA Regulations Officer)
- b. Darren Kenny – Regulations Officer
- c. Michael Cook – Regulations Officer (Contract)

4. Declaration of Pecuniary Interest

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

Christine Robinson left the meeting at 1:10 p.m.

5. Approval of Authority Meeting Minutes

- a. February 18, 2021 – Authority Meeting

MOTION #G21-32

Moved by Sue Paterson

Seconded by Tom Hutchinson

THAT the minutes of the Authority meeting, held on February 18, 2021 be approved as circulated.

CARRIED

6. Matters Arising from the Minutes

- a. Re-Branding – Colour Palette Options

Jennifer Stephens presented the colour palette options for branding as proposed by eSolutions and noted that staff preference overall was the Clean Palette. The colour palette will be used for the website, signage, and all promotional materials. After discussion, the Directors passed the following motion:

MOTION #G21-33

Moved by Barbara Dobreen

Seconded by Bill Stewart

THAT staff be directed to choose the Clean Palette option for the new SVCA brand colours.

CARRIED

7. Consent Agenda**MOTION #G21-34**

Moved by Paul Allen

Seconded by Don Murray

THAT the reports, minutes, and information contained in the Consent Agenda, [items 6 a-c], along with their respective recommended motions be accepted as presented.

CARRIED

Annual Meeting – March 18, 2021**8. New Business****a. Interactive Strategic Planning Exercise**

Jennifer conducted an interactive strategic planning exercise with the Directors using the SOAR (Strengths, Opportunities, Aspirations, and Results) approach and focused on aspirations to be achieved over the next five years, and the strategies and actions to support them. The Directors gave suggestions on how to achieve objectives and goals including increased community outreach, communication, and understanding of the conservation authority mandate.

After discussion, the following motion carried:

MOTION #G21-35

Moved by Steve McCabe

Seconded by Tom Hutchinson

THAT staff be directed to incorporate the feedback obtained from the Strategic Planning Exercise into the preliminary summary being used to build the framework of SVCA's Strategic Plan.

CARRIED

b. Property Donation

Donna Lacey informed the directors that a landowner had offered to donate her property to SVCA. The Property and Building Committee had discussed the potential donation at their meeting on March 9, 2021 and recommended that the donation be accepted. The property is adjacent to SVCA properties in the Municipality of West Grey and is approximately 123 acres including a substantial amount of wet forest and swamp. Donna has been in consultation with the landowner regarding forest management and trail maintenance since 2002. Property taxes are negligible and would have little impact on the Forestry budget. After discussion, the directors passed the following motion:

MOTION #G21-36

Moved by Paul Allen

Seconded by Don Murray

THAT the Authority accept Part Lot 37, Concession 17, Normanby Township, Municipality of West Grey, by donation.

CARRIED

c. Playground Equipment Acquisition

Donna presented photos of the existing playground structures at the Durham and Bluffs campgrounds. It was noted that the playground equipment at both locations needs replacement due to liability and safety concerns. The directors noted that the structures are decrepit and would likely not pass a safety inspection. The following motion carried:

Annual Meeting – March 18, 2021**MOTION #G21-37**

Moved by Barbara Dobreen

Seconded by Mike Myatt

THAT staff be directed to acquire playground equipment for the Durham and Saugeen Bluffs Conservation Area campgrounds at a cost of \$75,000 plus an additional \$5,000 for sand, following the Authority's purchasing policy.

CARRIED

d. Property and Building Committee / Parks Committee Amalgamation

Jennifer presented a proposal to amalgamate the Property and Building Committee and the Parks Committee to form the Property and Parks Committee. The Property and Building Committee had discussed this proposal on March 9, 2021 and recommended to the Authority that the committees be amalgamated. It was agreed and the following motion was carried:

MOTION #G21-38

Moved by Bill Stewart

Seconded by Cheryl Grace

THAT the Board of Directors support the amalgamation of the Property and Building Committee and the Parks Committee.

CARRIED

e. Designating SVCA Staff as Officers

Erik Downing reviewed the submitted report. He noted that the *Conservation Authorities Act* states that conservation authorities are required to designate 'officers' and only those designated can perform the functions associated with the authority's permitting role. Staff recommend that all Environmental Planning and Regulations department staff be given the designation.

MOTION #G21-39

Moved by Mike Myatt

Seconded by Steve McCabe

THAT the following positions: Manager, Environmental Planning and Regulations; Environmental Planning Coordinator; Regulations Coordinator; Regulations Officer; Environmental Planning Technician; and Resources Information Technician, be designated as 'Officers' by the Authority for the purposes of reviewing permit applications under and enforcement of Section 28 of the *Conservation Authorities Act* and Regulation 169/06.

CARRIED

Christine Robinson re-joined the meeting at 3:07 p.m.

f. Agricultural Advisory Committee

Jennifer reviewed the history of the Agriculture Advisory Committee, noting that it had been formed in February 2016 for the purposes of addressing issues of concern and to improve communication efforts. She told the directors that the committee had not been active in the past year, and that staff recommends re-establishing meetings at least 4 times annually with an updated Terms of Reference.

Annual Meeting – March 18, 2021**MOTION #G21-40**

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the Board of Directors re-establish the Agricultural Advisory Committee;

AND that the SVCA Chair and the following three (3) Directors be appointed to the Committee:

Steve McCabe, Don Murray, Paul Allen;

AND that staff be directed to reach out to the Bruce County, Grey County, Huron County, and Wellington County Federations requesting representatives;

AND that staff be directed to contact the Christian Farmer's Association requesting the name of a representative to sit on a Committee;

AND that staff be directed to contact the National Farmer's Union requesting the name of a representative to sit on a Committee;

AND that staff be directed to contact all other associations related to drop and livestock farming requesting the name of a representative to sit on a Committee;

AND FURTHER that a member at large be appointed by invitation of the Agricultural Advisory Committee.

CARRIED

There being no further business, the meeting adjourned at 3:32 p.m. on motion of Diana Rae and Sue Paterson.

Maureen Couture
Chair

Janice Hagan
Recording Secretary



SAUGEEN VALLEY SOURCE PROTECTION AUTHORITY

MINUTES – MEETING #31

MEETING: Saugeen Valley Source Protection Authority
DATE: Thursday, January 22, 2021
TIME: 4:50 p.m.
LOCATION: Electronic

CHAIR: Maureen Couture

MEMBERS PRESENT: Paul Allen, Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Steve McCabe, Mike Myatt, Sue Paterson, Christine Robinson

ABSENT WITH REGRETS: Mark Goetz, Tom Hutchinson, Don Murray, Diana Rae, Bill Stewart

OTHERS PRESENT: Carl Seider, Project Manager, Drinking Water Source Protection
 Bill Twaddle, Chair, SGSNBP Source Protection Committee
 Jennifer Stephens, General Manager/Secretary -Treasurer
 Laura Molson, Manager, Corporate Services
 JoAnne Harbinson, Manager, Water Resources
 Janice Hagan, Executive Assistant

The meeting was called to order at 4:50 p.m.

1. ADOPTION OF AGENDA

MOTION #SVSPA-21-01

Moved by Sue Paterson
 Seconded by Steve McCabe
 THAT the agenda be adopted as distributed.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

No person declared a conflict of interest relative to any item on the agenda.

3. ADOPTION OF MINUTES

MOTION #SVSPA-21-02

Moved by Dan Gieruszak
 Seconded by Barbara Dobreen
 THAT the Minutes of the April 2, 2020 Source Protection Authority meeting be adopted as distributed.

Carried



SAUGEEN VALLEY SOURCE PROTECTION AUTHORITY

4. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the Minutes.

5. CORRESPONDENCE

There was no correspondence.

6. REPORTS

a. Regulation 205/18: Notice for a new or changes to an existing municipal drinking water system

Carl Seider presented Report 6a to the Authority. There was no discussion.

MOTION #SVSPA-21-03

Moved by Dan Gieruszak

Seconded by Steve McCabe

THAT the Saugeen Valley Source Protection Authority be directed to provide a Notice outlining the required changes and associated timelines to the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan when a new municipal drinking water system is being established or there are changes to an existing municipal drinking water system.

Carried

b. Source Protection Plan Amendments

Carl Seider presented Report #6b to the Authority. After discussion, the following motion was passed:

MOTION #SVSPA-21-04

Moved by Mike Myatt

Seconded by Steve McCabe

THAT the Saugeen Valley Source Protection Authority endorses the proposed Source Protection Plan amendments for the purposes of engaging in pre-consultation activities with affected stakeholders as required by Ontario Regulation 287/07;

AND FURTHER THAT staff be directed to provide an updated version of any substantive changes to the Source Protection Plan amendments to the Saugeen Valley Source Protection Authority prior to final submission to the Ministry of Environment, Conservation and Parks.

Carried

7. OTHER BUSINESS

There was no other business.



SAUGEEN VALLEY SOURCE PROTECTION AUTHORITY

8. CONFIRMATION OF NEXT MEETING AND ADJOURNMENT

The next meeting is to be scheduled as required.

There being no further business, the meeting adjourned at 5:32 p.m. on motion of Steve McCabe and Cheryl Grace.

Maureen Couture
Chair

Janice Hagan
Executive Secretary

Downtown committee July sidewalk sale planned for then, Dale clarified but did not include closing Main Street, their specific is just sidewalk sale.

Krista-Jobs portal, would it make sense for Chamber to support, embedment link? Shop local app- how do you see that coinciding with current site? Dale feels it's 2 different things, will need to discuss if we would like to continue to support. Dale feels they are different things.

Crystal-will user have to pay to use app? Will be free to user. WN would pay the user fee. WI-Fi downtown, has there been any study on impact/negative impact? Will be within the downtown core, Tim Hortons to north, cover Main Street. Apartments on Main Street will have access to Wi-Fi, tracking will be in place to monitor users. Same system as Fergus/Alora, very little abuse.

IV. Council Notes – Lisa Hern

Council meeting- did amend comprehensive zoning by-law Ontario bill 108, allows additional secondary options for more rentals. Lack of attainable housing is ongoing issue. Vaccinations are at the top of the agenda. Fibre in the rural area. Wellington county roads plan still looking for comments for any problems Chamber may see.

V. Approval of Minutes From August Meeting

Sharon motion to pass minutes, Shawn to second, all in favour. Minute sent our earlier? Action Items.

**VI. Treasurer's Report/Monthly Cheque Log Review and Approval
December 2020, January 2021 & February 2021**

Sharon to provide a high level of understanding-where are people struggling to understand as Sharon is not an accountant but can provide insight. Matt was one but not online to discuss. Sharon looks for items that are out of place, as there are consistent items. Income statement does change some, Sharon does ask Ericka for clarification if something doesn't look right.

Crystal-OTIP community account, do we have a grant right now? Been on there for as long as Sharon has been apart of chamber. CEBA loan is payable in liability, needs to also show as an asset. Could change if accounting software is changed. A lot of payments are made since Shop Wellington North and Chamber bucks. Treasurer, needs to be someone with the knowledge needed will discuss at a further date. Krista will review binder to see what we can do, will make a decision as a group, not a clear understanding of what is not being understood. Canadian Chamber of Commerce, decision made 2-3 years back due to a program incentive.

Approve Financials for last 3 months

Shawn makes motion to pass as presented, Crystal second, all in favour.

VII. Open Issues

a. Office Operations - Stacey

Nothing major, parking lot is a little sloppy right now, will make sure sanded. Mobile sign out front, Kelly asked about a free change of lettering. What message do we want to get out? Directing people to social media? Corbin @ logo, same for Facebook & Instagram.

Sharon-building and tenants, Georgian Bay Fire & Safety in for annual inspection, all good.

b. Social Media Update – Corbin

Love lockdown initiative wen really well, community was actively participating. Egg hunt indicative, attached eggs through Mount Forest, filled Wightmans spot and used clips on social media. Within a week already 7 submissions using QR code, lots of exciting ideas. Facebook, has 2 accounts-did not notice until now. Organization account does not have friends but has likes and activities, personal one has 3 friends and no activity. Would like to delete personal account to eliminate confusion. Will confirm impact of deleting personal account.

c. Fireworks Festival-Sharon

We are all in agreement that Fireworks Festival is not going to happen in 2021 due to Covid restrictions. Virtual and Drive in Events are only option before October 2021. Currently calling all entertainers/vendors to move forward, so far vendors agreeing.

Moving forward with colouring book, trying to incorporate stickers, trying to keep it fun and light. Potentially sticker design campaign, drive in event- too many concerns due to volunteer needs. Will meet again in about 3 week's time. Maybe one mini event to generate some sort of revenue. Drafted a cancellation announcement, trying to keep it light-focus on safety of all involved. Will announce mid next week.

d. Budget-Sharon

Will have out by week end, please send questions to Sharon in order to clarify.

e. Grants/COVID-19-Krista

Grant/subsidy, submitted wage subsidy already received weeks 1-5 and submitted weeks 6-10 will come in soon. Stacey is trying to get money for screens. Tenant is still in back and agreement in place until end of April.

f. Special AGM for proposed bylaw amendments

Do we have dates? Dependant on redoing by-laws. Discussed a few dates, but need agreement on changes before setting meeting. Sharon sent out suggested revisions, do you have green books to understand necessity for changes. Changes, are to reflection current needs. Current green book, business options were not available at time of creation. By-laws need to reflect current operations. Changes need to be out to members for review 2 weeks before SAGM. Sharon will re-send proposed changes.

g. Member outreach

has everyone been accessing google drive, we will send out sheets to directors. What are our businesses looking for? Krista will resend out sheets. Crystal motioned to purchase, Shawn seconded motion, all in favour.

Computers need to approve chrome books \$485, no concerns at purchasing.

VIII. New Business

a. Community News

Krista invited Downtown Mount Forest community, they provided events calendar. Only change is they would like to take over ladies night. Last time we had to cancel due to covid cause an upset due to reduced sales. BIA always provided awards on ladies night. We are unsure of what support they would require from Chamber, do we have concerns?

Kelly-feels it is important for Chamber to maintain tradition of ladies night and support working with Downtown Mount Forest Group, potentially a subcommittee. Should maintain our event but encourages collaboration.

Krista-Need a strategy in place to create subcommittees in order to be proactive.

Crystal-Member relevance, has attended several outside meetings, gathering information. Lots of ideas to promote businesses.

Krista-has been in communication with Arthur/Minto to collaborate/partner.

Who wants to join member relevance? Crystal, Kelly

Kelly has been speaking with various businesses that would like to see the benefits of joining.

Sharon-Chamber events/networking is limited due to Covid restrictions, under normal circumstances there are a lot more events historically. Need to find a way to create virtual events.

Brainstorming meeting to be set

IX. Roundtable

Shawn - nothing

Sharon - will send out Fireworks festival press release,

Crystal - has been attended external events and will provide ideas

Krista – will send treasurer roll, updated rules

Kelly – Centre Wellington Chamber gone around to all business with coupon book/Lions Club \$20 cost, lots of savings, worked with Crystal in the past. Digital grant was provided to assist with cost in developing book.

Lions club is sitting on about 500 books that are due to expire in June 2021, would like to speak to the Lions Club to see about partnering with Chamber in promoting/selling with a split profit for the assistance. Will see how grant may be of benefit. Shop Wellington site?

Corbin - looking for updated bios, Stacey's headshot so he can post and promote.

Stacey - egg hunt prize ideas, various business are participating with sponsoring. Irene is turning 100 as of March 5, contacting community contacts to celebrate milestone.

Adjournment

Meeting adjourned at 9:19 pm, March 9, 2021.

Mount Forest District Chamber of Commerce

Meeting Minutes

April 13th, 2021

I. Call to Order

Krista Blenkhorn called to order the regular meeting of the Mount Forest Chamber of Commerce at 7:02 pm on April 13th, 2021, 2021 on a virtual Zoom Meeting.

II. Roll Call

Members in attendance to the meeting were:

- | | |
|-----------------------------|---------------------------------|
| • Krista Blenkhorn | President |
| • Shawn McLeod | Past President |
| • Sharon Wenger | Vice-President |
| • Michelle van Essen | Secretary |
| • Kelly Dimick | Director |
| • Crystal Seifried | Director |
| • Matt Lantz | Director |
| • Stacey Stevenson (absent) | Administrator |
| • Corbin Peter (absent) | Administrator |
| • Dale Small | Township Economic Development |
| • Lisa Hern | Township Council Representative |

III. Economic Development Report – Dale Small

We launched Jobs and Housing portal this week, list jobs in Northern Wellington right now. Any business can list. Hoping to add housing rentals later.

Student Start up program \$450 towards their business venture and 5 courses taught online. Funding to support up to 50 students.

2021 Shop local/Sidewalk sale – Met with BIA, if Chamber support July 10 and Aug 14, 2021, close main street down. Aug may just be King Street closure due to previous years attendance. Arthur, will be closing main street all summer due to repaving. Covid restrictions will apply if in place but planning needs to be done. Kelly - Aug 14, feels only King street closed will not be beneficial to main street stores due to moving product to King Street. Sharon -What support role do you want the Chamber to support? Mainly in the way of marketing/promotion/participation. Dale will take care of the logistic and can discuss further as to the Chamber role.

shopwellingtonnorth.com- Originally to sell gift cards only, Chamber selling more than gift cards.

Township provided \$1,000 towards implementation. Hasn't seen financials/statics but would like to discuss what the plans are moving forward. Krista – trying to connect with Tom of the Arthur Chamber, we can have input for next meeting.

Recreation-hoping to run summer day camp this year, not full yet but close. Looking at private/semiprivate swimming lessons, plan is to open the pool (covid permitting), splashpad open in June. New playground equipment going in.

Krista-Jobs and housing portal, can we have statistics? Portal allows being listed on top of the Indeed site (free to post).

IV. Council Notes – Lisa Hern

Wellington North was approved for funding to repave Queen street/HWY 89. Covid vaccinations available to register online for future dates on Public Health.

Provincial Day of action May 11, 2021-supporting groups that want to clean up the community, will help with funding, need to register. Campbell Cork is contact to register for funding.

V. Approval of Minutes From March Meeting

Sharon motion to pass minutes, Kelly to second, all in favour.

**VI. Treasurer's Report/Monthly Cheque Log Review and Approval
March 2021**

Sharon motioned to pass, Shawn second, all in favour.

VII. Open Issues

a. Office Operations - Sharon

Sharon spoke to tenant to provide flexibility in March due to weather and ended tenancy mid March.

b. Social Media Update – Corbin

No updates other than calendar, will update next meeting as Corbin had to leave early.

c. Fireworks Festival-Sharon

A lot going on, all entertainers will move deposits and contracts to 2022. Ribfest Crew, considered drive through event. Usually for charity, looking to donate proceeds with Fireworks Festival and Big Brothers/Big Sisters. Commissioned a local artist for drawings, provided options, sponsor logo. Vendor Co-ordinators, holding 4 payments, going to refund payments to those vendors due to the covid situation. Krista - Any talk on community spirit, store front participation. Considering speaking with radio for event. Crystal – How are we going to distribute? Looking to sell at cost to contribute to festival spirit and to cover cost.

d. Grants/COVID-19-Krista

No updates at this time.

Crystal – questions on covid grant Chamber received. Was determined not to apply for further grants as not socially responsible. May consider apply again to cover loss from fireworks festival.

e. **Special AGM for proposed bylaw amendments**

Asking for input on Bi-law changes by April 23, 2021. Edits will be done by April 30, 2021. Review by members May 5, 2021 and send invite and By-Law amendments to Chamber members May 6, 2021 and tentative date for SGM May 26, 2021. Email vote option? Proxy options for those that can't attend? Proxy option sent by email May 21, 2021. Need to establish a proxy template to be sent out with invite. Action: add option of remote options/google forms/digital options.

VIII. New Business

a. **Subcommittees**

Membership relevance – Crystal, shared current membership by industry, shows who our members are. Few members that pay for Chamber insurance but not sure if active member. Other chambers making community organizations honorary members, can attend meeting but can't vote.

Newsletter established; membership package is currently outdated, more adjustable. To stay current potentially offer a digital option. Stacey is currently working on.

Still reaching out to all the members, do we know what they want?

Kelly-10 Reasons why you would want to join the Chamber of Commerce? HOPE Committee, Media Package as a few examples. What do you get by being a member?

Networking options including virtual? Business After 5.

Grants - Voted Crystal will try to submit a grant for Collaboration Grant. Sharon will investigate Your Town Rising as an option for the grant.

Digitization-Matt & Michelle

IX. Roundtable

Kelly – Potential Treasurer position

Matt-Nothing

Shawn - nothing

Crystal - Clarify grant ideas, Kelly & Krista can help if needed. Due Thursday used by end of June.

Michelle – Stacey's benefits

Sharon – Budget, sent out today, we are operating at a shortfall due to covid and loss of Fireworks festival revenue loss. Will send out year end for 2020 to see a comparable.

Kristal-Stacey to potentially look for newsletters to see what grants are available, what's happening with other chambers. She is trying to connect with Tom, suggesting a joint meeting with Tom in May. Andrew from BIA. Suggestion of May meeting for joint meeting in the evening.

Radio concerns with Wellington Advertiser links for our social media should maybe use government page as a source. Ensure not showing favouritism to one source over another. Krista will draft a response.

Adjournment

Meeting adjourned at 9:15 pm, April 13, 2021.

Mount Forest District Chamber of Commerce
Balance Sheet As at Mar 31, 2021

053

ASSET**Current Assets**

Petty Cash	100.00	
Petty Cash OTF Community Ac...	0.00	
Cash Float - Fireworks Festival	0.00	
Shop WN Clearing	0.00	
Chequing Bank Account	43,140.49	
OTF Community Account	53,674.79	
Total Cash		96,915.28
Accounts Receivable	3,313.24	
Due from OTF Community Anim...	0.00	
Total Receivable		3,313.24
Prepaid Entertainment		20,328.46
Total Current Assets		120,556.98

Capital Assets

Office Furniture & Equipment		1,349.00
Computer Equipment		759.98
Building		338,820.60
Land		125,000.00
Total Capital Assets		465,929.58

TOTAL ASSET 586,486.56

LIABILITY**Current Liabilities**

Accounts Payable		20,175.20
BMO Mastercard 8295		0.00
Pre-Paid Rent - Unit A		1,043.95
Pre-Paid Rent - Unit C		728.00
Pre-Paid Rent - Unit D		750.00
Pre-Paid Rent - Boardroom		0.00
CEBA Loan Payable		40,000.00
Vacation payable	-28.57	
Vacation Pay Clearing	28.57	
Total Vacation Payable		0.00
El Payable	104.02	
CPP Payable	240.28	
Federal Income Tax Payable	200.82	
Total Receiver General		545.12
GST Charged on Sales	569.60	
GST Paid on Purchases	-858.41	
GST Owing (Refund)		-288.81
Deposits - Festival		3,900.00
Total Current Liabilities		66,853.46

Long Term Liabilities

Mortgage Payable		234,519.68
Total Long Term Liabilities		234,519.68

TOTAL LIABILITY 301,373.14

EQUITY**Retained Earnings**

Retained Earnings - Previous Year		162,880.59
Investment in Capital Assets		56,641.58
Unrestricted Net Assets		55,413.39
Current Earnings		10,177.86
Total Retained Earnings		285,113.42

TOTAL EQUITY 285,113.42

LIABILITIES AND EQUITY

586,486.56

**MOUNT FOREST BUSINESS IMPROVEMENT
ASSOCIATION MEETING MINUTES April 13th, 2021 @ 8:00 AM
VIA ZOOM**

CALLING TO ORDER – Andrew Coburn; Chair Mount Forest BIA

PRESENT ATTENDEES

Members: Andrew Coburn, Jessica McFarlane, Murray Townsend, Kayla Morton, Dwight Benson, Bill Nelson

Staff: Dale Small

ABSENT ATTENDEES

Peter Mohr, Councilor Burke

ADOPTION OF MINUTES

Minutes of March 9th BIA Directors Meeting received March 9thst 2021

MOTION CARRIED TO APPROVE AGENDA

ITEMS FOR CONSIDERATION

1. **Chamber:**
Crystal and Krista reached out to Andrew to set up a meeting.
Motion carried to coordinate meeting via Zoom in May. 1st Bill Nelson 2nd Jess MccFarlane
2. **Hardscape:**
Crosswalk- no update
BMO- Sent revised drawings but no response yet.
3. **Signage:**
Marrc Apparel can install on Thursday at the old Ingredients store, and possible Youngsters (waiting to hear about possible lease) rest will be put into storage.
4. **Banners/Winter Décor Event Update:**

Banners installed, winter decorations in BIA storage, Proposed dates for Streets Sales July 10th (Main st) and August 14 (King St)

Motion carried to request council dates in July and August for street sales.

1st Kayla Morton 2nd Andrew Coburn

5. Street Cleaning:

Davey will continue with the contract for street cleaning May to end of September.

6. Flowers planters due out the first week of June.

7. Your Town Rising:

Consultants for Downtown, revamping Main St, suggestions etc.

Approximate cost \$3000 plus mileage. Possible joint initiative with Township, and Chamber. Sharing the cost by 1/3.

NEXT MEETING

Possible second week of May (to be determined)

ADJOURNMENT

Moved: Kayla Morton

Seconded: Dwight Benson



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council, Meeting of April 26, 2021
From: Darren Jones, Chief Building Official
Subject: CBO 2021-04 Building Permit Review Period Ending March 31st, 2021

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-04 being the Building Permit Review for the period ending March 31st, 2021.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2021-03 Building Permit Review Period Ending February 28th, 2021
2. CBO 2020-05 Building Permit Review Period Ending March 31st, 2020

BACKGROUND

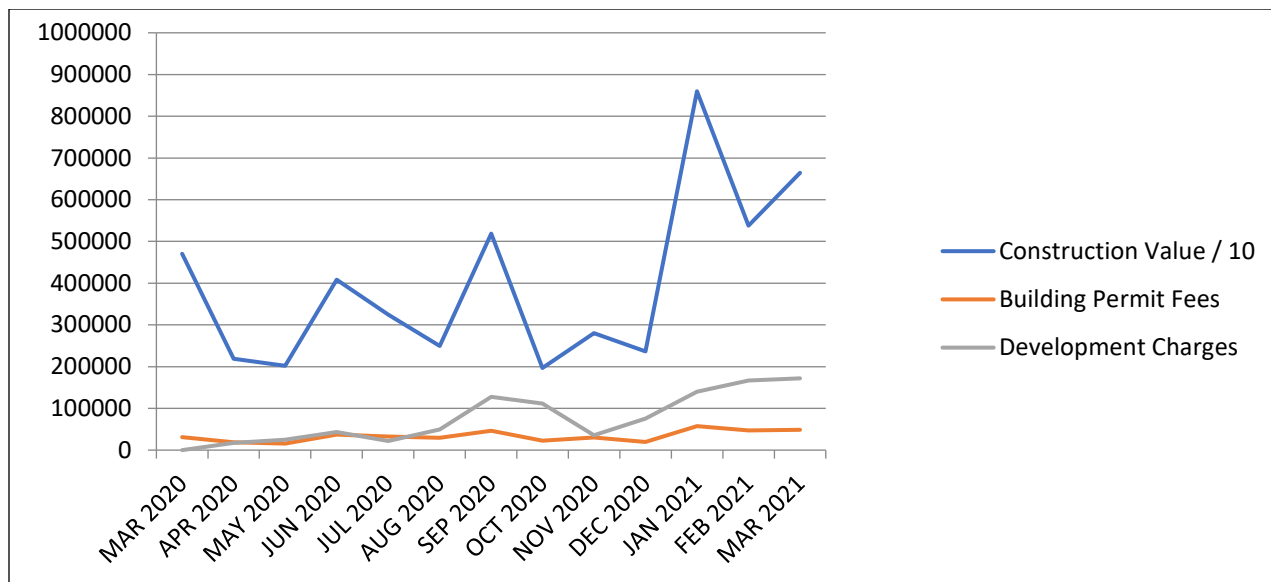
PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEVELOPMENT CHARGES
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Single Family Dwelling	8	3,595,000.00	24,000.00	104,269.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	3	353,600.00	696.80	0.00
Garages / Sheds	7	268,000.00	3,362.53	0.00
Pool Enclosures / Decks	2	3,000.00	282.80	0.00

Commercial	3	105,000.00	1,115.14	0.00
Assembly	1	3,000.00	130.00	0.00
Industrial	4	1,350,000.00	12,675.02	67,707.50
Institutional	0	0.00	0.00	0.00
Agricultural	9	902,000.00	5,129.89	0.00
Sewage System	3	64,000.00	1,560.00	0.00
Demolition	0	0.00	0.00	0.00

Monthly Total	40	6,643,600.00	48,952.18	171,976.50
Total Year to Date	85	20,564,309.00	153,901.35	478,994.50

12 Month Average	23	3,914,659.08	33,803.40	82,227.53
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10 Year Monthly Average	17	2,602,494.00	23,897.39	52,087.15
10 Year, Year to Date Average	37	6,253,006.20	54,971.78	116,656.54

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

None.

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:	Darren Jones, Chief Building Official
Recommended By:	Michael Givens, Chief Administrative Officer



Staff Report

To: Mayor and Members of Council, Meeting of April 26, 2021
From: Darren Jones, Chief Building Official
Subject: CBO 2021-05 By-law Under the Building Code Act Respecting Permits and Related Matters

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-06 being a report on an updated By-law Under the Building Code Act Respecting Permits and Related Matters.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

None.

BACKGROUND

Staff have initiated an amendment to the current Building Permit By-law in order to provide clear direction and greater flexibility with respect to electronic permit applications and delegated authority. The proposed amendments to the by-law and process will save costs to the developer and reduce time to obtain approvals.

The Building Code Act makes provisions for Council to pass a by-law respecting permits and related matters, such a by-law guides the operation of the Building Department. A draft by-law has been included in the By-laws Section of this Agenda for Council's consideration.

This proposed by-law contains housekeeping provisions and updates related to changes in the Ontario Building Code and the Building Code Act, recognizes and will standardize electronic building permit applications and delegates authority to the Chief Building Official to enter into conditional permit agreements described in Section 8(3)(c) of the Act. The proposed by-law will also implement a Code of Conduct for Building Department Staff as required by 7.1(1) of the Act.

FINANCIAL CONSIDERATIONS

There may be no direct cost saving by implementation of this by-law but, indirect costs savings related to physical permanent record storage and administrative support time with physical permit applications being submitted to the Municipal Office in Kenilworth will be substantially reduced.

ATTACHMENTS

1. Standard Agreement for a Conditional Permit

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:	Darren Jones, Chief Building Official
Recommended By:	Michael Givens, Chief Administrative Officer

AGREEMENT FOR A CONDITIONAL BUILDING PERMIT

THIS AGREEMENT dated the _____ day of _____, _____.

B E T W E E N:

[developer name] (“Applicant”)

AND

CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH (“Township”)

WHEREAS the Applicant is the registered owner of certain lands municipally known as [civic address] and more particularly described in Section 1;

AND WHEREAS construction on the lands will require the issuance of a building permit under subsection 8(2) of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended;

AND WHEREAS the Applicant has requested a conditional building permit (the “Conditional Permit”) from the Township prior to meeting all requirements to obtain a building permit;

AND WHEREAS the construction on the lands complies with by-laws enacted under s. 34 and 38 of the *Planning Act*;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants hereinafter expressed and other good and valuable consideration, the Parties hereto agree one with the other as follows:

1. LANDS SUBJECT TO AGREEMENT

The lands affected by this Agreement (hereinafter referred to as the “Lands”) are as follows:

[legal description of lands]

2. CONDITIONAL BUILDING PERMIT

The Township acknowledges that the Chief Building Official is entitled to issue a Conditional Permit for the Subject Construction to be erected on the Lands provided that the Applicant agrees to assume all risks involved in commencing construction before every requirement for a building permit has been met, and to this end, hereby will indemnify and save harmless the Township from and against all claims arising from the issuance of the conditional permit.

3. APPLICANT'S COVENANTS

The Applicant hereby covenants and agrees:

- (a) to obtain all approvals prerequisite to the issuance of a building permit as soon as practicable;
- (b) to file any required plans and specifications of the subject construction by the date set out in Subsection 3(a);
- (c) to stop construction on the Lands and secure the Lands to the satisfaction of the Chief Building Official if:
 - (i) in the opinion of the Chief Building Official, any impediment arises to prevent the lawful continuation of the subject construction; or
- (d) to remove the subject construction and restore the Lands if all necessary approvals have not been obtained by the date set out in Subsection 3(a);
- (e) to comply with all development standards that are applicable to the Lands including but not limited to site servicing, grading, fire protection, and storm water management;
- (f) to provide and maintain access for emergency vehicles and water supply to the satisfaction of the fire department.

4. SITE RESTORATION

The restoration of the Lands referred to in this Agreement shall be to the conditions present at the time of the conditional building permit application and shall include the removal of the subject construction, the replacement of all vegetative matter, the stabilization of slopes and the restoration of drainage patterns. Restoration must commence within 7 days of the date set out in Subsection 3(a) or at such later time as may be directed by the Chief Building Official.

5. MUNICIPAL ENTRY AND RESTORATION

If the Chief Building Official determines that the Subject Construction has not been removed or the site restored as required by this agreement, the Chief Building Official may cause the Subject Construction to be removed and the Lands restored and for this purpose the Chief Building Official, an inspector and their agents may enter upon the Lands and into the buildings or structures governed by this Agreement at any reasonable time without a warrant.

- (a) Whenever a statement or provision in this Agreement is followed by words denoting inclusion or example and then a list of or reference to specific items, such list or reference shall not be read so as to limit the generality of that statement or provision, even if words such as “without limiting the generality of the foregoing” do not precede such list or reference.
- (b) The Applicant and the Township agree that all conditions contained in this Agreement shall be severable, and that should any condition in this Agreement be declared invalid or unenforceable by a court of competent jurisdiction, the remaining conditions and the remainder of the Agreement shall remain valid and not terminate thereby.

----- REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK -----

6. GOVERNING LAW

This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario.

IT IS HEREBY DECLARED THAT this Agreement, provisions, and conditions herein contained shall be binding upon the parties hereto, their successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals duly attested to by their proper signing officers in that behalf.

SIGNED, SEALED & DELIVERED

) **[developer name]**
)
)
)
) _____
) name, title
) I have authority to bind the corporation.

) **CORPORATION OF THE**
) **TOWNSHIP OF WELLINGTON NORTH**
)
)
) _____
) name, Chief Building Official
) I have authority to bind the corporation



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of April 26th, 2021

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

Subject: EDO 2021-012 Grants & Donations Community Development Program

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive the Economic Development Officer & Deputy Clerk Report EDO 2021-012 being a report on the Grants & Donations Community Development Program

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2016-029 dated Nov. 16th, 2016
EDO 2018-014 dated April 23rd, 2018
EDO 2020-007 dated April 20th, 2020

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

BACKGROUND

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

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

This year 28 applications have been received with a total request for funding in the amount of \$28,693.72. This compares to 2020 when we had 33 applications totalling \$54,968.46 in requests. Our initial expectation was that the number of requests this year would have been much higher however that has not been the case. To ensure some organizations were not missed we reached out to five or six who had not initially completed an application and we encouraged them to do so.

All applications have been reviewed as per the fund guidelines. The only application where staff is not recommending approval of the entire request is for the Arthur Optimist Club who have requested \$5,000 to support a community hockey event that they are planning for the fall of 2021. In previous years we have provided both the Arthur Optimist and Mount Forest Firework Festival with \$2,500 to support their major events and staff feel that this level of funding should be maintained for 2021 and in future years. It is also more consistent with the amount of funding being recommended to the Mount Forest Minor Hockey Association who are planning to hold a similar community hockey event in Mount Forest.

Attachment A contains an overview of each of the 28 applications and should any member of council wish to receive a copy of an actual application(s) prior to the council meeting please reach-out to either Cathy or Dale and we would be pleased to send them to you.

<u>Category</u>	<u>Amount Requested</u>	<u>Amount Recommended</u>
Fee Waiver Requests	\$10,497.24	\$10,497.24
Donation Requests	\$ 18,196.48	\$15,696.48
Sub-Total	\$ 28,693.72	\$ 26,193.72

No funding request has been received this year from the Northern Wellington Health Care Professional Recruitment committee. In previous years council have approved between \$7,500 - \$10,000 in funding to support Physician Recruitment. We have followed up with Suzanne Trivers from the MFFHT, who is the Chair of this committee, a number of times and believe that due to COVID they have gone to more of a virtual process for recruitment and therefore have enough funding for 2021. We do expect funding requests in future years.

Other groups not requesting funding in 2021 as a result of their events being cancelled include:

- \$2,500 to the Mount Forest Fireworks Festival
- \$3,500 in Fee Waivers for the LMH Foundation gala
- \$ 800 to the Arthur SU Sportz Camp
- \$ 500 to the Wellington County Farm and Home Safety Breakfast

FINANCIAL CONSIDERATIONS

\$40,000 in funding has been approved in the Economic Development Office operating budget to support the Grants & Donations Community Development applications. Should council approve the requests as recommended in this report it will leave upwards to \$14,000 available to cover any future requests that may come in over the year. Additionally, if council would like to make any specific recommendations this can also be considered.

Once finalized notification letters, along with the approved funds, will be distributed to each organization. Groups receiving a fee waiver will be advised that once their event is over an accounting entry will be made by the Municipality to cover the fee.

ATTACHMENTS

Attachment A: Grants & Donations & Fee Waiver Requests

STRATEGIC PLAN 2019 – 2022

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

 Yes No N/A

Which priority does this report support?

 Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

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

ATTACHMENT A

GRANTS & DONATIONS & FEE WAIVER REQUESTS 2021

GROUP	2020 FUNDS APPROVED	2021 FUNDS REQUESTED	2021 FUNDS RECOMMENDED	PURPOSE/COMMENTS
Arthur Agricultural Society	500.00	500.00	500.00	Annual contribution towards the Fall Fair and/or other Agricultural Society activities
Arthur BMX/Skateboard Park Committee & Arthur Lions Club	0.00	1,095.75	1,095.75	Waiver of fee request for the Arthur Lions Club to run upwards to three fundraiser dinners/drive-thru events in support of the BMX Skatepark.
Arthur Chamber of Commerce	3,500.00	2,000.00	2,000.00	Annual support to Chambers as included in the Memorandum of Understanding approved by council February 2021.
Arthur Chamber of Commerce & Arthur Horticultural Society	0.00	1,200.00	1,200.00	Purchase & install greenery/garden bed for new Community Service Group Sign location at the north end of Arthur.
Arthur Horticultural Society	600.00	600.00	600.00	Annual contribution to assist with planting and maintaining various garden beds around the community
Arthur Horticultural Youth Society	200.00	200.00	200.00	Annual contribution for supplies for gardening projects and seeds
Arthur Lions Club	1,050.00	1,000.00	1,000.00	Annual Fee waiver for the Christmas Craft Sale and/or to be used for other Lions Club initiatives.
Arthur Optimist Club	2,500.00	5,000.00	2,500.00	Intent to host a community hockey event to bring people together, celebrate playing hockey and raise funds for our community. Recommend \$1,636.81 as a fee waiver and \$863.19 as a donation if the event goes ahead this fall.
Arthur Opti-Mrs. Club	500.00	500.00	500.00	Annual contribution to be used towards the Christmas Parade and/or other Opti-Mrs. Club activities
Arthur SU Sportz Camp	800.00	0.00	-----	Annual Fee Waiver for the Sportz Camp at the Arthur & Area Community Centre. Postponed until 2022.
Big Brothers Big Sisters	1,000.00	1,000.00	1,000.00	Funds will be used to help provide mentoring programs to children and youth.
Cancer Patients Services – annual walk	253.69	250.00	250.00	Donation would go towards 2021 programs or will be used as a fee waiver should the annual walk move forward.
Get in Touch For Hutch	2,000.00	870.10	870.10	This grant application supports the annual expense associated with the advertising boards.

GROUP	2020 FUNDS APPROVED	2021 FUNDS REQUESTED	2021 FUNDS RECOMMENDED	PURPOSE/COMMENTS
Little Black Dress Affair	735.91	735.91	735.91	Event cancelled in 2020. Fee Waiver should the event go ahead in 2021 is \$735.91. Proceeds to LMH Foundation and Cancer Patient Services. Fee confirmed with Rec Dept.
Lynes Blacksmith Shop	0.00	500.00	500.00	For permanent directional, regulatory, safety and historical signs. The design, printing and mounting of professional and attractive signage
Mentally Fit – Kendra Fisher	500.00	0.00	-----	One time Mental Health event held on February 24,2020.
Metz Giant Pumpkinfest	0.00	500.00	500.00	In support of the annual community of Metz Pumpkinfest held each year during Wellington North Culture Days.
Mount Forest Agricultural Society	500.00	500.00	500.00	Annual contribution to be used towards the Fall Fair and/or other Agricultural Society activities
Mount Forest Aquatic Ad-Hoc Advisory Committee & Mount Forest Lions Club	0.00	1,095.75	1,095.75	Waiver of fee request for the Mount Forest Lions Club to run upwards to three fundraiser dinners/drive-thru events in support of the Mount Forest Pool and Aquatic Centre.
Mount Forest Chamber of Commerce	3,500.00	2,000.00	2,000.00	Annual support to Chambers as included in the Memorandum of Understanding approved by council February 2021.
Mount Forest & District Arts Council	350.00	350.00	350.00	Support to annual music festival by providing scholarships to music students. 2021 donation to be used for special pandemic scholarships.
Mount Forest Fire Works Festival	2,500.00	0.00	-----	Annual contribution to support the Fireworks Festival. Postponed until 2022.
Mount Forest Horticultural Society	600.00	600.00	600.00	Annual contribution to assist with planting and maintaining various garden beds around the community
Mount Forest Lions Club	500.00	500.00	500.00	Annual contribution to be used towards the Christmas Parade and/or other Lions Club activities
Mount Forest Louise Marshall Hospital Foundation	4,332.15	735.91	735.91	Fee waiver for a tentative drive-thru fundraiser dinner. All proceeds going to the Louise Marshall Hospital Foundation.
Mount Forest Minor Hockey Association	0.00	2,500.00	2,500.00	Similar, to the Arthur Optimists, plan is to host a fun community hockey event, as a fundraising activity. Same level of grant funding recommended, \$1,636.81 as a fee waiver and \$863.19 as a donation if the event goes ahead this fall.

GROUP	2020 FUNDS APPROVED	2021 FUNDS REQUESTED	2021 FUNDS RECOMMENDED	PURPOSE/COMMENTS
Mount Forest Museum & Archives/Mount Forest Heritage Society	0.00	500.00	500.00	Establish independent website and expand Museum software capabilities to be able to reach a much wider audience.
New Growth Family Centre	1,000.00	0.00	-----	2020 grant was provided to assist in the expansion of the After School Programs to include vocal & instrumental music and creative arts. No grant request received for 2021.
Saugeen Community Radio Inc. (88.7 The River)	1,906.87	1,911.96	1,911.96	Fee Waiver should the event go ahead for a musical concert to celebrate The River's 5 th anniversary. Proceeds to Mount Forest Aquatics committee/new pool.
St. Andrews Presbyterian Church, Arthur – Women's Group	559.00	0.00	-----	Previous requests for a fee waiver for their turkey supper at the Arthur & Area Community Centre.
The Raw Carrot Gourmet Soup Enterprise	0.00	500.00	500.00	To purchase a laptop computer and Office software that will be dedicated to managing finances.
Wellington County Farm and Home Safety	500.00	0.00	-----	Annual contribution to the spring breakfast to help support and promote farm and home safety in Wellington County. No application received for 2021.
Wellington Heights Secondary School • Warm Winter Wishes Program	728.86	648.34	648.34	Fee waiver should the event go ahead. New committee formed each year at WHSS who submit the application.
Wellington Heights Secondary School • Scholarships	900.00	900.00	900.00	Annual contribution for Scholarships for three graduating Wellington Heights Secondary School students at \$300.00 each
Wellington North Health Care Professional Recruitment	7,500.00	0.00	-----	Annual contribution in support of Health Care Recruitment activities. Numerous follow up requests made however no application submitted for 2021.
Women of Grace Anglican Church	412.73	0.00	-----	Previous requests for a fee waiver for their community pancake supper at the Arthur & Area Community Centre.
TOTAL GRANTS	\$ 39,929.21	\$28,693.72	\$26,193.72	

Total Approved in Fee Waivers	\$ 10,997.87		\$10,497.24
Total Approved in Donations	\$ 28,931.34		\$15,696.48



Staff Report

To: Mayor and Members of Council Meeting of April 26th, 2021

From: Dale Small,
Economic Development Officer

Subject: EDO 2021-013 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 2021 – 013,

AND FURTHER THAT Council approves the following Façade Improvement Grants:

- \$2,500 to Freycom, at 130 & 142 Main Street North in Mount Forest
- \$2,500 to Paul Van Grootheest owner of 244 George Street in Arthur.
- \$ 700 to the Iscreamm Cone Company at 207 George Street in Arthur

AND FURTHER THAT Council approves grants totaling \$6,500 to Peter Irvine, owner of 9121 Highway 6, which was the past home to the Kenilworth Country Kitchen.

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 and organizations who are making improvements to their buildings and property all in an effort to support revitalization and redevelopment activities in our community.

Since 2012 when the program started one hundred and twenty-seven applicants have received grant funding. The total dollar value of improvements made in our Community as a result of these applications is conservatively estimated at \$2.5 million. Of this amount 84.5% has been covered by the applicants with the remaining 15.5% covered by grants or loans under the Community Improvement or Downtown Revitalization Programs.

This report contains four applications. All applicants are eligible for funding and a brief overview of the improvements they intend to make, follows:

1. The first application was received from Alicia Frey, co owner of **Freycom**. Ken and Alicia own the building and business at 130 & 142 Main Street North in Mount Forest. The applicant has recently renovated the building at 130 Main Street North and have recently expanded

their business into this location. Total cost for new signage is estimated at \$5,800 and the applicant is eligible for \$2,500 in grant funding under our Façade Improvement Program.



2. The second application was received from Paul Van Grootheest owner of the building at 244 George Street in Arthur. The applicant is requesting grant funding to assist with improvements being made to the front façade as well as the side of the building. Upgrades include new siding, windows, aluminum paneling, including new paint and signage.

Total cost of the improvements is estimated at \$29,000 and the applicant is eligible for \$2,500 in funding under our Façade Improvement Program. A picture of the current building follows and a sketch as well as a cost estimate was received with the application.



- The third application was received from Peter Irvine the new owner of 9121 Highway 6 in Kenilworth which was the previous home to the Kenilworth Country Kitchen.

Mr. Irvine is in the process of making some fairly major interior and exterior renovations to this building. Improvements include new siding, new roof, installation of a new awning, accessibility improvements, new electrical, plumbing, and significant landscaping around the property. It is his hope to be able to attract local vendors and to establish a permanent Farmers Market indoors and a seasonal Farmers Market outdoors, at this location.

Total cost of the improvements is estimated at \$100,000 and the applicant has discussed his plans with our CBO and is completing the work to obtain a Building Permit. The applicant, upon completion of the renovations, would be eligible for \$6,500 in funding under our Community Improvement Program as follows:

- \$2,500 Façade Improvement Program
- \$2,500 Building Improvement Grant Program
- \$1,500 Application Fees & Development Charges Program

- The fourth application was received from Sherry Chappelle, owner of **Iscreamm Cone Company** located at 207 George Street in Arthur. The applicant is requesting grant funding to assist with the purchase and installation of a retractable awning. The awning will deliver some badly needed shade to the front of her store and will help to protect her customers as they sit and enjoy her products!!

Total cost including shipping, installation and electrical is estimated at \$1,400.00 and the applicant is eligible for a 50% grant, \$700.00 in funding, under our Façade Improvement Program.



FINANCIAL CONSIDERATIONS

Community Improvement Program grant funding only gets advanced once a project is completed and all necessary documentation has been provided to the Economic Development Officer. In situations where there has been significant construction completed the approval of the Chief Building Official is also obtained prior to releasing grant funding.

In 2021 **\$35,000** in Community Improvement Program funding has been approved in the Economic Development Operating budget. Including these applications council will have approved \$24,203 in grants.

ATTACHMENTS

None

STRATEGIC PLAN 2019 – 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

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



Staff Report

To: Mayor and Members of Council Meeting of April 26th, 2021

From: Dale Small,
Economic Development Officer

Subject: EDO 2021-014 Saugeen Connects Advancing Women Economically (AWE)

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information the Economic Development Officer report EDO 2021-014 being an update on the Saugeen Connects Advancing Women Economically (AWE) program.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2019-026 Saugeen Connects Presentation to Wellington North Council
EDO 2021-002 Saugeen Connects Partnership Update

BACKGROUND

In March 2017, the Saugeen Economic Development Corporation and five municipalities, Brockton, Hanover, West Grey, Minto, and Wellington North, came together in a partnership called "Saugeen Connects". Our mission is to collaborate and positively impact area economic growth, support **youth** retention & development, **business** retention & expansion, leverage **immigrant attraction** and to support the **advancement of women** in our rural communities.

In 2019, the partnership received the Community Futures Ontario Award of Excellence for Community Economic Development and in 2021 we hope to expand the partnership to include Aaran-Elderslie and South Bruce. Each partner provides \$5,000 annually to support projects generated through Saugeen Connects and as a partnership that runs across three County's we have been very successful in applying for and receiving grant funding to support our efforts:

- In 2019, \$34,000 in grant funding was received to support our **youth** Student Startup program & **business retention** through our partnership with successionmatching.com.
- In 2020 \$19,250 in grant funding was received to support **business retention** through succession planning and to support the **advancement of women (AWE)** through a series of leadership and entrepreneurial webinars.

The attachment to this report provides a detailed evaluation on the Succession Planning and Advancing Women programs. A brief overview follows:

The Business Succession Planning Webinar Series offered support to small businesses who were looking to either conclude ownership and transition their business to someone else or who were looking to grow their business through expanded ownership or co-ownership.

From Feb. 2nd – Mar. 2nd, Ian Cubitt, a local Business Transition Coach, and our facilitator, ran a series of five free online webinars that were attended by nineteen people, from fourteen businesses. Of the nineteen attendees, twelve were from the Township of Wellington North and pages 1 – 3 in the attachment provides a detailed evaluation on this program.

The A.W.E. (Advancing Women Economically) Webinar Series focused on rural women who have been amongst the hardest hit during COVID 19. From Jan. 25th – Mar. 29th, four facilitators ran a series of ten webinars for women starting new businesses, expanding current ones, or just seeking to build resiliency and recover in the current business climate. Of twenty-three participants, eight were from W.N. and for attending all ten sessions participants received \$500 to help overcome any barriers they had by attending or to invest in their business.

Participants brought a wide range of skills & knowledge to the program and everyone found the series very or somewhat helpful. A facebook group has been established, which the group named Women Entrepreneurs for Excellence (WEE) This forum will enable the women to stay connected with each other as well as with the Saugeen Connects partnership moving forward.

A culminating AWE event was also hosted on **International Women's Day** on March 8th, 2021 when we presented Diane Crawford as a virtual keynote speaker to all women in the Region.

FINANCIAL CONSIDERATIONS

Saugeen Connects plan to continue the AWE program running the 10 webinar-series, twice annually. Grant funding will be applied for as needed or the program will be funded from the annual partner contribution of \$5,000.

ATTACHMENTS

Attachment A contains the detailed participant evaluation on these two programs.

STRATEGIC PLAN 2019 – 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

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

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



saugeenconnects@sbdc.ca - saugeenconnects.com - 519-799-5750 or 1-877-335-7332 (toll free)



April 5, 2021

SAUGEEN CONNECTS IN A.W.E. & SUCCESSION PLANNING – EVALUATION REPORT

Preamble: This project was funded by a RED Grant and conducted from December 2020 to March 2021. Evaluation forms, developed by the project coordinator, and reviewed and approved with changes by the Saugeen Connects partners were distributed by email to all participants in both the SUCCESSION Planning and Advancing Women Economically (A.W.E.) webinar programs.

The following report reflects an overview of the contents of evaluations. A full spreadsheet of all answers provided is made available as a separate document to the Saugeen Connects committee.

SUCCESSION Planning Webinars

This webinar series of 5 sessions was run on Tuesdays from noon to 1:30 p.m. The series began on February 2, 2021 and ran weekly to March 2, 2021. There were 19 registered participants from 14 businesses across the Saugeen Connects catchment area. Of these 19, the distribution across the region was:

AREA	People	Businesses
Brockton	1	1
Hanover	1	1
Minto	2	2
Wellington North	12	7
West Grey	1	1
SEDC area (S.Bruce)	1	1
Out of Area	1	1
TOTAL	19	14

Profile of Participants: Of the 19 people from 14 businesses, 10 are currently selling or transitioning their businesses, 8 are not selling and 1 is unsure. Observationally through the course, most “selling” are actually in transition between generations or already have those who are in line for succession in place. One business for sale is actively seeking to sell, with retirement pending this summer.

Time periods for transitions were mostly (10) within 1 to 3 years, while one was transitioning in 3-5 years and 6 people unsure (or not selling). From registration forms, 9 people have valued their businesses already, while 10 are not at this point. In the group, 5 people are already working with professionals on their transition, while 14 are not yet at this stage.

Most registrants noted their reason for attending was that they wanted to obtain general knowledge about their transition. A few specifically noted they would like to gain a better understanding of legal considerations and tax implications involved in business transition.

During the course, most attendees did not have cameras on, nor did they participate actively in the sessions. Two people from one company dropped out after the third week (without notice) while several participants missed the final session. Recordings were made available to those who missed sessions.

EVALUATIONS: Of those who attended, only 7 people (36%) completed and returned an evaluation form after several email attempts to receive same. Ironically, a couple of the most active participants in the series did not submit evaluations. As the evaluations were not a requirement in the completion of the series, the matter was not pursued vigorously. Of those evaluating the series, the following are the percentiles within responses:

Did you find this series helpful?	Did this series cover topics of interest?	Do you feel you are leaving this series more educated on this topic?
PERCENTAGE VERY HELPFUL 42.857 PERCENTAGE SOMEWHAT HELPFUL 42.857 PERCENTAGE NEUTRAL 14.286 PERCENTAGE NOT HELPFUL AT ALL 0	PERCENTAGE YES 71.4286 PERCENTAGE SOMEWHAT 28.5714 PERCENTAGE NO 0	PERCENTAGE YES 57.1429 PERCENTAGE SOMEWHAT 28.5714 PERCENTAGE NO 14.2857
Please rate the presenter on a scale of 1-5	Please rate this webinar series on a scale of 1-5	Do you find the resources provided during the webinar series helpful?
PERCENTAGE 5 57.14 PERCENTAGE 4 42.86 PERCENTAGE 3 0.00 PERCENTAGE 2 0.00	PERCENTAGE 5 28.57 PERCENTAGE 4 57.14 PERCENTAGE 3 14.29 PERCENTAGE 2 0.00	PERCENTAGE YES 71.43 PERCENTAGE SOMEWHAT 28.57 PERCENTAGE NO 0.00

Narrative comments on the series seemed to request more specific information (especially on legal and tax issues), perhaps a workbook to follow along with (this was suggested to the presenter prior to the webinar series, but he declined to prepare one) and perhaps more examples or case studies.

Overall, people liked the presenter and his approach to better communication and management and employee engagement through the transition process, with one suggesting the course was more about communication in transition. For full comments, see the spreadsheet of evaluation answers.

Most respondents did find some useful tips that will assist them moving forward or that confirmed their current course of action. Only one participant signed up for the Succession Matching website.

OBSERVABLE RECOMMENDATIONS TO IMPROVE FOR NEXT TIME:

- Continue communication and employee/successor involvement component (as presented here).
- Provide a workbook ahead of time covering the topics or main ideas for notes to follow along.
- Outline a Step-by-step transition process – with various presenters to cover steps.
- Invite in professional advisors to host sessions with tax and legal experts.
- Offer formulae and case study examples for business valuation.
- Use more examples and case studies for participants to compare their circumstances to.

Conclusion: The SUCCESSION Planning webinar series was somewhat successful. It offered the opportunity for participants to learn innovative perspectives to address their business transition.

The series identified the potential to expand future iterations of the series with more specific topics to cover, including professional tax and legal advice and more comparable circumstances and case studies (perhaps successful business transition stories from guest businesses).

Potentially, in future versions, the series could be introduced by a session on communication with the same presenter, and continue through other professionals, and wrap back to the presenter to check on all the participants to ensure they have received the specific help they were seeking.

A.W.E. Entrepreneurial Skills & Business Leadership for Rural Women Webinar Series

This webinar series of 10 sessions was run on Mondays from 11 a.m. to 1 p.m. The series began on January 25, 2021 and ran weekly to March 29, 2021. Participants were restricted to the area of the five municipal partners (except for one participant, who works with a regional Employment Support organization, but lives out of the area, where she runs a small homebased business – she was offered the opportunity as someone who is well placed to continue to support the cohort moving forward).

Participants were distributed across the region as follows:

AWE Webinars - Area Distribution	
Brockton	1
Hanover	7
Minto	4
Wellington North	8
West Grey	2
Out of Area	1
TOTAL	23

Profile of Participants: There were 23 registered participants from across the Saugeen Connects catchment area (with one from out of the area – as noted above)

In registering, the participants were asked specifics about potential personal demographics, of the selections available, 2 identified as “seniors”, 1 as a “person with a disability” and 1 is a “Newcomer to Canada” and also identified as a “visible minority.”

As for marital status, 16 are married; 4 are Common Law, 2 are divorced and 1 is single. All participants identified as women.

During registration process, participants were also asked to identify any barriers they may face, by selection from a list of barriers determined to be addressed in this A.W.E. project. The women identified with many of these barriers, as outlined as follows:

AWE WEBINAR SERIES - INFORMATION COLLECTED FROM REGISTRANTS	
BARRIERS IDENTIFIED	TOTAL
Transportation	1
Physical Disability/Health Concerns	1
Lack Business Experience	8
Internet Connectivity Issues	8
Rural Social attitudes about women in workplace	4
Difficulty Accessing Financing	7
Lack of Network of Business Contacts	11
Difficulty establishing credibility or networks	6
Personal or economic depression	5
Available child or elder care	3
Lack of government support	11
Traditional chauvinism, discrimination, stereotyping	4
Access to training	4
Lack of bus. Confidence or skills for business plan development	10
Managing business risk in rural economies	8

Of the total cohort, four (4) were women who have yet to begin their new business. All the others have existing small businesses in various stages of development, ongoing and shifting focus. Businesses ranged from homebased to retail, service, artisanal and agricultural. It was a good cross-section of rural businesses. Two women identified under dual business structures and 7 women identified as having multiple business types under their small business classification. Multiple types are indicated in the 2nd column in the following chart, with several women selecting more than two business types.

Business Structure	1st	2nd
Sole Proprietor	11	
Partnership	5	
Incorporation	3	1
Not-for-Profit	0	1
NO BUSINESS YET	4	
Business Type	1st	2nd
Service	7	
Agriculture		2
Manufacturing		3
Wholesale		3
Retail	11	4
Tourism		2
Other	1	1
NO BUSINESS YET	4	

The participating cohort brought a wide range of skills to the program and were often able to offer comments during the series from their own experience. All the women participated in the chat function on the Zoom platform, were mostly on camera (except for those who provided reasons of internet connectivity and potential distractions) and are signed on to the follow-up sustainable contact Facebook page, which by consensus the group named Women Entrepreneurs for Excellence (WEE).

All participants who completed the series, attended the entire series. There were a couple of exceptions for absences due to internet connectivity issues and a family emergency. A few participants missed the webinar on Family Day, due to family plans. These absences were all approved and waived due to extenuating circumstances.

We had one participant drop out after International Women's Day. She did not attend the March 8th webinar, due to a business commitment she felt was more important than the 2-hour seminar. She was approached about her availability during the webinar but did not respond until much later. The following week she notified the project coordinator she would not be continuing the series.

This was the only participant who did not earn a completion certificate.

EVALUATIONS: Evaluation forms were distributed to all the participants by email, with follow-up messages and calls where necessary to ensure submission of the evaluations, which were required to receive the completion reward. All those eligible for a completion reward and certificate completed the form. The woman who dropped out of the series did not submit an evaluation form nor respond to outreach emails. A Saugeen Connects partner is following up with her.

An analysis of the range of satisfaction within the evaluations follows:

Overall Series Impact:

Did you find this series helpful?	Did this series cover topics of interest?	Do you feel you are leaving this series more educated on this topic?
PERCENTAGE VERY HELPFUL 86	PERCENTAGE YES 100	PERCENTAGE YES 81
PERCENTAGE SOMEWHAT HELPFUL 14	PERCENTAGE SOMEWHAT 0	PERCENTAGE SOMEWHAT 19
PERCENTAGE NEUTRAL 0	PERCENTAGE NO 0	PERCENTAGE NO 0
PERCENTAGE NOT HELPFUL AT ALL 0		

All participants found the series very or somewhat helpful. All agreed the webinars covered topics of interest. The majority felt they leave the series more educated, with a fifth of participants feeling they were somewhat more educated on topics covered in the series.

Series Presenter Evaluation:

Please rate the presenter on a scale of 1-5 (5 highest, 1 lowest) PRESENTER 1	Please rate the presenter on a scale of 1-5 (5 highest, 1 lowest) PRESENTER 2	Please rate the presenter on a scale of 1-5 (5 highest, 1 lowest) PRESENTER 3	Please rate the presenter on a scale of 1-5 (5 highest, 1 lowest) PRESENTER 4
PERCENTAGE 5 67	PERCENTAGE 5 81	PERCENTAGE 5 33	PERCENTAGE 5 62
PERCENTAGE 4 29	PERCENTAGE 4 14	PERCENTAGE 4 48	PERCENTAGE 4 29
PERCENTAGE 3 4.8	PERCENTAGE 3 4.8	PERCENTAGE 3 9.5	PERCENTAGE 3 4.8
PERCENTAGE 2 0	PERCENTAGE 2 0	PERCENTAGE 2 9.5	PERCENTAGE 2 4.8

Project Coordinator observations: Overall, the most popular presenter was PRESENTER 2, who was present for the first seven webinars, assisting PRESENTER 1 with the first five (Ideation and skills) as the person coordinating the screen share and offering examples and references. She was also the person who followed up with the group with resources afterward and joined the FB group. So was very prominent. She also presented the Digital Marketing 101 webinar, which was noted by several participants as the most valuable webinar in the series as so many small businesses have had to pivot to online sales and marketing during the pandemic. PRESENTER 2 is very personable and offered insights into a variety of marketing, design and creative communicating throughout the series.

PRESENTER 1 was the main presenter who led the most webinars. At two hours, the skills webinars were packed with information and were paced quite quickly to follow. Often some of the insights and information offered was somewhat high-level so could have been more relatable to the more experienced participants, with some (4) not in business yet, requiring a foundation in the basics. A couple of respondents wanted more detailed check lists or information on starting a business, which was not offered as much in the skills development model, though many resources were shared by email after each session.

PRESENTER 3 was placed where the series flipped from skill development to a more free-flowing leadership focus. As a psychologist offering insights into maintaining a journal and keeping yourself inspired, PRESENTER 3 perhaps had a hard task to engage quickly with a cohort used to a face-paced skill development course. It took a bit for PRESENTER 3 to warm up, so she may have lost some connection as a new perspective for the group. PRESENTER 3 joined the FB group to continue her availability to the cohort.

PRESENTER 4, who led the last three webinars on leadership was perhaps the most engaging of the presenters, as she was open to input and, on many occasions, encouraged the participants to post answers to questions in the chat function on Zoom. She was the only presenter who used a breakout room and provided resources for further personal insight (with a values game). PRESENTER 4 joined the FB group and was able to offer advance notice and engage the group prior to her webinars with enticements to enthusiasm. She has continued to be very enthusiastic and encouraging on the FB private group page.

Overall Series assessment:

Please rate this webinar series on a scale of 1-5	Do you find the resources provided during the webinar series helpful?
PERCENTAGE 5 57	PERCENTAGE YES 90
PERCENTAGE 4 38	PERCENTAGE SOMEWHAT 10
PERCENTAGE 3 5	PERCENTAGE NO
PERCENTAGE 2 0	

Do you intend to use the Facebook Page - Women Entrepreneurs for Excellence (WEE)
PERCENTAGE YES
100
PERCENTAGE NO
0

Most participants were happy with the overall series, with most finding provided resources helpful. As previously noted, all the participants have signed up to (or intend to) use the FB group.

Moving forward: Certainly, the FB group will be a sustainable benefit to the cohort. Saugeen Connects partners from Hanover, Minto and Brockton, the outgoing project coordinator and three presenters are continuing to be on hand in this private “Women Entrepreneurs for Excellence (WEE)” group to provide resources and outreach. Already there is healthy interplay and “cross-friending” going on within the online platform network. The contracted project coordinator intends to stay involved to engage the women in future to keep them apprised of regional opportunities in the entrepreneurial ecosystem.

Barriers Overcome or Eased by the Series: Each participant was asked to *“Please indicate if you feel any of these barriers were addressed and you were able to overcome them thanks to the AWE webinar series.”*

In reviewing these indications, as compared to the barriers identified upon registration to the series, it is obvious the series did not address certain barriers, such as transportation, physical disability/health concerns or internet connectivity issues (with only one person overcoming this barrier from the course, more likely due to the need to have connectivity rather than the series solving the issue). Some of these barriers may still be present. As such, the completion reward was meant to assist with these, as well as paying for elder or childcare (with one person indicating the series helped with this).

The series was more successful in overcoming more business-related issues. Interestingly there is some indication the participants overcame barriers they were not aware of at the beginning of the course – with more people indicating they overcame:

Priority Barriers Addressed:

- a lack of business experience
- rural social attitudes about women in the workplace
- lack of network of business contacts
- personal or economic depression
- traditional chauvinism
- access to training

This evaluation observation may show participants became aware of barriers as they overcame them.

The evaluation results are as follows, with a comparison column from registrations:

AWE WEBINAR SERIES - EVALUATION BY PARTICIPANTS		INDICATED UPON REGISTRATION
BARRIERS ADDRESSED	TOTAL	
Transportation	0	1
Physical Disability/Health Concerns	0	1
Lack Business Experience	9	8
Internet Connectivity Issues	1	8
Rural Social attitudes about women in workplace	5	4
Difficulty Accessing Financing	4	7
Lack of Network of Business Contacts	12	11
Difficulty establishing credibility or networks	4	6
Personal or economic depression	8	5
Available child or elder care	1	3
Lack of government support	5	11
Traditional chauvinism, discrimination, stereotyping	5	4
Access to training	9	4
Lack of business confidence or skills for business plan development	11	10
Managing business risk in rural economies	4	8

These are general totals, and do not assess the exact registrant against each individual evaluation. Yet, from these numbers we see the series addressed the lack of business confidence. Priority participant follow-up might be worthwhile to ensure participants have support on the following:

Priority Barriers Still to Address:

- access to financing and government support
- managing business risk in rural economies
- internet connectivity
- difficulty establishing credibility

Qualitative Evaluation: It would be appropriate for the Saugeen Connects members to review, directly, the evaluation responses of the participants from each of their respective areas to follow-up on any additional

resources or assistance which may be available for provision to participants. The full details of the evaluations are available in a spreadsheet, provided to Saugeen Connects partners.

The following is an overview of answers to specific qualitative evaluation questions.

Are there additional resources you feel would assist you in succeeding in your business?

Feedback on the series' need for additional content was generally satisfied with topics covered. Eleven of the 21 respondents to the evaluation noted they had no additions to suggest at this time. Other participants offered suggestions. These provide insights into what could be considered to develop a future iteration of the webinar series. Noted suggestions (with observed STATE OF BUSINESS) were:

"Maybe more information on what it looks like to start a business from scratch. Start-up costs, HST info, reporting to the government and what that entails." - NEW BUSINESS PENDING

"Is there any funding available for home business that can be applied for to help re: COVID - no shows to sell my business at has left me with only online sales." - RETIRED HOMEPRENEUR

"A checklist for new businesses." - BUSINESS PENDING

"I feel women would benefit from a "caring for self" component."- SHIFTING ENTREPRENEUR

"Bookkeeping, more about social media and other advertisements" - ESTABLISHED BUSINESS

"Consulting other dog groomers one-on-one for tips and advice." - BUSINESS PENDING

"Hiring and growing a business." - NEW BUSINESS PENDING

"Book list connected to this." - EXPERIENCED ENTREPRENEUR SHIFTING BUSINESS

"The digital marketing session was great. Any additional tips/tricks for scheduling social media posts and developing routines for posting would be awesome!" – ESTABLISHED ENTREPRENEUR

"Market analysis perhaps." - NETWORK MARKETING ENTREPRENEUR

What would you like to see done differently in future sessions?

When asked for suggestions for changes, most were happy with the way the series was presented. Ten (10) of the participants were content with the series as it is, saying it was "well put together," and "very well organized," and the atmosphere allowed easy participation with "no question a bad question," especially for participants who were new to the Zoom platform.

Three participants spoke out about the need for a bio-break, to deal with eating, bodily relief and family matters. A 10-minute break was given in the beginning of the webinars, but was not sustained as a midway break for the duration of the series. This should have come up in the midway check-in but did not.

Other participants suggested:

"I would love to see this series as a regular thing to help more women in the industry."

"I was wishing we had spent more time on the topics presented as they were too long for a single session!"

"How to make connections in the community - ie. Who and how to join various groups."

"I wish this would have been possible in-person, but of course not. Perhaps after COVID we could gather at some point and the SED could facilitate that?"

"I think it was great. The only thing it would be nice to have some of the sessions in person when able to again."

"A guest speaker from a current thriving business."

"How to budget/Pay for social media advertising."

"Break out rooms - perhaps at the mid-point of the 2 hours. These days I'm desperate to meet new people. Tessa did one in the last session and I got to meet a colleague!"

How do you see this webinar series benefitting your business goals and development as an entrepreneur?

Participants provided testimonial comments as to how the series has helped them. They are here offered by Saugeen Connects area. As one Brockton participant dropped out, and the other was technically from "out of area" there are no testimonials from there.

NOTE: These testimonials are for internal use only, as no "release of use" was requested nor provided. It would be up to each Saugeen Connects partner to pursue such approval. They are provided here for an indication of the effectiveness of the inaugural A.W.E. Webinar Series.

HANOVER:

"It reaffirmed some of the things I'm doing or have done as good business practice. Taught me some additional things that would help my business grow. It provided networking with like-minded people to confer with when needed."

"I feel more equipped with knowledge regarding my upcoming business. I have more confidence in pursuing this dream. Thank you so much for this opportunity to grow!"

"In many ways, I was able to meet wonderful women and start working in creating a community of like-minded people."

"I have new tools to use for social media, connecting with the community and a better way to plan out my business moving forward instead of the stagnant energy I've been feeling over the last year. Really got my mind working more on what I can do to branch out."

"More confidence with social media, concrete tools for financial planning, recording and growth. Improved self-confidence."

"Keep fighting to be taken serious. Lenders don't take visions and a history of hard work seriously."

MINTO:

"It caused me to look at my business differently and dive into things that I had previously been putting off or didn't know how to accomplish!"

"Relationships via FB WEE, a better leader, self-reflection and growth."

"Lots of resource material provided. Very helpful. Great job done by all."

"Looking back over my notes, the digital marketing was by far the session that will most benefit my business. However, it was great to connect with other business owners and review some of the skills we need to succeed."

WELLINGTON NORTH:

"It has allowed me to focus on the important aspects and to have more confidence as a businesswoman."

"Giving me positive outlooks, resources and tips to move forward in my goals."

"There was a lot of great info on marketing! The AWE series connected me to a digital professional for more help. Thanks!!"

"Being able to connect with the resources provided."

"I feel that this series helped me along in my planning process. My businesses are mid-shift at the moment and this series helped me to outline my next steps."

"A lot of items are familiar, but it is good to refresh them."

"I received some great resources to help me overcome areas where I was struggling."

"Through all the lots of valuable information and ideas we received."

WEST GREY:

"Has helped in defining my story."

“I am so sad that this webinar is coming to a close! Each and every Monday I have looked forward to connecting with all of these women through this webinar! It truly has been beneficial for me as a person and as a business!”

NOTED AND OBSERVABLE RECOMMENDATIONS TO IMPROVE THE SERIES FOR NEXT TIME:

- Recognition of different needs for beginner, intermediate and advanced participants:
 - o Potential to stream for levels of knowledge so basics are covered for all ahead of time.
- Offer more case studies, examples, guest speakers from successful local businesses.
- Connect new businesses to appropriate potential mentors or similar business models.
- Offer a bio break at the midway point to allow for refreshment, relief and family considerations.
- Offer a checklist for new business – distribute further resources for business development.
- Resource and book list attached to specific topics covered. Potentially as a workbook.
- Outline of funding opportunities – banking, business development, government, venture capital.
- A “self-care” component to ensure health and family balance with business.
- Bookkeeping, taxes, HST, reporting – with practical examples and/or exercises.
- More social media and advertising – workshops on creation by Canva, scheduling software etc.
- Hiring and staffing procedures and legal implications.
- Time management for entrepreneurs – when do you get it all done?
- Regional market analysis by business sector and customer demographics.
- Include breakout rooms and opportunities for participants to interact in small groups.

Conclusion: As a Saugeen Connects initial AWE Webinar Series project, this short-term effort was a success for all but one participant. The project met the specification of the Rural Economic Development (RED) Targeted fund for “short-term response projects.” RED project deliverables were accomplished within time frame and budget.

The series provided indications for improvements and new contacts for Saugeen Connects partners. Future AWE-branded iterations and presentations may be well-informed by this project.

Indeed, this project shows clear indication that an AWE business development series for new businesses is needed by rural women. This need for “by-yearly training sessions...to develop a business plan for a business they want to launch” was identified in the Logic Model from the AWE Program Partner & Affiliate Resources document (2017).

This SEDC document supported the original Women Entrepreneurship Strategy (WES) Application form (2018) and informed this short-term RED project, which is now complete.

– Prepared and respectfully submitted by Saugeen Connects Project Coordinator



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of April 26th, 2021

From: Dale Small
Economic Development Officer

Subject: EDO 2021-015 Wellington North Shop Local,
Sidewalk Saturday Shopping Program

RECOMMENDATION

THAT Council of the Corporation of Township of Wellington North receive Report EDO 2021-015 being an update on the Wellington North Shop Local Sidewalk Saturday Shopping Program,

AND FURTHER THAT Council supports promoting downtown shopping and ensuring physical distancing in a safe and comfortable environment by authorizing the closure of George Street in Arthur and Main Street in Mount Forest on the following Saturdays:

- Main Street, Mount Forest July 10th, and August 14th
- George Street, Arthur June 26th, and Sept 11th, pending Connecting Link schedule

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2020-014 dated July 13th, 2020

EDO2020-021 September 14th, 2020

BACKGROUND

Providing support to the local business community and helping them navigate COVID 19 continues to be a major area of focus. Our Wellington North Shop Local Program will continue to be a high priority as we hope to gradually re-open more services and Public Health reduce restrictions and we will continue to encourage the community to support local, shop local and help our business community move forward.

Last year we asked for council's support with our Shop Local Program by sponsoring the closure of our Main Streets to vehicle traffic, all four Saturdays in August. The closure enabled us to have our businesses, Farmers Market vendors and not-for-profits setup on the sidewalks and ensured that physical distancing could be accommodated in a safe and comfortable environment. The main focus around these Sidewalk Saturday Shopping days was to support local businesses and encourage the community to come out, shop local, support local, and help our community re-open.

Traffic was detoured off our downtowns from 7:30am – 5:00pm and by all counts the four days of celebrations were a huge success. Closing a Main Street, especially one that is a provincial

highway, does not happen without some challenges. That being said we received very few complaints (<5) and the number of positive comments received on social media, from the Chambers of Commerce and from just being on the street for the four days were many.

One major positive that came out of the celebrations was providing the community with the opportunity to get out, socialize and reconnect. With COVID 19 and everything being closed down for so long the community really needed this opportunity and many said how great it was to be out, walking down our Main Streets and enjoying the celebrations. They also welcomed the opportunity to support local and I know that many of the businesses that participated also had their best sales days for 2020 during the Sidewalk Saturday Shopping Celebrations.

Some photos from last year follows:



In 2021 we are asking council to continue to support our Shop Local program by sponsoring the closure of our "Main Streets" to vehicle traffic, four Saturdays this summer. This will enable

our Downtown businesses to again display merchandise on the sidewalks, offer curbside pickup if people call ahead of time and would ensure physical distancing requirements in a safe and comfortable environment.

Traffic would be detoured off our Downtowns from 7:30am – 3:30pm. Retail businesses not located in our downtowns will be allowed to setup a location if they wish. We will also work to get our Community Service, Not-For-Profits and local artisans involved and in Mount Forest the WN Farmers Market will also relocate to Main Street these two Saturdays. All businesses will promote the day(s) heavily through their networks, offer sidewalk sales & promotions and we will encourage the town to come out, shop local and support local.

Both Chambers of Commerce and Business Improvement Associations are in total support of this program and will actively support the marketing and promotion that is required to make it a successful time. As there is a significant amount of preparation and planning required to organize Sidewalk Saturday Shopping, we are asking for council approval now. We recognize that current Public Health restrictions would not allow this to take place today however we are hopeful this will change by summer. Council can be assured that all Public Health protocols that are in place at the time will be followed and if necessary, Sidewalk Saturday Shopping will be cancelled, if need be, as the date gets closer.

FINANCIAL CONSIDERATIONS

Expenses for the four days of celebrations will come in around \$5,000. This includes marketing and promotion as well as live entertainment if allowed and will come out of the Economic Development Operating budget.

STRATEGIC PLAN 2019 – 2022

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

XX Yes No N/A

Which priority does this report support?

Modernization and Efficiency XX Partnerships
 Municipal Infrastructure XX Alignment and Integration

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

4/19/21

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
77010	Abell Pest Control Inc	4/14/21	\$66.92
77011	Advanced Drainage Systems	4/14/21	\$26,518.50
77012	Allied Medical	4/14/21	\$1,607.65
77013	Arthurs Fuel	4/14/21	\$599.33
77014	Bell Canada	4/14/21	\$769.09
77015	Bluewater Fire & Security	4/14/21	\$355.84
77016	Broadline Equipment Rental Ltd	4/14/21	\$116.79
77017	Canadian Safety Equipment Inc.	4/14/21	\$309.62
77018	Canadian Tire #066	4/14/21	\$19.76
77019	Chalmers Fuels Inc	4/14/21	\$1,061.17
77020	Corporate Express Canada Inc.	4/14/21	\$43.81
77021	Duncan, Linton LLP, Lawyers	4/14/21	\$4,786.21
77022	Fasken Martineau DuMoulin LLP	4/14/21	\$971.80
77023	Horrigan Overhead Doors 2019	4/14/21	\$694.95
77024		4/14/21	\$1,900.00
77025	Human Response Monitoring Cent	4/14/21	\$474.60
77026	Hydro One Networks Inc.	4/14/21	\$964.81
77027	JD Mobile Repair Service	4/14/21	\$768.40
77028	MOLOK NORTH AMERICA LTD	4/14/21	\$359.34
77029	Morris-Shannon Law Office	4/14/21	\$5,229.56
77030	Premier Equipment Ltd.	4/14/21	\$432.44
77031		4/14/21	\$43.21
77032	Royal Bank Visa	4/14/21	\$4,973.03
77033	Suncor Energy Inc.	4/14/21	\$4,256.77
77034	The People Information Network	4/14/21	\$2,296.00
77035	Tom Shupe Plumbing & Heating	4/14/21	\$542.40
77036	Trevor Roberts Auto Repair	4/14/21	\$428.60
77037	Enbridge Gas Inc.	4/14/21	\$1,336.97
77038	Waste Management	4/14/21	\$1,233.96
77039	Wellington Advertiser	4/14/21	\$971.80
77040	Workplace Safety & Ins Board	4/14/21	\$8,159.79
77041	Young's Home Hardware Bldg Cen	4/14/21	\$138.95
EFT0001807	Agrisan SC Pharma	4/14/21	\$3,547.35
EFT0001808	ALS Laboratory Group	4/14/21	\$1,162.21
EFT0001809	Assoc Mun Mgrs, Clerks & Treas	4/14/21	\$457.65
EFT0001810	Arthur Home Hardware Building	4/14/21	\$211.29
EFT0001811	Artic Clear 1993 Inc.	4/14/21	\$60.40
EFT0001812	CARQUEST Arthur Inc.	4/14/21	\$767.97
EFT0001813	CG Equipment	4/14/21	\$160.71
EFT0001814	Coffey Plumbing, Div. of KTS P	4/14/21	\$206.79
EFT0001815	GTA Compressor Solutions Inc	4/14/21	\$1,341.20
EFT0001816	County of Wellington	4/14/21	\$7,485.00

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0001817	Delta Elevator Co. Ltd.	4/14/21	\$904.13
EFT0001818	Digital Postage On Call	4/14/21	\$5,000.00
EFT0001819	Eric Cox Sanitation	4/14/21	\$439.57
EFT0001820	Excel Business Systems	4/14/21	\$131.79
EFT0001821	Fire Marshal's Public Fire Saf	4/14/21	\$250.09
EFT0001822	FOSTER SERVICES/822498 ONT INC	4/14/21	\$889.88
EFT0001823	FOXTON FUELS LIMITED	4/14/21	\$984.84
EFT0001824	Frey Communications	4/14/21	\$193.20
EFT0001825	G & H Small Engines	4/14/21	\$23.73
EFT0001826	Harold Jones Enterprises	4/14/21	\$61.65
EFT0001827	Ideal Supply Inc.	4/14/21	\$18,753.78
EFT0001828	International Trade Specialist	4/14/21	\$89.80
EFT0001829	J J McLellan & Son	4/14/21	\$2,008.58
EFT0001830	JOB-INC Electric	4/14/21	\$894.96
EFT0001831		4/14/21	\$186.74
EFT0001832	Kraemer LLP	4/14/21	\$474.60
EFT0001833	Lifesaving Society	4/14/21	\$502.00
EFT0001834	Maple Lane Farm Service Inc.	4/14/21	\$349.98
EFT0001835	Marcc Apparel Company	4/14/21	\$1,858.85
EFT0001836		4/14/21	\$1,107.40
EFT0001837	Moorefield Excavating Limited	4/14/21	\$7,801.78
EFT0001838	MRC Systems Inc	4/14/21	\$12,995.00
EFT0001839	Officer's Auto Care Inc.	4/14/21	\$79.10
EFT0001840	Paul Dray Legal Services	4/14/21	\$452.00
EFT0001841	PETRO-CANADA	4/14/21	\$4,408.78
EFT0001842	Pryde Truck Service Ltd.	4/14/21	\$3,407.32
EFT0001843	Purolator Inc.	4/14/21	\$17.29
EFT0001844	R&R Pet Paradise	4/14/21	\$4,527.44
EFT0001845	ROBERTS FARM EQUIPMENT	4/14/21	\$646.03
EFT0001846	Sanigear	4/14/21	\$664.05
EFT0001847	Saugeen Community Radio Inc.	4/14/21	\$731.11
EFT0001848	Stephen Hale	4/14/21	\$1,672.40
EFT0001849	Superior Tire Sales & Service	4/14/21	\$431.08
EFT0001850	Symposium Technologies Inc.	4/14/21	\$1,152.60
EFT0001851	T&T Power Group	4/14/21	\$15,598.08
EFT0001852	Teviotdale Truck Service & Rep	4/14/21	\$5,336.69
EFT0001853	Triton Engineering Services	4/14/21	\$3,367.40
EFT0001854	Turriss Sites Development Corp.	4/14/21	\$66.09
EFT0001855	Well Initiatives Limited	4/14/21	\$700.04
EFT0001856	Wellington North Power	4/14/21	\$21,605.08
Total Amount of Cheques:			\$208,597.57

	2021 Actuals YTD	2021 Budget Mar 31	Actual vs Budget YTD (over)/under	Variance %	2020 Actuals YTD	2021 vs 2020 YTD Variance
REVENUE						
Net Taxation (100%)	(2,058,399)	(2,058,336)	(63)	0.0%	(3,925,187)	1,866,788 [2]
Fees and Service Charges	(1,416,433)	(1,405,949)	(10,484)	0.7%	(1,389,291)	(27,142) [3]
Grants and Subsidies	(387,351)	(370,525)	(16,826)	4.5%	(408,727)	21,376
Trsf from Reserves & Res Funds	(234,292)	(234,292)	(1)	0.0%	(311,025)	76,733
Other Income						
Penalties and Interest on Taxation	(38,211)	(37,500)	(711)	1.9%	(35,297)	(2,914)
Miscellaneous	(52,101)	(32,550)	(19,551)	60.1%	(41,700)	(10,401) [4]
Investment Income	(23,333)	(42,250)	18,917	-44.8%	(69,385)	46,052 [5]
Rents, Concessions and Franchises	(136,417)	(141,866)	5,449	-3.8%	(229,827)	93,410 [6]
Donations	(5,000)	(3,900)	(1,100)	28.2%	(1,715)	(3,285)
	<u>(4,351,537)</u>	<u>(4,327,168)</u>	<u>(24,369)</u>	<u>0.6%</u>	<u>(6,412,154)</u>	<u>2,060,617</u>
EXPENSES						
Council	69,580	72,422	2,842	3.9%	62,139	(7,441) [7]
Administration	193,505	259,162	65,657	25.3%	207,733	14,228 [8]
Property	27,385	35,315	7,930	22.5%	23,886	(3,499)
Fire Services	221,327	217,311	(4,016)	-1.8%	224,310	2,983
Policing & Crossing Guard Services	12,641	12,821	180	1.4%	13,915	1,274
Conservation Authority	97,331	43,189	(54,142)	-125.4%	50,032	(47,299) [9]
Protective Inspections & Control	89,342	84,469	(4,873)	-5.8%	100,027	10,685 [10]
Animal Control	2,039	9,026	6,987	77.4%	4,358	2,319
Property Standards	8,928	14,703	5,775	39.3%	10,207	1,279
Roadways	601,498	774,967	173,469	22.4%	809,438	207,940 [11]
Street Lighting	24,000	36,298	12,298	33.9%	26,905	2,905 [12]
Cemetery	19,307	32,520	13,213	40.6%	21,215	1,908 [13]
Recreation	274,783	512,732	237,949	46.4%	421,695	146,912 [14]
Planning	38,593	55,883	17,290	30.9%	40,157	1,564 [15]
Economic Development	49,217	73,410	24,193	33.0%	103,099	53,882 [16]
WNP Holding	-	-	-		1,615	1,615
Municipal Drains	(1,000)	17,675	18,675	105.7%	28,516	29,516 [17]
Rural Water	2,055	1,950	(105)	-5.4%	1,817	(238)
Sanitary Sewers	310,914	569,251	258,337	45.4%	378,508	67,594 [18]
Water Works	219,556	304,496	84,940	27.9%	269,233	49,677 [19]
Transfers to Reserves/Res Funds	330,951	330,951	(1)	0.0%	267,720	(63,231)
Transfers to capital fund	868,620	868,620	-	0.0%	920,262	51,642
	<u>3,460,573</u>	<u>4,327,169</u>	<u>866,596</u>	<u>20.0%</u>	<u>3,986,787</u>	<u>526,214</u>
(SURPLUS)/DEFICIT	<u>(890,965)</u>	<u>1</u>				

Township of Wellington North

General Fund Financial Summary

Budget vs Year to Date – Ending March 31, 2021

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 one quarter of budgeted revenues worth noting however is that 2021 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 2020 and 2021, due to significance of amount. To date, building permits are trailing budget by \$15K.
4. Miscellaneous: revenues are currently exceeding budget and prior year – these increase revenues are largely attributable to CBO PI&C - Admin & Non-Refundable Fees exceeding expectations.
5. Investment Income – Current year actual trailing budget and prior year actuals – market conditions born by the COVID-19 global pandemic appear to be the contributing issue.
6. Rents, Concessions & Franchises: Current year trailing budget and prior year - lasting Impacts of COVID-19 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 budgeted variance in year over year increase to transfers to reserves.
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 widely distributed across budgeted expense profile.
9. Conservation Authority: Current year actuals are exceeding budget, and prior year – this is largely driven by timing of payments to CA partners and is expected to fall in line with budget as the year progresses.
10. Protective Inspections & Control: Current year actuals approximating budget but are down year-over-year. Year over year variance largely driven by employee wage and benefit costs trailing prior year.
11. Roads: Most year over year variance due to staffing costs associated with seasonal fluctuations, and fleet maintenance expenses; currently under budget and prior year during same period (debt servicing costs not continuing into 2021 due to loan maturity in 2020).

12. Street Lighting: Current year actuals trailing budget and prior year. Current year variance largely attributable to hydro costs trailing expectations; however, it is anticipated that full year expenditures will come in line with expectations once WNP rate change (anticipated May 1, 2021) takes effect.
13. Cemetery: Current year actuals trailing budget and are approximating prior year. Current variance largely driven by seasonality and timing of anticipated expenditures.
14. Recreation: Current year expenditures are trailing budget and prior year. Variances driven by lasting impacts of COVID-19; wherein significant uncertainty remains.
15. Planning: Actuals trailing budget and prior year – variances being driven by a slow start to consulting costs (County).
16. Economic Development: Current year expenses trailing budget and prior year. In year, and prior year variances largely driven by timing of Community Development and CIP grant issues.
17. 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.
18. Sanitary Sewers: Current year actuals currently trailing budget and prior year. Current year variance largely attributable to property taxation (PIL), disposal maintenance expenses, and timing of debt servicing costs. Year over year variance, while not significant, can be attributed to timing of OCWA and disposal maintenance expenses.
19. Water Works: Overall, expenditures are down year-over-year and trailing budget. Year-over-year variance is predominately driven by timing of materials purchases, and interfunctional transfer costs variances; whereas, in-year budget to actual variance is driven by timing of supplies and maintenance, testing, sampling, consulting, and inspection costs.



Staff Report

To: Mayor and Members of Council Meeting of April 26, 2021
From: Callise Loos, Deputy Fire Chief
Subject: DFC 2021-003 Master Fire Plan

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive report DFC 2021-003 Master fire plan;

AND FURTHER THAT Council approve the master fire planning process as submitted by the fire service management team.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

BACKGROUND

Organizations achieve success through well thought out strategic plans. The benefits of a good plan includes getting all firefighters on the same page, simplifying decision-making, driving organizational alignment, and establishing a common vision. The management team would like to undertake a strategic planning process to set priorities and direction for the Wellington North Fire Service for the next three years.

The management team would facilitate the development of the plan using input from firefighters, Council and the community at large. A list of recommendations and implementation timelines will be developed and presented to the fire department, as well as, Council for approval and comment.

Once adopted, the fire service management team will be responsible for implementing the items outlined in the plan.

FINANCIAL CONSIDERATIONS

There are no financial considerations involved with the development of the master fire plan. The management team will facilitate and develop the plan in house. Any financial considerations attached to recommendations will be brought to Council on a per item basis once the plan is developed.

ATTACHMENTS

- WNFS Master Fire Plan Process Outline

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:	Callise Loos, Deputy Fire Chief	<i>Callise Loos</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

WNFS Master Fire Plan

Process Outline

MAY - AUGUST

- Data Mining: survey firefighters and community members via digital methods
- Review all aspects of fire department policies, procedures and operations

SEPTEMBER

- Form Committee: 3 District Chiefs, 2 firefighters from each station, 2 community members from each community, 2 members of Council and CAO.
- Host introductory meeting & review data

OCTOBER

- Host meeting two to develop recommendations and timelines
- Send draft of plan out for comment to firefighters

NOVEMBER

- Host meeting three to review feedback and finalize plan

DECEMBER

- Present final plan to Council & Firefighters

QUARTER ONE UPDATE 2021



HIGHLIGHTS....

- COMPLETED PROJECTS.....1
- PUBLIC EDUCATION.....1
- TRAINING2
- COVID19.....2
- STATISTICS3
- CONTACTS.....4

COMPLETED PROJECTS

- Health and Safety committee has been established and has met three times. The committee is starting the process of reviewing all policies and guidelines relating to health and safety.
- Training committee has been established and has created a calendar for 2021. All practices are scheduled for 2021 using a variety of delivery methods and fire related topics. Training in person has been put on hold again due to the recent stay at home order.
- Each hall decorated their station with outdoor lights to boost community spirits. Firefighters had fun with this project. Extra credit was given to the stations if they were able to incorporate some sort of firefighter or fire safety theme.
- The first budget as the new management team was created. The implementation of projects identified in the 2021 budget has started. Bunker gear has been ordered in partnership with Minto realizing us savings off of each set.
- Scheduled and streamlined bunker gear cleaning and certification schedule for both departments to ensure our legislated yearly certifications are being completed
- Completed hydrostatic testing on Air Cylinders due this quarter
- Working on proposal for upgrading our software and technical ability to complete online training within each department
- Continue to implement new Software program for the department for tracking our incidents, apparatus/equipment and personnel files

PUBLIC EDUCATION

- Hosted a Scavenger Hunt Digital Contest where families had to complete a series of challenges in seven different categories.
 - Random Photo Capture
 - Ie: Capture a photo of a bunny for 300 points
 - Shop Local
 - Ie: Check-in at Foodland in Arthur for 500 points
 - Fire Safety
 - Ie: Submit a photo of your family at their in case of fire meeting place for 2000 points.
 - Random Acts of Kindness
 - Ie: Compliment a stranger and submit a video for 300 points
 - Outdoor Missions
 - Ie: Check-in at a local trail or playground for 200 points
 - Family & Easter Traditions
 - Ie: Submit a photo of a new Easter food your family made together for 300 points
 - Wild Weekends
 - Ie: Stack as many apples on top of each other as possible, family with the highest stack wins 1000 points.
- We had over **120 teams** participate with **2626** contest entries.



TRAINING

- Pivoted in Jan & Feb due Covid Restrictions, completed online awareness training.
 - Surface Water Rescue, Ice Water Rescue, Confined Space Rescue, Trench Rescue
- Professional Responder Course (First Aid & CPR).
 - Hosted 3 two day courses so far, two more to host to have everyone certified
- Hands on Training started in March, training in Crews over various evenings to keep groups small. Put on hold until further notice until order has been lifted
- Looking to do some online training to prepare for our upcoming delivery of the new extrication tools. Will prepare us for the hands on training portion of the purchase
- Had a couple of Firefighters complete courses online through the Ontario Fire College in Incident Safety Officer and Fire Instructor

COVID19

- Coveralls are in-service, no longer need disposable coveralls.
- Vaccination is underway, with about 70% of firefighters vaccinated.
- Maintaining all mask wearing and disinfecting protocols around the Station

STATISTICS

JANUARY

- Total incidents: 25
 - Medicals: 0
 - CO Incident: 1
 - Alarms: 10
 - Fires (includes vehicle, grass, structure): 3
 - Motor vehicle collisions: 3
 - Other: 4
 - Assist Other FD: 4

FEBRUARY

- Total incidents: 22
 - Medicals: 4
 - Alarms: 4
 - Fires (includes vehicle, grass, structure): 4
 - Motor vehicle collisions: 4
 - Other: 3
 - Cancelled on route: 3

MARCH

- Total incidents: 21
- Medicals: 1
- Alarms: 2
- Fires (includes vehicle, grass, structure): 1
- Motor vehicle collisions: 4
- Assistance to Other Agencies: 6
- Power Line Down: 1
- Farm Rescue: 1
- Other: 5

CONTACTS

If you have any questions related to the information outlined in this update, please do not hesitate to contact our team:

Chris Harrow
Director of Fire Services
T: 519-503-9545 e:charrow@wellington-north.com

Marco Guidotti
Deputy Chief
T: 519-323-1441 e: mguidotti@wellington-north.com

Callise Loos
Deputy Chief
T: 519-497-2502 e: cloos@wellington-north.com



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Special Meeting of April 12, 2021
From: Matthew Aston, Director of Operations
 Corey Schmidt, Manager, Environmental Services
Subject: OPS 2021-013 being a report on the 2021 sewage allocations

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2021-013 being a report on the 2021 sewage allocations;

AND FURTHER THAT Council direct staff to work towards entering a sewage allocation agreement with the following developers in Mount Forest:

2574574 Ontario Inc. for 391 Main Street North Project – 39 Units;
 Marlanna Homes for King Street East / Newfoundland Street Project – 24 Units;
 2574574 Ontario Inc. for Jack's Way Project – 60 Units; and
 2574574 Ontario Inc. for Wellington Street East Project – 24 Units.

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law to enter into the agreements;

AND FURTHER THAT Council award twenty (20) units of sewage allocation to the Building Department for distribution for infill lots within the Arthur;

AND FURTHER THAT Council award forty-six (46) units of sewage allocation to the Building Department for distribution during the next year for infill lots within Mount Forest.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2019-008 being a report on the review of the draft sewage allocation policy

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

BACKGROUND

The Township's current sewage allocation policy, dated March 23, 2020, provides that 15% of the uncommitted sewage reserve is available for allocation each April. This means that, given the Triton Engineering Services Limited (TESL) letters dated April 8, 2021, Township Council can allocate a total of 51 units of sewage allocation in Arthur and 175 units of sewage allocation in Mount Forest, in 2021, by policy.

Township's current revision of the "Sewage Allocation" policy can be reviewed at <https://wellington-north.com/content/government/sewage-allocation-policy-2021.pdf> .

Township staff have evaluated each application based on the criteria (or characteristics) within the policy and detailed them on the chart which follows:

ARTHUR WASTEWATER TREATMENT PLANT	
2021 Uncommitted Reserve Capacity	342 Units
15% of Uncommitted Reserve	51 Units

Developer / Project Location	# of Units	Score per Policy
Arthur Green Developments Inc. 164 George Street	12 – Apartment / Hotel Units****	44 (Clause 2)*
Cachet Developments (Arthur) Inc. Preston Street	207 – Singles (115) / Townhomes (92)	40 (Clause 2)*
TOTAL	240	

MOUNT FOREST WASTEWATER TREATMENT PLANT	
2021 Uncommitted Reserve Capacity	1,164 Units
15% of Uncommitted Reserve	175 Units

Developer / Owner	# of Units	Score per Policy
2574574 Ontario Inc. 391 Main Street North	33 – Apartment	44
Hawkey/Archcon Group Inc. 773 Princess Street	32 – Apartment	37 (Clause 2)*
Marlanna Homes King / Newfoundland Street	24 – Semis	31
2574574 Ontario Inc. Jack's Way	60 33 – Apartment (33) / Singles (11) / Semis (6) / Townhomes (10)	31
2574574 Ontario Inc. Wellington Street Development	24 – Singles (6) / Semis (18)	38
350 Cork Inc. 350 Cork Street	6***	INFILL**
Circuit Holdings Inc. 331 Arthur Street	10***	INFILL**
King's Court Apartment Inc. 187 King Street East	10***	INFILL**
TOTAL	173	NA

* - Applicants for these sewage allocations do not meet clause two within the procedure of the Township's "Sewage Allocation Policy" dated April 12, 2021. These applicants have been contacted and asked to appear as a deputation to Council to speak about their project and why

their request for sewage allocation should be considered by Council. Any decision by Council to award sewage allocation to these projects will require that Council waive procedure clause two.

For ease of reference Procedure Clause 2 of the Township's "Sewage Allocation Policy reads:

Requests for sewage allocation units will only be considered by Council once the development has achieved draft plan approval or site plan agreement or subdivision agreement or development agreement or similar approvals.

** - These projects require less than twelve sewage allocations which can be awarded directly by the Building Department per the Township's "Sewage Allocation Policy" dated April 12, 2021. In future years, Township staff would not bring these applications forward to Council as part of this report, however, given the policy was revised in March 2020 and April 2021 staff felt it appropriate to detail them within this report.

As a result of the Building Department having twenty-six sewage allocations to award for these three developments, Township staff have recommended Council approve forty-six (46) sewage allocations for the Mount Forest system – twenty (20) units for 2021 infill lots and twenty-six (26) units for these two developments.

***- "# of units" not included within total.

****- See Schedule E.

FINANCIAL CONSIDERATIONS

A unit of sewage allocation, based on the Arthur WWTP – Phase 1 project budget, has a value of approximately \$21,000 per unit.

ATTACHMENTS

Schedule A – TESL Letter dated April 8, 2021, titled "Township of Wellington North Community of Arthur 2021 Reserve Capacity Calculations"

Schedule B – TESL Letter dated April 8, 2021, titled "Township of Wellington North Community of Mount Forest 2021 Reserve Capacity Calculations"

Schedule C – 2021 Township staff scoring of "Application for Sewage Allocation"

Schedule D – Template of "Sewage Allocation Agreement"

Schedule E – Memo from TESL dated April 21, 2021, titled "Queen's Hotel Proposed Development 164 George Street, Arthur"

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
Corey Schmidt, Manager, Environmental
Services

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



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

ORANGEVILLE • FERGUS • HARRISTON

April 8, 2021

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

Attention: Darren Jones,
 Chief Building Official

RE: TOWNSHIP OF WELLINGTON NORTH
 COMMUNITY OF ARTHUR
 2021 RESERVE CAPACITY CALCULATIONS
 OUR FILE: A5510(21) R05 & R46

Dear Sir:

The attached tables outline the 2021 reserve capacity calculations for the water supply and sewage treatment systems in Arthur. The reserve capacities have been calculated in accordance with Ministry of the Environment, Conservation and Parks (MECP) guidelines. Nine **(9)** new residential units were occupied and connected to the municipal systems in Arthur in 2020.

Water System:

The three (3) year average maximum day demand of the water system decreased from 1,572m³/day to **1,521m³/day** over the past year. The 2021 uncommitted reserve capacity of the water system is **444** new development equivalent residential units (ERUs) based on the systems firm capacity of **2,255m³/day**.

The Arthur water system is a single pressure zone watermain distribution network that includes two elevated towers and three supply wells. MECP Guidelines indicate that the water supply system is to be capable of satisfying the Maximum Day Demand (MDD), and that where the supply available is greater than MDD, the storage requirement can be reduced accordingly. Given this, the current storage volume requirement is **978m³** which is below the system storage volume currently available of 1,134m³. Note: This current volume does not include the multileg tower volume as the recent inspection indicated that the structure is nearing the end of its service life and further maintenance and/or modifications to extend this are not advisable.

The storage volume required to support the committed developments noted in Table 3 indicates that the existing available storage will be sufficient to service the committed developments.

Refer to Table 1.0 and Table 1.1 for additional information.



Wastewater Treatment Plant:

In December of 2020, Phase 1 Expansion of the Arthur WWTP became operational, increasing the treatment capacity of the plant from 1,465m³/day to 1,860m³/day. Additionally, the three-year annual average day flow decreased from 1,400m³/day to **1,333m³/day**. The 2021 uncommitted reserve capacity for the sewage treatment plant is **342** new development ERUs.

Based on Golden Valley Farm's most recent monitoring report dated December 2020, the number of remaining committed units for this industry is eight (**8**) ERUs as reflected in Table 3.

Additionally, in conjunction with the reserve capacity calculations, we have completed a high-level assessment of the extraneous flows within the Arthur sewage collection system. This assessment compares the precipitation, temperature, average day demand of water and the average day flow measured at the WWTP on a monthly basis. The results indicate that the extraneous flows over and above the expected amount within a typical system is, on average, **226m³/day**, which equates to an estimated **240 ERUs**. The relationship between the wastewater flows, precipitation and temperature is indicative of a system that is subject to groundwater infiltration and sump pump connections to the sanitary system, but not necessarily direct inflow (i.e., roof leaders, catchbasins), given the high wastewater flows noted during the spring melt with little correlation noted to times of high precipitation (i.e., June & July).

Summary:

It is important to note that Forest View Estates, Seawaves Homes and Phase 3 of the Eastridge Landing Subdivision are included as committed development in these calculations as per Table 3, therefore will not reduce the water supply and wastewater treatment ERUs available for uncommitted developments.

It is evident that there exists a significant amount of infiltration in the current wastewater flows. As such, we recommend that the Township investigate the source of this on-going infiltration within the system, beginning with a cursory update to the 2015 Inflow and Infiltration Study.

Following Council's review and adoption of the attached report, we would recommend that a copy be forwarded to the MECP District Office in Guelph and the Wellington County Planning Department.

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

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Dustin Lyttle, P. Eng.



Ray Kirtz, P.Eng.

Encl.

cc: Mike Given, Chief Administrative Officer, Township of Wellington North
 Matt Aston, Director of Operations, Township of Wellington North
 Corey Schmidt, Water & Sewer Supervisor, Township of Wellington North



TABLE 1.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
WATER SUPPLY 2021 RESERVE CAPACITY

DESCRIPTION	2021
1 Firm Capacity ¹	2,255
2 Three-Year Max Day Demand (m ³ /d) ²	1,521
3 Three-Year Average Day Demand (m ³ /d) ³	1,048
4 Reserve Capacity (m³/d) (1) - (2)	734
5 Three-Year Max/Average Day Peak Factor (2) ÷ (3)	1.45
6 Three-Year Average Day Residential Demand (m ³ /d) ⁴	625
7 Peaked Max Day Residential Flow (m ³ /d) (5) x (6)	908
8 Serviced Households ⁵	918
9 Persons Per Existing Residential Unit (2016 Census Data)	2.4
10 Population Served (8) x (9)	2,203
11 Maximum Residential Day Demand Per Capita (m ³ /d) (7) ÷ (10)	0.412
12 Additional Population that can be Served (4) ÷ (11)	1,780
13 Person Per New Equivalent Residential Unit (ERU) (2018 Growth Management Plan)	2.7
14 Additional Equivalent Residential Units that can be served. (12) ÷ (13)	662
15 Committed Equivalent Residential Units (Table 3)	218
16 Uncommitted Reserve Capacity Equivalent Residential Units (14) - (15)	444
¹ Based on production for Well 8A/8B only (2,255m ³ /day each), assumes Well 7A (1,961m ³ /d) is off-line.	
² Max day demand is the average of the maximum day demand of 2018, 2019 and 2020 adjusted (1,514, 1,478 and 1,572m ³ /d respectively).	
³ Average day demand is the average daily demand from 2018, 2019 and 2020 (1,025, 1,080 and 1039m ³ /d respectively)	
⁴ Average residential demand is the average daily demand with the ICI users discounted from 2018, 2019 and 2020 (587, 636 and 653m ³ /day, respectively)	
⁵ As per the 2020 Water and Waste Water Rates Study	



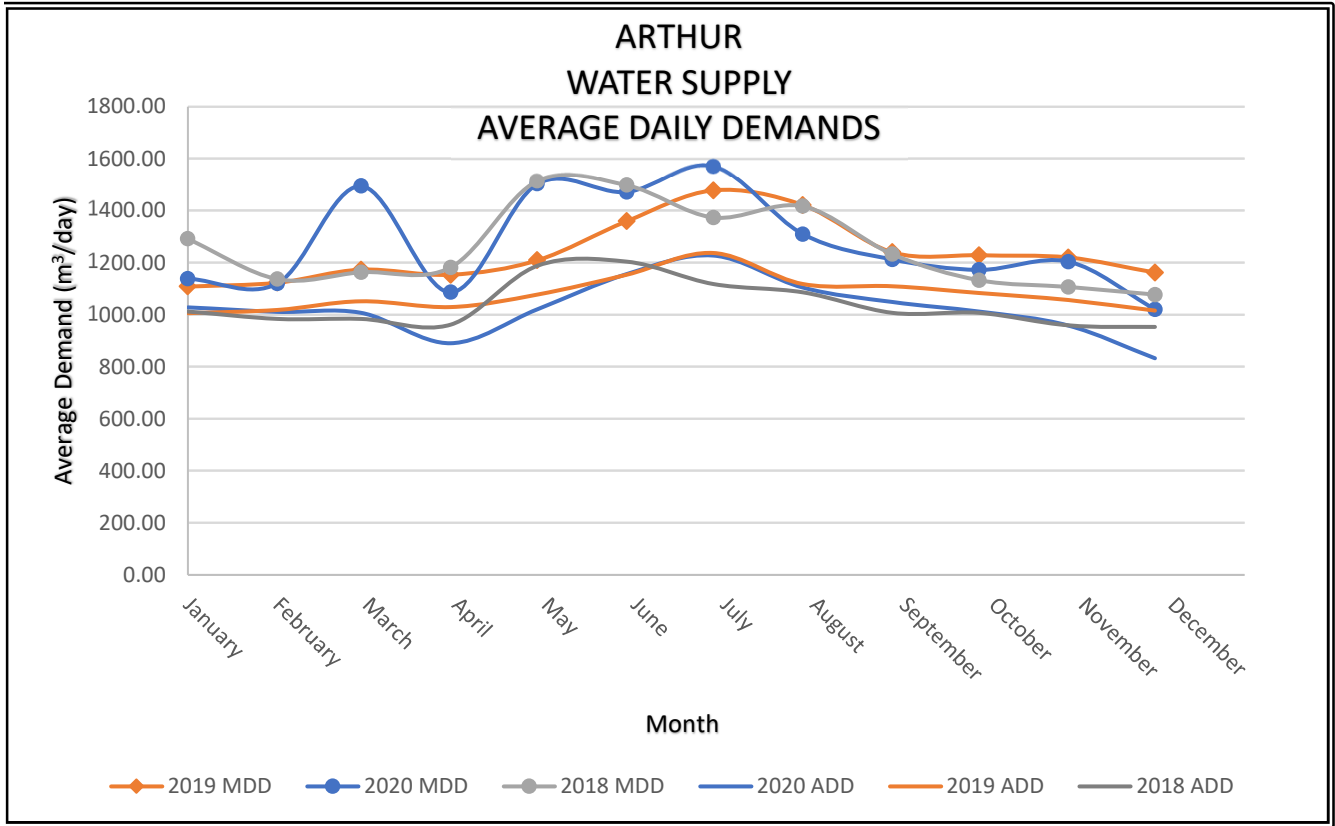


TABLE 1.1
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
WATER SYSTEM 2021 STORAGE ASSESSMENT

DESCRIPTION	2021
1 Existing System Storage (m ³) ¹	1,137
2 Three-Year Max Day Demand (m ³ /d) (Table 1)	1,521
3 Storage Required (m ³) (as per MECP Guidelines)	978
4 Existing Surplus Storage Available (m³) (1) - (3)	159
5 Committed Equivalent Residential Units (Table 3)	218
6 Storage Required to Service Committed Developments (m ³)	1,072
7 Additional Storage Available (m³) (1) - (6)	65
¹ Existing multi-leg tower is nearing the end of its expected service life. Therefore, its volume (227m ³) has not been included in available storage assessment.	



TABLE 2.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
WASTEWATER 2021 RESERVE CAPACITY

DESCRIPTION	2021
1 Design Capacity of Sewage Treatment Facility (m ³ /d)	1,860
2 Average Day Flow ¹ (m ³ /d) (Average of 2018, 2019 and 2020 Average Day Flows)	1,333
3 Reserve Capacity (m ³ /d) (1) - (4)	527
4 Expected New Development Per Capita Flow ² (m ³ /d)	0.350
5 Additional Population that can be Served (3) ÷ (4)	1,507
6 Person Per Equivalent Residential Unit (2018 Growth Management Plan)	2.7
7 Estimated New Equivalent Residential Unit Flow Rate (4) x (6)	0.942
8 Additional New Equivalent Residential Units that can be Served (5) ÷ (6)	560
9 Committed Development Residential Units (Table 3)	218
10 Uncommitted Reserve Capacity New Development Equivalent Residential Units (7) - (8)	342
¹ Average of 2018, 2019 and 2020 (1,356, 1,326 and 1,316 m ³ /day respectively).	
² Adjusted per person flow rate based on MOE recommended values and supported by current water usage rates.	



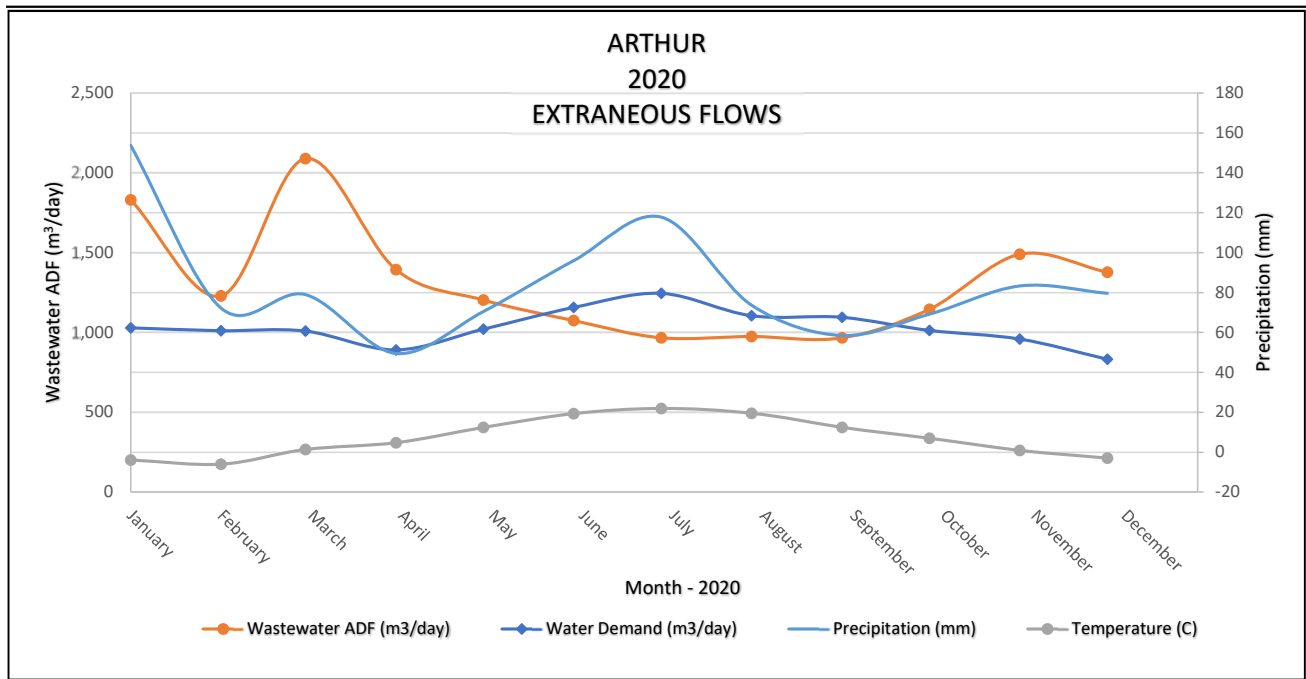
TABLE 3.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
SUMMARY OF DEVELOPMENTS 2021

COMMITTED DEVELOPMENTS	TOTAL UNITS	UNITS OCCUPIED IN 2020	REMAINING UNITS AT END OF 2020
Eastridge Landing (Phase 3)	103	0	103
Forest View Estates (Domville St.)	50	0	50
Seawaves Homes (Gordon St.)	37	0	37
SUB-TOTAL		0	190
INFILL LOTS ¹	20		20
GOLDEN VALLEY ²	8		8
TOTAL COMMITTED UNITS			218
¹ 20 infill lots to be allocated each year.			
² Based on highest Semi-Annual Monitored Flow and allowable flow rate of 181m ³ /day			



**TABLE 4.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
EXTRANEOUS FLOWS 2020**

MONTH	PRECIPITATION ¹ (mm)	AMBIENT TEMP. (C°)	WASTEWATER ADF (m ³ /day)	WATER ADD (m ³ /day)	EXTRANEOUS FLOW (m ³ /day)
January-2020	153.6	-3.86	1,829	1,029	800
February-2020	72.2	-6.03	1,228	1,011	217
March-2020	78.9	1.35	2,088	1,008	1,081
April-2020	49.5	4.76	1,393	891	502
May-2020	70.5	12.35	1,203	1,021	182
June-2020	95.9	19.27	1,074	1,156	0
July-2020	117.7	21.91	966	1,244	0
August-2020	73.7	19.54	974	1,104	0
September-2020	58.5	12.49	965	1,095	0
October-2020	69.1	6.92	1,145	1,012	133
November-2020	83.2	0.93	1,489	959	531
December-2020	79.6	-2.91	1,376	833	544
AVERAGE			1,311	1,030	332
REASONABLE EXTRANEOUS FLOW BASED ON POPULATION(m³/day)²					107
EXTRANEOUS FLOW OVER AND ABOVE REASONABLE AMOUNT(m³/day)					226
EQUIVALENT RESIDENTIAL UNITS USED BY EXTRANEOUS FLOWS (ERU)³					240
¹ As recorded at the Shand Dam.					
² Expected infiltration based 60Litres per person per day allowable infiltration, based on modified historic MOE Standard.					
³ Based on Future Development Unit Sanitary Flow Rate					





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

ORANGEVILLE • FERGUS • HARRISTON

April 8, 2021

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

Attention: Darren Jones,
 Chief Building Official

RE: TOWNSHIP OF WELLINGTON NORTH
 COMMUNITY OF MOUNT FOREST
 2021 RESERVE CAPACITY CALCULATIONS
 OUR FILE: A5510(21) R03 & R47

Dear Sir:

The attached tables outline the 2021 reserve capacity calculations for the water supply and sewage treatment systems in Mount Forest. The reserve capacities have been calculated in accordance with Ministry of the Environment, Conservation and Parks (MECP) guidelines. Twenty-one (21) new residential units were occupied and connected to the municipal systems in Mount Forest in 2020.

Water System:

The three (3) year average maximum day demand of the water system is **2,312m³/day**, resulting in the 2021 uncommitted reserve capacity of the water system being **4,363** new development equivalent residential units (ERUs) based on the systems operational firm capacity of **5,976m³/day**.

The Mount Forest water system is a single pressure zone watermain distribution network that includes one elevated standpipe and four supply wells. MECP Guidelines indicate that the water supply system is to be capable of satisfying the Maximum Day Demand (MDD), and that where the supply available is greater than MDD, the storage requirement can be reduced accordingly. Given this, the current storage volume requirement is **2,722m³** which is above the system storage volume currently available of 2,000m³.

The storage volume required to support the committed developments noted in Table 3 indicates that the existing available storage will be insufficient to service the committed developments.

Refer to Table 1.0 and Table 1.1 for additional information.



Wastewater Treatment Plant:

The reserve capacity calculations indicate a decrease in the three (3) year ADF from **2,121 m³/day** to **1,977m³/day**. Calculations provided in Table 2 (attached) indicate the uncommitted reserve capacity has increased from 591 to **1,164** equivalent residential units. This significant increase is the result in part of the decrease in flows, but also from establishing a new development unit per person flow rate, as supported by the water usage rates.

Table 2 summarizes the sewage treatment reserve capacity calculations for 2021.

Additionally, in conjunction with the reserve capacity calculations, we have completed a high-level assessment of the extraneous flows within the Mount Forest sewage collection system. This assessment compares the precipitation, temperature, average day demand of water and the average day flow measured at the WWTP on a monthly basis. The results indicate that the system is not subject to extraneous flows over and above a reasonable amount within a typical system. There does appear to be a relationship between the wastewater flows, precipitation and temperature however the resulting infiltration on an annual basis is not significant.

Summary:

It is important to note that the active developments as listed in Table 3 are included as committed development, therefore will not reduce the water supply and wastewater treatment ERUs available for uncommitted developments.

The need for additional municipal water storage is apparent based on the calculations. Although the storage deficit is minor, a Municipal Class EA will be required for the construction of a new water storage facility and should therefore be initiated in the near future.

Following Council's review and adoption of the attached report, we would recommend that a copy be forwarded to the MECP District Office in Guelph and the Wellington County Planning Department.

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

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Dustin Lyttle, P. Eng.



Ray Kirtz, P.Eng.

Encl.

cc: Mike Given, Chief Administrative Officer, Township of Wellington North
 Matt Aston, Director of Operations, Township of Wellington North
 Corey Schmidt, Water & Sewer Supervisor, Township of Wellington North



TABLE 1.0
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST
WATER SUPPLY 2021 RESERVE CAPACITY

DESCRIPTION	2021
1 Firm Operational Capacity ¹	5,976
2 Three-Year Max Day Demand (m ³ /d) ²	2,312
3 Three-Year Average Day Demand (m ³ /d) ³	1,398
4 Reserve Capacity (m³/d) (1) - (2)	3,664
5 Three-Year Max/Average Day Peak Factor (2) ÷ (3)	1.65
6 Three-Year Average Day Residential Demand (m ³ /d) ⁴	1,083
7 Peaked Max Day Residential Flow (m ³ /d) (5) x (6)	1,791
8 Serviced Households ⁵	2,110
9 Persons Per Existing Residential Unit (Technical Servicing Update)	2.5
10 Population Served (8) x (9)	5,275
11 Maximum Residential Day Demand Per Capita (m ³ /d) (7) ÷ (10)	0.340
12 Additional Population that can be Served (4) ÷ (11)	10,792
13 Person Per New Equivalent Residential Unit (ERU) (2018 Growth Management Plan)	2.4
14 Additional Equivalent Residential Units that can be served. (12) ÷ (13)	4,497
15 Committed Equivalent Residential Units (Table 3)	134
16 Uncommitted Reserve Capacity Equivalent Residential Units (14) - (15)	4,363
¹ Operational Capacity is noted as the historic maximum flow rates at each of the Wells, as per the 2020 Technical Study Update.	
² Max day demand is the average of the maximum day demand of 2020, 2019 and 2018 (2,322, 2,447, 2,168m ³ /d respectively).	
³ Average day demand is the average daily demand from 2018, 2019 and 2020 (1,376, 1,420 and 1,398m ³ /d respectively)	
⁴ Average residential demand is the average daily demand with the ICI users discounted from 2018, 2019 and 2020 (1,075 1,097 1,077m ³ /day, respectively)	
⁵ As per the 2020 Water and Waste Water Rates Study	



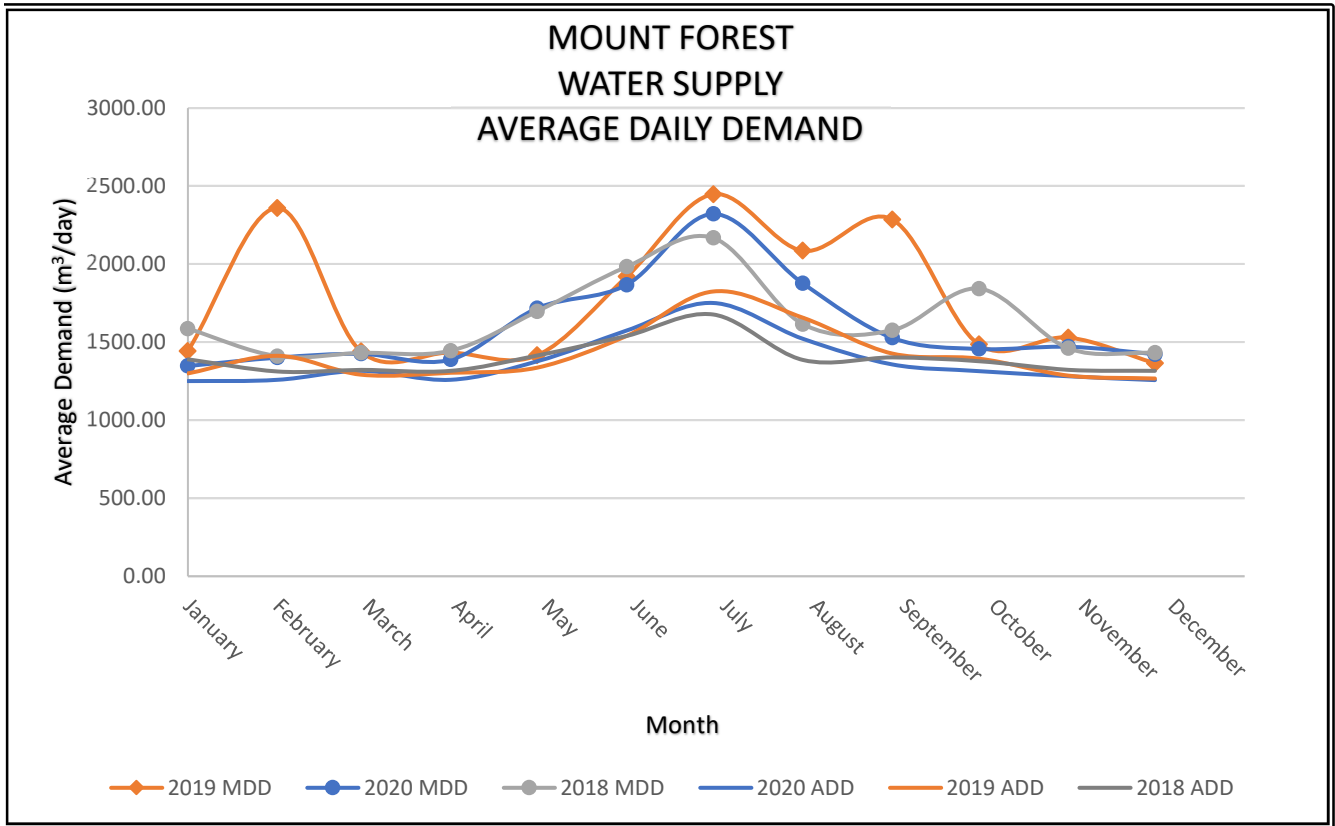


TABLE 1.1
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST
WATER SYSTEM 2021 STORAGE ASSESSMENT

DESCRIPTION	2021
1 Existing System Storage (m ³) ¹	2,000
2 Three-Year Max Day Demand (m ³ /d) (Table 1)	2,312
3 Existing Storage Required (m ³) (as per MECP Guidelines)	2,722
4 Existing Surplus Storage Available (m³) (1) - (3)	-722
5 Committed Equivalent Residential Units (Table 3)	134
6 Storage Required to Service Committed Developments (m ³)	2,875
7 Additional Storage Available (m³) (1) - (6)	-875
¹ Existing System Storage provided by Stand Pipe constructed in 1985.	



TABLE 2.0
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST
WASTEWATER 2021 RESERVE CAPACITY

DESCRIPTION	2021
1 Design Capacity of Sewage Treatment Facility (m ³ /d)	2,818
2 Average Day Flow ¹ (m ³ /d) (Average of 2018, 2019 and 2020 Average Day Flows)	1,977
3 Reserve Capacity (m ³ /d) (1) - (4)	841
4 Expected New Development Per Capita Flow ² (m ³ /d)	0.270
5 Additional Equivalent Population that can be Served (3) ÷ (4)	3,116
6 Person Per Equivalent Residential Unit (ERU) (2018 Growth Management Plan)	2.4
7 Estimated New Equivalent Residential Unit Flow Rate (4) x (6)	0.648
8 Additional New Equivalent Residential Units that can be Served (5) ÷ (6)	1,298
9 Committed Development Residential Units (Table 3)	134
10 Uncommitted Reserve Capacity New Development Equivalent Residential Units (7) - (8)	1,164
¹ Average day flow is the average daily flow from 2018, 2019 and 2020 (2,039, 1,954, 1,937m ³ /d respectively)	
² Adjusted per person flow rate based on MOE recommended values and supported by current water usage rates.	



TABLE 3.0
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST
SUMMARY OF DEVELOPMENTS 2021

COMMITTED DEVELOPMENTS	TOTAL UNITS	UNITS OCCUPIED IN 2020	REMAINING UNITS AT END OF 2020
Albert Street Estates (Reeves)		0	1
Lucas Subdivision (Reeves)		6	19
Martin Street (Betty Dee Ltd.)		1	1
Cork Street (South Saugeen Developments Inc.)		2	6
Wellington Street East (Peter and Mary Reeves)		1	0
London Road Subdivision (Bye)		0	30
310 Sligo Road West (Sharpe)		8	12
Mount Forest Developments Inc. (Church/Druham)		0	30
Sharon Farms - 730 Princess St		0	15
SUB-TOTAL		18	114
INFILL LOTS ¹	20		20
TOTAL COMMITTED UNITS			134
¹ 20 infill lots to be allocated each year.			



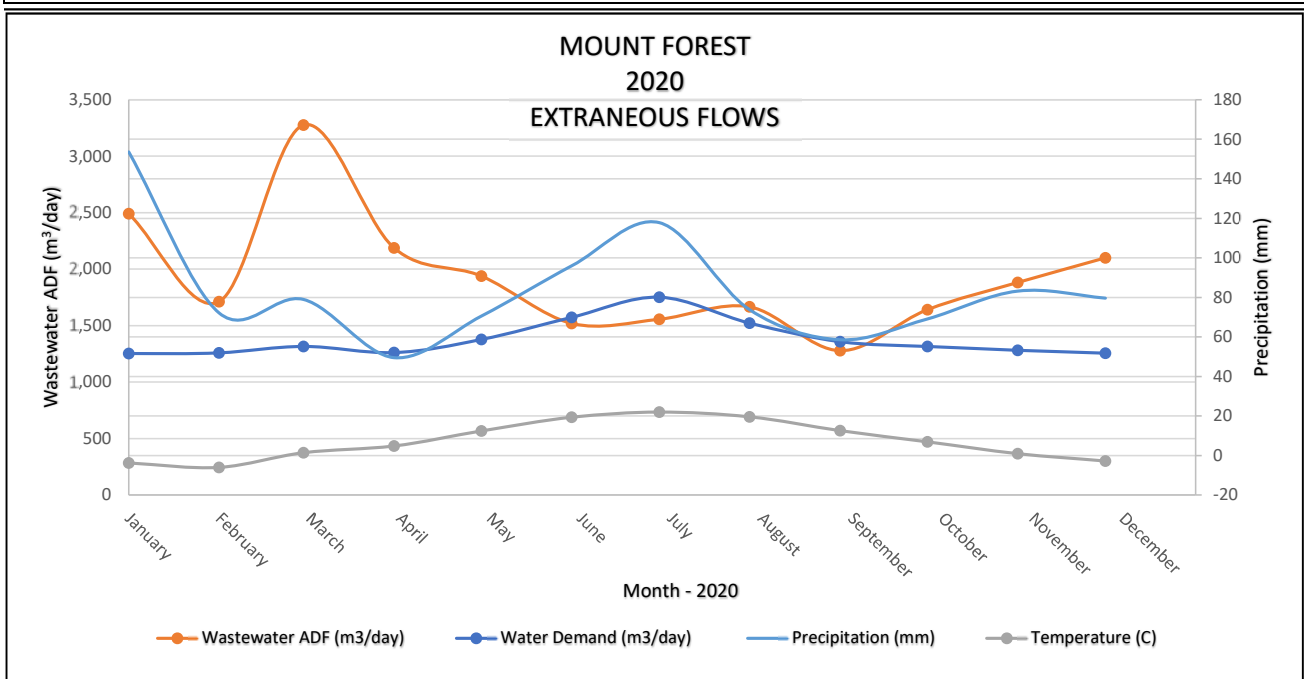
**TABLE 4.0
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST
EXTRANEOUS FLOWS 2020**

MONTH	PRECIPITATION ¹ (mm)	AMBIENT TEMP. (C°)	WASTEWATER ADF (m ³ /day)	WATER ADD (m ³ /day)	EXTRANEOUS FLOW (m ³ /day)
January-2020	153.6	-3.9	2,490	1,251	1,239
February-2020	72.2	-6.0	1,712	1,258	455
March-2020	78.9	1.3	3,274	1,316	1,959
April-2020	49.5	4.8	2,188	1,260	929
May-2020	70.5	12.3	1,937	1,377	561
June-2020	95.9	19.3	1,520	1,574	0
July-2020	117.7	21.9	1,556	1,751	0
August-2020	73.7	19.5	1,665	1,521	144
September-2020	58.5	12.5	1,276	1,357	0
October-2020	69.1	6.9	1,642	1,315	327
November-2020	83.2	0.9	1,881	1,281	600
December-2020	79.6	-2.9	2,100	1,256	844
AVERAGE			1,937	1,376	588
REASONABLE EXTRANEOUS FLOW BASED ON POPULATION(m³/day)²					647
EXTRANEOUS FLOW OVER AND ABOVE REASONABLE AMOUNT(m³/day)					-59
EQUIVALENT RESIDENTIAL UNITS USED BY EXTRANEOUS FLOWS (ERU)³					-92

¹ As recorded at the Shand Dam.

² Expected infiltration based 60Litres per person per day allowable infiltration, based on modified historic MOE Standard.

³ Based on Future Development Unit Sanitary Flow Rate



PRIORITY CONSIDERATIONS

Arthur Green Developments Inc.

①

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	②
Central Intensification Corridor	
No	0
Yes	②
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	⑤
Capital Contribution by Developer	
No	①
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	⑩
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	⑤
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	⑤
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	③

Arthur Green Developments (2)

Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2
Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

44

PRIORITY CONSIDERATIONS

Cachet Arthur

①

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	②
Central Intensification Corridor	
No	①
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	①
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	⑤
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	⑩
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	①
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	⑤
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	③

Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	(2)
Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	(10)
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	(3)
Yes or N/A	5

/40
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PRIORITY CONSIDERATIONS

391 main st. N

①

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3

Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	(2)
Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	(10)
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	(5)

/ 44
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PRIORITY CONSIDERATIONS

773 Princess St.

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3

773 Princess St. (2)133

Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	(2)
Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	(5)
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	(0)
Applied But Not Yet Approved	3
Yes or N/A	5

/ 37.
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PRIORITY CONSIDERATIONS

Marlanna Homes

①

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3

Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	(2)
Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	(5)
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	(3)
Yes or N/A	5

/ 31
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Jack's Way

①

PRIORITY CONSIDERATIONS

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3

Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	(2)
Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	(5)
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	(3)
Yes or N/A	5

/31
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PRIORITY CONSIDERATIONS

Wellington Street East - ①
Wilson

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3

Wellington Street East 139 (2)

Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	(2)
Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	(10)
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	(5)

138
=

SEWAGE ALLOCATION AGREEMENT

THIS AGREEMENT made this ____ day of _____, 202__.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(the “Township”)

- and -

Enter Company Name Here

(the “Owner”)

WHEREAS:

- A. The Owner is the owner of the lands described in Schedule “A” (the “Owner’s Lands”);
- B. The County of Wellington Planning and Land Division Committee has approved [ENTER NAME OF SUBDIVISION] pursuant to the County of Wellington Notice of Draft Approval [ENTER DATE] (the “Development Lands”) subject to the conditions of approval;
- C. The Owner is ready to proceed with the development of the Development Lands and has filed a request with the Township for [ENTER TOTAL NUMBER OF UNITS] sewage allocation units pursuant to the Township’s Sewage Allocation Policy;
- D. The Township has passed a resolution approving the [ENTER TOTAL NUMBER OF UNITS] sewage allocation units and requires the Owner to enter into this agreement pursuant to the Township’s Sewage Allocation Policy; and,
- E. The Township requires the allocation to be allotted over time to achieve controlled growth in the Township whereby the [ENTER TOTAL NUMBER OF UNITS] sewage allocation units will be released over 36 months including [ENTER APPROX 1/3 OF UNITS] units within 12 months, [ENTER APPROX 1/3 OF UNITS] additional units within 24 months, and [ENTER APPROX 1/3 OF UNITS] additional units within 36 months of this agreement.

NOW THEREFORE in consideration of the premises and terms contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledge, the parties agree as follows:

1. Approval.

- (i) Upon the registration of the subdivision agreement, the Township shall grant provisional approval to the Owner for [ENTER TOTAL NUMBER OF UNITS] sewage allocation units for the Development Lands allocated over the following time periods:
 - a. [ENTER NUMBER LISTED IN “E”] units within 12 months of execution of this agreement;

- b. [ENTER NUMBER LISTED IN “E”] additional units within 24 months of execution of this agreement; and,
 - c. [ENTER NUMBER LISTED IN “E”] additional units within 36 months of execution of this agreement.
- (ii) The provisional allocation is granted for a period of thirty (36) months from the date of this agreement, expiring on [ENTER EXPIRY DATE] (the “Expiry Date”).
 - (iii) Any sewage allocation units not completed by the Expiry Date shall lapse and be returned to the general pool of available uncommitted sewage allocations. No further building permits may be issued after the Expiry Date until such time as the Owner has obtained an extension or further sewage allocation.
2. **Acknowledgment of Owner.** The Owner acknowledges that:
- (i) the Township is not obligated to extend the Expiry Date or to grant further provisional sewage allocation units for the Development Lands or any future phases of the development;
 - (ii) the Township may approve sewage allocation units to other developments prior to approving further provisional sewage allocation units for the Development Lands or any future phases of the development; and,
 - (iii) the granting of sewage allocation is based upon the continued availability of sewage treatment facility capacity; that such capacity may change or be reduced over time; and, provisional sewage allocation units may have to be withdrawn in instances of inadequate sewage treatment facility capacity or other reason.
3. **Compliance with By-laws, Rules and Regulations.** The Owner agrees to comply with all federal, provincial and municipal laws, rules, regulations, by-laws and polices including the Township Sewage Allocation Policy.
4. **The Township’s Professional Fees and Disbursements.** The Owner shall reimburse the Township for all of its engineering and legal expenses including professional fees and disbursements in connection with the development and implementation of this agreement.
5. **Development Charges Credits.** The Owner hereby releases and forever discharges the Township from any and all claims relating to payments under this agreement, for credits against Development Charges payable under any by-law of the Township passed under the *Development Charges Act, 1997* with respect to the development of the Development Lands.
6. **Waiver.** The failure of the Township at any time to require performance by the Owner of any obligation under this agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by the Township of the performance of any obligation be taken or be held to be a waiver of the performance of the same or any other obligation

at any later time. The Township shall specifically retain its rights at law to enforce this agreement.

7. **No Challenge to Agreement.** The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the party’s right to enter into and enforce this agreement. The law of contract applies to the agreement and the parties are entitled to all remedies arising from it.

8. **Assignment.**

(i) The Owner may assign any of the [ENTER TOTAL NUMBER OF UNITS] sewage allocation units to builders within the Development Lands with the prior written approval of the Township.

(ii) The [ENTER TOTAL NUMBER OF UNITS] sewage allocation units may not be assigned to any lands outside of the Development Lands.

(iii) The Owner agrees that it shall not transfer, assign its rights, interests, liabilities and obligations under this agreement without first ensuring that the proposed assignee has entered into an assumption agreement in a form satisfactory to the Township, requiring the assignee to be bound by all of the terms and conditions of this agreement.

9. **Acceptance by Fax or Email.** The parties acknowledge and agree that the communication of this agreement may be transmitted by way of facsimile or electronic mail, and that they agree to accept such signatures and documents to be legal and binding upon them.

10. **Counterparts.** This agreement may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.

11. **Severability.** If any provision of this agreement, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of this agreement, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.

12. **Enforcement.** The Owner acknowledge that the Township, in addition to any other remedy it may have at law, shall also be entitled to enforce this agreement in accordance with Section 446 of the *Municipal Act, 2001* as amended.

13. **Enurement Clause.** The covenants, agreements, stipulations, declarations and provisions contained herein shall run with the lands and shall be binding upon the Owner and their heirs, administrators, successors and assigns and the benefit thereof shall enure to the Township and its successors and assigns.

-----remainder of this page left intentionally blank-----

IN WITNESS WHEREOF this Agreement has been signed by the parties on the date first mentioned above.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

ANDY LENNOX – Mayor

KARREN WALLACE - Clerk

We have authority to bind the corporation.

COMPANY NAME

Signing Authority - Title

Signing Authority - Title

I/we have the authority to bind the corporation

DEVELOPER'S MAILING ADDRESS:

DEVELOPER'S PHONE NUMBER:

DEVELOPER'S EMAIL ADDRESS:

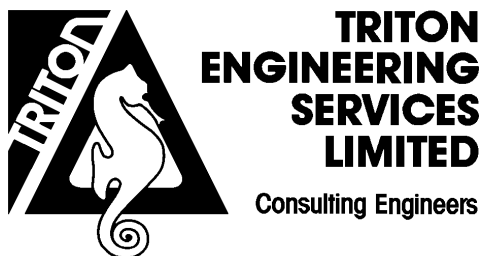
Schedule "A"
DESCRIPTION OF THE OWNER'S LANDS

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

[ENTER LEGAL DESCRIPTION]

PIN: [ENTER PIN NUMBER]

LRO #61



Memorandum

DATE: April 21, 2021
 TO: Matt Aston
 FROM: Dustin Lyttle & Ray Kirtz
 RE: Queen's Hotel
 Proposed Redevelopment
 164 George Street, Arthur
 FILE: A5533A

Introduction:

The following outlines the recommended methodology to estimate reserve capacity allocation applicable to the proposed redevelopment of Queen's Hotel located at 164 George Street in Arthur. This recommendation is based on the most recent plans provided by Nkompas Group Inc. dated April 9, 2021.

Note: the plans and documents submitted have not been approved by the Township or County and are therefore subject to change.

Background:

Due to an existing cross connection(s) (i.e., storm into sanitary service) at this site it is expected that there was a significant amount of extraneous flows (inflow and/or infiltration) into the sanitary system. It is our understanding that this cross connection(s) has recently been eliminated, as such, the flows from this site into the sanitary sewer are expected to be reduced. However, given that the volume/flow of these extraneous flows have not been quantified it is difficult to confirm if this reduction is significant.

The site has remained unoccupied for a number of years, therefore, the "existing/previous" contributing flows from the Queen's Hotel are not reflected in the 3-year ADF/MDD usage and are not accounted for in the Reserve Capacity Calculation (RCC), which has been attached for reference. Given this, it is recommended that the development be allocated reserve capacity based on the current plans with no "credit" for past usage.

The current plans indicate:

- 9 two-level hotel (transient) rental units with two rooms within each unit on the lower and main levels and 1 two level hotel management office. Each unit contains one sink and bathroom (Units 101 – 110).
- 11 multi-level residential rental units with two rooms within each unit on the second, third and penthouse levels. Each unit contains one sink and bathroom (Units 201 – 211).

Expected Water Demand:

Based on the above, there is a mix of 21 long- and short-term rental units proposed. The MECP Guidelines indicate that a typical *hotel* unit with one bed will have an average daily demand (ADD) of 225 Litres per day. Given the 21 units proposed each contain two rooms that may be anticipated to be used as a bedroom, a total ADD of 9,450L/day (9.5m³/day) can be expected.

The 2021 Arthur RCC indicate a historic maximum day factor of **1.45** within the village of Arthur and an expected water MDD of one ERU of **1.11m³/day**. As such, the estimated MDD of the site can be estimated at **13.7m³/day** resulting in a suggested water allocation of **12 ERU**, as indicated below.

$$9.5\text{m}^3/\text{day} \times 1.45 = 13.7\text{m}^3/\text{day} \div 1.11\text{m}^3/\text{day}/\text{ERU} = \mathbf{12 \text{ ERU}} \text{ (rounded)}$$

Expected Sanitary Flow:

Given that the opportunity for extraneous flows (inflow or infiltration) are negligible within the proposed building, the average day flow (ADF) can be expected to equal the water ADD. Therefore, an ADF of 9.5m³/day can be applied. The RCC indicate an expected sanitary ADF of one ERU is **0.942m³/day**, which results in a suggested sanitary allocation of **10 ERU**, as described below.

$$9.5\text{m}^3/\text{day} \div 0.942\text{m}^3/\text{day}/\text{ERU} = \mathbf{10\ ERU}$$

Conclusion:

Given that ERU allocation needs to be consistent between sanitary and water, it is recommended that the higher value of **12 ERU** be utilized for allocation of the proposed re-development.

If you have any questions, please do not hesitate to contact us.



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

ORANGEVILLE • FERGUS • HARRISTON

April 8, 2021

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

Attention: Darren Jones,
 Chief Building Official

RE: TOWNSHIP OF WELLINGTON NORTH
 COMMUNITY OF ARTHUR
 2021 RESERVE CAPACITY CALCULATIONS
 OUR FILE: A5510(21) R05 & R46

Dear Sir:

The attached tables outline the 2021 reserve capacity calculations for the water supply and sewage treatment systems in Arthur. The reserve capacities have been calculated in accordance with Ministry of the Environment, Conservation and Parks (MECP) guidelines. Nine (9) new residential units were occupied and connected to the municipal systems in Arthur in 2020.

Water System:

The three (3) year average maximum day demand of the water system decreased from 1,572m³/day to **1,521m³/day** over the past year. The 2021 uncommitted reserve capacity of the water system is **444** new development equivalent residential units (ERUs) based on the systems firm capacity of **2,255m³/day**.

The Arthur water system is a single pressure zone watermain distribution network that includes two elevated towers and three supply wells. MECP Guidelines indicate that the water supply system is to be capable of satisfying the Maximum Day Demand (MDD), and that where the supply available is greater than MDD, the storage requirement can be reduced accordingly. Given this, the current storage volume requirement is **978m³** which is below the system storage volume currently available of 1,134m³. Note: This current volume does not include the multileg tower volume as the recent inspection indicated that the structure is nearing the end of its service life and further maintenance and/or modifications to extend this are not advisable.

The storage volume required to support the committed developments noted in Table 3 indicates that the existing available storage will be sufficient to service the committed developments.

Refer to Table 1.0 and Table 1.1 for additional information.



Wastewater Treatment Plant:

In December of 2020, Phase 1 Expansion of the Arthur WWTP became operational, increasing the treatment capacity of the plant from 1,465m³/day to 1,860m³/day. Additionally, the three-year annual average day flow decreased from 1,400m³/day to **1,333m³/day**. The 2021 uncommitted reserve capacity for the sewage treatment plant is **342** new development ERUs.

Based on Golden Valley Farm's most recent monitoring report dated December 2020, the number of remaining committed units for this industry is eight (**8**) ERUs as reflected in Table 3.

Additionally, in conjunction with the reserve capacity calculations, we have completed a high-level assessment of the extraneous flows within the Arthur sewage collection system. This assessment compares the precipitation, temperature, average day demand of water and the average day flow measured at the WWTP on a monthly basis. The results indicate that the extraneous flows over and above the expected amount within a typical system is, on average, **226m³/day**, which equates to an estimated **240 ERUs**. The relationship between the wastewater flows, precipitation and temperature is indicative of a system that is subject to groundwater infiltration and sump pump connections to the sanitary system, but not necessarily direct inflow (i.e., roof leaders, catchbasins), given the high wastewater flows noted during the spring melt with little correlation noted to times of high precipitation (i.e., June & July).

Summary:

It is important to note that Forest View Estates, Seawaves Homes and Phase 3 of the Eastridge Landing Subdivision are included as committed development in these calculations as per Table 3, therefore will not reduce the water supply and wastewater treatment ERUs available for uncommitted developments.

It is evident that there exists a significant amount of infiltration in the current wastewater flows. As such, we recommend that the Township investigate the source of this on-going infiltration within the system, beginning with a cursory update to the 2015 Inflow and Infiltration Study.

Following Council's review and adoption of the attached report, we would recommend that a copy be forwarded to the MECP District Office in Guelph and the Wellington County Planning Department.

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

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Dustin Lyttle, P. Eng.



Ray Kirtz, P.Eng.

Encl.

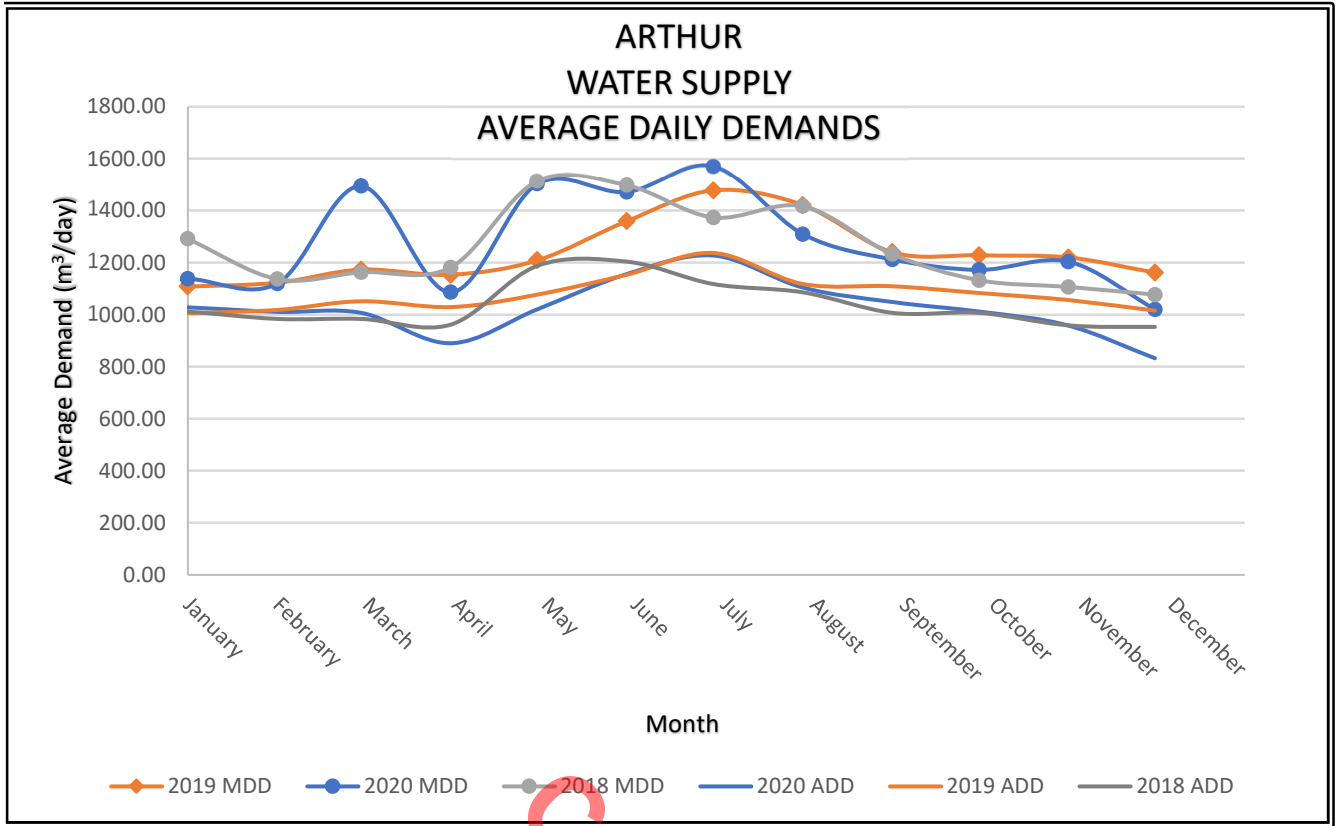
cc: Mike Given, Chief Administrative Officer, Township of Wellington North
 Matt Aston, Director of Operations, Township of Wellington North
 Corey Schmidt, Water & Sewer Supervisor, Township of Wellington North



TABLE 1.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
WATER SUPPLY 2021 RESERVE CAPACITY

DESCRIPTION	2021
1 Firm Capacity ¹	2,255
2 Three-Year Max Day Demand (m ³ /d) ²	1,521
3 Three-Year Average Day Demand (m ³ /d) ³	1,048
4 Reserve Capacity (m³/d) (1) - (2)	734
5 Three-Year Max/Average Day Peak Factor (2) ÷ (3)	1.45
6 Three-Year Average Day Residential Demand (m ³ /d) ⁴	625
7 Peaked Max Day Residential Flow (m ³ /d) (5) x (6)	908
8 Serviced Households ⁵	918
9 Persons Per Existing Residential Unit (2016 Census Data)	2.4
10 Population Served (8) x (9)	2,203
11 Maximum Residential Day Demand Per Capita (m ³ /d) (7) ÷ (10)	0.412
12 Additional Population that can be Served (4) ÷ (11)	1,780
13 Person Per New Equivalent Residential Unit (ERU) (2018 Growth Management Plan)	2.7
14 Additional Equivalent Residential Units that can be served. (12) ÷ (13)	662
15 Committed Equivalent Residential Units (Table 3)	218
16 Uncommitted Reserve Capacity Equivalent Residential Units (14) - (15)	444
¹ Based on production for Well 8A/8B only (2,255m ³ /day each), assumes Well 7A (1,961m ³ /d) is off-line.	
² Max day demand is the average of the maximum day demand of 2018, 2019 and 2020 adjusted (1,514, 1,478 and 1,572m ³ /d respectively).	
³ Average day demand is the average daily demand from 2018, 2019 and 2020 (1,025, 1,080 and 1039m ³ /d respectively)	
⁴ Average residential demand is the average daily demand with the ICI users discounted from 2018, 2019 and 2020 (587, 636 and 653m ³ /day, respectively)	
⁵ As per the 2020 Water and Waste Water Rates Study	





COPY



TABLE 1.1
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
WATER SYSTEM 2021 STORAGE ASSESSMENT

DESCRIPTION	2021
1 Existing System Storage (m ³) ¹	1,137
2 Three-Year Max Day Demand (m ³ /d) (Table 1)	1,521
3 Storage Required (m ³) (as per MECP Guidelines)	978
4 Existing Surplus Storage Available (m³) (1) - (3)	159
5 Committed Equivalent Residential Units (Table 3)	218
6 Storage Required to Service Committed Developments (m ³)	1,072
7 Additional Storage Available (m³) (1) - (6)	65
¹ Existing multi-leg tower is nearing the end of its expected service life. Therefore, its volume (227m ³) has not been included in available storage assessment.	



TABLE 2.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
WASTEWATER 2021 RESERVE CAPACITY

DESCRIPTION	2021
1 Design Capacity of Sewage Treatment Facility (m ³ /d)	1,860
2 Average Day Flow ¹ (m ³ /d) (Average of 2018, 2019 and 2020 Average Day Flows)	1,333
3 Reserve Capacity (m ³ /d) (1) - (4)	527
4 Expected New Development Per Capita Flow ² (m ³ /d)	0.350
5 Additional Population that can be Served (3) ÷ (4)	1,507
6 Person Per Equivalent Residential Unit (2018 Growth Management Plan)	2.7
7 Estimated New Equivalent Residential Unit Flow Rate (4) x (6)	0.942
8 Additional New Equivalent Residential Units that can be Served (5) ÷ (6)	560
9 Committed Development Residential Units (Table 3)	218
10 Uncommitted Reserve Capacity New Development Equivalent Residential Units (7) - (8)	342
¹ Average of 2018, 2019 and 2020 (1,356, 1,326 and 1,316 m ³ /day respectively).	
² Adjusted per person flow rate based on MOE recommended values and supported by current water usage rates.	



TABLE 3.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
SUMMARY OF DEVELOPMENTS 2021

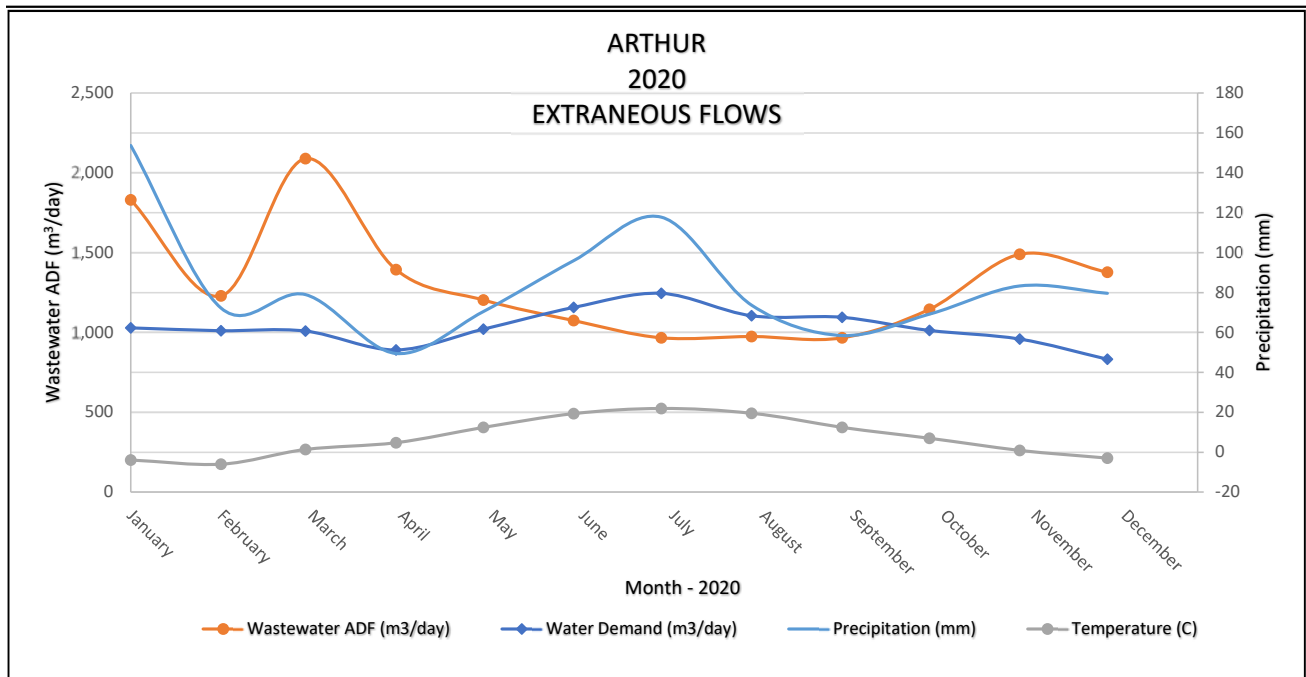
COMMITTED DEVELOPMENTS	TOTAL UNITS	UNITS OCCUPIED IN 2020	REMAINING UNITS AT END OF 2020
Eastridge Landing (Phase 3)	103	0	103
Forest View Estates (Domville St.)	50	0	50
Seawaves Homes (Gordon St.)	37	0	37
SUB-TOTAL		0	190
INFILL LOTS ¹	20		20
GOLDEN VALLEY ²	8		8
TOTAL COMMITTED UNITS			218
¹ 20 infill lots to be allocated each year.			
² Based on highest Semi-Annual Monitored Flow and allowable flow rate of 181m ³ /day			

COPY



**TABLE 4.0
TOWNSHIP OF WELLINGTON NORTH
ARTHUR
EXTRANEOUS FLOWS 2020**

MONTH	PRECIPITATION ¹ (mm)	AMBIENT TEMP. (C°)	WASTEWATER ADF (m ³ /day)	WATER ADD (m ³ /day)	EXTRANEOUS FLOW (m ³ /day)
January-2020	153.6	-3.86	1,829	1,029	800
February-2020	72.2	-6.03	1,228	1,011	217
March-2020	78.9	1.35	2,088	1,008	1,081
April-2020	49.5	4.76	1,393	891	502
May-2020	70.5	12.35	1,203	1,021	182
June-2020	95.9	19.27	1,074	1,156	0
July-2020	117.7	21.91	966	1,244	0
August-2020	73.7	19.54	974	1,104	0
September-2020	58.5	12.49	965	1,095	0
October-2020	69.1	6.92	1,145	1,012	133
November-2020	83.2	0.93	1,489	959	531
December-2020	79.6	-2.91	1,376	833	544
AVERAGE			1,311	1,030	332
REASONABLE EXTRANEOUS FLOW BASED ON POPULATION(m³/day)²					107
EXTRANEOUS FLOW OVER AND ABOVE REASONABLE AMOUNT(m³/day)					226
EQUIVALENT RESIDENTIAL UNITS USED BY EXTRANEOUS FLOWS (ERU)³					240
¹ As recorded at the Shand Dam.					
² Expected infiltration based 60Litres per person per day allowable infiltration, based on modified historic MOE Standard.					
³ Based on Future Development Unit Sanitary Flow Rate					





WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of April 26, 2021

From: Matthew Aston, Director of Operations
Dale Clark, Manager, Transportation Services

Subject: OPS 2021-016 being a report on the award of the Township’s 2021 asphalt program

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2021-016 being a report on the award of the Township’s 2021 asphalt program;

AND FURTHER THAT Council award the request for tender to The Murray Group Limited at a cost of \$544,190.80 plus applicable taxes.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

2021 Capital Budget

BACKGROUND

The request for tender (RFT) was advertised on the Township’s website starting March 5, 2021, and closed April 14, 2021.

The Township received three submissions prior to RFT close: Brantco Construction (Brantco), Steed & Evans (SE) 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

Contractor	Tender Price (Includes Applicable Taxes)
The Murray Group Limited	\$553,768.55
Brantco Construction	\$577,157.49
Steed & Evans	\$592,182.14

Summary of Project Costs			
	Budget	Murray Group* ^	Over / Under
Sideroad 7W**	\$ 240,000.00	\$ 191,090.02	-\$ 48,909.98
Line 6**	\$ 175,000.00	\$ 123,429.79	-\$ 51,570.21
Mass Park	\$ 70,000.00	\$ 60,864.69	-\$ 9,135.31
Church N-Sligo	\$ 30,000.00	\$ 40,188.38	\$ 10,188.38
Church N-Birg	\$ 20,000.00	\$ 30,796.75	\$ 10,796.75
Durham E	\$ 18,000.00	\$ 27,520.08	\$ 9,520.08
Conestoga N	\$ 35,000.00	\$ 42,277.01	\$ 7,277.01
Domville	\$ 50,000.00	\$ 37,601.85	-\$ 12,398.15
Total	\$ 638,000.00	\$ 553,768.57	-\$ 84,231.43

*- Prices include applicable taxes.

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

^ - Total in Murray Group column shows minor rounding error. Tender price of \$544,190.80 plus applicable taxes (1.76%) is \$553,768.55.

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: Dale Clark, Manager, Transportation Services

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



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of April 19, 2021
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: Report CLK 2021-012 Licensed Kennels in North Wellington

RECOMMENDATION

THAT Council of the Township of Wellington North receive for information CLK Report 2021-012 being a report on licensed kennels in North Wellington.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK Report 2017-023 being a report on Kennel by-law 046-17 as amended by By-law 003-19
 CLK 2017-015 being a report on Zoning By-law amendments for Kennel licenses
 CLK 2015-078 being a report to on the Canine Control By-law

BACKGROUND

At the April 12 meeting of Council, staff were requested to bring information to Council on the number of licensed kennels in North Wellington, including Wellington North, Minto and Mapleton.

Wellington North updated our Kennel By-law in 2017. Mapleton and Minto both updated their by-laws in 2019. The by-laws have many of the same restrictions/requirements.

	WN	MINTO	MAPLETON
Number of kennels	6	15	15
492 foot setback from nearest building	X	X	X
Acoustical barriers	Shall	Shall	May
Comply with A Code of Practice for Canada Kennel Operations	X	X	X
Shall reside at the premises	X	X	X
Size of property in acres	25	10	No minimum
Zoning	Agriculture	Agriculture	Agriculture
Number of dogs (over 12 weeks in age)	25	25	25
May not operate a kennel on a second floor	X		

FINANCIAL CONSIDERATIONS

There are no financial considerations in receiving this report.

ATTACHMENTS

N/A

STRATEGIC PLAN 2019 - 2022

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

 Yes No N/A**Prepared By:**

Karren Wallace, Director of Legislative
Services/Clerk

Karren Wallace

Recommended By:

Michael Givens, Chief Administrative Officer

Michael Givens

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

BY-LAW NUMBER 045-21

**BEING A BY-LAW TO AUTHORIZE A SEWAGE ALLOCATION
AGREEMENT BETWEEN THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH AND 940749 ONTARIO
LIMITED**

WHEREAS the Corporation of the Township of Wellington North and 940749 Ontario Limited have agreed to enter into a Sewage Allocation Agreement.

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

1. The Corporation shall enter into a Sewage Allocation Agreement in substantially the same form as the agreement attached hereto as Schedule A.
2. The Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the said Agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 26TH DAY OF APRIL, 2021**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SEWAGE ALLOCATION AGREEMENT

THIS AGREEMENT made this 26 day of April, 2021.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(the “Township”)

- and -

940749 ONTARIO LIMITED

(the “Owner”)

WHEREAS:

- A. The Owner is the owner of the lands described in Schedule “A” (the “Owner’s Lands”);
- B. The Owner is ready to proceed with the development of the Development Lands and has filed a request with the Township for 50 sewage allocation units pursuant to the Township’s Sewage Allocation Policy;
- C. The Township has passed a resolution approving the 50 sewage allocation units and requires the Owner to enter into this agreement pursuant to the Township’s Sewage Allocation Policy; and,
- D. The Township requires the allocation to be allotted over time to achieve controlled growth in the Township whereby the 50 sewage allocation units will be released over 36 months including 24 units within 12 months, 12 additional units within 24 months, and 14 additional units within the 36 month period described in 1. (ii) of this agreement.

NOW THEREFORE in consideration of the premises and terms contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledge, the parties agree as follows:

1. Approval.

- (i) Upon the registration of the subdivision agreement, the Township shall grant provisional approval to the Owner for 50 sewage allocation units for the Development Lands allocated over the following time periods:
 - a. 24 units within 12 months of the 36 month period described in 1. (ii) of this agreement;
 - b. 12 additional units within 24 months of the 36 month period described in 1. (ii) of this agreement; and,
 - c. 14 additional units within 36 months of the 36 month period described in 1. (ii) of this agreement.

- (ii) The provisional allocation is granted for a period of thirty six (36) months from the earlier of the tender issuance by the Township for the Arthur Domville Street Reconstruction project or Reconstruction project start date.
 - (iii) Any sewage allocation units not completed by the Expiry Date shall lapse and be returned to the general pool of available uncommitted sewage allocations. No further building permits may be issued after the Expiry Date until such time as the Owner has obtained an extension or further sewage allocation.
2. **Acknowledgment of Owner.** The Owner acknowledges that:
- (i) the Township is not obligated to extend the Expiry Date or to grant further provisional sewage allocation units for the Development Lands or any future phases of the development;
 - (ii) the Township may approve sewage allocation units to other developments prior to approving further provisional sewage allocation units for the Development Lands or any future phases of the development; and,
 - (iii) the granting of sewage allocation is based upon the continued availability of sewage treatment facility capacity; that such capacity may change or be reduced over time; and, provisional sewage allocation units may have to be withdrawn in instances of inadequate sewage treatment facility capacity or other reason.
3. **Compliance with By-laws, Rules and Regulations.** The Owner agrees to comply with all federal, provincial and municipal laws, rules, regulations, by-laws and polices including the Township Sewage Allocation Policy.
4. **The Township's Professional Fees and Disbursements.** The Owner shall reimburse the Township for all of its engineering and legal expenses including professional fees and disbursements in connection with the development and implementation of this agreement.
5. **Development Charges Credits.** The Owner hereby releases and forever discharges the Township from any and all claims relating to payments under this agreement, for credits against Development Charges payable under any by-law of the Township passed under the *Development Charges Act, 1997* with respect to the development of the Development Lands.
6. **Waiver.** The failure of the Township at any time to require performance by the Owner of any obligation under this agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by the Township of the performance of any obligation be taken or be held to be a waiver of the performance of the same or any other obligation at any later time. The Township shall specifically retain its rights at law to enforce this agreement.
7. **No Challenge to Agreement.** The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or

before any administrative tribunal, the party's right to enter into and enforce this agreement. The law of contract applies to the agreement and the parties are entitled to all remedies arising from it.

8. **Assignment.**

- (i) The Owner may assign any of the 50 sewage allocation units to builders within the Development Lands with the prior written approval of the Township.
- (ii) The 50 sewage allocation units may not be assigned to any lands outside of the Development Lands.
- (iii) The Owner agrees that it shall not transfer, assign its rights, interests, liabilities and obligations under this agreement without first ensuring that the proposed assignee has entered into an assumption agreement in a form satisfactory to the Township, requiring the assignee to be bound by all of the terms and conditions of this agreement.

9. **Acceptance by Fax or Email.** The parties acknowledge and agree that the communication of this agreement may be transmitted by way of facsimile or electronic mail, and that they agree to accept such signatures and documents to be legal and binding upon them.

10. **Counterparts.** This agreement may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.

11. **Severability.** If any provision of this agreement, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of this agreement, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.

12. **Enforcement.** The Owner acknowledge that the Township, in addition to any other remedy it may have at law, shall also be entitled to enforce this agreement in accordance with Section 446 of the *Municipal Act, 2001* as amended.

13. **Enurement Clause.** The covenants, agreements, stipulations, declarations and provisions contained herein shall run with the lands and shall be binding upon the Owner and their heirs, administrators, successors and assigns and the benefit thereof shall enure to the Township and its successors and assigns.

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IN WITNESS WHEREOF this Agreement has been signed by the parties on the date first mentioned above.

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

ANDREW LENNOX – Mayor

KARREN WALLACE - Clerk

We have authority to bind the corporation.

940749 ONTARIO LIMITED

James Coffey - Title

Signing Authority - Title

I/we have the authority to bind the corporation

DEVELOPER’S MAILING ADDRESS: 206 George St., Arthur, ON, N0G 1A0

DEVELOPER’S PHONE NUMBER: 519-848-2819

DEVELOPER’S EMAIL ADDRESS: jcoffey@royallepaage.ca

Schedule "A"
DESCRIPTION OF THE OWNER'S LANDS

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

PT PKLT 4 N/S DOMVILLE ST CROWN SURVEY, PT 1, 60R3168 EXCEPT PTS 1 & 2, 61R8964 AND PT 1, 61R11266;; TOWNSHIP OF WELLINGTON NORTH

PIN: 71095-0346

LRO #61

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

BY-LAW NUMBER 046-21

BEING A BY-LAW UNDER THE BUILDING CODE ACT RESPECTING PERMITS AND RELATED MATTERS,

AUTHORITY: Building Code Act, 1992, S.O. 1992, Chapter 23, as amended

WHEREAS Pursuant to the Building Code Act, 1992, as amended the Lieutenant-Governor in Council has established an Ontario Building Code (O.Reg. 403/97, as amended) which is in force throughout Ontario;

AND WHEREAS Section 7 of the Building Code Act, 1992, as amended authorizes a municipal council to pass by-laws concerning the issuance of permits and related matters;

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

1. SHORT TITLE

This By-Law may be cited as the “Building Permits By-Law”.

2. DEFINITIONS

1) In this By-Law:

- (a) “**Act**” means the Building Code Act, 1992, S. O. 1992, Chapter 23, as amended
- (b) “**Applicant**” means the owner of any building or property who applies for a permit or any person acting as the authorized agent of the owner to apply for a permit on the owner’s behalf;
- (c) “**As Constructed Plans**” means as constructed plans as defined in the Building Code;
- (d) “**Building**” means a building as defined in Section 1(1) of the Act;
- (e) “**Building Code**” or “**OBC**” means the regulations made under Section 34 of the Act;
- (f) “**Chief Building Official**” means the Chief Building Official or acting chief building official appointed by the by-law of The Corporation of the Township of Wellington North for the purposes of enforcement of the Act;
- (g) “**Construct**” means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere, and “construction” has a corresponding meaning;
- (h) “**Corporation**” means The Corporation of the Township of Wellington North;
- (i) “**Demolish**” means to do anything in the removal of a building or and material part thereof, and “demolition” has a corresponding meaning;

- (j) “**Electronic Submission**” means the filing of an application for permit or alternative solution, including all required forms, documents and drawings, submitted through an electronic means approved by the Chief Building Official;
 - (k) “**Farm Building**” means a farm building as defined in Div. A, Section 1.4.1.2 of the regulations;
 - (l) “**Occupancy Permit**” means a permit authorized occupation of a building or part of a building prior to its completion as set out in Div. C, Section 1.3.3 of the regulations;
 - (m) “**Owner**” means the registered owner of the land and includes a lessee, mortgagee in possession and the person in charge of the property, acting as the authorized agent of the owner;
 - (n) “**Permit**” means written permission or written authorization from the Chief Building Official to perform work regulated by this by-law and the Act, or to change the use of a building or part of a building or parts thereof or, in the case of an occupancy permit, to occupy a building or part of a building or parts thereof;
 - (o) “**Prescribed Value**” means the Applicant’s estimated value of construction of a proposed building including the total value of all work, services and materials in respect of its construction and of all professional and related services, as reviewed by the Chief Building Official and adjusted if deemed necessary by the Chief Building Official to establish a reasonable value based on the facts before him or her.
 - (p) “**Plumbing**” means plumbing as defined in Section 1(1) of the Act;
 - (q) “**Professional engineer**” means a person who holds a license or a temporary license under the Professional Engineer’s Act, as defined in the Building Code;
 - (r) “**Re-inspection**” means any inspection of a construction stage made pursuant to a previous inspection of the same construction stage;
 - (s) “**Sewage system**” means a sewage system as defined in Section 1(1) of the Act”;
- 2) Terms not defined in this by-law shall have the meaning as described in the Act or the Building Code.

3. PERMITS

3.1 CLASSES OF PERMITS

Classes of permits required for construction, demolition, change of use, occupancy of a partially complete building and conditional permits are set forth in Schedule “A” appended to and forming part of this by-law.

3.2 APPLICATION FOR PERMIT

To obtain a permit, an applicant shall file an application electronically or in writing on forms prescribed by the Province of Ontario and available from the Chief Building Official or from the Ministry of Municipal Affairs website, www.mah.gov.on.ca, and supply any other information relating to the application, as required by the Chief Building Official.

Every application for a permit shall be submitted to the Chief Building Official.

3.3 CONSTRUCTION PERMITS

Where an application is made for a Construction Permit under 8(1) of the Act the applicant shall;

- 1) Use the provincial application form, "Application for a Permit to Construct or Demolish";
- 2) Include complete plans and specifications, documents and other information as required by Div. C, Section 1.3.1.3(5) of the Building Code and as prescribed in this By-law for the work to be covered by the permit;
- 3) Provide a completed Commitment for General Review by Architect and Engineer form where a building is required to be designed by an Architect or a Professional Engineer [Div. C Section 1.2.1 of the Building Code];
- 4) Provide a completed Energy Efficiency Design Summary in the form authorized by OBOA where an application; and
- 5) Provide a completed Farm Data Sheet where an application is made for a Farm Building with livestock housing in the form provided by the Chief Building Official.

3.4 DEMOLITION PERMITS

Where an application is made for a Demolition Permit under 8(1) of the Act the applicant shall;

- 1) Use the provincial application form, "Application for a Permit to Construct or Demolish"; and
- 2) Include complete plans and specifications, documents and other information as required by Div. C, Section 1.3.1.3(5) of the Building Code and as prescribed in this By-law for the work to be covered by the permit.

3.5 CONDITIONAL PERMITS

- 1) Where an application is made for a Conditional Permit under 8(3) of the Act the applicant shall;
 - a. Use the provincial application form, "Application for a Permit to Construct or Demolish";
 - b. Include complete plans and specifications, documents and other information as required by Div. C, Section 1.3.1.3(5) of the Building Code as prescribed in this By-law for the work to be covered by the permit;
 - c. Provide a completed Commitment for General Review by Architect and Engineer form where a building is required to be designed by an Architect or a Professional Engineer [Div. C Section 1.2.1. of the Building Code];

- d. State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - e. State the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - f. State the time in which plans and specifications of the complete building will be filed with the Chief Building Official; and
 - g. Be subject to the applicant entering into an agreement as provided for in Section 8(3) of the Act.
- 2) The Chief Building Official (CBO) is delegated as being the appointed officer for the Township and may exercise Township Council's powers of authority under 8(3) of the Act.

3.6 CHANGE OF USE PERMITS

Where an application is made for a Change of Use Permit under 10(1) of the Act the applicant shall;

- 1) Use the provincial application form, "Application for a Permit to Construct or Demolish";
- 2) Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- 3) Identify and describe in detail the current and proposed occupancies of the building or part of the building for which the application is made;
- 4) Include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities;
- 5) State the name, address and telephone number of the owner; and
- 6) Be signed by the owner or their authorized agent who shall certify the truth of the contents of the application.

3.7 PARTIAL PERMITS

A Partial Building Permit may be issued under Section 8(1) of the Act where;

- 1) In order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the complete building or project and where the construction authorized by the permit complies with the Act, Building Code, and other applicable law;
- 2) The required information to issue the permit will be determined by and to the satisfaction of the Chief Building Official;

- 3) A Partial Permit is requested the full building or project application is deemed to be incomplete; and
- 4) A permit is issued for part of a building or project, such permit shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.

3.8 OCCUPANCY PERMITS

3.8.1 Buildings described in Div. C, sentence 1.2.2.1.(1) of the OBC:

An occupancy permit for buildings described in Div. C, sentence 1.3.3.1.(1) of the OBC, other than dwelling units, including additions and renovations to those buildings, shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, sentence 1.3.3.1.(2) of the OBC have been met and has authorized the occupancy of the building or part thereof.

3.8.2 New residential buildings described in Div. C, article 1.3.3.2. of the OBC:

An occupancy permit for new residential buildings described in Div. C, article 1.3.3.4. of the OBC, [including detached, semidetached and most townhomes], shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, sentence 1.3.3.4.(3) of the OBC have been met and has authorized the occupancy of the building or part thereof.

3.8.3 Buildings described in Div. C, article 1.3.3.5. of the OBC:

An occupancy permit for buildings described in Div. C, article 1.3.3.5. of the OBC shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, sentence 1.3.3.5.(3) of the OBC have been met and has authorized the occupancy of the building or part thereof.

4. SUBMISSION REQUIREMENTS

4.1 PLANS AND SPECIFICATIONS

- 4.1.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use, etc. will conform with the Act, the Building Code and applicable law.
- 4.1.2 Each application shall, unless otherwise specified by the Chief Building Official, be:
 - 1) an electronic submission which includes a complete set of plans, documents and specifications as described by this By-law and Schedule "B" attached to this By-law;
- 4.1.3 An electronic submission is to be made in a Portable Document Format (PDF). Plans, specifications, documents, and other information are to be legible when printed to scale. Drawings to be a minimum size of 11" x 17" and shall be complete, fully dimensioned and to scale.

PDF Submissions shall have layers unlocked to permit mark-ups and additional notes by the Chief Building Official or designate.

- 4.1.4 Plans described in 4.1.2(2) of this By-law shall be drawn to scale and legible. Drawings shall be complete and fully dimensioned.
- 4.1.5 Site plans shall be referenced to an up to date survey, and when required by the Chief Building Official to demonstrate compliance with the Act, the Building Code, or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall show:
- 1) rights-of-way, easements and municipal services;
 - 2) lot size and the dimension of property lines and setbacks to any existing or proposed buildings; and
 - 3) existing and proposed finished ground levels.
- 4.1.6 A surveyor's certificate, prepared by a registered Ontario Land Surveyor, when required by the Chief Building Official, shall be submitted and approved prior to commencement of the framing or above grade portion, and shall show the location of the foundation or foundations on the lot. Elevations for the top of foundation(s) may be required.
- 4.1.7 On completion of the construction of a building, part of a building, or lot grading and drainage the Chief Building Official may require a set of as constructed plans including a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building.

4.2 ALTERNATIVE SOLUTIONS

- 4.2.1 Where a proposed material, system or building design differs from the "acceptable solution" in Division B of the OBC, then it is treated as an "alternative solution". The following information shall be provided to the Chief Building Official in support of the alternative solution:
- 1) a description of the proposed material, system or building design for which an alternative solution is requested;
 - 2) documentation that the alternative solution will achieve the level of performance required by the applicable acceptable solutions in Division B of the OBC in respect to the objectives and the functional statements attributed to the applicable acceptable solutions in MMA Supplementary Standard SA-1, as stipulated in Div. A, 1.2.1.1(1)(b);
 - 3) documentation described in Div. C, 2.1.1.1. and such other information or documentation as may be required by the Chief Building Official; and
 - 4) each application for consideration of an alternative solution shall be accompanied by a fee as stipulated in the Township's Fees and Charges By-law.

4.3 REVISIONS TO PERMIT

- 4.3.1 Where there is material or system change during construction and/or to the plans, specifications, documents or other information on the basis of which a permit was issued, the owner or authorized agent is required under Section 8(12) of the Act to notify the Chief Building Official and shall submit the following:

- 1) use the prescribed form; and
- 2) revised plans and specifications illustrating the changes, including all supporting documentation as may be requested by the Chief Building Official.

4.4 DISCRETION OF CHIEF BUILDING OFFICIAL

4.4.1 The Chief Building Official may waive the requirements of Part 4 of this By-law or Schedule "B" attached to this By-law with respect to any particular applications. Where the Chief Building Official exercises his/her discretion as set out in this section, the requirements of this By-law are deemed to be modified accordingly.

4.5 SEWAGE SYSTEM PERMITS

- 4.5.1 For every application for a sewage permit that is submitted to the Chief Building Official, the applicant shall:
- a. use the provincial application form, "Application for a Permit to Construct or Demolish;
 - b. include complete plans and specifications, documents and other information as required under Article 2.4.1.1B of the Building Code and as described in this by-law for the work to be covered by the permit.
 - c. include a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - a. the date the evaluation was done;
 - b. name, address, telephone number and signature of the person who prepared the evaluation; and
 - c. a scaled map of the site showing:
 - i. the legal description, lot size, property dimensions, existing rights of way, easements or municipal/utility corridors;
 - ii. the location of items listed in Tables 8.2. 1.5., 8.2.1.6.A., 8.2.1.6.B and 8.2.1.6.C
 - iii. the location of the proposed sewage system;
 - iv. the location of any unsuitable, disturbed or compacted areas;
 - v. proposed access routes for system maintenance;
 - vi. depth to bedrock;
 - vii. depth to zones of soil saturation;
 - viii. soil properties, including soil permeability, and (vii) soil conditions, including the potential for flooding."

5. PAYMENT OF FEES

Fees for a required permit shall be as set out in the Townships Fees and Charges By-law and are due and payable upon submission of an application for a permit.

Where application is made for a conditional permit, fees shall be paid for the complete project.

Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit issued under subsection 8(3) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys above grade (or below grade for an underground home) measured as the horizontal area between the exterior walls of the building.

Where fees payable in respect of an application for a change of use permit issued under subsection 10(1) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys subject to the change of use.

The Chief Building Official may, where a proposed building does not adhere to any of the above or where there is dispute, calculate the estimated value at his/her discretion.

6. **REFUNDS**

The holder of a Permit may request the cancellation of the Permit where no construction has commenced and may upon written request to the Chief Building Official; apply for a refund of the fee paid for the Permit. The Chief Building Official may, upon such a request, cancel the Permit and refund an amount except the administrative fees listed in the Fees and Charges By-law.

Where the holder of a permit has commenced construction and for any reason the project is abandoned, no refund shall be made, the existing construction shall be removed or demolished, the construction site shall be returned to a safe and cleared condition and the Permit shall be cancelled.

7. **NOTICE REQUIREMENTS**

The Building Code requires that notification to the Chief Building Official be given at key stages of construction and requires that the municipality undertake inspections at these stages of construction. A person to whom a permit is issued will be required to give notice of the readiness for inspection to the Chief Building Official or registered code agency as the case may be. Municipalities will be required to undertake on-site inspections of construction at each of these stages. Municipalities may pass a by-law under clause 7(1)(e) of the Act prescribing additional notification stages.

1) Additional Stages of Construction Requiring Notice

- a. Readiness for a field percolation test

8. **TIME FRAME FOR MANDATORY INSPECTION AFTER NOTICE IS GIVEN**

Under Sentence 2.4.5.3.(1) of the Building Code, after a mandatory inspection notice has been given under section 10.2 of the Act, an inspector or a registered code agency as the case may be, shall undertake a site inspection not later than two days after the notice is given to which the notice relates. In the case of site inspections of sewage systems the Building Code (2.4.5.3 2) requires the municipality to undertake an inspection no later than five days to which the notice relates.

The time periods exclude Saturdays, holidays and all other days when the offices of the principal authority are not open for the transactions of business with the public. The time period of the inspection notice shall begin on the day following the day notice was given.

9. PERMIT REVOCATION, DEFERRAL OF REVOCATION AND TRANSFER

9.1 Revocation of Permit: Prior to revoking a Permit under Section 8 (10) (b) or (c) of the Act, the Chief Official shall give written notice of intention to revoke to the permit holder at the last known address and, if on the expiration of thirty days from the date of such notice the ground for revocation continues to exist, subject to Subsection (2), the permit shall be revoked without further notice and all submitted plans and other information may be disposed of or, at the request of the permit holder, returned as directed.

(a) Notification under Subsection (1) (a) shall be served either personally or by registered mail. Where notification is by registered mail, it shall be deemed to have been served on the third business day after the date of mailing.

9.2 Deferral of revocation:

(a) On receipt of a notice of intention to revoke a Permit, a permit holder may request in writing within thirty days from the date thereof, the Chief Building Official to defer the revocation of such Permit.

(b) A request for deferral shall set out the reasons why the Permit should not be revoked and the date by which the work will be commenced or resumed.

(c) Having considered the circumstances of the request and having determined that there have been no changes to the Building Code and any other applicable law which would have prevented the issuance of the original Permit, the Chief Building Official may allow a deferral to a prescribed date and shall notify the permit holder.

10 Transfer of Permit

(a) Permits are transferable only upon the new owner completing a Permit application form pursuant to the requirements of Section 4.

(b) Only an Administration fee as set out in the Township's Fees and Charges By-law shall be payable on a transfer by the new owner who shall thenceforth be the permit holder for the purpose of the Act and the Building Code.

11 AS CONSTRUCTED PLANS

The Chief Building Official may require that a set of plans of a building or any class of buildings as constructed be filed with the Chief Building Official on completion of construction under such conditions as may be prescribed in the Building Code.

12 PENALTY

Under clause 36 (a) (b) (c) of the Act, contravention of a by-law passed under the Act constitutes an offence. Convictions of an offence may be subject to penalties under sections 36 (3)-(5) of the Act.

13 CODE OF CONDUCT

A code of conduct is applicable to the Chief Building Official and Inspectors in accordance with 7.1-(1). BCA.

A complaint as such shall be in writing, detailing the concerns and addressed to the Chief Administrative Officer of the Township of Wellington North in accordance with the Township of Wellington North employee guidelines.

14 REGISTERED CODE AGENCY

If the municipality directly appoints a registered code agency under Section 4.1 of the Act, an agreement must be completed.

The agreement with the registered code agency authorizes the agency to perform functions specified in the agreement. The agreements shall be in writing and as outlined in the Building Code under Article 2.22.1.1.

15 CONSTRUCTION FENCES

Clauses 7 (i) and (j) of the Act, authorize by-laws to require the person to whom a permit is issued to erect and maintain fences around construction and demolition sites and to prescribe the height and description of such fences.

A person issued a construction or demolition permit under the Building Code Act, 1992, for any work in the Township of Wellington North shall erect and maintain a fence to enclose the construction or demolition site, including any areas where equipment is operated or equipment or material is stored.

The Chief Building Official is authorized to grant an exemption from the requirement in this subsection to erect a fence if the Chief Building Official is satisfied that conditions at a site would not present a particular hazard to the public.

16 VALIDITY

Should any clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

17 REPEAL OF BY-LAWS

(1.) By-law No. 21-07 is hereby repealed in its entirety.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED

THIS 26th DAY OF APRIL, 2021.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH
BY-LAW NUMBER 000-21
SCHEDULE "A"**

CLASSES OF PERMITS

1. Building Permit

To be for the purpose of allowing the construction of a building as defined in the Building Code Act, 1992.

2. Demolition Permit

Class "A" for the demolition of all or part of a building which building is less than 600 square metres and does not exceed three (3) storeys in building height.

Class "B" for the demolition of a building or part thereof which demolition is required to be designed and reviewed by a Professional Engineer.

3. Conditional Permit

Pertains to construction only and may be issued only in accordance with Section 8. (3) of the Building Code Act, 1992.

4. Designated Structure Permit

To be for the purpose of constructing a designated structure as defined in the Building Code.

5. Transfer Permit

To be issued to a new owner where ownership changes occur during or prior to the closing of any Permit previously issued.

6. Provisional Occupancy Permit

To allow occupancy of an unfinished building in accordance with the Building Code.

7. Change of Use Permit

To comply with the requirements of Part 10 of the Building Code.

8. Reapplication

To allow a Permit to be reinstated, where required.

9. Temporary Service Structure

A permit for a temporary Structure, to be removed within a predetermined time frame.

SCHEDULE 'B'
**SCHEDULE OF DRAWINGS, SPECIFICATIONS AND DOCUMENTS REQUIRED FOR
CONSTRUCTION, DEMOLITION AND CHANGE OF USE PERMITS**

Unless otherwise specified by the Chief Building Official, an electronic submission containing drawings, specifications and documents or one set of drawings, specifications and documents is required to be submitted in order for the various types of Building Permit Applications listed to be considered a complete application pursuant to Section 7(1)(b) of the Act. Depending upon the nature, scope and scale of a project other additional supporting drawings, specifications and documents may be required to demonstrate compliance with the Building Code at the discretion of the Chief Building Official.

REQUIRED DOCUMENTATION

Where applicable the following supporting documentation shall accompany applications for a permit unless otherwise waived by the Chief Building Official:

1. Approval from the Health Unit for the use, design and construction of a private sewage system and plumbing system.
2. Approval by the Ministry of the Environment, Conservation and Parks for the use, design and construction of a private sewage disposal and water supply systems.
3. Driveway access permit approved by the authority having jurisdiction.
4. Approved nutrient management plan and/or strategy.
5. Confirmation of compliance with Minimum Distance Separation 1 or 2.
6. Real property report (survey plan) prepared by an Ontario Land Surveyor.
7. Where a building is required to be reviewed by a Professional Engineer [Div. C, 1.2.2.3. of the Building Code], provide a completed Commitment to General Reviews by Architect and Engineers form.
8. Energy Efficiency Design Summary (EEDS)
9. Heat loss / heat gain calculations and furnace make/model and duct design layout
10. Geotechnical investigation report
11. Such other approvals as may be required to demonstrate compliance with Applicable Law.

REQUIRED DRAWINGS BY TYPICAL PROJECT TYPE

1. Demolition (Full or Partial)
 - a. Description of the structural design characteristics of the building and method of demolition prepared by a Professional Engineer where deemed necessary by the Chief Building Official, Div. C, 1.3.1.1..
2. Residential Deck or Porch
 - a. Site Plan
 - b. Foundation Plan
 - c. Floor Plan (framing)
 - d. Cross-section and detail of guards
 - e. Lot grading, drainage and servicing plan, where applicable
3. Residential Accessory Building
 - a. Site Plan
 - b. Foundation Plan
 - c. Floor Plan (one per floor & including framing)
 - d. Roof Framing Plan
 - e. Elevation(s)
 - f. Building section
 - g. Lot grading, drainage and servicing plan, where applicable
4. Residential Addition and Renovation
 - a. Site Plan
 - b. Foundation Plan
 - c. Floor Plan (one per floor & including framing)
 - d. Roof Framing Plan
 - e. Elevation(s)
 - f. Building section
 - g. Lot grading, drainage and servicing plan, where applicable
5. New Residential Detached or Semi-Detached House
 - a. Site Plan
 - b. Foundation Plan
 - c. Floor Plan (one per floor & including framing)
 - d. Roof Framing Plan
 - e. Elevation(s)
 - f. Building section
 - g. Lot grading, drainage and servicing plan, where applicable
6. New Residential Townhouse, Tri-plex or Four-plex
 - a. Approved Site Plan (agreement and drawings)
 - b. Approved lot grading, drainage and servicing plan
 - c. Foundation Plan
 - d. Floor Plan (one per floor & including framing)

- e. Roof Framing Plan
 - f. Elevation(s)
 - g. Building section(s)
7. New Residential Apartment Building
- a. Approved Site Plan (agreement and drawings)
 - b. Approved lot grading, drainage and servicing plan
 - c. Site Plan
 - d. Foundation Plan
 - e. Floor Plan (one per floor)
 - f. Floor and Roof structural plans
 - g. Elevation(s)
 - h. Building section(s)
 - i. Window & door / hardware schedules, where applicable
 - j. Room finish schedules, where applicable
 - k. Mechanical drawings (plumbing and HVAC)
 - l. Electrical drawings (lighting and fire alarm system)
 - m. Sprinkler drawings, where applicable
 - n. Standpipe drawings, where applicable
8. New Non-Residential Building or Addition (Part 3 or 9)
- a. Approved Site Plan (agreement and drawings), where applicable
 - b. Approved lot grading, drainage and servicing plan, where applicable
 - c. Site Plan
 - d. Foundation Plan
 - e. Floor Plan (one per floor)
 - f. Floor and Roof structural plans
 - g. Elevation(s)
 - h. Building section(s)
 - i. Window & door / hardware schedules, where applicable
 - j. Room finish schedules, where applicable
 - k. Wall sections and/or details, where applicable
 - l. Mechanical drawings (plumbing and HVAC), where applicable
 - m. Electrical drawings (lighting and fire alarm system), where applicable
 - n. Sprinkler drawings, where applicable
 - o. Standpipe drawings, where applicable
9. Non-Residential Renovation (Part 3 or 9)
- a. Site Plan
 - b. Floor Plan (one per floor)
 - c. Floor and Roof structural plans, where applicable
 - d. Elevation(s), if exterior work proposed
 - e. Building section(s), where applicable
 - f. Window & door / hardware schedules, where applicable
 - g. Room finish schedules, where applicable
 - h. Wall sections and/or details, where applicable

- i. Mechanical drawings (plumbing and HVAC), where applicable
- j. Electrical drawings (lighting and fire alarm system), where applicable

10. Designated Structures

The following plans prepared and stamped by a Professional Engineer or Architect:

- a. Approved lot grading, drainage and servicing plan, where applicable
- b. Site Plan
- c. Foundation Plan, where applicable
- d. Floor Plan (one per floor), where applicable
- e. Floor and Roof structural plans, where applicable
- f. Elevation(s), where applicable
- g. Sections and/or details, where applicable

DRAWING COMPLETENESS

Unless otherwise specified by the Chief Building Official, plans or working drawings showing and detailing the following information shall accompany all building permit applications. Depending upon the nature, scope and scale of a project other additional information may be required to demonstrate Building Code compliance at the discretion of the Chief Building Official.

1. The site plan drawing shall show:
 - a. Property boundaries and dimensions;
 - b. The location, use, height and dimensions of any existing and proposed building(s) including, but not limited to front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings, common element lines, where applicable;
 - c. Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site, where applicable, and
 - d. All existing and proposed parking layouts, retaining walls, swimming pools, accessory buildings and any other such physical additions necessary to the site.
2. The lot grading, drainage and servicing plan(s) shall show:
 - a. The property lines, building location, sidewalks, driveways, curb cuts, swales, all utility services and new/existing service connections;
 - b. Existing and proposed spot elevations for this project and adjacent properties, slopes of driveways, sidewalks and swales, direction of drainage flow; and
 - c. Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line.
3. The architectural drawings shall show:
 - a. Building Code matrix, where applicable;
 - b. Foundation plan and grade details; and
 - c. Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names;

- d. All wall thickness and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information;
 - e. Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness, etc.; and
 - f. Specifications where applicable.
4. The structural drawings shall show:
- a. All foundation, floor, roof and wall structural elements indicating sizes, shapes and proper locations, and all dead and live design loads and conditions of loading;
 - b. All reinforced concrete work indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel;
 - c. All lintel, column and beam locations and their size;
 - d. Engineered roof and floor truss designs, where applicable; and
 - e. Specifications, where applicable.
5. The mechanical and electrical drawings shall show:
- a. Mechanical drawings are to show the plumbing, heating, ventilation and air conditioning including legends and schedules for compliance with the Building Code. For Part 9 buildings, this information can be shown on the same plan as the architectural;
 - b. Electrical drawings are to show lighting, emergency lighting, exit signs, fire alarm systems and their legends and schedules for compliance with the Building Code. For Part 9 buildings, this information can be shown on the same plan as the architectural;
 - c. The location of all fire protection equipment such as early warning, detection and suppression systems; and
 - d. Specifications, where applicable.

SCHEDULE 'C'
BUILDING DEPARTMENT CODE OF CONDUCT

- 1) The Building Department Code of Conduct is meant to:
 - a) Promote good behaviour and actions by all Building Department staff, including the Chief Building Official and Building Inspectors;
 - b) Prevent an abuse of power, including unethical or illegal practices, by all Building Department staff; and
 - c) Promote honesty in the services provided by all Building Department staff.
- 2) Building Department staff must:
 - a) Always act in support of public well-being;
 - b) Follow all relevant laws, codes and standards;
 - c) Keep their qualifications up to date, and perform work in line with their qualifications;
 - d) Be professional and polite; and
 - e) Act in keeping with the Township's Corporate Values of Integrity, Excellence, and Wellness.
- 3) Code of Conduct
 - a) In exercising powers and performing duties under the *Building Code Act*, the Chief Building Official and Inspectors shall:
 - i) Exercise powers in accordance with the provisions of the *Building Code Act*, the Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures and the actions, duties and qualifications of Chief Building Officials and Inspectors;
 - ii) Act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist;
 - iii) Apply all relevant building laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties;
 - iv) Not accept any personal benefit which may create conflict with their duties; or perform duties where a personal interest may create a conflict;
 - v) Act honestly, reasonably, professionally, efficiently and in a timely manner, and with integrity, objectivity and impartiality, in the discharge of their duties; and
 - vi) Obtain the counsel of persons with expertise where the Chief Building Official or Inspector does not possess sufficient knowledge to make an informed judgment.
 - b) This code of conduct shall be brought to the attention of the public in the following manner:
 - i) Posting on the Township web site; and
 - ii) Posting in a conspicuous location at the customer service counter for the Building Department.



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

THE APRIL 26TH CULTURAL MOMENT IS A REPRINT OF OUR OCTOBER 2ND, 2013 CULTURAL MOMENT THAT CELEBRATED MITCH KEIRSTEAD

Mitch Keirstead comes from a large family of brothers and sisters who are all well known Ontario artists, the most famous being his brother James. Keirstead paintings have been sought after for over 30 years and depict scenes of the Ontario countryside and common activities. Often bringing back fond childhood memories, they bring special appeal to purchasers of his work.

His pieces are being displayed in private homes and galleries around the world.

Mitch prefers to produce many of his works using a delicate knife technique with oils creating a very realistic scene. Apart from being a successful artist, Mitch also runs a successful gift shop in Arthur –

Eclectica.... The Gift Store.

NOTE FROM THE CULTURAL ROUNDTABLE:

Earlier this year Mitch and Grace announced their retirement after serving Arthur and area residents for nearly 18 years. We encourage everyone to drop in to Eclectica between now and summer, or send them a message on social media, to wish them all the best.

Mitch has also indicated that he has no intentions of totally leaving the community, as he plans to continue to serve out his term, on the Board of Directors of the Arthur Business Improvement Association.

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

BY-LAW NUMBER 049-21

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 26, 2021

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on April 26, 2021 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 26TH DAY OF APRIL, 2021.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK