

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – DECEMBER 13, 2021 AT 2:00 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/86588533040>

Or join by phone:

Canada: 855 703 8985 (Toll Free) or 1 647 374 4685 (long distance charges may apply)

Webinar ID: 865 8853 3040

**PAGE
NUMBER**

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the December 13, 2021 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

PRESENTATIONS

- | | |
|---|-----|
| 1. Grand River Conservation Authority | 001 |
| <ul style="list-style-type: none">• Bruce Whale, Municipal Representative• Samantha Lawson, Chief Administrative Officer• Sonja Radoja, Manager of Corporate Services- 2022 Draft Budget | |
| 2. Adam McNabb, Director of Finance | 017 |
| <ul style="list-style-type: none">• 2022 Budget Overview | |

RECESS TO MOVE INTO PUBLIC MEETING

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the December 13, 2021 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:

- 2574574 Ontario Inc. – Minor Variance
- Elvin and Ruthetta Martin – Zoning By-law Amendment

RESUME REGULAR MEETING OF COUNCIL

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the December 13, 2021 Regular Meeting of Council at : .

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- | | |
|---|-----|
| a. By-law Number 121-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Div 3 to 4 Pt Lot 18 EOSR; Div 1 Pt Lot 19 EOSR, with civic address of 9217 Highway 6, Kenilworth) | 049 |
|---|-----|

Recommendation:

THAT By-law Number 121-21 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. (Div 3 to 4 Pt Lot 18 EOSR; Div 1 Pt Lot 19 EOSR, with civic address of 9217 Highway 6, Kenilworth)

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- | | |
|--|-----|
| 1. Regular Meeting of Council, November 22, 2021 | 053 |
| 2. Special Meeting of Council, November 30, 2021 | 060 |

Recommendation:

THAT the minutes of the Regular Meeting of Council held on November 22, 2021 and the Special Meeting of Council held on November 30, 2021 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- | | |
|--|-----|
| a. Saugeen Valley Conservation Authority, October 21, 2021 Authority Meeting | 064 |
|--|-----|

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority October 21, 2021 Authority Meeting.

- | | |
|---|-----|
| b. Maitland Valley Conservation Authority, Board of Directors Meeting #9-21, October 20, 2021 | 071 |
|---|-----|

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority Board of Directors Meeting #9-21 held on October 20, 2021.

- | | |
|--|-----|
| c. Grand River Conservation Authority, Summary of the General Membership Meeting – November 26, 2021 | 075 |
|--|-----|

Recommendation:

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

- | | |
|---|-----|
| d. Mount Forest Business Improvement Association, Annual General Meeting, November 17, 2021 | 076 |
|---|-----|

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association Annual General Meeting held on November 17, 2021.

- e. Arthur Business Improvement Association, Annual General Meeting, November 17, 2021 080

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Association Annual General Meeting held on November 17, 2021.

- f. Mount Forest Aquatics Ad-Hoc Advisory Committee, November 9, 2021 083

Recommendation:

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 November 9, 2021.

- g. Recreation, Parks and Leisure Committee, December 7, 2021 088

i. Recommendation:

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 December 7, 2021.

ii. Recommendation:

THAT the Council of the Corporation of the Township of Wellington North endorse the implementation of the fundraising committee guidelines as laid out in Report CAO 2021-008 Fundraising Committee Guidelines, as recommended by the Recreation, Parks and Leisure Committee.

iii. Recommendation:

THAT the Council of the Corporation of the Township of Wellington North direct staff to implement the public consultation program detailed within Report RPL 2021-022 with the aim for Committee to approve a preferred design concept at the May RPL Meeting, as recommended by the Recreation, Parks and Leisure Committee.

iv. Recommendation:

THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Recreation, Parks and Leisure Committee, direct staff to amend the fees and charges by-law to include a "cash in lieu of parkland" fee per the following schedule: (Report RLP 2021-023)

2022	\$2,000
2023	\$4,000
2024	\$7,500
2025	Proceed with land valuation appraisal review

AND FURTHER THAT Council direct staff to bring a by-law to require the conveyance of land for park or other public recreational purposes, as a condition of the development or redevelopment of land, in the Township of Wellington North to a future meeting of Council;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the by-law.

v. Recommendation:

THAT the Council of the Corporation of the Township of Wellington North , as recommended by the Recreation, Parks and Leisure Committee, direct staff to bring a by-law to a future meeting of Council to adopt the Hours of Operation- Outdoor Parks and Trails Policy;

AND FURTHER THAT Council direct staff to bring a by-law to amend By-law 046-99 to establish certain rules and regulations regarding the maintenance, operations and management of all parklands;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the by-laws.

2. PLANNING

- a. Township of Southgate, Notice of Virtual Open House concerning a new Official Plan for the Township of Southgate 095

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Township of Southgate Notice of Virtual Open House concerning a new Official Plan for the Township of Southgate.

- b. Shawn Aitken, Marlanna Homes, request to name the new road being constructed by Marlanna Homes on the property Part Lot Two South of King Street, File Number 23T-17001, 400 King Street East as Newfoundland Street 096

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive correspondence from Shawn Aitken, Marlanna Homes, request to name the new road being constructed by Marlanna Homes on the property Part Lot Two South of King Street, File Number 23T-17001, 400 King Street East as Newfoundland Street;

AND FURTHER THAT the Council of the Township of Wellington North approves of the street name Newfoundland Street.

3. BUILDING

- a. Report CBO 2021-15 City of Guelph By-law Enforcement Services – PILOT 097

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-15 being a report on the City of Guelph By-law Enforcement Services – PILOT;

AND FURTHER THAT the Council of the Township of Wellington North authorizes the Mayor and Clerk to enter into an agreement with the City of Guelph for the purposes of providing By-law Enforcement Services to the Township of Wellington North.

- b. Report CBO 2021-16 Building Permit Review Period Ending October 31st, 2021 100

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-16 being the Building Permit Review for the period ending October 31st, 2021.

- c. Report CBO 2021-17 Building Permit Review Period Ending November 30th, 2021 102

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-17 being the Building Permit Review for the period ending November 30th, 2021.

4. ECONOMIC DEVELOPMENT

- a. Report EDO 2021-031 Mount Forest & Arthur Business Improvement Association 104

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-031 being a report on the Mount Forest and Arthur Business Improvement Associations,

AND FURTHER THAT Council approve the 2022 workplan, budget and tax levy for the Arthur BIA as presented and approved at the Nov. 17, 2021, Annual General Meeting,

AND FURTHER THAT Council approve the 2022 workplan, budget and tax levy for the Mount Forest BIA as presented and approved at the Nov. 17, 2021, Annual General Meeting,

AND FURTHER THAT Council approve the appointment of Kathleen Delchiaro as a voting member and Jayme Hewson as a non-voting member to the Board of Directors of the Mount Forest BIA as recommended by the Board at the Nov. 17, 2021, Annual General Meeting.

5. FINANCE

- a. Vendor Cheque Register Report, December 2, 2021 107

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated December 2, 2021.

- b. Report TR2021-20 Being a report on the external auditor's (RLB LLP) audit plan for the 2021 calendar year 110

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2021-20 being a report on the external auditor's (RLB LLP) audit plan for the 2021 calendar year;

FURTHER THAT Council direct staff to execute the agreement (engagement letter) to confirm the mutual understanding of the terms of the engagement with RLB for the purposes of auditing the consolidated statements of the Township of Wellington North.

- c. Report TR2021-019, 2022 Fees & Charges By-law updates (Various Services) 129

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2021-19 being a report on 2022 fees and charges by-law updates (various services);

AND FURTHER THAT Council direct staff to proceed with the updates to reflect the changes outlined herein for the 2022 calendar year.

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

6. OPERATIONS

- a. Report OPS 2021-043 being a report on the Township's Drinking Water Quality Management System (DWQMS) – 2021 Management Review Meeting Minutes 132

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-043 being a report on the Township's Drinking Water Quality Management System (DWQMS) – 2021 Management Review Meeting Minutes.

- b. Report OPS 2021-042 being a report on how to declare a significant weather event in Wellington North 150

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-042 being a report on how to declare a significant weather event in Wellington North;

AND FURTHER THAT Council delegate the authority to declare a significant weather event with respect to Ontario's Minimum Maintenance Standards for Municipal Highways to the Director of Operations or their designate;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law for a policy for the declaration of a significant weather event.

- c. Frank Vanderloo, P. Eng., B.M. Ross and Associates Limited, correspondence dated December 2, 2021 regarding Eastridge Landing Subdivision (Arthur) – Draft Plan 23T-13001, Phase 3 (Walsh Street, Lots 1 to 29) Preliminary Acceptance for Stage 3 152

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Frank Vanderloo, P. Eng., B.M. Ross and Associates Limited, dated December 2, 2021, regarding Eastridge Landing Subdivision (Arthur) – Draft Plan 23T-13001, Phase 3 (Walsh Street, Lots 1 to 29) Preliminary Acceptance for Stage 3;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North grant 2073022 Ontario Inc. (James Coffey) Preliminary Acceptance for Stage 3 of Phase 3 (Walsh Street, Lots 1 to 29) of the Eastridge Landing Subdivision (Draft Plan 23T-13001) effective June 28, 2021.

- d. Frank Vanderloo, P. Eng., B.M. Ross and Associates Limited, correspondence dated December 8, 2021 regarding Mt. Forest Developments Inc. Subdivision (Jefferey Way, Mount Forest), Draft Plan 23T-18001 – Preliminary Acceptance for Stage 1 & Stage 2 – Securities Reduction 154

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Frank Vanderloo, P. Eng., B.M. Ross and Associates

Limited, dated December 8, 2021, regarding Mt. Forest Developments Inc. Subdivision (Jefferey Way, Mount Forest), Draft Plan 23T-18001 – Preliminary Acceptance for Stage 1 & Stage 2 – Securities Reduction;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North grant Mt. Forest Developments Inc. (Brad Wilson), for the Jefferey Way Subdivision (Draft Plan 23T-18001) in the community of Mount Forest:

1. Preliminary Acceptance for Stage 1 and for Stage 2, subject to and effective from the date the Township CBO receives from the Developer proof of registration of all required easements, a letter acknowledging all outstanding utilities will be installed within 6 weeks, and confirmation that all Jefferey Way traffic signage has been installed.
2. A reduction in securities to the amount of \$309,773.52, subject to the submission of a Statutory Declaration re: Payment of Accounts by the Developer to the Township CBO.

7. ADMINISTRATION

- a. Report CLK 2021-35 Being a Report on Delegation of Authority Policy 158

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the report CLK 2021-035 being a report on the delegation of authority policy;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign the Delegation of Authority By-law;

AND FURTHER THAT the by-law will become effective January 1, 2022.

AND FURTHER THAT Policy 33.15 be replaced with Policy 003-22 in By-law 116-21.

8. COUNCIL

- a. Grand River Conservation Authority, Report number GM-11-21-80, dated November 26, 2021 regarding Draft Transition Plan – Requirement under Ontario Regulation 687/21 160

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Report number GM-11-21-80, dated November 26, 2021 regarding Draft Transition Plan – Requirement under Ontario Regulation 687/21.

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 December 13, 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 111-21 being a procedure by-law for governing the calling, place and proceedings of meetings of Council and its Committees and to repeal By-law 024-19 | 167 |
| b. By-law Number 112-21 being a procedure by-law for completion of an automatic recount in a municipal election in accordance with the Municipal Elections Act and to repeal By-law 089-17 | 190 |
| c. By-law Number 113-21 being a procedure by-law for use of Corporate Resources during a municipal election | 192 |
| d. By-law Number 114-21 being a by-law to repeal by-law 023-05 being a by-law to delegate the powers and duties of the municipality in respect of filing complaints with the Ontario Assessment Review Board | 195 |

- | | |
|---|-----|
| e. By-law Number 115-21 being a by-law to require the conveyance of land for park or other public recreational purposes, as a condition of the development or redevelopment of land in the Township of Wellington North | 196 |
| f. By-law Number 116-21 being a procedure bylaw for the Delegation of Authority Policy | 202 |
| g. By-law Number 117-21 being a by-law to establish the fees and charges for various services provided by the municipality | 209 |
| h. By-law Number 118-21 being a by-law to adopt a policy for the hours of operation – outdoor parks and trails | 220 |
| i. By-law Number 119-21 being a by-law to adopt a policy for the declaration of a significant weather event | 223 |
| j. By-law Number 120-21 being a by-law to establish fees and charges for water and sewer services provided by the municipality and to repeal By-law 114-19 | 227 |
| k. By-law Number 122-21 being a by-law to authorize an agreement for By-law Compliance Services | 232 |

Recommendation:

THAT By-law Number 111-12, 112-21, 113-21, 114-21, 115-21, 116-21, 117-21, 118-21, 119-21, 120-21 and 122-21 be read a First, Second and Third time and enacted.

CLOSED MEETING SESSION

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

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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:

- (a) the security of the property of the municipality or local board;*
- (b) personal matters about an identifiable individual, including municipal or local board employees;*
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;*
- (d) labour relations or employee negotiations;*
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;*
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*

1. REPORTS

- a. EDO 2021-032 Industrial Land Sale 237 Industrial Drive, Mount Forest
- b. Cannabis-Notice of Application 565 Perth St MF Verbal Report Patrick Kraemer, LLP
 - December 13, 2021 Executive Summary for information
- c. Council initiated COVID 19 Policy
- e. RPL 2021-024 being a report on concession booths at the Mount Forest and Arthur Arenas
- f. RPL 2021-026 being a report on the Arthur Senior Centre

2. REVIEW OF CLOSED SESSION MINUTES

- November 8, 2021 Regular Council Meeting
- December 7, 2021 Recreation, Parks and Leisure Committee

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 EDO 2021-032 Industrial Land Sale 237 Industrial Drive, Mount Forest; AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the verbal report regarding Cannabis-Notice of Application 565 Perth Street, Mount Forest – December 13, 2021 Executive Summary for information; AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the verbal discussion regarding Council initiated COVIC 19 Policy; AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report RPL 2021-024 being a report on concession booths at the Mount Forest and Arthur Arenas; AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report RPL 2021-026 being a report on the Arthur Seniors Centre; 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 November 8, 2021 Regular Council Meeting and the December 7, 2021 Recreation, Parks and Leisure Committee Meeting.

CONFIRMING BY-LAW

243

Recommendation:

THAT By-law Number 123-21 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 December 13, 2021 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of December 13, 2021 be adjourned at __: p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Wellington North Cultural Roundtable Christmas Meeting – Council Chambers, Kenilworth	Thursday, December 16, 2021	12:00 p.m.
Holiday Administrative Office Closure	Closing December 24, 2021	1:00 p.m.
	Reopening January 4, 2022	8:30 a.m.
Regular Council Meeting – via video conference	Monday, January 10, 2022	2:00 p.m.
Rural Ontario Municipal Association Conference – Virtual Conference	January 23 – 25, 2022	
Regular Council Meeting – via video conference	Monday, January 24, 2022	7:00 p.m.

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

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

- Kitchener location – 1-855-656-3748

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

2022 Draft Budget

Township of Wellington North
December 13th, 2021



Photo: GRCA/S. Hannaford

About the Grand River Watershed



- The Grand River watershed is the largest in southern Ontario
- The Grand River and its tributaries lie at the heart of one of the richest, fastest growing regions in our province

About the Grand River Conservation Authority⁰⁰³



- Local agency organized on a watershed basis
- Integrated watershed management
- Balance human, environmental and economic needs

2022 Budget Challenges

004

- To prepare a budget prior to release of all provincial regulations regarding mandatory (provincially led), vs non-mandatory program (municipally led, other GRCA led) mandates for conservation authorities.
- To manage uncertainty and operational restrictions/ protocols created by the COVID-19 pandemic.



Challenge: Provincially led vs. municipally led or other

- Phase 1 Regulations prescribe mandatory (provincially led) programs and services and require authorities to submit a transition plan by December 31, 2021.
- Transition plan will outline steps to develop an inventory of programs and services, and steps to enter into agreements with participating municipalities.
- Regulations give conservation authorities until January 1, 2024 to complete the transition to a new budgetary framework with their municipalities.
- Phase 2 regulations have yet to be released.

The following budget assumptions are incorporated into this draft of the 2022 budget:

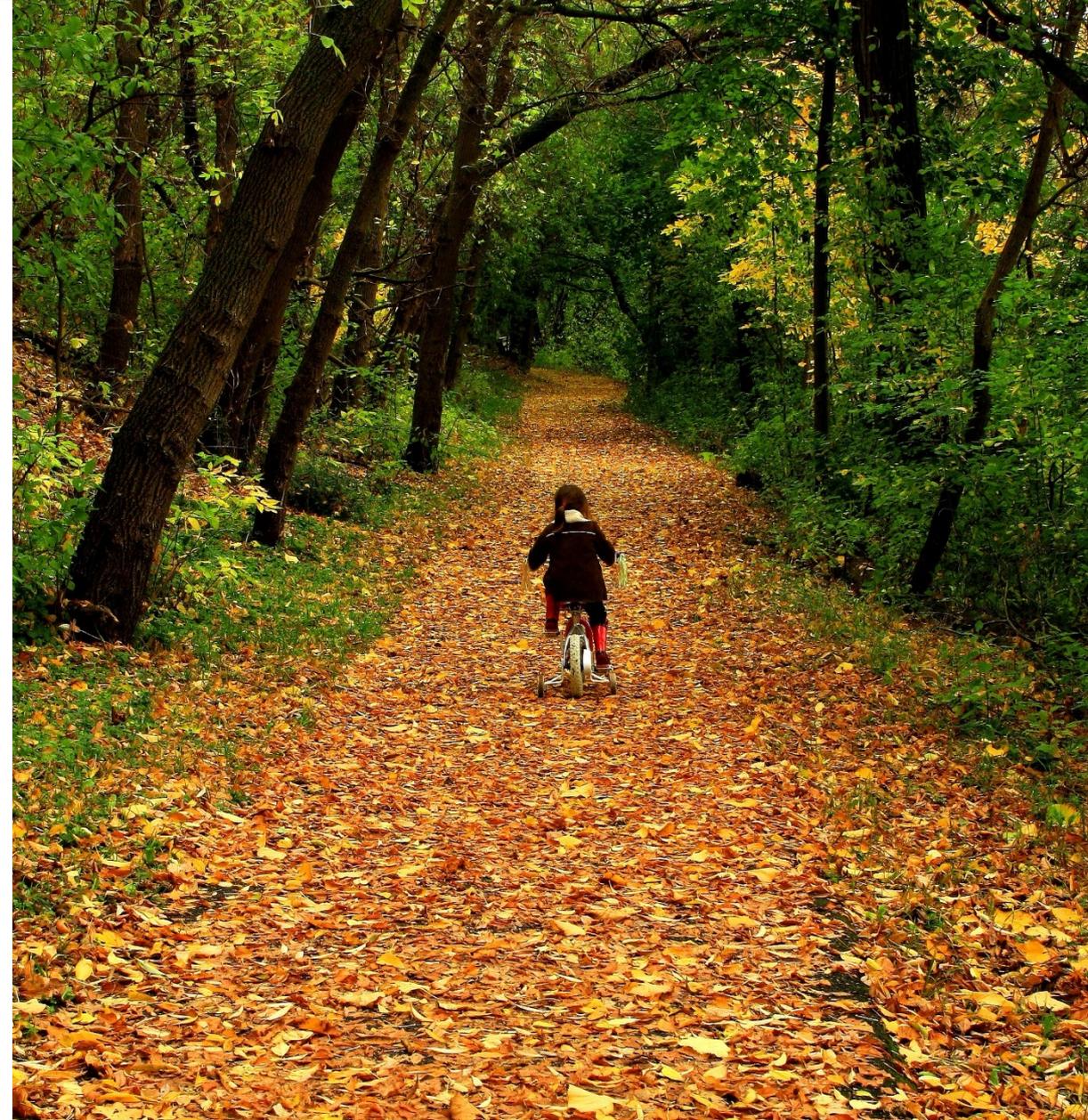
- GRCA will continue to deliver programs and services that are currently in place and fund programs with general municipal levy as in the past.
- GRCA is undertaking a restructuring exercise that will result in changes to future drafts of the budget.

2022 Budget Challenges

007

Challenge: Manage uncertainty created by COVID-19 pandemic

- Impact on Conservation Area Operations
- Impact on Environmental Education Program
- Incremental costs related to COVID-19
- Discretionary spending



GRCA Budget 2021 vs Draft Budget 2022

Expenditures:

	2021	2022	Incr/(Decr)	%age change
Total OPERATING	25,178,429	25,800,188	621,759	2.5%
	79%	83%		
Total CAPITAL	3,757,000	3,642,000	(115,000)	-3.1%
	12%	12%		
Total Special Projects	3,038,000	1,480,000	(1,558,000)	-51.3%
	10%	5%		
TOTAL EXPENSES	31,973,429	30,922,188	(1,051,241)	-3.3%

Expenditures

Operating Budget (\$25.8 million)

- Watershed Management (dams, flood forecasting, planning, lands management)
- Conservation Areas
- Environmental Education
- Corporate Services and Communication



Expenditures

Capital Budget (\$3.7 million)

- Water control structures
- Conservation Areas



2022 Proposed Capital Projects

Water Management Capital (\$1.5 million)

- Maintenance and repairs to dikes and dams

Conservation Areas Capital (\$1.5 million)

- Estimate including carry forward projects from 2021



Expenditures

Special Projects (\$1.5 million)

- Source Protection Program
- Rural Water Quality Program
- Species at Risk

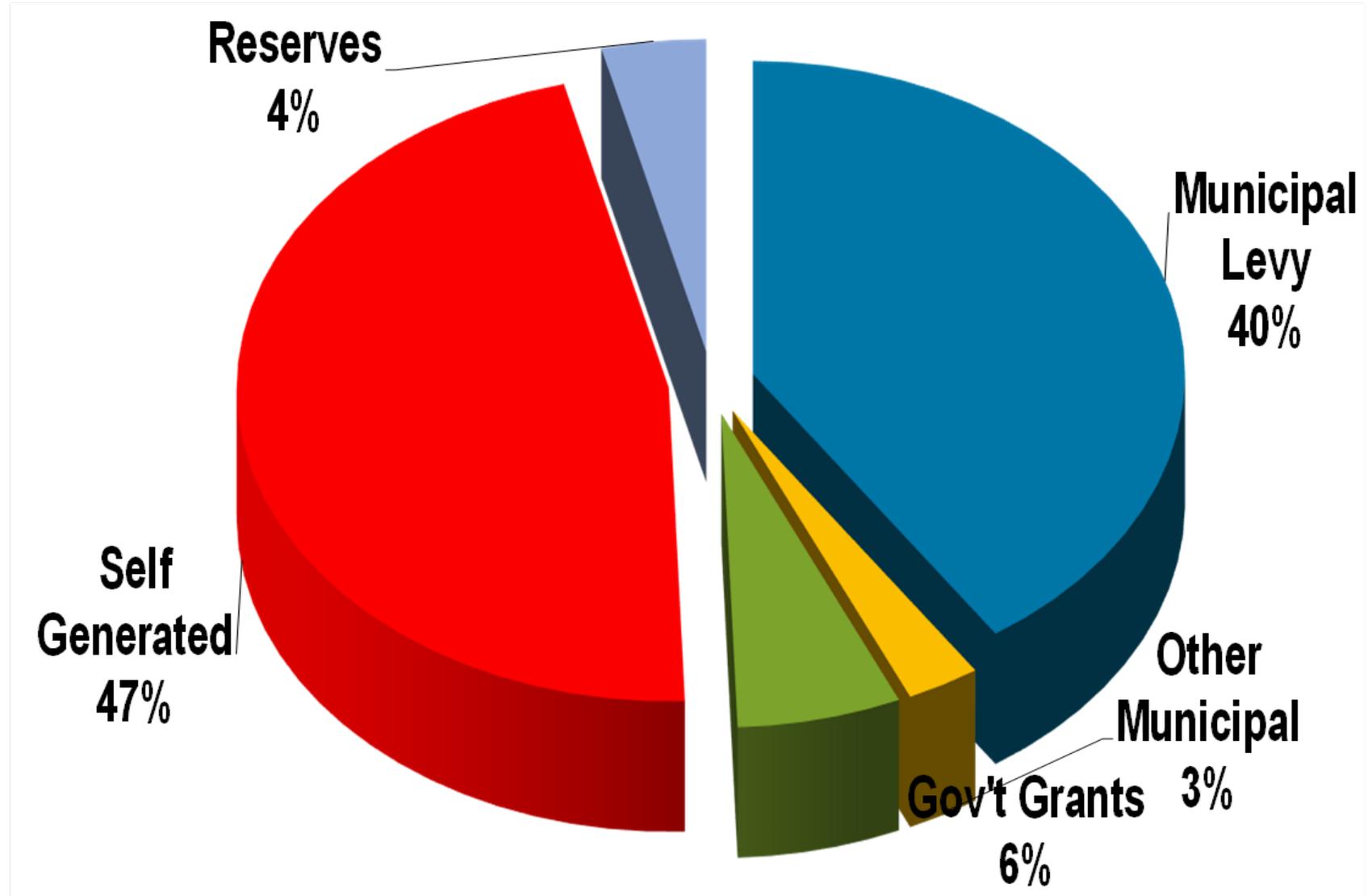


2022 Draft Budget

Revenue by Category

2022 Budget: \$30.9 million

(2021: \$32.0 million)



2022 Draft Budget

014

2020 – 2.5 %

2021 – 2.5 %

2022 – 2.5 %

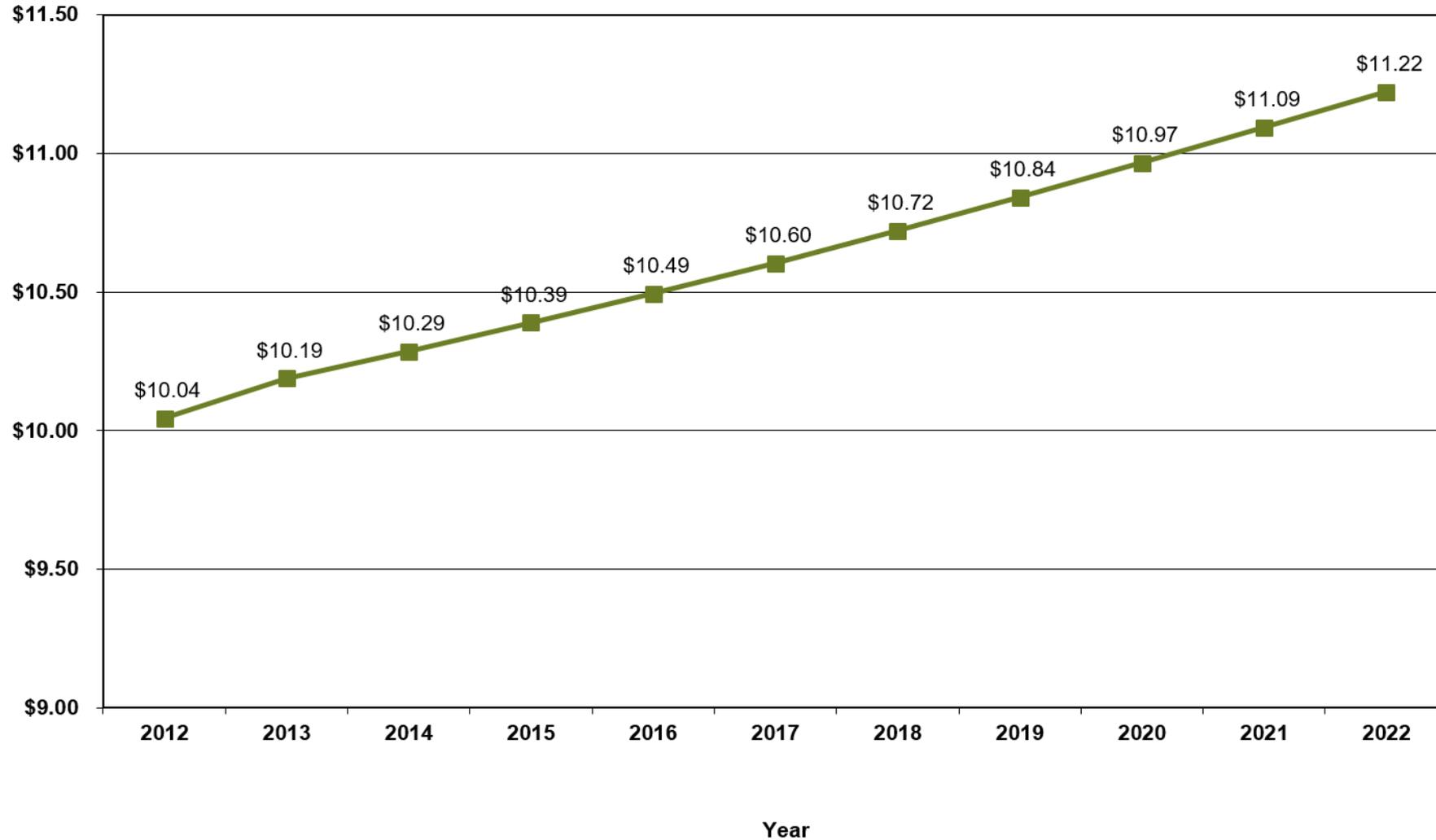
Wellington North – 2.8 %
(from \$53,744 to \$55,274)



Photo: GRCA/L. Beohler

2022 Draft Budget

**Grand River Conservation Authority
Per Capita General Levy (2012 to 2022)**



2022 Draft Budget

016

Questions?





2022 BUDGET OVERVIEW

December 13, 2021

2022 Proposed Tax Levy Increase (Operating Only)

A 4.86% increase = 254,491 of increased (operating only – Exclusive of Capital contributions & transfers to/from reserves) levy dollars in comparison to the 2021 budgeted levy of \$5,232,746

Preliminary MPAC data shows:

\$77,445– is related to real growth (1.48% increase in new assessment)

\$177,046– is a true levy increase (3.38% increase in tax levy)

\$254,491 Total (Operating Only) Levy Increase



Operating Budget Summary Analysis by Segment

Operating Budget Comparison – 2021 Vs. 2022

- No Contributions To / From Reserves / Reserve Funds
- No Contributions to Capital
- **Revised** Inter-functional Transfers for 2022 – no material differences



Operating Budget Summary Analysis by Segment (Continued)

2022 Budget Summary					
FIR Category		2021 Budget	2022 Budget	% Change	Change \$
General Government					
General Government		-1,638,850	-1,636,950	-0.1%	1,900
Other Revenues-Supps/Omitts/Writeoffs		-167,116	-167,116	0.0%	0
Council		143,489	155,576	8.4%	12,087
Administration		932,846	1,036,664	11.1%	103,818
Property		-14,759	-18,059	22.4%	-3,300
WNP Holding Co.		0	0	0.0%	0



Operating Budget Summary Analysis by Segment (Continued)

2022 Budget Summary					
FIR Category		2021 Budget	2022 Budget	% Change	Change \$
Protection Services					
Fire		712,045	754,485	6.0%	42,440
Police/Crossing Guard		51,282	51,332	0.1%	50
Conservation Authority		173,006	183,797	6.2%	10,791
Protective Inspection & Control		-20,124	-35,554	76.7%	-15,430
Animal Control		7,154	7,719	7.9%	565
By-Law Enforcement		58,310	64,497	10.6%	6,187



Operating Budget Summary Analysis by Segment (Continued)

2022 Budget Summary					
FIR Category		2021 Budget	2022 Budget	% Change	Change \$
Transportation Services					
Roads		3,042,868	3,065,407	0.7%	22,539
Streetlights		-5,000	-5,000	0.0%	0
Rural Water		7,800	7,908	1.4%	108
Health Services					
Hospital		0	0	0.0%	0
Cemetery		95,118	94,880	-0.2%	-238
Recreation and Cultural Services					
Parks & Recreation		1,494,306	1,570,853	5.1%	76,547



Operating Budget Summary Analysis by Segment (Continued)

2022 Budget Summary					
FIR Category		2021 Budget	2022 Budget	% Change	Change \$
Planning and Development					
Planning		73,031	67,065	-8.2%	-5,966
Commercial & Industrial		0	0	0.0%	0
Economic Development		241,640	244,233	1.1%	2,593
Tile Drains		0	0	0.0%	0
Municipal Drains		45,700	45,500	-0.4%	-200
Total Levy Requirement		5,232,746	5,487,237	4.863%	254,491



Reserves / Reserve Funds – Net Transfers (Preliminary)

Net Reserve & Reserve Fund Transfers

2021			
	<u>From</u>	<u>To</u>	<u>Net</u>
Council	0	146,200	146,200
Admin	0	52,000	52,000
Property	0	16,000	16,000
Fire	0	210,600	210,600
CBO	0	20,124	20,124
Roads	0	79,482	79,482
Streetlights	0	5,000	5,000
Rec	0	100,000	100,000
Planning	0	0	0
Cemetery	0	5,000	5,000
WNP Holding	0	0	0
Taxation Total	0	634,406	634,406
Sewer	934,166	676,371	(257,795)
Water	0	159,226	159,226
User Fee Total	934,166	835,597	(98,569)
Grand Total	934,166	1,470,003	535,837

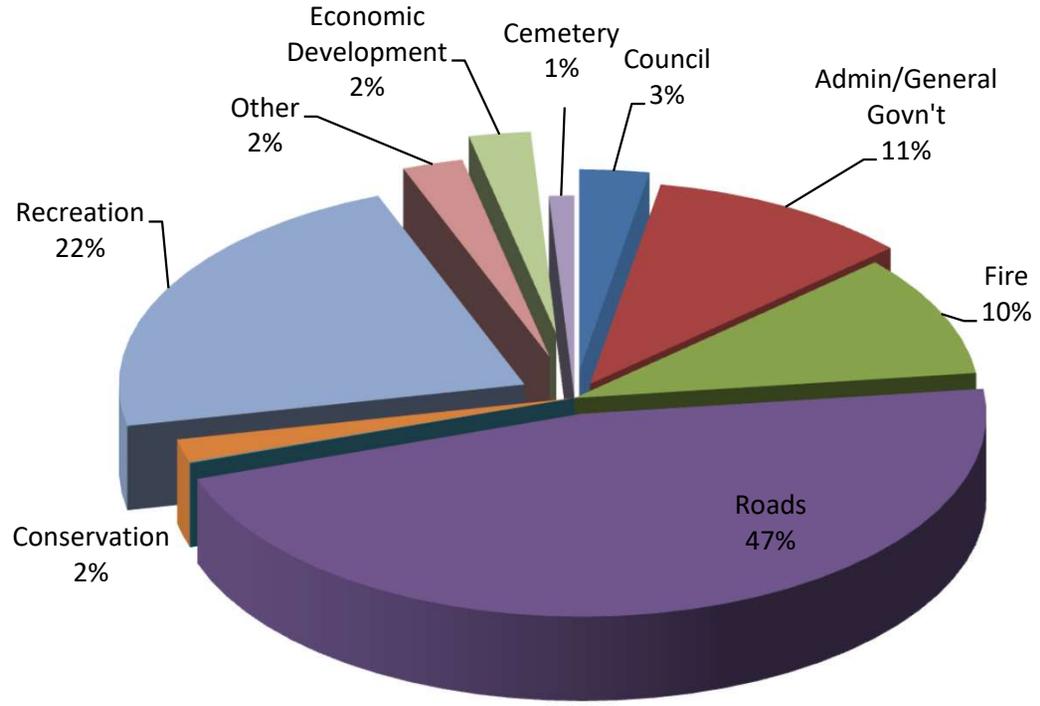
2022			
	<u>From</u>	<u>To</u>	<u>Net</u>
Council	0	120,700	120,700
Admin	42,500	52,000	9,500
Property	0	16,000	16,000
Fire	0	210,600	210,600
CBO	0	35,554	35,554
Roads	0	79,482	79,482
Streetlights	0	5,000	5,000
Rec	0	100,000	100,000
Planning	0	0	0
Cemetery	0	5,000	5,000
WNP Holding	0	0	0
Taxation Total	42,500	624,336	581,836
Sewer	685,447	427,204	(258,243)
Water	0	407,488	407,488
User Fee Total	685,447	834,692	149,245
Grand Total	727,947	1,459,028	731,081



Fully Loaded Budget (Draft)

	<u>2020</u>	<u>2021</u>	<u>YoY Increase (%)</u>	<u>2022 (Draft)</u>	<u>YoY Increase (%)</u>
Operating Budget	5,037,584	5,232,746	3.87%	5,487,237	4.86%
Policy Mandated Transfer to Reserve funds	113,600	141,200	24.30%	115,700	-18.06%
Net Transfers	173,806	493,206	183.77%	466,136	-5.49%
Contributions to Capital	2,347,967	1,951,980	-16.87%	2,061,256	5.60%
Total Budgeted Tax Levy	7,672,957	7,819,132	1.91%	8,130,329	3.98%
				Organic Growth	1.48%
				Impact to Existing Taxpayer	2.50%

2022 Where Budget Dollars Go



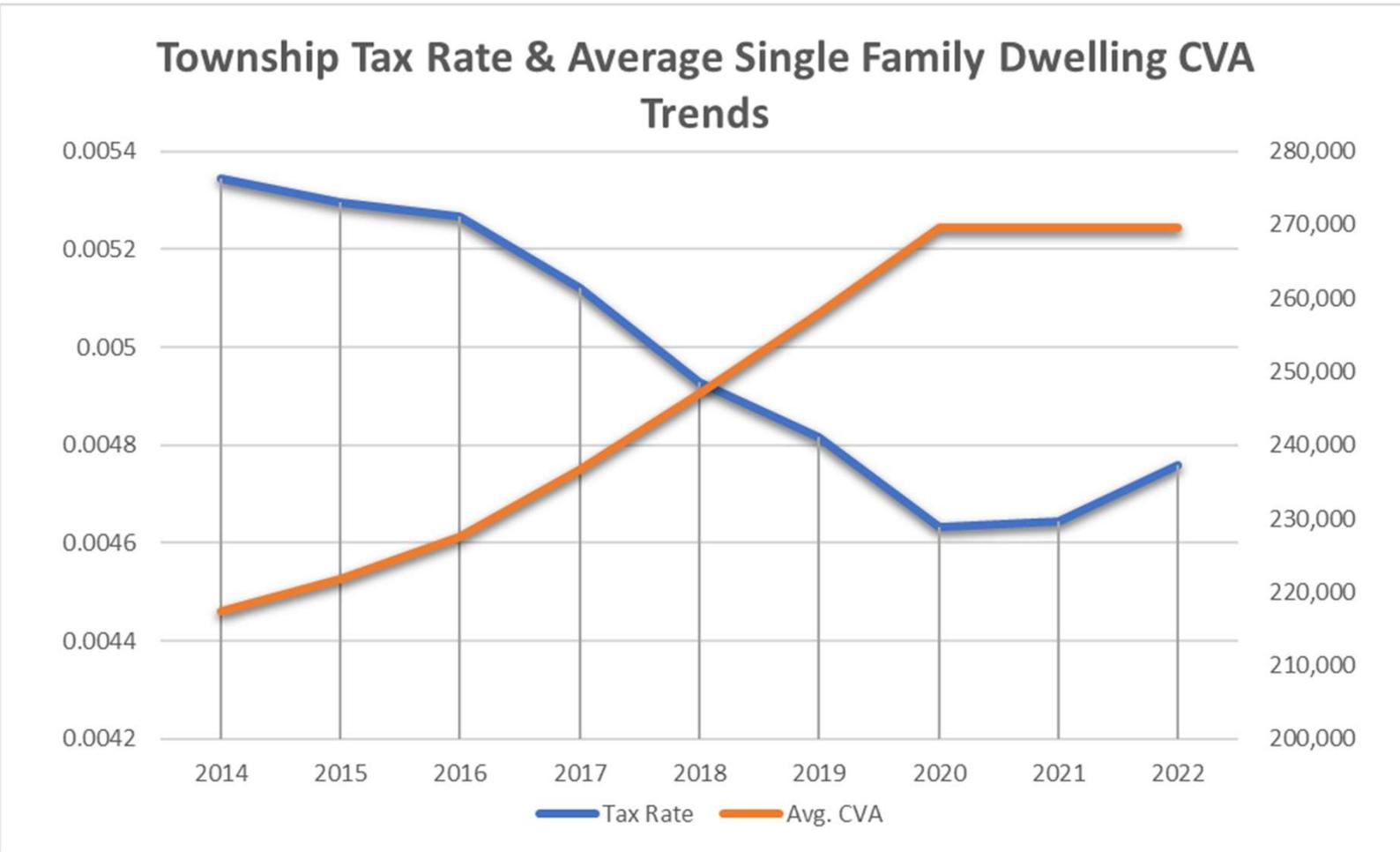
Municipal Taxes on Typical Property Types (Estimates)

Property Type	2021 Assessment	2022 Assessment	2021 TWP Taxes	2022 TWP Taxes (Est)	\$ Tax Change	% Tax Change
RT-Single Family Dwelling (average)	269,673	269,673	1,252.20	1,283.08	30.87	2.47%
RT – Farm House (typical)	203,200	203,200	943.54	966.80	23.26	2.47%
FT – Farmland (typical)	865,700	865,700	1,004.95	1,029.73	24.78	2.47%
CT – Commercial (typical)	469,274	469,274	3,248.94	3,329.04	80.10	2.47%
IT – Industrial (typical)	593,092	593,092	6,609.54	6,772.49	162.95	2.47%

	2021 TWP Taxes	2022 TWP Taxes (@ 1.5%)	2022 TWP Taxes (@ 2.5%)	2022 TWP Taxes (@ 3.5%)	2022 TWP Taxes (@ 4.5%)
RT-Single Family Dwelling (average)	1,252.20	1,270.74	1,283.08	1,295.42	1,307.76
Increase per residence	-	18.53	30.87	43.21	55.55
Total Levy	7,819,132	8,052,142	8,130,329	8,208,525	8,286,716
Total Levy Increase	-	233,010	311,197	389,393	467,584
Operating Contribution	-	201,921	201,921	201,921	201,921
Capital Contribution	-	31,089	109,276	187,472	265,663



Tax Rate Trend



Draft Capital Program – 2022

Project Costs

Dept/Year	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Council Directed Projects	-	-	-	1,171,220	1,696,220
20in20 Initiatives	-	-	-	152,331	35,500
Development Projects	1,166,000	974,915	860,385	306,220	176,837
Roads & Drainage	3,961,952	6,310,498	5,567,583	5,497,282	6,813,824
Waterworks	642,014	1,075,722	1,373,973	2,574,875	2,521,480
Sanitary Sewers	1,912,346	10,162,287	8,477,075	3,298,269	1,149,128
Fleet	1,100,000	629,983	847,000	391,000	1,152,583
Parks & Recreation	392,899	640,346	1,438,647	1,456,845	1,345,570
Fire	567,000	48,000	99,200	258,700	138,000
Admin & Property	522,000	209,656	254,125	10,000	165,750
Cemetery	-	33,500	-	-	-
Total	10,264,211	20,084,907	18,917,988	15,116,742	15,194,892



Draft Capital Program – 2022

Funding Model

Source/Year	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Revenue (levy, fees, etc)	4,141,251	3,927,128	3,716,047	3,512,480	3,557,822
Grants	1,292,203	1,448,000	2,039,830	3,272,983	1,343,688
Dev't Charges & Reserves	1,839,851	10,707,097	1,818,845	2,390,781	2,233,600
Developer Contributions	594,000	344,660	344,655	334,905	21,500
External Debt	-	-	-	-	-
Gas Tax	627,000	726,000	566,000	200,000	655,000
Sustained OCIF	705,210	1,050,428	1,030,120	909,000	900,000
Prior Year Carry Fwd	1,064,696	781,594	9,436,366	4,496,593	6,363,384
Unfunded Amounts	-	1,100,000	33,875	-	119,898
	10,264,211	20,084,907	18,917,988	15,116,742	15,194,892



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Council Directed Projects</u>	
Wells St. Extension (Domville to Future St. A) - Roads	522,000
Wells St. Extension (Domville to Future St. A) - Water	299,000
Wells St. Extension (Domville to Future St. A) - Sewer	74,220
Arthur BIA Streetscaping Enhancements: Connecting Link	225,000
MF - Pool	576,000
	1,696,220



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>20 in 20 Initiatives</u>	
IT initiatives (ITSDR Opportunities)	35,500
	35,500



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Development Driven Projects</u>	
Durham / Church (Mt. Forest Developments)	71,635
Durham / Church (Mt. Forest Developments)	23,454
Durham / Church (Mt. Forest Developments)	15,731
South Water Street - SPS	15,517
Develop Master Stormwater Management Plan	30,000
Develop Sidewalk Master Plan	20,500
	176,837



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-15 - ADMINISTRATION	
MF Downtown WiFi	10,000
Work order Management Software Implementation	83,000
	93,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-16 - BUILDING / PROPERTY	
Pickup Truck	42,750
Jean Weber Reading Room - Flat Roof Replacement	30,000
	72,750



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-20 - WELLINGTON NORTH FIRE SERVICE	
Bunker Gear	18,000
Fire Hose Replacement	20,000
MF Fire Hall - Construction Site Planning	50,000
Fire Pickup Truck	50,000
	138,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-30 - ROADS-FLEET	
2007 Volvo Dump/plowtruck Replacement	151,583
2010 Dodge Pickup (Grey) Replacement	46,000
Fuel Tank Replacement	30,000
Installation of Dash Cameras	25,000
Radio unit Replacements	25,000
2017 Holder sidewalk plow/blower/mower	180,000
2015 Kubota Sidewalk Plow / Blower / Mower	60,000
1995 Ford Truck Replacement with Winter Control Equipment	85,000
2001 Volvo Grader Replacement	550,000
	1,152,583



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-30 - BRIDGES/CULVERTS	
Structure 9 – Sideroad 3E	420,000
Structure 40 - Line 6	180,000
Bridge 2040 - Sideroad 13	55,000
	655,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-30 - ROADS	
<u>Engineering Only</u>	
Mount Forest Drive (Engineering Only)	10,250
Queen St. East (White's Bridge to Main - Design Only)	51,545
John St. (Waterloo to Queen - Design Only)	-
Domville St. (Conestoga to Preston - Design Only)	-
Clarke St. (Between Smith and Domville)	12,073
Fergus St. N (Between Wellington and Birmingham)	18,000
Fergus St. N (Between Durham and Birmingham)	18,000
Preston St. N (Between Smith and Domville)	46,500



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Water/Sewer/Roads Projects</u>	
Domville - Conestoga to Preston	1,435,334
<u>Connecting Link</u>	
Queen St. E (White's Bridge to Main St.)	2,140,000
Smith Street (between Conestoga and Wells)	900,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Gravel - Base Rebuild</u>	
Sideroad 13 (Cty Rd. 109 to Line 2)	60,000
Sideroad 9E (Concession 7 to Concession 9)	60,000
<u>Resurfacing - Rural</u>	
Sideroad 5 W – Asphalt Rehabilitation Landfill Entrance west to Concession 9	80,000
Line 12 (resurface between Cty Rds 14 & 16)	432,000
Sideroad 7E (between Highway 6 and Concession 2)	256,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Resurfacing - Urban</u>	
London Road North – Asphalt Installation (Birminham to Durham) Birmingham Street East ROW to Durham Street East	20,000
Albert St (near east-side intersection with Oakview Cres.)	22,500
Birmingham St. E (between Egrement and Church)	30,000
Church St. North (between Birmingham and Durham)	17,500
Durham St E (between Church and London)	35,000
Preston St. S (south of Smith St.)	37,500



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Other Transportation Services Initiatives</u>	
Pedestrian Safety Measures	56,965
Mount Forest Drive - Right turn Lane	74,579
Works Yard Upgrades - Kenilworth, Damascus, MF	35,078
Princess Street Sidewalk construction	100,000
New Sidewalk construction (Victoria Cross Public School)	115,000
Roads Condition Assessment	40,000
Sidewalk Condition Assessment	20,000
Storm Pond Condition Assessment	10,000
Arthur Works Yard - Assessment / Design	25,000
	6,158,824



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-40 - SANITARY SEWERS	
<u>Engineering Only</u>	
Mount Forest Drive (Engineering Only)	30,750
South Water St (MF - Engineering Only)	-
John St. (Waterloo to Queen - Design Only)	-
Queen St. East (White's Bridge to Main - Design Only)	8,800
Domville St. (Conestoga to Preston - Design Only)	-
Clarke St. (Between Smith and Domville)	6,745
Fergus St. N (Between Wellington and Birmingham)	16,000
Fergus St. N (Between Durham and Birmingham)	16,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Water/Sewer/Roads Projects</u>	
Queen St. E (White's Bridge to Main St.)	365,000
Domville - Conestoga to Preston	294,333
Other Sanitary Sewer Items for Consideration	
AV - OCWA recommended projects	84,000
MF - OCWA recommended projects	207,500
Mount Forest WWTP - Blower Study	20,000
Mount Forest WWTP - Re-Rating Study	100,000
	1,149,128



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-42 - WATERWORKS	
<u>Engineering Only</u>	
Mount Forest Drive (Engineering Only)	10,250
South Water St (MF - Engineering Only)	-
Queen St. East (White's Bridge to Main - Design Only)	2,397
John St. (Waterloo to Queen - Design Only)	-
Domville St. (Conestoga to Preston - Design Only)	-
Clarke St. (Between Smith and Domville)	16,000
Fergus St. N (Between Wellington and Birmingham)	16,000
Fergus St. N (Between Durham and Birmingham)	16,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Water/Sewer/Roads Projects</u>	
Queen St. E (White's Bridge to Main St.)	505,000
Domville - Conestoga to Preston	500,833
<u>Independent Water Projects</u>	
Arthur Water Supply Study	100,000
Smith St. / George St. Water Service Upgrades	225,000
Mount Forest Stand-Pipe Rehabilitation	950,000
Valve Maintenance / Vac Trailer Replacement	115,000
Water Meter Study	20,000
New Pick-up Truck	45,000
	2,521,480



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-70 - PARKS & RECREATION	
Signage for Parks & Facilities	20,037
Trail Development/Expansion	68,356
AV BMX/Skateboard Park	-
AV Ball Diamond Safety Netting	11,318
MF - Red Clay Diamond	130,000
ACC - Rehabilitation	660,859
Campbell deVore Park Accessible Playground	150,000
MF - Sports Complex Ice Resurfacing Machine	100,000
Mount Forest Playground surface replacements	45,000
Mount Forest Fairgrounds Enhancements	100,000
Trail Master Plan Development	60,000
	1,345,570
2022 Summary	15,194,892



Discussion



THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 121-21

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

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Sections 34 and 36 of The Planning Act, R.S.O. 1990, as amended

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

1. THAT Schedule 'A' Map 1 to By-law 66-01 is amended by changing the zoning on lands legally described as Div 3 to 4 Pt Lot 18 EOSR; Div 1 Pt Lot 19 EOSR, with civic address of 9217 Highway 6, Kenilworth, as shown on Schedule "A" attached to and forming part of this By-law from **Agricultural (A) to Agricultural Exception (A-111)**

<p>33.111 Div 3 to 4 Pt Lot 18 EOSR; Div 1 Pt Lot 19 EOSR Elvin & Ruthetta Martin</p>	<p>A-111</p>	<p>Notwithstanding Section 6.14 d) of this By-law, a maximum floor area of 455.22m² (4,900 ft²) for all buildings is permitted for a home industry which shall include but is not limited to; generator room, lunchroom, office, mechanical room, basement area and inside storage areas.</p> <p>Notwithstanding Section 6.14 e) of this By-law, a maximum of four (4) employees who are not permanent residents on the property shall be engaged in the Home Industry.</p>
--	---------------------	---

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

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

READ A FIRST, SECOND THIRD TIME THIS 13TH DAY OF DECEMBER, 2021.

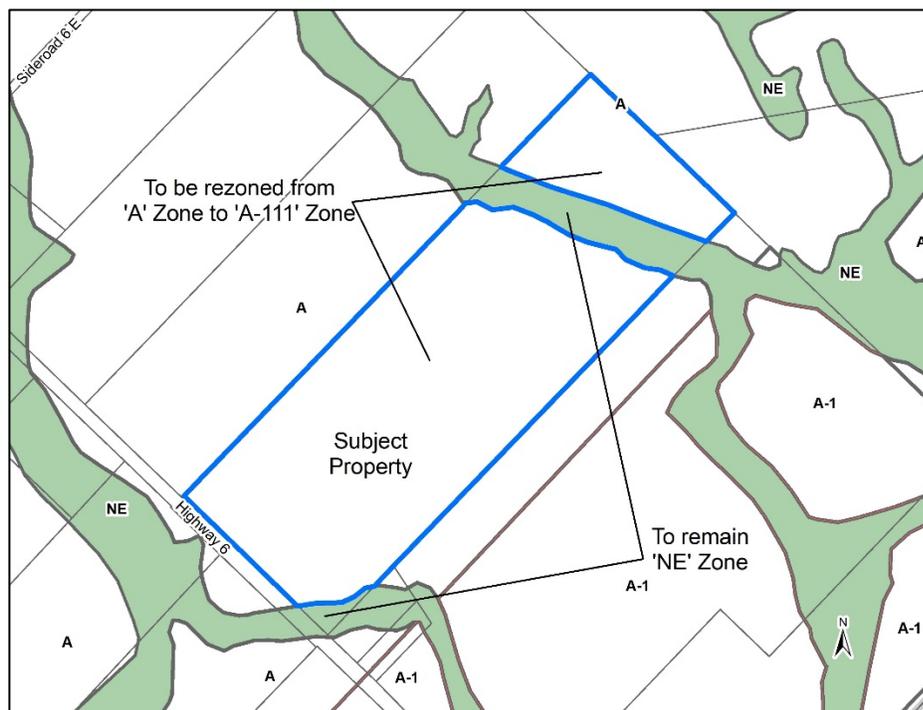
ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 121-21

Schedule "A"



Passed this 13th day of December 2021

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 121-21

THE LOCATION OF THE SUBJECT LANDS

The subject property is legally described as Div 3 to 4 Pt Lot 18 EOSR; Div 1 Pt Lot 19 EOSR, with civic address of 9217 Highway 6, Kenilworth. The lands subject to the amendment is 58.56 ha (144.70 ac) in size and are currently zoned Agriculture (A) and Natural Environment (NE).

THE PURPOSE AND EFFECT of the amendment is to rezone the subject lands to permit an on farm diversified use. The applicant is proposing to construct a 455.22 m² (4,900 ft²) farm equipment repair shop and seeking relief to permit a maximum of four (4) employees on site who are not permanent residents on the property.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
 MINUTES OF REGULAR COUNCIL MEETING – NOVEMBER 22, 2021 AT 7:00 P.M.
 VIA WEB CONFERENCING - <https://www.youtube.com/watch?v=HzWnGJI-0w>

Members Present:

Mayor: Andrew Lennox
Councillors: Lisa Hern
 Steve McCabe
 Dan Yake

Member Absent:

Councillor: Sherry Burke

Staff Present:

Chief Administrative Officer: Michael Givens
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Director of Finance: Adam McNabb
Director of Operations: Matthew Aston
Manager of Environment and Development Services: Corey Schmidt
Community Recreation Coordinator: Mandy Jones
Manager of Recreation Services: Tom Bowden
Chief Building Official: Darren Jones
Economic Development Officer: Dale Small
Human Resources Manager: Chanda Riggi
Director of Fire Services: Chris Harrow
Manager of Development Planning: Curtis Marshall
Risk Management Official: Kyle Davis

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2021-383

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Agenda for the November 22, 2021 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

COUNTY COUNCIL UPDATE

Steve O'Neill, County of Wellington County Councillor, Ward 4

- With increasing costs of fuel, materials, etc. the County's preliminary ten-year financial plan shows a levy increase of 3.1% to 3.8%. Decisions will need made regarding which projects to proceed with. The proposed 2022 budget shows a 2.8% increase.
- From 2023 to 2026 the four bridges on County Road 109 east of Arthur will be replaced. Each bridge is budgeted between 3.8 and 5.1 million dollars.
- One new OPP officer will be hired each year. This is required due to the growth throughout the County.
- This is the final week for leaf and yard waste pick up by the County.

- A new three-month pilot program was started in 2021 to pick up organic green bin waste material from industrial, commercial, and institutional businesses along the Highway 6 corridor between Arthur and Guelph. The Smart Cities Food Future joint County and City of Guelph project was the catalyst to start this project.
- The Recycle Coach app has a new image search function that has been added to the look up tool which allows users to search and learn how to dispose of thousands of items. This new feature allows users to upload a picture of any item and the app can identify the item and give advice on how and where to dispose of it.
- Another Smart Cities Food Future project is cyber security in agriculture workshops. During the past year with lock downs many local farms took their businesses on line. With this growing connectivity comes the responsibility of managing more data and the risk of being vulnerable to cyber security threats. To support our farmers knowledge of these issues the County is offering two one-hour workshops on cyber security in agriculture. The first workshop was being held on November 22 and the second will be held on November 29. The workshops will be run by Community Safety Knowledge Alliance. The County will also be offering ten workshop participants a follow up visit with a cyber security consultant. These on farm visits will offer one on one coaching, best practices and address site specific questions. The events are free but preregistration is required.

PRESENTATIONS

1. Adam McNabb, Director of Finance
 - 2022 Preliminary Budget Presentation

The 2022 Budget Overview included:

- Budget process
- Budget Guidelines
- Budget Impact Items
- Growth vs. Reassessment
- Operating Budget Summary Analysis by Segment
- Reserves/Reserve Funds – Net Transfers
- Draft Capital Program
- Reserves/Reserve Funds – Q3 2021 Balances
- Draft Budget Modeling
- Council Direction Required

Councillor Yake inquired about the previously proposed new public works building in Arthur; proposed pedestrian safety measures; and the possibility of investigating new technology, such as electric, for the ice resurfacer in Mount Forest. The Director of Operations commented that staff is working on a location for the future proposed public works building. Pedestrian safety measures project amounts are carried over from prior years with the notion that we would maintain those funds into 2022 and understanding that there are continued conversations with regards to the north end of Mount Forest. The replacement ice resurfacer model proposed is not an electric model but staff will investigate that option.

Councillor McCabe asked the age of the Fire Department pickup trucks and the work on Wells Street with regards to the proposed future Arthur Works Yard. The Director of Fire Services commented that the pickup truck to be replaced is seven years old. That truck would be kept at the Mount Forest station and used to bring contaminated gear and bottles back to the fire station for cleaning. The original proposal was to replace the truck at seven years. This would help them meet the decontamination guidelines that have come out. The Chief Administrative

Officer commented that Wells Street has been identified for several years. The primary items around Wells Street include promoting the opportunity to develop already identified industrial lands in that area; and to develop an alternate route for traffic so they don't go through downtown Arthur. The Township does not own land there and it would be an incorrect assumption to tie the Arthur Works Yard to the extension of Wells Street.

Mayor Lennox inquired about the operating budget regarding recreation revenue and what assumptions went into creating the recreation budget. The Director of Finance commented that recreation revenues remain static in terms of the assumptions for 2022. Those revenues represent a 50% reduction from 2020 revenues.

Councillor Yake questioned if the 2017 Holder sidewalk machine is being replaced or are we keeping it. Director of Operations stated that it has been difficult to keep in operation and maintain so it will be replaced with something other than a Holder unit.

Mayor Lennox summarized that the total levy requirement in the proposed budget is about 19%. There is the potential for further OCIF funding to offset some of that or reserve funds. The Director of Finance stated that preliminary announcements regarding OCIF indicate the amounts for 2022 are being doubled; however, that is not necessarily what our allocation will be. In terms of contributions from reserve funds the contributions in 2021 from a levy perspective were about 2.39 million dollars. In this iteration \$347,000 is suggested. If the amount would be increased to a similar amount from 2021 the tax levy increase would be approximately 2%, There would still be unfunded items that would need to have funding sources appointed. To fund those, it would go to 2.6 million dollars.

Mayor Lennox commented that there are not a lot of longer-term development driven projects. The Chief Administrative Officer stated that the last couple years have been very demanding on our staff contingent. 2022 will be a reset year for all staff so we can get some resources on board amongst our staff and gear up to some of the major development related projects.

The Director of Finance stated that staff are seeking guidance as to what a palatable levy would be and if Council would be comfortable funding the program in its current state beyond the levy request to hit the capital program for 2022. Council would like to see options that include the growth and without the growth.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, November 8, 2021
2. Public Meeting, November 8, 2021

RESOLUTION: 2021-384

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on November 8, 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

2b, 3b, 6a, 6e, 7b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2021-385

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT all items listed under Items For Consideration on the November 22, 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 Corporation of the County of Wellington Joint Accessibility Advisory Committee meeting held on October 18, 2021.

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 September 15, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2021-031 being a report on Consent Application (Lot Line Adjustment) B90-21 known as Part Lot 9, Concession 13 in the former Township of West Luther.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B90-21 as presented with the following conditions:

- *•THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;*
- *•THAT the Owner bring the property into compliance with Property Standards By-law 047-18 to the satisfaction of the Township of Wellington North;*
- *•THAT zoning compliance or removal of the “trailers” be achieved to the satisfaction of the Township; and*
- *•THAT the owners, of both properties, enter into an agreement apportioning any future maintenance costs on West Luther Drain 26; and the applicant shall provide a \$500.00 deposit, for each drain, to cover the cost of the re-apportionment of such drain(s).*

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

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-029 Community Improvement Program;

AND FURTHER THAT Council approves the following Community Improvement Grants:

- *\$6,500 to 159655 Ontario Ltd for improvements to 133 Birmingham Str., Mount Forest*
- *\$4,000 to KTS Plumbing & Heating at 147 George Street in Arthur*
- *\$2,500/50% funding to Pops Cannabis at Unit C, 286 Main Street S, Mount Forest*
- *\$200 to New Vision Photography, 253 Main Street S., Mount Forest*

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated November 15, 2021.

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

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-032 being a report on the Corporate Use of Resources in a municipal Election;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign the by-law to approve the policy at a future meeting of Council.

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-033 being a report on an Automatic Recount Policy in a municipal Election;
AND FURTHER THAT the Mayor and the Clerk are authorized to sign the by-law to approve the policy at a future meeting of Council.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-034 being a report on the Procedure by-law;
AND FURTHER THAT the Mayor and the Clerk are authorized to sign the by-law to approve the policy at a future meeting of Council;
AND FURTHER THAT the Procedure by-law will become effective January 2, 2022.*

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Power Inc., Quarterly Newsletter – Quarter 3: July 1st to September 30th, 2021.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2021-386

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Curtis Marshall, Manager of Development Planning, County of Wellington, dated November 17, 2021, regarding Zoning By-law Amendment – Sobey's (ZBA 10/21), 437-445, 503 & 515 Main St., Mount Forest, Township of Wellington North, Final Recommendation Report.

CARRIED

RESOLUTION: 2021-387

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-030 being an update on the Wellington North Shop Local Sidewalk Saturday Program;
AND FURTHER THAT Council, in partnership with the Chambers of Commerce and Business Improvement Associations, will continue to support this program in 2022 by supporting the closure of George Street in Arthur and Main Street in Mount Forest on the following Saturdays:*

- *George Street, Arthur: July 2nd, (Arthur 150th celebrations) & August 7th*
- *Main Street, Mount Forest: July 16th (tbd/M.F. Fireworks Festival) & August 14th*

CARRIED

RESOLUTION: 2021-388

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-029 being a report on lottery licensing;

AND FURTHER THAT Council direct staff to issue correspondence to all service groups who have held lottery licenses in the past 24 months that lottery funds may not be used for municipal capital facilities, pursuant to the Alcohol and Gaming Authority Rules (AGCO);

AND FURTHER THAT service groups be encouraged to draft their own letters to their Member Provincial Parliament using the template provided or their own version.

AND FURTHER THAT the Clerk forward this resolution and draft MPP letter to our Member of Parliament as well as the Association of Municipalities of Ontario (AMO), Association of Municipal Clerks and Treasurers of Ontario (AMCTO), member municipalities and the AGCO.
CARRIED

RESOLUTION: 2021-389

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report RMO 2021-001;

AND FURTHER THAT the Council support the nomination of Mr. John Sepulis as the Municipal Representative for Wellington County, Halton Region, Dufferin County and Grey County on the Lake Erie Source Protection Committee.

CARRIED

RESOLUTION: 2021-390

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive the News Release dated November 17, 2021 from Randy Pettapiece, MPP, Perth-Wellington regarding decision to not seek re-election.

CARRIED

Council directed staff to prepare a congratulatory letter to MPP Pettapiece for the Mayor to sign on behalf of Council.

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Hern (Ward 3):

- Meetings with Arthur BIA, Arthur Chamber of Commerce and Mount Forest Chamber of Commerce last week. Arthur BIA voted to keep the levy the same in 2022. They are excited about Arthur's 150th anniversary next year and have set aside funds for that purpose. The current Mount Forest Chamber administrator has been hired for the Arthur Chamber and Arthur BIA position. This will help with collaboration between the Arthur Chamber and Arthur BIA and Mount Forest Chamber.

Councillor McCabe (Ward 4):

- Saugeen Valley Conservation Authority meeting was held today. The budget will be distributed to municipalities soon. Jennifer Stephens, General Manager has been invited to address our Council regarding the SVCA Budget and will have information regarding the new regulations.

Mayor Lennox:

- Attended the Christmas tree lighting on November 12th in Mount Forest along with MP John Nater. It was nice to see community support.

BY-LAWS

- a. By-law Number 108-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Con 1, Part Lot 33, Pt Lot 1, Lot 2 to Lot 6 Pt Duke St., RP; 60R1937 Parts 1-4; Con 1, Part Lot 33, RP 60R3404 Part 1; Con 1, Part Lot 33, Part Lot 32, Div 3, RP 60R3459 Parts 1 & 2. The lands are municipally known as 437-445, 503 and 515 Main St., Mount Forest, Township of Wellington North (currently three separate properties), Sobeys)

RESOLUTION: 2021-391

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT By-law Number 108-21 be read a First, Second and Third time and enacted.

CARRIED

CONFIRMING BY-LAW

RESOLUTION: 2021-392

Moved: Councillor Hern

Seconded: Councillor Yake

THAT By-law Number 109-21 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 November 22, 2021 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2021-393

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Regular Council meeting of November 22, 2021 be adjourned at 8:41 p.m.

CARRIED

CLERK

MAYOR

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF SPECIAL COUNCIL MEETING – NOVEMBER 30, 2021 AT 2:00 P.M.
VIA WEB CONFERENCING**

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
Chief Building Official:	Darren Jones
Director of Operations:	Matthew Aston
Development Technologist:	Tammy Stevenson
Manager of Environment and Development Services:	Corey Schmidt
Community Recreation Coordinator:	Mandy Jones
Manager of Recreation Services:	Tom Bowden
Manager of Transportation Services:	Dale Clark
Economic Development Officer:	Dale Small
Human Resources Manager:	Chanda Riggi
Director of Fire Services:	Chris Harrow

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2021-394

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Agenda for the November 30, 2021 Special Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

PRESENTATIONS

John Murphy, Municipal Finance Specialist, DFA Infrastructure International Inc.

Derek Ali, President, DFA Infrastructure International Inc.

- 2021 Development Charges Background Study & By-law Review

Mr. Murphy provided a background on development charges including the services included, projected growth, historical service levels, net capital to be recovered, proposed development charges and a comparison with other municipalities.

Municipalities are given the authority under the *Development Charges Act, 1997* and *O.Reg. 82/98*. The Act requires municipalities to prepare a background study, hold at least one public meeting, and pass a Development Charge By-law. Development Charge By-laws are valid for 5 years with the current Development Charge By-law expiring on June 16, 2021. A new Development Charge By-law needs to be passed to reflect recent amendments to the

Development Charges Act made through the *More Homes, More Choice Act*, and *COVID-19 Economic Recovery Act*.

Current policies, rules, built boundaries, and central intensification corridors were reviewed.

The Act requires that a public meeting be held. This is not the public meeting; this is a stakeholder meeting. A statutory public meeting will be set up. The background study needs to be made available sixty days before the by-law is passed. A public notice must be made twenty days prior to the public meeting and the background study needs to be available two weeks prior to the public meeting.

Questions and Comments

Request for clarification regarding net capital costs to be recovered. The benefit to existing users is deducted from the amount taken from Development Charges. Any grants available are deducted proportionately between existing population and growth. Any monies left in reserves are deducted from the gross cost as it is assumed that those costs have been pre-collected.

When will we see a list of specific capital projects used to generate the projected costs? Those projects are included in the background study and is available in Appendix D.

Earlier this year the Township passed a zoning by-law amendment to allow an accessory apartment in existing dwellings in a broad range of zones. The current by-law exempts the accessory apartments within dwellings from development charges. The zoning amendment now allows apartments in detached structures. These structures would have to pay full development charges the same as single detached dwelling. Council may want to consider exempting those in the same way as accessory apartments within dwellings. The Act allows a second unit, whether it's inside or outside of the building, as long as it's on the property. The second unit is exempt from the development charges. There is some crossover between what has been happening with municipalities where accessory buildings would be exempt. Now the Act has gone one step further, whereby a new development with a single family home can automatically put a secondary unit in the basement, or adjoining in some way without development charges being applied. The precise zoning requirements would need to be worked out. The wording in the by-law must reflect what the Act is requiring.

The purpose-built rental housing incentives put in place last time the Development Charges were reviewed were put in place to help stimulate some development in rental housing as well as attainable housing. This has been marginally successful, and it is important to keep that and intensification. We may want to look at commercial development charges as we are starting to run short on commercial property and commercial development.

In relation to the deferral of the development charges for purpose built rental housing, in which document is this following quote found, "means a residential use building or structure that consists of four (4) or more dwelling units that will remain as rental housing for a period of 20 years from the issuance of a building permit". The quotation comes from our by-law and is specific to purpose built rental. In the Development Charges Act there are new accommodations, which is part of why we are going through the development charges update, as it relates to a deferral program. The definition of purpose built is the Township's definition as outlined in the by-law. The deferral program, as it relates to rental, is covered under the *Development Charges Act*. A rental housing development that is not non-profit can defer payment of development charges. The Act also allows municipalities to charge interest on deferred payments. There is already a policy in place to allow a developer to participate in deferred payments. Interest rates are part of the policy. The new by-law refers to that policy.

There is a specific incentive of 25% off the development charges, which is unique to Wellington North, that would apply within that designated area.

Interest rates on deferred payment should not be too high. It's important to know what drives development. Condominium developments can be presold to finance projects; whereas multi-residential units must be self-financed. Development Charges are above and beyond the capital cost of building the actual multi-residential building. With a higher rate of interest there is no incentive to build multi-residential rental units. The *Development Charges Act* does not prescribe the interest rate; it is discretionary for each municipality to decide. If housing isn't available for potential employees, it takes away from industrial and commercial development.

Council will have opportunity to discuss the amounts for development charges during today's meeting, at the public meeting, and when the by-law is passed. Council could have another meeting for further review to address the development charges prior to the public meeting. Council supported having more time to review the proposed development charges and take the public's comments into consideration. A staff compiled list of known developers in and around the area was used to email a link to today's meeting and a link to the agenda on the website. A link to the recording of this meeting will be sent to the group as well as putting it on our website, Instagram, Twitter, and Facebook, like we do with all of our Council meetings. Notice will be published prior to the public meeting. The notice will be advertised in the newspaper and on our website. This list will be used to email notification of the public meeting as well.

Request for clarity around the application/ranking of development charges reductions; i.e. would a purpose built rental within the built boundary be subject to a 35% reduction (25% + 10%), or are they applied in subsequence such as 10% first, then 25% of the net? It is a 35% reduction.

There is some desire to continue with the incentives and acceptance of the rates. From a balance perspective we are not asking a lot more from the developers, but we are looking at delivering a lot more in terms of capital projects to support development. However, every time we incent development charges it under values the amount of dollars we are collecting to complete capital works to allow for that development. This gap is then being charged to the existing taxpayers. We are trying to find a balance between existing residents, new residents that come with new development, and development charges.

It was asked if the southwest corner of Mount Forest around the Sports Complex should be recognized as a growth area and incentives extended to that area, and possibly the development over the river. The purpose of the proposed development charges incentives is for the built boundary, which was created through planning documents. The zoning by-law determines the type of housing that could be built in those areas. The purpose of the incentives in the built boundary is to encourage development in areas where water and sewer are already in place.

CONFIRMING BY-LAW

RESOLUTION: 2021-395

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT By-law Number 110-21 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on November 30, 2021 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2021-396

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Special Council meeting of November 30, 2021 be adjourned at 3:29 p.m.

CARRIED

CLERK

MAYOR

SAUGEEN VALLEY
CONSERVATION AUTHORITY

MINUTES

Conservation through Cooperation

Meeting: Authority Meeting
Date: Thursday October 21, 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, Mike Niesen, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart

Others present: Jennifer Stephens, General Manager / Secretary-Treasurer
Erik Downing, Manager, Environmental Planning and Regulations
Donna Lacey, Manager, Forestry and Lands
Laura Molson, Manager, Corporate Services
Nicole Gibson, Regulations Officer
Anthony Quipp, Field Operations Assistant
Janice Hagan, Executive Assistant / Recording Secretary

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

1. Land Acknowledgement

The following Land Acknowledgement was read by Tom Hutchinson:

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

It was noted that an amended agenda had been circulated with an update to Item 10 - Closed Session as the subject matter to be considered was added. Bill Stewart requested that a point of discussion under New Business regarding the potential partnership with Insurance companies to upgrade floodplain mapping.

Motion #G21-102

Moved by Diana Rae

Seconded by Paul Allen

THAT the agenda be adopted as amended.

CARRIED

3. Declaration of Pecuniary Interest

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

4. Approval of Authority Meeting Minutes

- a. September 16, 2021 – Authority Meeting

Motion #G21-103

Moved by Mike Myatt

Seconded by Steve McCabe

THAT the minutes of the Authority meeting, held on September 16, 2021, be approved as circulated.

CARRIED

- b. September 24, 2021 – Authority Meeting

Motion #G21-104

Moved by Dan Gieruszak

Seconded by Cheryl Grace

THAT the minutes of the Authority meeting, held on September 24, 2021, be approved as circulated.

CARRIED

5. Introductions of New Staff

The following new staff were introduced:

- a. Anthony Quipp – Field Operations Assistant
- b. Nicole Gibson – Regulations Officer

6. Matters Arising from the Minutes

- a. 2022 Budget

Motion #G21-105

Moved by Bill Stewart

Seconded by Diana Rae

THAT the SVCA Board of Directors approve the 2022 draft budget in principle; and

FURTHER THAT staff be authorized to forward the draft budget to the Authority's watershed municipalities for a 30-day review.

CARRIED

a. Establishment of Vaccination Policy

Jennifer Stephens reviewed the submitted report. She indicated that new hires are not required to be vaccinated at the start of employment but will be required to receive vaccination education and antigen testing during the probationary period.

The policy will apply immediately, but it was noted that the SVCA Bylaws will need to be updated to reflect changes. Several Directors requested that all staff be tested regardless of vaccination status. The Directors requested that the policy be scrutinized by legal counsel. The motion recommended by staff was amended to include changes that the Board discussed during the meeting.

Motion #G21-106

Moved by Barbara Dobreen

Seconded by Cheryl Grace

WHEREAS Saugeen Valley Conservation Authority has a responsibility under the Occupational Health and Safety Act to take all reasonable precautions to protect the health and safety of its workers; and

WHEREAS the addition of a vaccine policy would demonstrate the Authority’s ongoing commitment to following public health guidance and our commitment to taking all reasonable precautions to protect staff from COVID-19;

THEREFORE BE IT RESOLVED THAT the attached vaccine policy together with changes discussed at this meeting be adopted by the Board for establishment at Saugeen Valley Conservation Authority.

CARRIED

Motion to Reconsider:

It was noted that the obligation of vaccinated staff to be tested is included in the changes discussed as referred to in the motion. Director Dobreen recommended that this should be reconsidered.

Motion #G21-107

Moved by Barbara Dobreen

Seconded by Cheryl Grace

THAT the foregoing motion be reconsidered.

CARRIED

Amended Motion:

Motion #G21-108

Moved by Paul Allen

Seconded by Diana Rae

THAT vaccinated employees receive periodic testing.

DEFEATED

Motion #G21-109

Moved by Barbara Dobreen

Seconded by Cheryl Grace

WHEREAS Saugeen Valley Conservation Authority has a responsibility under the Occupational Health and Safety Act to take all reasonable precautions to protect the health and safety of its workers; and

WHEREAS the addition of a vaccine policy would demonstrate the Authority's ongoing commitment to following public health guidance and our commitment to taking all reasonable precautions to protect staff from COVID-19;

THEREFORE BE IT RESOLVED THAT the attached vaccine policy be adopted by the Board for establishment at Saugeen Valley Conservation Authority.

CARRIED

b. SVCA Logo

Jennifer Stephens announced that the logo selected was Logo 7. This selection was arrived at by way of polling of staff and directors.

Motion #G21-110

Moved by Tom Hutchinson

Seconded by Steve McCabe

BE IT RESOLVED THAT the Board of Directors support the selection of Logo 7 as the new SVCA logo.

CARRIED

7. General Manager's Report

COVID-19 update:

Staff have begun to return to the office at approximately 60- 70% capacity. The office will continue to be open to the public by appointment only. Any person coming into the building must continue to complete a COVID-19 screening questionnaire. General practices and protocols continue to be followed.

Looking ahead

A draft of the Strategic Plan will be brought to the Board of Directors in the near future for consideration. Discussion of targets and deliverables under the *Conservation Authorities Act* will be discussed as the new Regulations have now been released.

Website

The new website is nearing completing and will be launched mid-November.

Logo and re-branding

A logo has been chosen and text revisions are in progress. The Brand guidelines will now be completed, and logo templates will be created by eSolutions.

Campgrounds

Campgrounds have been closed for the season. A new playground has been installed at Durham CA.

NWMO water quality sampling

The project quality planning work has been completed and sampling will begin next week. Stream gauges will be installed on the Teeswater River within the next 3 weeks. Discussion regarding a partnership with NWMO with respect to 2022 sampling initiative is developing.

Provincial investment announcement

The Ontario government has invested \$2.5 million for 19 projects and initiatives to protect the health of the Great Lakes. \$16,000 is planned for the Pine River Watershed Initiative Network, to implement agricultural best practices such as plantings to reduce soil erosion and livestock stream crossings. Staff will provide water quality test results to the network on a bi-annual basis. \$300,000 was provided to Ausable Bayfield CA to provide soil management and crop production support for farmers. This money is to be split with all CA’s across the Lake Huron shoreline.

Bruce Power announcement

Bruce Power is working with SVCA to develop a five-year implementation plan to support tree planting. As well Bruce Power has agreed to a partnership with Alternative Land Use Services (ALUS) Grey Bruce to undertake carbon sequestration, water quality improvements and habitat protection projects on marginal lands.

8. Consent Agenda

Motion #G21-111

Moved by Cheryl Grace

Seconded by Don Murray

THAT the reports, Minutes, and information contained in the Consent Agenda, [item 8], along with their respective recommended motions be accepted as presented.

CARRIED

9. New Business

a. *Conservation Authorities Act- Phase One Regulations*

The GM/S-T discussed the overview and transition timeline of the Mandatory Programs and Services Regulation which will come into force January 1, 2022. Staff are preparing an inventory of programs and services for discussion with watershed municipalities to be submitted to the province by February 2022. A draft transition plan will be circulated to the Board in November.

The second phase includes consultation and entering into agreements with participating municipalities to be completed by January 1, 2024. A final report is to be submitted to the Ministry of Environment, Conservation and Parks (MECP) by January 31, 2024.

Motion #G21-112

Moved by Tom Hutchinson

Seconded by Barbara Dobreen

BE IT RESOLVED THAT the Board of Directors direct staff to prepare a workplan for the completion of the deliverables required under the mandatory programs and services regulation.

b. Designating SVCA staff as Officers

Donna Lacey requested that the Field Operations Assistant be designated as an Officer. There was no discussion.

Motion #G21-113

Moved by Steve McCabe

Seconded by Bill Stewart

THAT the following position: Field Operations Assistant be designated as an ‘Officer’ by the Authority for the purposes of enforcement of Section 29 of the *Conservation Authorities Act*.

c. Partnership with Insurance companies

Director Bill Stewart recommended that SVCA pursue a partnership with Insurance companies to upgrade floodplain mapping in the Saugeen watershed. The Chair recommended that an ad hoc committee be formed to discuss the options. Directors who are interested in joining the committee should reach out to Jennifer.

10. Closed Session

Motion #G21-114

Moved by Don Murray

Seconded by Sue Paterson

THAT the Authority move to Closed Session, In Camera to discuss litigation or potential litigation matters affecting the Authority, and to receive advise that is subject to solicitor-client privilege; and further

THAT Jennifer Stephens, Laura Molson and Janice Hagan remain in the meeting; and further

THAT Donna Lacey remain in the meeting for item 4(a).

CARRIED

Motion #G21-117

Moved by Barbara Dobreen

Seconded by Christine Robinson

THAT the Authority adjourn from Closed Session, In Camera, and rise and report.

CARRIED

Chair Couture reported that litigation or potential litigation matters effecting the Authority and advise subject to solicitor-client privilege was received during the closed session. Appropriate direction to staff was given.

There being no further business, the meeting adjourned at 4:01 p.m. on motion of Tom

Hutchinson and Steve McCabe.

Maureen Couture
Chair

Janice Hagan
Recording Secretary

Board of Directors Meeting #9-21

October 20, 2021

Member's Present: Dave Turton, Roger Watt, Alison Lobb, Megan Gibson, Cheryl Matheson, Erinn Lawrie, Ed McGugan, Alvin McLellan, Kevin Freiburger, Matt Duncan

Member's Absent: Anita van Hittersum

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Coordinator
Jayne Thompson, Communications IT&GIS Coordinator
Steve Jackson, Flood & Erosion Services Coordinator
Chris Van Esbroeck, Watershed Stewardship Coordinator
Donna Clarkson, Co-Supervisor, Drinking Water Source Protection

1. Call to Order

Chair Turton welcomed everyone, called the meeting to order at 7:00pm and reviewed the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #8-2021 held on September 15, 2021 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #71-21

Moved by: Megan Gibson

Seconded by: Roger Watt

THAT the minutes from the General Membership meeting #8-2021 held on September 15, 2021 be approved. **(carried)**



4. Presentations:

- a) Conservation Mapping Project:

Chris Van Esbroeck, Watershed Stewardship Services Coordinator made this presentation to the Members.

5. Reports for Direction and or Decision:

- a) Phase 1 Regulation: Mandatory & Non Mandatory Services; Community Advisory Boards; Conduct in Conservation Areas: **Report #53-2021**

Phil Beard presented Report #53-21 and the following motion was made:

Motion FA #72-21

Moved by: Alison Lobb

Seconded by: Alvin McLellan

THAT a transition plan be developed to meet the regulatory requirements of Ontario Regulation 686/21 and 687/21 and that the transition plan be presented at the December 15, 2021 Members Meeting.

(carried)

- b) Three Year Work Plan: **Report #54-2021**

Phi Beard, Stewart Lockie, Chris Van Esbroeck, Steve Jackson and Donna Clarkson presented report #54-21 and the following motion was made:

Motion FA #73-21

Moved by: Matt Duncan

Seconded by: Kevin Freiburger

THAT the three year work plan outlined in Report #53-2021 be accepted for planning purposes; **AND THAT** the three year work plan be updated to incorporate the Regulatory Requirements outlined in Ontario Regulation 686-2021 and 687-2021.

(carried)

6. Chair and Members Reports:

There were no reports at this time.

7. Consent Agenda:

The following items were circulated to the Members for their information.

- a) Conservation Ontario Council Meeting Summary: **Report #55-21**
- b) Revenue-Expenditure Report for September: **Report #56-21**

The following motion was made:

Motion FA #74-21

Moved by: Alison Lobb

Seconded by: Ed McGugan

THAT Report #55-21 and Report #56-21 along with their respective recommended motions as outlined in the Consent Agenda be approved.

(carried)

8. In-Camera Session: Personnel Matter

Motion FA #75

Moved by: Megan Gibson

Seconded by: Roger Watt

THAT the members move in to an in-camera session.

(carried)

Motion FA #76

Moved By: Matt Duncan

Seconded by: Megan Gibson

THAT the members move out of the in-camera session and back to the regular meeting.

(carried)

9. Adjournment - Next Meeting Date, Wednesday, November 17, 2021 at 7:00pm at the Wroxeter Hall

10. Adjournment of Members Meeting:

The members meeting adjourned at 8:40pm with the following motion:

Motion FA #77-21

Moved by: Kevin Freiburger

Seconded by: Alvin McLellan

THAT the Members Meeting be adjourned.

(carried)

A handwritten signature in black ink, appearing to read "Dave Turton". The signature is written in a cursive style with a large, sweeping initial "D".

Dave Turton
Chair

A handwritten signature in black ink, appearing to read "Phil Beard". The signature is written in a cursive style with a large, sweeping initial "P".

Phil Beard
General Manager /
Secretary-Treasurer



Grand River Conservation Authority

Summary of the General Membership Meeting – November 26, 2021

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate. This [water quality presentation](#) is also being circulated for your information.

Action Items

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

- GM-11-21-80 - Draft Transition Plan - Requirement under Ontario Regulation 687/21
- GM-11-21-88 - Financial Summary
- GM-11-21-83 - Conservation Area User Fees 2022
- GM-11-21-79 - Permit, Planning and Inquiry Fee Schedule 2022
- GM-11-21-82 - Water and Sanitary Servicing Consulting Services
- GM-11-21-84 - Head Office Life Safety System Upgrades
- GM-11-21-88 - Snowmobiling on GRCA Properties
- GM-11-21-C12 - Non-Union Salary Adjustments 2022 (closed agenda)

Information Items

The Board received the following reports as information:

- Minutes of the Ad-Hoc Conservation Authorities Act Committee – October 29, 2021
- GM-11-21-77 - Cash and Investment Status
- GM-11-21-85 - Reserves 2021
- GM-11-21-81 - Complimentary GRCA Membership Passes 2022s
- GM-11-21-86 - Update on Lands Declared Surplus – Guelph
- GM-11-21-78 - Current Watershed Conditions

Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board

Action Items

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

- SPA-11-21-01 - Source Protection Committee Representative Appointment

For full information, please refer to the November 26, 2021 Agenda Package. Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on December 17, 2021.

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



MOUNT FOREST BUSINESS IMPROVEMENT ASSOCIATION

ANNUAL GENERAL MEETING MINUTES NOVEMBER 17, 2021 @ 8:00 AM

MOUNT FOREST SPORTS COMPLEX & VIA ZOOM LINK

CALLING TO ORDER – Andrew Coburn; Chair Mount Forest BIA

Chair Andrew called the meeting to order at 8:10am and introduced the Directors and then everyone in attendance did a roundtable self introduction.

DIRECTORS PRESENT

Andrew Coburn, Jessica MacFarlane, Kayla Morton (Virtually via Zoom Link), Dwight Benson, Bill Nelson, Councillor Sherry Burke

OTHER ATTENDEES

Mike Givens, Tom Markstahler, Erin Coburn, Emma Jeffries, Jayme Hewson, Dale Small, Crystal Seifried, Jamie Parker

APPROVAL OF AGENDA

Moved by Bill Nelson and seconded by Jessica McFarlane to approve the agenda, as circulated. **Motion carried**

ADOPTION OF MINUTES

Moved by Dwight Benson and seconded by Jessica McFarlane to adopt the minutes from the Nov 17th, 2020, AGM as circulated with the Agenda. **Motion carried**

COMMENTS FROM THE CHAIR

Chair Andrew thanked everyone for attending and recognized everyone on the Board for their contributions during the year and gave a brief overview of the programs and initiatives the BIA were focused on in 2021. Special thanks also given to Wellington Produce Packaging for providing storage support to the BIA.

2021 TREASURERS REPORT

Chair Andrew introduced Jamie Parker from Behind the Walls Bookkeeping who has been contracted by the BIA to handle the Treasurer's duties. A copy of the Treasurers Report had been provided with the agenda and is included as attachment one in the minutes. Jamie reviewed the report and upon completion it was moved by Bill Nelson and seconded by Dwight Benson to accept the Treasurers Report. **Motion carried**

2022 WORKPLAN AND BUDGET PRESENTATION

Chair Andrew presented the draft 2022 workplan & budget estimate as follows:

<u>Income</u>	
Opening Balance	\$ 94,000
Property Owners Contributions (83 @ \$361.45)	\$ 30,000
Street Cleaning	\$ 2,100
HST Rebate	\$ 900
Total Forecast Revenue	\$127,000
<u>Expenses</u>	
Flowers (additional needed for upcoming season)	\$ 10,000
Storage (WPP)	\$ 500
Main St Beautification (BMO Parkette)	\$ 40,000
Event Marketing, Promotion (Fireworks, Retail ,etc.)	\$ 7,500
Mural (Century 21)	\$ 5,000
Christmas Decorations (Replacement, purchase)	\$ 4,000
Main St Maintenance	\$ 3,000
Street Cleaning	\$ 2,400
OBIAA Membership	\$ 500
BIA Admin Support	\$ 2,000
Signage (parking)	\$ 1,000
Advertising, office, misc.	\$ 2,000
Bank Charges	\$ 100
Total Forecast Expenses	\$ 78,000
<u>Ending Balance</u>	\$ 49,000

Moved by Jessica McFarlane and seconded by Bill Nelson to approve the 2022 workplan as presented.

Motion carried

Moved by Dwight Benson and seconded by Jessica McFarlane to recommend to council that the 2022 BIA Tax Levy be set @ \$361.45/property. (same as 2021) **Motion carried**

OVERVIEW OF LONG-TERM PLANS 2023 AND BEYOND

Chair Andrew discussed the long-term plans for the BIA and the importance of keeping the tax levy at the same rate. While 2022 will be focused on the BMO Parklet, Downtown Mural, and other standard activities, 2023 and beyond will hopefully see a number of exciting projects including Downtown Wi-Fi, an Outdoor Gym and installation of a curb extension or similar type of traffic calming mechanism in the vicinity of King Street and Main Street.

In-partnership with the Township an OMAFRA RED Grant has also been submitted and if successful will assist in funding some of these improvements.

RECOMMENDATION ON NEW DIRECTORS

Moved by Dwight Benson and seconded by Jessica McFarlane that the following individuals be recommended to council and appointed as Directors of the Mount Forest BIA: **Motion carried**

- **Kathleen Delchiaro**
- **Jayme Hewson (non-voting)**

CLOSING

Chair Andrew thanked everyone for attending. Director Bill also thanked Chair Andrew for all his efforts in support of the BIA. Bill mentioned the significant “revitalization” of the BIA and thanked Andrew and everyone present for their participation.

NEXT MEETING

Proposed date of the next AGM is November 16th, 2022

ADJOURNMENT

Moved by Andrew Coburn and seconded by Dwight Benson that the meeting be adjourned at 8:45am.



ATTACHMENT ONE TO AGM MINUTES

Mount Forest Business Improvement Area: Income statement 2021 January 1- November 15

Income	
Property Owner Contributions	\$ 22,500.00
Fundraising	\$ 10,583.00
Street Cleaning	
Net Income	\$ 33,083.00
Expenses	
Flowers/Planters	\$ 4,915.00
Storage	
Main St BMO Parkette	
Promotions, Giveaways, Contests, Donations	\$ 3,495.94
Mural (Century 21)	
Christmas Decorating	
Maintenance	\$ 485.00
Street Cleaning	\$ 1,050.00
OBIAA Membership	\$ 234.34
BIA Admin Support/ Bookkeeping	\$ 540.00
Signage	\$ 480.00
Advertising	\$ 637.38
Office Expenses	\$ 68.70
Bank Charges	\$ 60.50
Appreciation Recognition	\$ 200.00
Donation	
Net Expenses	\$ 12,166.86
Net Surplus (Loss)	\$ 20,916.14
Current bank balance	\$ 93,835.61
Income not yet received	\$ 8,550.00
Current HST refund	\$ 1,017.43
Expense cheques not yet cashed	\$ 11,095.13
Projected bank balance	\$ 92,307.91



Arthur Business Improvement Association

MINUTES

ARTHUR BIA ANNUAL GENERAL MEETING

November 17th, 2021 @ 7:30 PM : VIA ZOOM VIDEO CONFERENCE

BOARD MEMBER ATTENDEES:

Angela Alaimo,
Jim Coffey,
Sheila Faulkner,
Keith Harris; Chair

Gord Blyth; Secretary,
Councilor Lisa Hern
Tom Gorecki; Treasurer
Mitch Keirstead,

BOARD MEMBERS ABSENT:

Paula Coffey,

OTHERS:

Dale Small, Caroline Blyth, Mike Givens

WELCOME AND INTRODUCTIONS:

Chair Keith called the meeting to order at 7:31 pm and thanked everyone for attending.

APPROVAL OF AGENDA

Moved by Mitch Keirstead and seconded by Gord Blyth to approve the agenda, as circulated. **Motion carried**

ADOPTION OF MINUTES

Moved by Angela Alaimo and seconded by Jim Coffey to adopt the minutes from the Nov 18th, 2020, AGM as circulated. **Motion carried**

COMMENTS FROM THE CHAIR

Chair Keith gave a brief overview of the programs and initiatives the BIA were focused on in 2021. Lots of great work has been accomplished including the Christmas Snowflake decorations, Outdoor Gym, expansion of the downtown floral arrangements and partnering with the Township on a number of streetscape improvements as part of the Connecting Link Project. Chair Keith closed by personally thanking all Directors and Volunteers who helped achieve this success.

2021 TREASURERS REPORT

Chair Keith introduced Treasurer Tom Gorecki who reviewed the 2021 Treasurers Report. Upon completion it was moved by Gord Blyth and seconded by Mitch Keirstead to accept the Treasurers Report. Bank balance forecast for the end of the year is approximately \$13,673.00 **Motion carried**

2022 WORKPLAN AND BUDGET PRESENTATION Chair Keith presented the draft 2022 workplan and budget as follows:

Budget Projection 2022			
	Expense	Income	
Starting Balance			\$ 8,861.07
2022 Tax Levy (\$350/property)		\$ 19,250.00	
Initial Loan payment	\$ 5,000.00		
CL Proj. Repay	\$ 12,699.00		
Planters \$50x36	\$ 2,034.00		
Three Shop local events	\$ 2,100.00		
150 years Incorporated	\$ 5,000.00		
Potential Cost for Admin	\$ 9,800.00		
Unspent CL Funds		\$ 14,000.00	
Chamber Portion Of Admin		\$ 4,900.00	
	\$ 36,633.00	\$ 38,150.00	\$ 1,517.00
Closing Balance			\$ 10,378.07

Motion One: Good discussion on the proposed partnership with the Arthur Chamber to contract the administrative services of the current Administrative Assistant for the Mount Forest Chamber of Commerce. The number of hours to be set for the BIA would be 4 per week, with the current compensation to match the MFCC compensation level. Request was made to ensure there is a detailed job description in place. Moved by Keith Harris and seconded by Mitch Keirstead to approve the shared admin position. **Motion carried**

Motion Two: Agreement to the workplan with debt reduction a major focus in 2022. While no change to the budget it was clarified that the July 2nd Shop Local Celebration was being held in-conjunction with the 150th anniversary celebrations. The three shop local celebration dates are July 2nd, August 7th & the Christmas Market in Nov. Moved by Angela Alaimo and seconded by Sheila Faulkner to approve the 2022 workplan and budget. **Motion carried**



Arthur Business Improvement Association

Motion Three: Moved by Jim Coffey and seconded by Mitch Keirstead that the Arthur BIA recommend to council that the 2022 BIA Tax Levy be set @ \$350.00/property which is the same as 2021. Discussion was agreement that the Tax Levy should be kept the same for a few years, but it was also acknowledged that it might be a good time for the BIA to do some long-term planning and set some long-term goals. Over the next few year's it might be necessary to increase this levy so doing this planning now makes sense. **Motion carried**

ROUNDTABLE Mitch thanked Keith for all his hard work for the Arthur BIA over the past year. A lot has been done and Keith has done a great job as Chair.

Discussion that, as part of the long-term planning, we need to come up with a signature event that we can work on and hopefully over the years Arthur can become well known as a result of the event.

Consideration should also be given to reaching out, possibly by survey, to our Business & Property Owners to solicit their input and to help the BIA identify issues and opportunities to work on. This might be something the admin support position could look at.

DATE OF NEXT MEETING The next Annual General Meeting for the Arthur BIA was scheduled for November 16th, 2022. The next regular Board of Directors Meeting for the Arthur BIA was scheduled for January 19th, 2022 @ 7:30pm via Zoom link.

ADJOURNMENT The Arthur BIA Annual General Meeting was adjourned at 8:07 PM.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
NOVEMBER 9, 2021 @ 7:00 P.M.
VIA ELECTRONIC MEETING

Committee Members Present:

Sherry Burke, Councillor, Chairperson
Jayme Hewson, Public Member
Larissa Lamont, Public Member
Shelley Weber, Public Member
Jessica McFarlane, Public Member

Committee Members Absent:

Laurie Doney, Public Member
Al Leach, Lions Member
Vern Job, Lions Member
Ray Tout, Lions Member

Staff Present:

Mandy Jones, Community Recreation Coordinator
Mike Givens, CAO
Tasha Grafos, Administrative Support

Guest:

Steve McCabe, Councillor,
Chairperson of Recreation Parks Leisure Committee

CALLING THE MEETING TO ORDER

Chair Burke called the meeting to order at 7:08 p.m.

ADOPTION OF THE AGENDA

RESOLUTION: MFA 2021-029

Moved: Member McFarlane

Seconded: Member Lamont

THAT the agenda for the Special meeting of November 9, 2021, Township of Wellington North Mount Forest Aquatic Ad-Hoc Advisory Committee meeting be accepted and passed.

CARRIED

DISLCOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

MINUTES OF PREVIOUS MEETING – September 20, 2021

Accepted by Recreation, Parks and Leisure Committee on October 5, 2021.

Accepted by Council on October 12, 2021.

BUSINESS ARISING FROM THE MINUTES

October 12, 2021, Council Meeting Minutes

Council directed Chair McCabe of the Recreation, Parks and Leisure Committee to ensure that Councillor Burke, as Chair of the Mount Forest Aquatics Ad-Hoc Advisory Committee, be invited

084

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
NOVEMBER 9, 2021 @ 7:00 P.M.
VIA ELECTRONIC MEETING

to attend a Deputation at the Council meetings of Southgate and West Grey to request financial contributions to the pool project.

RESOLUTION: 2021-326

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North direct the Recreation, Parks and Leisure Committee Chair to request to appear as a deputation at a future Council meeting of the Township of Southgate and Municipality of West Grey to request that Southgate and West Grey Councils consider a financial contribution to the new Mount Forest outdoor pool and aquatics facility, as well as promote awareness of the public engagement process that will be a part of the conceptual design for the project, as recommended by the Recreation, Parks and Leisure Committee.

CARRIED

Chair Burke relayed to Committee that member Job wanted to ask that we include a delegation to present to the Lions Club. The Lions have not solidified with the Committee or Township the dollar amount they are going to donate towards the pool.

Chair Burke suggested that when we are approaching Southgate, West Grey, and securing an amount from the Lions Club, that corporate sponsorship should also be considered. The committee should decide which sponsors to reach out to.

Member Hewson asked for clarification about Southgate and West Grey sponsorship of the project, asking if they would have input into the design of the pool.

Chair Burke explained that they would be invited to participate in the public consultation meetings, where their thoughts could be heard about the design. This project differs from the splashpad project in that the Township will be seeking public engagement on design ideas. This committee will have to fundraise for any additional features the committee would like to see added to the conceptual design. The conceptual design will be the basic pool. The architects may add some ideas for additional features that we may want to consider.

Community Recreation Coordinator verified that Chair Burke's explanation of the design process was correct. The public consultation meetings will be for the public to provide input on the conceptual design and this is where West Grey and Southgate would be involved.

Member McFarlane questioned if the architects could provide pricing for additional features.

Member Lamont further questioned if there was a catalogue of sorts available from the firm to see what additional equipment is available to add.

Community Recreation Coordinator explained there will be a meeting with the architects on site, to show them the location of the pool. They then can assess the land to better help them visualize how the layout will work. They will then present conceptual designs and hold meetings for public engagement. The Lions club would be involved with the public consultation as well.

085

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
NOVEMBER 9, 2021 @ 7:00 P.M.
VIA ELECTRONIC MEETING

ITEMS FOR CONSIDERATION

1. Merchandise and Promotional Material

Member Lamont provided an inventory update, telling the committee that reordering t-shirts and ordering fall and Christmas items has been difficult. The merchant that was previously used is not able to turnaround an order for this committee until the new year.

There were no merchandise sales made at the 88.7 The River Golf Tournament.

Member Lamont told the committee that Earthly Basics Co was donating proceeds from their garland gnome workshop and sales of the gnomes.

There was a discussion concerning the low inventory of merchandise and this committee agreed they would not take part in the November 13th Mount Forest Agricultural Craft Show. It was agreed that the committee would take some time to prepare and be a part of the upcoming Ladies Night in Mount Forest on November 18th. Chair Burke stated she would approach Marty Young at Young's Home Hardware to see if the group could have a table within the store. The committee wants to prepare a brochure that will include project details on one side (location of the pool, timeline, etc.) and a product listing on the reverse side.

Guest Councillor Steve McCabe joined the meeting at 7:30pm.

The committee discussed a quote received from Hometown Apparel. The quote stated that they provided an "at cost" quote for product and then would split the profits of sales with the committee. The committee agreed that this was not the way they would like to purchase merchandise. Member Lamont will reach out to the company and ask that they provide a cost per item and not be involved with the profits of the merchandise sales.

Chair Burke expressed the need for the committee to begin logging all financial activity and inventory into a financial ledger. This will remain a standing item on the agenda moving forward.

Councillor McCabe asked what the bank account balance was.

Chair Burke answered that nothing has been spent, \$1480 has been given to the township to hold in trust for the committee.

Member Lamont asked if the Township could provide a float to the committee for events, so they are not using personal money for this.

Community Recreation Coordinator stated this could be accommodated by the Township. The committee asked for a float of \$80 - \$100 made up of \$5s and \$10s.

Member Hewson expressed that being able to accept email transfers would be beneficial to this group.

086

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
NOVEMBER 9, 2021 @ 7:00 P.M.
VIA ELECTRONIC MEETING

CAO stated that the Township would work with this committee to be able to accept e-transfers, however, there needs to be a better capture of a financial ledger and inventory before this can happen.

2. Brainstorm Future Fundraising Ideas – 2022 Program Timeline

Member Lamont wants to host a Colour Run fundraiser. A date has not been selected for the event. They have connected with Trish Walton who ran the Youth Action Council Colour Run a few years ago and they have begun seeking quotes for the powder paint.

Another idea that was suggested is hosting a Drive In “date night” similar to what Hanover did but partnering with Deb Hewson’s Cheez N More Charcuterie.

Member Weber would like to start a Bubbles & Suds fundraiser for the group. This is a wine and beer tasting festival. Another idea is a money wall, where envelopes are chosen and indicate the donation the person will make.

Member McFarlane would like to see a schedule for 2022 that lays out an event every other month. She suggested a You’ve Been Flocked fundraiser. This involves a flock of pink plastic flamingos being placed in someone’s yard with a note saying they have been flocked. They then pay to have the flamingoes removed. Insurance can be purchased as well, to ensure you don’t get flamingoes on your lawn. The price to purchase 20 flamingoes is approximately \$225. An idea to generate exposure and community involvement.

Member Weber also suggested working with schools to do a Dance-A-Thon type fundraiser.

Chair Burke suggested that 88.7 The River would likely be willing to partner again for a Radio-A-Thon.

The committee agreed that if involving schools, all local schools should be invited, including Egremont Community School in Southgate.

To explore the Hanover Date Night idea, it was agreed that Chair Burke or Councillor McCabe would ask April Marshall about the event that was held previously.

Chair Burke asked that the group start to make plans and get quotes for their ideas. Shelley for Bubbles & Suds and Larissa and Jayme for the Colour Run (pick a date) and Date Night. There is a need to meet with the Lions to coordinate events so that there is no interference between the groups.

ROUNDTABLE

Member Weber suggested introducing events to coincide with Mother’s Day and Father’s Day and being prepared to be a part of the Fireworks Festival.

Member Lamont asked if these meetings would continue in Zoom or be in person.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
NOVEMBER 9, 2021 @ 7:00 P.M.
VIA ELECTRONIC MEETING

Chair Burke said that she was unsure at this time. Council meetings are remaining virtual until the end of 2021.

ADJOURNMENT

RESOLUTION: MFA 2021-030

Moved: Member Weber

Seconded: Member Hewson

THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee Special meeting of November 9, 2021, be adjourned at 8:26 p.m.

CARRIED

NEXT MEETING

TBD

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
TUESDAY, DECEMBER 7, 2021 @ 4:00 P.M.
VIA WEB CONFERENCING
<https://youtu.be/p1EXLMHKD5I>**

Committee Members Present:

- Steve McCabe, Councillor, Chair
- Brian Milne, Deputy Mayor, Township of Southgate
- Dan Yake, Councillor

Staff Members Present:

- Matthew Aston, Director of Operations
- Mandy Jones, Community Recreation Coordinator
- Tom Bowden, Recreation Services Manager
- Mike Givens, CAO
- Adam McNabb, Director of Finance

Calling to Order
Chair McCabe called the meeting to order at 4:00 p.m.
Adoption of Agenda
RESOLUTION RPL 2021-072 Moved by Brian Milne Seconded by Dan Yake <i>THAT the agenda for the December 7, 2021, Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i> CARRIED
Disclosure of Pecuniary Interest
None.
Minutes of Previous Meeting – November 2, 2021 (approved by Council on November 8, 2021)
Report
CAO 2021-008 Fundraising Committee Guidelines RESOLUTION RPL 2021-073 Moved by Dan Yake Seconded by Brian Milne <i>THAT Council of the Township of Wellington North receive Report CAO 2021-008 being a report on Fundraising Committee Guidelines;</i>

AND FURTHER THAT Recreation, Parks & Leisure Committee endorse the implementation of the fundraising committee guidelines as laid out in this report.

CARRIED

These guidelines will support township reporting requirements, but also provide autonomy and flexibility for fundraising committees.

Committee asked about using a similar model to that of a hospital foundation. Staff explained that currently, a model like that has not been explored as an option, but additional research can take place.

Business Arising From Minutes

RPL 2021-021 Review of 2021 Splashpad Water Volume

RESOLUTION RPL 2021-074

Moved by Brian Milne

Seconded by Dan Yake

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021- 021 being a water volume comparison for the Mount Forest and Arthur splash pads.

CARRIED

Recreation Services Manager explained that each splash pad uses approximately two cubic meters of water per cycle, which runs approximately 5 – 6 minutes. This means that the activator was engaged in Mount Forest on average 27 times per day and 15 times per day in Arthur.

Deputation

None

Ad Hoc Committee Updates

Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of November 9, 2021

RESOLUTION RPL 2021-075

Moved by Dan Yake

Seconded by Brian Milne

THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the November 9, 2021, Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting.

CARRIED

Reports

RPL 2021-022 Concept Design for Pool

RESOLUTION RPL 2021-076

Moved by Brian Milne

Seconded by Dan Yake

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-022 being a report on the public consultation for the concept design for the new Mount Forest Outdoor Pool and Aquatics Facility;

AND FURTHER THAT Committee recommend the Council of Wellington North direct staff to implement the public consultation program detailed within this report with the aim for Committee to approve a preferred design concept at the May RPL Meeting.

CARRIED

Director of Operations explained that the intent of the report is to outline the public consultation process for the conceptual design of the Mount Forest outdoor pool and request if there were any additional meetings desired by committee. Moving forward, meeting minutes from the architect will be included for Committee's awareness.

RPL 2021-023 Cash-in-Lieu of Parkland

RESOLUTION RPL 2021-077

Moved by Dan Yake

Seconded by Brian Milne

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-023 being a report on cash-in-lieu of parkland on new development;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North direct staff to amend the fees and charges by-law to include a "cash in lieu of parkland" fee of \$7,500;

AND FURTHER THAT Committee recommend Council direct staff to bring a by-law to require the conveyance of land for park or other public recreational purposes, as a condition of the development or redevelopment of land, in the Township of Wellington North to a future meeting of Council;

AND FURTHER THAT Committee recommend Council authorize the Mayor and Clerk to sign the by-law.

FRIENDLY AMENDMENT TO THE SECOND PARAGRAPH AS FOLLOWS

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North direct staff to amend the fees and charges by-law to include a “cash in lieu of parkland” fee per the following schedule:

2022	\$2,000
2023	\$4,000
2024	\$7,500
2025	Proceed with land valuation appraisal review

MOTION

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-023 being a report on cash-in-lieu of parkland on new development;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North direct staff to amend the fees and charges by-law to include a “cash in lieu of parkland” fee per the following schedule

2022	\$2,000
2023	\$4,000
2024	\$7,500
2025	Proceed with land valuation appraisal review

AND FURTHER THAT Committee recommend Council direct staff to bring a by-law to require the conveyance of land for park or other public recreational purposes, as a condition of the development or redevelopment of land, in the Township of Wellington North to a future meeting of Council;

AND FURTHER THAT Committee recommend Council authorize the Mayor and Clerk to sign the by-law.

CARRIED

Director of Operations explained that parkland dedication is a requirement of the planning act, which states that dedication must be 5% value of a lot. In consultation with the Economic Development Office, it is understood that a lot value in Wellington North is between \$150,000 and \$200,000. As such, 5% of the lower lot value would equate to the \$7,500 being recommended.

Discussion revolved around the proposed fees and Committee felt more comfortable using a phased-in approach, rather than moving from \$1,000 to \$7,500 in one year.

RPL 2021-025 Hours of Operation – Outdoor Parks and Trails Policy

RESOLUTION RPL 2021-078

Moved by Dan Yake

Seconded by Brian Milne

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-025 being a report on the Hours of Operation-Outdoor Parks and Trails Policy;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North direct staff to bring a by-law to a future meeting of Council to adopt this policy;

AND FURTHER THAT Committee recommend Council direct staff to bring a by-law to amend By-law 046-99 to establish certain rules and regulations regarding the maintenance, operations and management of all parklands;

AND FURTHER THAT the Committee recommend that Council authorize the Mayor and Clerk to sign the by-laws.

CARRIED

Recreation Services Manager explained that this report is an activity of tidying up existing policies.

Committee noted that the proposed policy needs to state Dawn until Dusk, not Dusk until Dawn, and that the Arthur BIA Outdoor Gym needed to be captured as well.

This policy will provide guidance to staff on maintenance and provide the public with a stated service level for garbage receptacles and portable washrooms.

Year in Review 2021 Slideshow

RESOLUTION RPL 2021-079

Moved by Dan Yake

Seconded by Brian Milne

THAT the Recreation, Parks and Leisure Committee receive for information the year in review 2021 presentation.

CARRIED

Community Recreation Coordinator provided Committee with a year in review presentation. Chair McCabe requested the presentation be recorded and shared on township social media outlets.

Items for Consideration

None

Roundtable

Member Yake discussed with Recreation Services Manager about the purchase of a new TV for the lobby of the Mount Forest & District Sports Complex.

Children's Holiday Morning Program

Community Recreation Coordinator explained that new this year, the township is offering a Children's Morning Program in Arthur and Mount Forest the mornings of December 20 – 23. Cost to participate is \$25.00 per registrant with hot chocolate, healthy snacks, two crafts, and a public skating pass included. To date, registration in Arthur has sold out and Mount Forest is 50% sold out.

Closed Session

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

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;

RESOLUTION RPL 2021-080

Moved by Brian Milne

Seconded By Dan Yake

THAT the Recreation, Parks and Leisure Committee go into a meeting at 5:37p.m. that is closed to the public under Section 239 (2) of the Municipal Act, 2001, specifically

- (a) the security of the property of the municipality or local board;*
- (b) personal matters about an identifiable individual, including municipal or local board employees;*

CARRIED

1. REPORTS

- a) Report RPL 2021-024 being a report on Concession Booths
- b) Report RPL 2021-026 being a report on the Arthur Seniors Centre

2. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION RPL 2021-081

Moved by Dan Yake

Seconded By Brian Milne

THAT the Recreation, Parks and Leisure Committee rise from a closed meeting session at 6:01p.m.

CARRIED

RESOLUTION RPL 2021-082

Moved by Brian Milne
Seconded By Dan Yake

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-024 being a report on Concession Booths;

AND FURTHER THAT Committee direct the Chair to bring these reports, along with their verbal recommendation, to a closed session of Council for decision.

CARRIED

RESOLUTION RPL 2021-083

Moved by Dan Yake
Seconded By Brian Milne

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-026 being a report on the Arthur Seniors Centre;

AND FURTHER THAT Committee direct the Chair to bring these reports, along with their verbal recommendation, to a closed session of Council for decision.

CARRIED

Adjournment

RESOLUTION RPL 2021-084

Moved by Brian Milne
Seconded by Dan Yake

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of December 7, 2021, be adjourned at 6:06 p.m.

CARRIED



**NOTICE OF VIRTUAL OPEN HOUSE
CONCERNING A NEW OFFICIAL PLAN FOR THE TOWNSHIP OF SOUTHGATE**

TAKE NOTICE that the Council of the Corporation of the Township of Southgate will hold an Open House for the general public under Section 17 and 26 of the Planning Act (R.S.O. 1990, as amended) on Wednesday, December 8th, 2021 at 7:00 p.m. for the purposes of discussing a new Official Plan.

The Official Plan is a land use planning document containing the Township's goals, objectives and policies that are intended to guide development and growth in the Township over a 20-year time horizon. The Official Plan manages and direct physical development within the context of social, economic, built, and natural environment matters in the Township. The current Official Plan was approved in 2006 and has since been amended on several occasions but needs to be further updated again to reflect, among other things, the new Grey County Official Plan, and the recent version of the Provincial Policy Statement. Council has determined that a new Official Plan should be prepared. A copy of the first draft has been prepared and will be discussed at the Open House, and it can be viewed in person now at the Township office during regular office hours or online at:
<https://www.southgate.ca/en/municipal-services/southgate-official-plan.aspx#Township-of-Southgate-New-Official-Plan-Documents>

Due to the COVID-19 Pandemic, the Open House is being held electronically. Participants will be provided a brief presentation and then given an opportunity to provide comments and ask questions. To participate, please register with the Township of Southgate by contacting the Clerk **no later than 4:00 p.m. on December 8th, 2021**, using the contact information listed below. You will be able to participate in the Open House electronically or by telephone.

Electronic Access information:

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/256918157>

You can also dial in using your phone.

Canada: [+1 \(647\) 497-9391](tel:+16474979391) **Access Code:** 256-918-157

If you are unable to participate in the Open House but would still like to provide comments and/or ask questions regarding the draft Official Plan, please contact the Township office in advance of the Open House by using the contact information provided below.

Lindsey Green, Clerk
 Township of Southgate
 185667 Grey Road 9, Dundalk, ON N0C 1B0
 Telephone: 519 932-2110
 E-mail: lgreen@southgate.ca



To: Wellington North Council,

This application is to name the new road being constructed by Marlanna Homes, on the property of Part Lot Two South of King Street File Number 23T-17001 400 King Street East. We would like to request the new street be named Newfoundland Street, as it is an extension of the existing street. This will aid in the response for emergency services.

Thanks

Shawn Aitken



Staff Report

To: Mayor and Members of Council, Meeting of December 13, 2021
From: Darren Jones, Chief Building Official
Subject: CBO 2021-15 City of Guelph By-law Enforcement Services – PILOT

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-15 being a report on the City of Guelph By-law Enforcement Services – PILOT;

AND FURTHER THAT the Council of the Township of Wellington North authorizes the Mayor and Clerk to enter into an agreement with the City of Guelph for the purposes of providing By-law Enforcement Services to the Township of Wellington North.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2017-08 By-law Enforcement Contract Position
2. CBO 2021-13 Closed Session - City of Guelph By-law Enforcement Services – PILOT

BACKGROUND

By-law enforcement services have been provided by a Township contract position from May 2018 until September 2021, this position brought a level of knowledge, expertise and efficiency that is greatly missed, especially with the provincial download of rental maintenance standards. Prior to May 2018 by-law enforcement services were provided by building department staff.

Township By-laws and enforcement mechanism

By-law Name	By-law No.	Current	Proposed
Property Standards	047-18	WN Staff	City of Guelph
Clear and Clear Yard	052-19	WN Staff	City of Guelph
Zoning By-law	66-01	WN Staff	WN Staff/City of Guelph
Pool Enclosure	45-08	WN Staff	City of Guelph
Business Licensing	46-05	WN Staff	City of Guelph
Burning	057-16	WNFS	WNFS
Building	046-21	WN Staff	WN Staff
Dogs and Kennels	004-17	R&R Animal Control	R&R Animal Control
Noise	5001-05	OPP	OPP
Parking	5000-05	OPP	OPP

The current process for filing a complaint is to complete and sign a paper/online form and submit to WN Administration Staff where it is then forwarded to the appropriate department

for follow up. Currently there is no prescribed follow-up or tracking for the complainants to check the status of their complaint.

The proposal from City of Guelph would include a Wellington North specific online/GIS complaint system [Report an issue](#) where anyone from the public can track the status of a complaint. If the complainant submits an email address, they will receive updates directly. For individuals without access to internet they can still phone in a complaint and the enforcement staff will upload it to Report an issue.

Staff anticipates that as our community continues to grow, creating more close neighbours, more construction, more traffic, more noise, more animals, more cannabis, more pools the frequency of complaints will increase. Arms length enforcement has many inherent advantages.

The agreement term runs from January 1, 2022 to December 31, 2022 allowing all parties to assess the success of the collaboration, making changes if needed.

COMMUNICATION PLAN

1. Scott Green, Manager of Corporate and Community Safety, City of Guelph and I are scheduled to be interviewed by 88.7 the River.
2. Wellington North and Guelph will be issuing separate media releases.
3. Link on Wellington North Website will take complainants to Report an issue system
4. Branding of vehicles and uniforms will make it clear that they have jurisdiction within Wellington North

FINANCIAL CONSIDERATIONS

The 2021 budget for By-law Enforcement was approved at \$58,000, we are anticipating an \$11,000 increase.

Township staff plan to make use of Municipal Modernization funds to offset cost impacts. Shared service arrangements have been promoted as part of the funding.

ATTACHMENTS

1. Service Agreement: with By-law in this agenda.

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



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council, Meeting of December 13th, 2021
From: Darren Jones, Chief Building Official
Subject: CBO 2021-16 Building Permit Review Period Ending October 31st, 2021

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-16 being the Building Permit Review for the period ending October 31st, 2021.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2021-14 Building Permit Review Period Ending September 30th, 2021
2. CBO 2020-14 Building Permit Review Period Ending October 31st, 2020

BACKGROUND

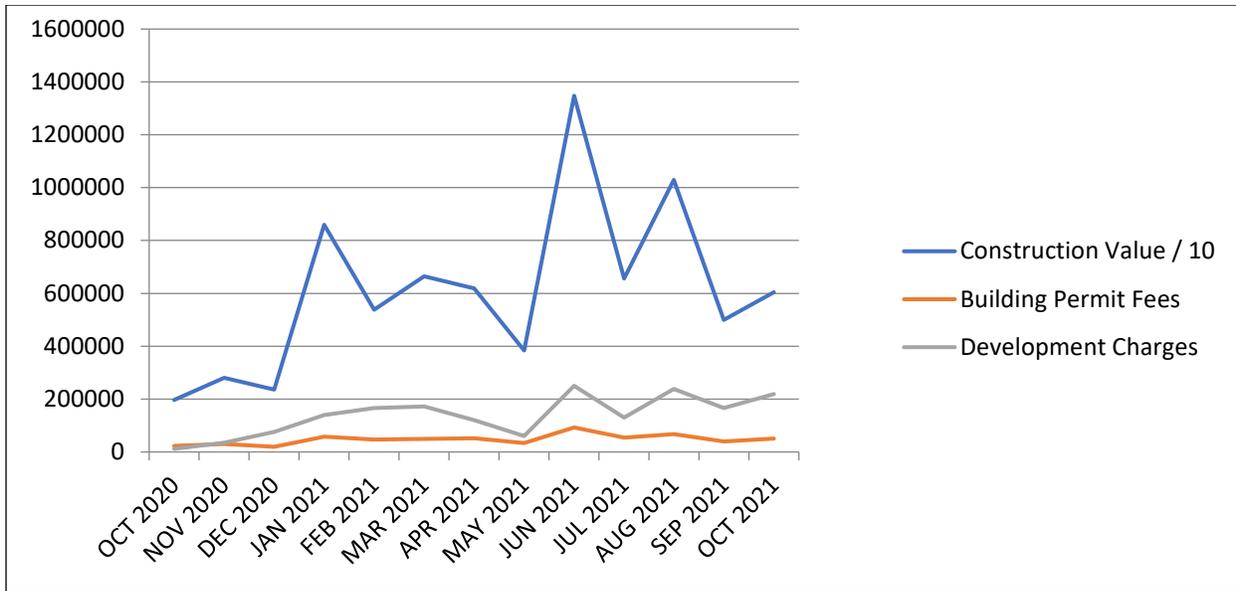
PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEVELOPMENT CHARGES
---------------------	----------------	--------------------	-------------	---------------------

Single Family Dwelling	1	600,000.00	3,000.00	19,010.00
Multi Family Dwelling	4	3,300,000.00	22,000.00	170,239.00
Additions / Renovations	2	55,000.00	864.32	0.00
Garages / Sheds	1	12,000.00	168.00	0.00
Pool Enclosures / Decks	1	5,800.00	177.88	0.00

Commercial	1	40,000.00	130.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	3	1,800,000.00	19,902.87	29,528.46
Institutional	0	0.00	0.00	0.00
Agricultural	2	210,000.00	3,189.10	0.00
Sewage System	1	10,000.00	520.00	0.00
Demolition	1	10,000.00	130.00	0.00

Monthly Total	17	6,042,800.00	50,082.17	218,777.46
Total Year to Date	328	71,972,934.00	542,919.78	717,560.70

12 Month Average	29	6,432,936.17	49,373.58	147,765.91
------------------	----	--------------	-----------	------------



10 Year Monthly Average	22	3,206,421.00	32,262.51	113,541.09
10 Year, Year to Date Average	226	32,685,384.10	286,079.61	493,147.69

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



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council, Meeting of December 13th, 2021
From: Darren Jones, Chief Building Official
Subject: CBO 2021-17 Building Permit Review Period Ending November 30th, 2021

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-17 being the Building Permit Review for the period ending November 30th, 2021.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2021-16 Building Permit Review Period Ending October 31st, 2021
2. CBO 2020-15 Building Permit Review Period Ending November 30th, 2020

BACKGROUND

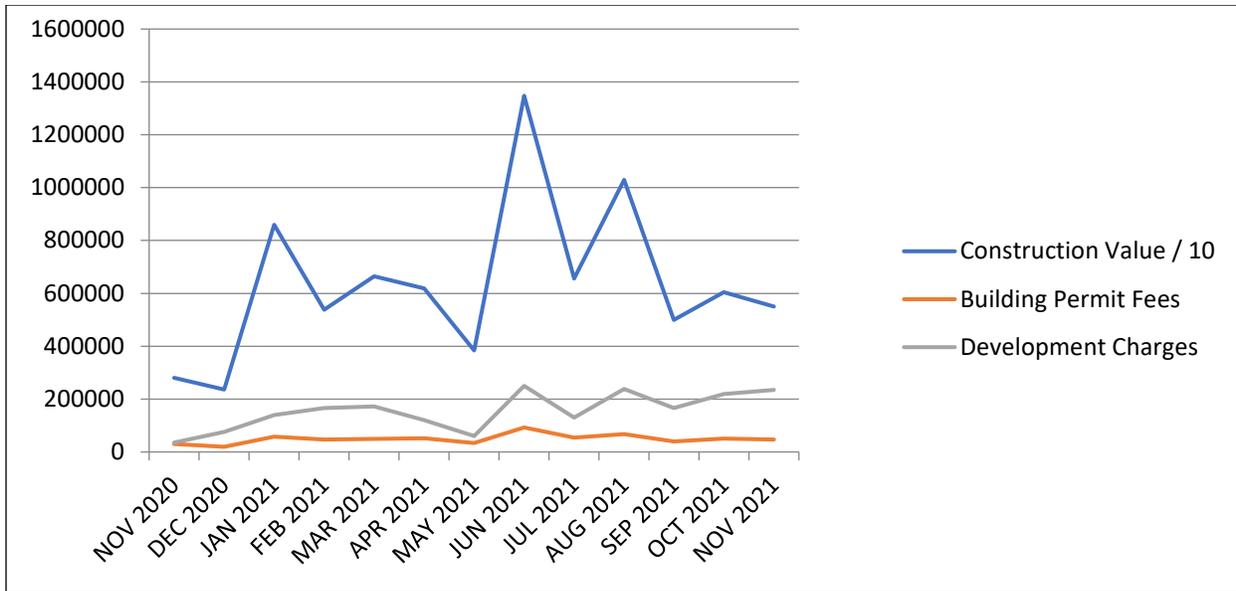
PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEVELOPMENT CHARGES
---------------------	----------------	--------------------	-------------	---------------------

Single Family Dwelling	3	1,550,000.00	9,000.00	41,093.00
Multi Family Dwelling	4	2,700,000.00	17,600.00	149,377.00
Additions / Renovations	1	75,000.00	998.00	0.00
Garages / Sheds	5	277,000.00	3,359.55	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00

Commercial	2	356,000.00	12,002.83	44,111.50
Assembly	0	0.00	0.00	0.00
Industrial	0	0.00	0.00	0.00
Institutional	0	0.00	0.00	0.00
Agricultural	3	525,000.00	3,558.53	0.00
Sewage System	1	20,000.00	520.00	0.00
Demolition	2	2,000.00	260.00	0.00

Monthly Total	21	5,505,000.00	47,298.91	234,581.50
Total Year to Date	349	77,477,934.00	590,218.69	1,896,731.67

12 Month Average	30	6,658,302.83	50,811.89	164,356.34
------------------	----	--------------	-----------	------------



10 Year Monthly Average	15	2,210,494.60	23,130.92	74,020.59
10 Year, Year to Date Average	241	34,540,329.70	305,716.88	678,914.23

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 December 13th, 2021

From: Dale Small
Economic Development Officer

Subject: EDO 2021-031 Mount Forest & Arthur Business Improvement Associations

RECOMMENDATION

THAT Council of the Corporation of Township of Wellington North receive Report EDO 2021-031 being a report on the Mount Forest and Arthur Business Improvement Associations,

AND FURTHER THAT Council approve the 2022 workplan, budget and tax levy for the Arthur BIA as presented and approved at the Nov. 17, 2021, Annual General Meeting,

AND FURTHER THAT Council approve the 2022 workplan, budget and tax levy for the Mount Forest BIA as presented and approved at the Nov. 17, 2021, Annual General Meeting,

AND FURTHER THAT Council approve the appointment of Kathleen Delchiaro as a voting member and Jayme Hewson as a non-voting member to the Board of Directors of the Mount Forest BIA as recommended by the Board at the Nov. 17, 2021, Annual General Meeting.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2020-030 Mount Forest & Arthur Business Improvement Associations

BACKGROUND

Arthur BIA: On January 29, 2020, forty+ people attended the Business Improvement Association information session in Arthur. At that time there was a great discussion around the value of establishing a BIA and council should be congratulated for supporting this and in helping to make it happen.

Since establishing the Arthur BIA and Board of Directors they have partnered and supported a number of improvements in downtown Arthur. This includes the Christmas Snowflake decorations, expansion of the downtown floral arrangements and partnering with the Township on the shop local programs, Outdoor Gym installation, new L.E.D. sign at the Fire Hall along with a number of streetscape improvements, (curb extension, accessibility enhancements, etc.) as part of the Connecting Link Project.

The Board of Directors for the Arthur BIA have been in place since early 2020 and all Directors continue to be very active and involved in the BIA. They include Keith Harris as Chair, Tom Gorecki as Treasurer, Gord Blyth as Secretary and Directors Angela Alaimo, Paula Coffey, Jim Coffey, Sheila Faulkner, Mitch Keirstead and Council Representative Lisa Hern

In council's agenda package is a copy of the minutes from the Arthur BIA Annual General Meeting of November 17, 2021. At the AGM, Chair Keith Harris reviewed a power-point presentation with all attendees and stressed the great work that has been accomplished in partnership with the Township, Chamber, and local business community. The presentation also included an overview of the 2022 budget and workplan and the following two motions were passed unanimously by the BIA and now require final approval by council:

- That the 2022 workplan and budget be approved as presented
- That the 2022 Arthur BIA Tax levy be set at \$350.00/property, the same level as 2021.

Mount Forest BIA: The Mount Forest BIA had a good year in 2021 as well and this included a number of new board members who completed their first year on the Board. The Downtown Mount Forest Group also aligned itself under the direction of the BIA and this has provided for a stable governance and funding process for this group as well.

The Board of Directors for the Mount Forest BIA include Andrew Coburn as Chair, Kayla Morton as Secretary along with Directors Dwight Benson, Jessica McFarlane, Bill Nelson, and Council Representative Sherry Burke.

During the year two Board Members, Murray Townsend who was also the Treasurer and Peter Mohr resigned from the Board. As a result, the BIA has contracted Jamie Parker from Behind the Walls Bookkeeping to perform the Treasurers role and at the AGM motions were passed to appoint Kathleen Delchiaro as a voting member and Jayme Hewson as a non-voting member to the Board. We recommend that council approve this recommendation.

In council's agenda package is a copy of the minutes from the MF BIA Annual General Meeting of November 17, 2021. Chair Andrew updated everyone on the BIA plans for 2022 with the major project being the Parklet and downtown mural that is planned for the property between the BMO and Century 21 building. Longer term plans, 2023-2024 include the recent partnering with Township on a Rural Economic Development (RED) grant in support of the installation of Downtown Wi-Fi, Outdoor Gym Equipment, and potential curb extension in the vicinity of King and Main street.

The following two motions were passed unanimously by the BIA and now require final approval by council:

- That the 2022 workplan and budget be approved as presented
- That the 2022 MF BIA Tax levy be set at \$361.45/property, the same level as 2021.

FINANCIAL CONSIDERATIONS

Municipal staff support the BIA's decision to keep the Tax levy's the same as previous years. This will continue to enable the BIA's to move forward with their workplans and programs.

While the MF BIA has a good healthy bank balance it should be noted that their 2022 – 2024 workplan includes programs that could require upwards to \$200,000 in BIA funding. This will quickly deplete their resources however by ensuring the tax levy stays flat they will be able to meet their obligations.

We have also partnered with the Mount Forest BIA on a Rural Economic Development (RED) Grant application and if successful this could contribute upwards to 30% funding to support their long-term plans and associated eligible costs.

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>
------------------------	--	-----------------------

12/02/21

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor ID	Cheque Date	Amount
77650	Arthur Foodland	11/17/21	\$28.09
77651	B. Edwards Transfer Ltd	11/17/21	\$915.30
77652	Bell Mobility	11/17/21	\$905.83
77653		11/17/21	\$400.00
77654		11/17/21	\$400.00
77655	Cedar Creek Tools	11/17/21	\$3.94
77656		11/17/21	\$400.00
77657	Compass Minerals Canada	11/17/21	\$38,886.53
77658	Corporate Express Canada Inc.	11/17/21	\$990.20
77659	Easypay	11/17/21	\$355.00
77660	Eramosa Engineering Inc.	11/17/21	\$563.59
77661	Grand River Glass Ltd	11/17/21	\$2,169.60
77662		11/17/21	\$125.00
77663	Hydro One Networks Inc.	11/17/21	\$822.31
77664	JD Mobile Repair Service	11/17/21	\$118.65
77665		11/17/21	\$400.00
77666	Mar-Co Clay Products Inc	11/17/21	\$29,562.46
77667		11/17/21	\$400.00
77668	Mount Forest Foodland	11/17/21	\$20.03
77669	Michelin North America (Canada	11/17/21	\$2,215.55
77670	PepsiCo Beverages Canada	11/17/21	\$441.68
77671	Royal Bank Visa	11/17/21	\$599.49
77672	Steed and Evans Limited	11/17/21	\$428,222.96
77673	Sterling Backcheck Canada Corp	11/17/21	\$30.51
77674	Telizon Inc.	11/17/21	\$763.60
77675	The People Information Network	11/17/21	\$900.00
77676	Enbridge Gas Inc.	11/17/21	\$385.99
77677	Waste Management	11/17/21	\$1,064.46
77678		11/17/21	\$125.00
EFT0002730	ALS Laboratory Group	11/17/21	\$3,537.47
EFT0002731	Arthur & District Chamber of C	11/17/21	\$135.60
EFT0002732	ARTHUR BIA	11/17/21	\$4,812.50
EFT0002733	Arthur Home Hardware Building	11/17/21	\$91.77
EFT0002734	B. Richardson Transport Ltd.	11/17/21	\$6,034.73
EFT0002735	Canadian Safety Equipment	11/17/21	\$621.39
EFT0002736	CARQUEST Arthur Inc.	11/17/21	\$44.12
EFT0002737	Cedar Signs	11/17/21	\$1,076.10
EFT0002738	CG Equipment	11/17/21	\$116.48
EFT0002739	CMT Engineering Inc.	11/17/21	\$3,251.58
EFT0002740	Coffey Plumbing, Div. of KTS P	11/17/21	\$355.39
EFT0002741	County of Wellington	11/17/21	\$40.00
EFT0002742	CW AND COMPANY	11/17/21	\$8,152.50
EFT0002743	Dewar Services	11/17/21	\$156.84
EFT0002744	Eric Cox Sanitation	11/17/21	\$568.67
EFT0002745	FOSTER SERVICES/822498 ONT INC	11/17/21	\$6,727.46
EFT0002746	Frey Communications	11/17/21	\$536.73
EFT0002747	Harold Jones Enterprises	11/17/21	\$71.13
EFT0002748	Ideal Supply Inc.	11/17/21	\$196.73
EFT0002749	International Trade Specialist	11/17/21	\$346.86
EFT0002750	Maple Lane Farm Service Inc.	11/17/21	\$11.98
EFT0002751	Marcc Apparel Company	11/17/21	\$11,593.80
EFT0002752	Martin Drainage	11/17/21	\$977.98

Cheque Number	Vendor ID	Cheque Date	Amount
EFT0002753	Martins TLC	11/17/21	\$2,560.58
EFT0002754		11/17/21	\$78.00
EFT0002755	Mt Forest Business Improvement	11/17/21	\$7,500.00
EFT0002756	North Wellington Co-op Service	11/17/21	\$737.90
EFT0002757	Ontario One Call	11/17/21	\$113.96
EFT0002758	Pryde Truck Service Ltd.	11/17/21	\$7,929.67
EFT0002759	ROBERTS FARM EQUIPMENT	11/17/21	\$5.57
EFT0002760	Shred All Ltd.	11/17/21	\$67.80
EFT0002761	Suncor Energy Inc.	11/17/21	\$10,901.12
EFT0002762	Wellington Advertiser	11/17/21	\$1,157.12
EFT0002763	Wellington Comfort Systems Ltd	11/17/21	\$563.71
EFT0002764	Wellington North Power	11/17/21	\$1,865.09
EFT0002765	Work Equipment Ltd.	11/17/21	\$222.87
EFT0002766	Young's Home Hardware Bldg Cen	11/17/21	\$85.85
77679	Bluewater Fire & Security	11/23/21	\$674.77
77680	Broadline Equipment Rental Ltd	11/23/21	\$3,977.38
77681		11/23/21	\$200.00
77682	Corporate Express Canada Inc.	11/23/21	\$88.36
77683	Dave's Auto Body	11/23/21	\$709.89
77684	Duncan, Linton LLP, Lawyers	11/23/21	\$635.54
77685	Everything Asphalt	11/23/21	\$19,722.59
77686	Horrigan Overhead Doors 2019	11/23/21	\$271.20
77687	Hydro One Networks Inc.	11/23/21	\$963.13
77688	Joker FX Inc	11/23/21	\$1,191.02
77689	KLAAS SWAVING LTD.	11/23/21	\$474.60
77690	National Fleetcare Ltd	11/23/21	\$3,916.58
77691	Premier Equipment Ltd.	11/23/21	\$354.25
77692		11/23/21	\$200.00
77693	Royal Canadian Legion	11/23/21	\$40.00
77694	The Flag Shop	11/23/21	\$969.48
77695	Tunnel Vision Trenchless Servi	11/23/21	\$7,870.45
77696	Wightman Telecom Ltd.	11/23/21	\$694.16
77697	Workplace Safety & Ins Board	11/23/21	\$8,063.89
EFT0002767	ABC Recreation Ltd.	11/23/21	\$1,243.00
EFT0002768	AMI Attachments	11/23/21	\$180.80
EFT0002769	Arthur Home Hardware Building	11/23/21	\$170.99
EFT0002770	B M Ross and Associates	11/23/21	\$8,095.99
EFT0002771		11/23/21	\$192.09
EFT0002772	Canada's Finest Coffee	11/23/21	\$163.00
EFT0002773	CARQUEST Arthur Inc.	11/23/21	\$17.63
EFT0002774	Clark Bros Contracting	11/23/21	\$565.00
EFT0002775	C-Max Fire Solutions	11/23/21	\$8,540.97
EFT0002776	Coffey Plumbing, Div. of KTS P	11/23/21	\$352.28
EFT0002777	County of Wellington	11/23/21	\$11,370.00
EFT0002778	Darroch Plumbing Ltd.	11/23/21	\$193.99
EFT0002779	Decker's Tire Service	11/23/21	\$2,751.55
EFT0002780	Eric Cox Sanitation	11/23/21	\$874.93
EFT0002781	Frey Communications	11/23/21	\$3,520.12
EFT0002782	Ideal Supply Inc.	11/23/21	\$210.36
EFT0002783	Lange Bros.(Tavistock) Ltd	11/23/21	\$14,336.88
EFT0002784	Maple Lane Farm Service Inc.	11/23/21	\$20.26
EFT0002785	Marcc Apparel Company	11/23/21	\$175.15
EFT0002786	Moorefield Excavating Limited	11/23/21	\$5,944.99
EFT0002787	MRC Systems Inc	11/23/21	\$51,066.11
EFT0002788	North Wellington Co-op Service	11/23/21	\$1,142.51
EFT0002789	PACKET WORKS	11/23/21	\$169.50
EFT0002790	ROBERTS FARM EQUIPMENT	11/23/21	\$372.84
EFT0002791	SLBC Inc.	11/23/21	\$1,672.40

Cheque Number	Vendor ID	Cheque Date	Amount
EFT0002792	Suncor Energy Inc.	11/23/21	\$6,498.53
EFT0002793	Town of Minto	11/23/21	\$4,497.74
EFT0002794	Triton Engineering Services	11/23/21	\$5,377.45
EFT0002795	Turriss Sites Development Corp.	11/23/21	\$68.74
EFT0002796	Viking Cives Ltd	11/23/21	\$188.72
EFT0002797	Wellington Comfort Systems Ltd	11/23/21	\$563.73
EFT0002798	Wellington North Power	11/23/21	\$61,251.54
EFT0002799	Yake Electric Ltd	11/23/21	\$6,845.49
EFT0002800	Young's Home Hardware Bldg Cen	11/23/21	\$16.87
77698	1595655 Ontario Ltd	12/01/21	\$6,500.00
77699	Abell Pest Control Inc	12/01/21	\$66.92
77700	AJN Builders Inc.	12/01/21	\$22,600.00
77701	Arthur Foodland	12/01/21	\$576.57
77702	Bluewater Fire & Security	12/01/21	\$521.50
77703	Canadian Tire #066	12/01/21	\$112.98
77704	Chalmers Fuels Inc	12/01/21	\$174.17
77705	Corporate Express Canada Inc.	12/01/21	\$11.73
77706	Everything Asphalt	12/01/21	\$20,828.16
77707	Jim's Auto Service	12/01/21	\$346.36
77708	K&L Health Care Consultants In	12/01/21	\$192.10
77709	KTS Plumbing & Heating Ltd.	12/01/21	\$4,000.00
77710	Manulife Financial	12/01/21	\$41,681.11
77711	The Murray Group Limited	12/01/21	\$59,867.29
77712	New Vision Photography	12/01/21	\$200.00
77713	PepsiCo Beverages Canada	12/01/21	\$407.49
77714	Pops Cannabis Co.	12/01/21	\$2,500.00
77715	RSM Building Consultants Inc.	12/01/21	\$1,601.72
77716	TD Wealth	12/01/21	\$804.44
77717	Tom Shupe Plumbing & Heating	12/01/21	\$1,175.20
EFT0002801	AMI Attachments	12/01/21	\$372.90
EFT0002802	ARTHUR BIA	12/01/21	\$10,819.46
EFT0002803	Arthur Home Hardware Building	12/01/21	\$287.12
EFT0002804	Arthurs Fuel	12/01/21	\$593.82
EFT0002805	Artic Clear 1993 Inc.	12/01/21	\$64.00
EFT0002806	B & I Complete Truck Centre	12/01/21	\$1,213.21
EFT0002807	Balaklava Audio	12/01/21	\$209.50
EFT0002808	Canada's Finest Coffee	12/01/21	\$97.35
EFT0002809	CARQUEST Arthur Inc.	12/01/21	\$25.63
EFT0002810	Coffey Plumbing, Div. of KTS P	12/01/21	\$120.06
EFT0002811	County of Wellington	12/01/21	\$930.00
EFT0002812	Canadian Union of Public Emplo	12/01/21	\$1,782.06
EFT0002813	Frey Communications	12/01/21	\$76.82
EFT0002814	Hawthorne Security & Investiga	12/01/21	\$6,169.80
EFT0002815	Huronina Welding	12/01/21	\$534.00
EFT0002816	Ideal Supply Inc.	12/01/21	\$438.88
EFT0002817	Maple Lane Farm Service Inc.	12/01/21	\$524.26
EFT0002818	Martin Drainage	12/01/21	\$5,781.24
EFT0002819	North Wellington Co-op Service	12/01/21	\$276.92
EFT0002820	Ont Mun Employee Retirement	12/01/21	\$44,458.60
EFT0002821	ROBERTS FARM EQUIPMENT	12/01/21	\$490.99
EFT0002822	Suncor Energy Inc.	12/01/21	\$5,687.70
EFT0002823	T&T Power Group	12/01/21	\$31,515.70
EFT0002824	Young's Home Hardware Bldg Cen	12/01/21	\$72.91
Total Amount of Cheques:			\$1,121,842.93



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council
Meeting of December 13, 2021

From: Adam McNabb, Director of Finance

Subject: Report TR2021-20 Being a report on the external auditor's (RLB LLP) audit plan for the 2021 calendar year

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2021-20 being a report on the external auditor's (RLB LLP) audit plan for the 2021 calendar year;

FURTHER THAT Council direct staff to execute the agreement (engagement letter) to confirm the mutual understanding of the terms of the engagement with RLB for the purposes of auditing the consolidated statements of the Township of Wellington North.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

Resolution 2021-322 – To award external audit services to RLB for a 3-year term with option to renew for an additional 2 years.

BACKGROUND

On October 12, 2021, Council passed resolution number 2021-322 to award an external audit services to RLB LLP of Fergus for the years 2021 – 2023 (with option to extend for 2 additional years).

RLB's 2021 Pre-Audit Letter, provides Management and Council with detailed communication of the 2021 audit plan.

RLB's 2021 engagement letter confirms the mutual understanding of the terms of the engagement to audit the consolidated statements of the Township of Wellington North.

Interim testing had transpired on November 15th, and year-end testing period is currently scheduled for the week of April 18 – 22, 2022.

FINANCIAL CONSIDERATIONS

Please refer to the following table for the Financial Analysis. The costs incurred with respect to the 2020 audit are shown for comparison purposes. Price decreases for 2021 to 2023 are considered advantageous and will be reflected in future operating budgets.

Audit Service	Actual 2020	2021	2022	2023	3-Year Contract Total
Township of Wellington North	27,900	23,000	23,500	24,000	
Financial Statement Preparation		1,000	1,000	1,000	
FIR Completion		1,500	1,500	1,500	
	27,900.00	25,500	26,000	26,500	78,000

ATTACHMENTS

RLB Pre-Audit Communication Letter to Council

RLB Audit engagement Letter, and agreement

STRATEGIC PLAN 2019 – 2022

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

Yes

 No

 N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

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



November 16, 2021

The Corporation of the Township of Wellington North
7490 Sideroad 7 West
P.O. Box 125
Kenilworth, ON
N0G 2E0

Dear Members of Council:

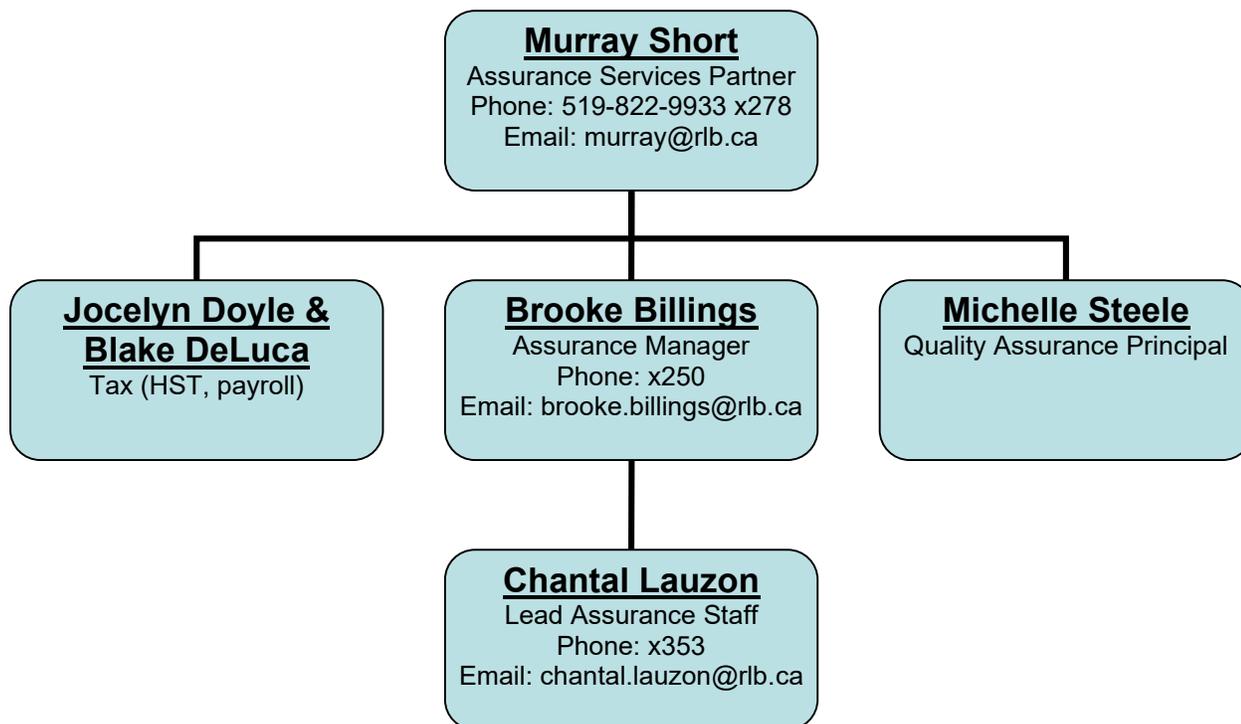
Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Wellington North for the year ended December 31, 2021. The purpose of this letter is to communicate our 2021 audit plan for The Corporation of the Township of Wellington North and to ensure that management and Council are aware of the following:

- Objectives and scope of our audit
- Planned approach for the 2021 financial statement audit
- Update on issues that may impact the audit in current and future years
- Areas of emphasis

RLB LLP's Objective and Scope of our Audit

- Obtain reasonable assurance that the financial statements are free of material misstatement.
- Evaluate the fairness of presentation of the financial statements in conformity with accounting standards established by the Chartered Professional Accountants of Canada.
- Report to management and Council:
 - Significant internal control weaknesses,
 - Matters required under Canadian Auditing Standards,
 - Matters we believe should be brought to your attention.

RLB LLP's Assurance Service Team



Financial Reporting Responsibilities

Council

- Set strategic objectives
- Provide effective corporate governance
- Ensure accurate financial reporting and sound internal controls
- Review performance measures

Management

- Maintain cost-effective internal control environment
- Provide timely and accurate disclosure of financial results
- Report results on a fair and consistent basis
- Exercise care in establishing accounting estimates
- Apply appropriate accounting principles

RLB LLP

- Perform cost-effective audits
- Review the effectiveness and reliability of key internal controls
- Assess accounting principles, estimates and financial disclosures
- Provide year end reporting to Council
- Audit report on the financial statements

Management Deliverables

- Prepare required information as agreed with RLB LLP to be able to perform the audit
- Provide documentation and support for accounting used by management for all significant or unusual transactions and estimates
- Identify related parties, if applicable
- Provide representation letter

RLB LLP Deliverables

- Communicate with management and Council to review audit plan
- Review financial statements and management letter findings with management and Council
- Provide audit opinion on financial statements
- Prepare and file Financial Information Return
- Report to Council as required under CAS 260, 265 and 580
- Seek pre-approval from management or Council for all additional services

Audit Approach

- Examine accounting systems and controls for all significant transaction cycles
- Adopt a control reliance strategy where appropriate to increase audit efficiency
 - Taxation revenue, cash receipts, taxes receivable
 - Purchases, disbursements, payables
 - Payroll
 - General computer controls
- Substantive testing of year end balances including grant revenue and receivables
- Search for unrecorded liabilities
- Independence reporting

Audit Timeline

Interim Audit Testing	November 15, 2021
Communication of Audit Plan to Management/Council	November 16, 2021
Year-end Testing	April 18-22, 2022
Reporting to Council	TBD
Issuance of Audit Report and Financial Statements	To follow Council approval

Annual Inquiry Related to the Risk of Fraud

Please consider the following questions to help determine the specific risks of fraud and error with the municipality. We will provide the annual representation letter for signature by a member of Council and management with the audited Financial Statements, where representation will be made regarding the assessment of fraud at the municipality.

- Are you aware of any instances of fraud perpetrated against the municipality by any of its employees, management, or Council?
- Are you aware of any instances of fraud perpetrated by the municipality against creditors, suppliers, lenders, investors, funders, government agencies, or any other business associates?
- Do you believe there is a high level of risk of fraud being perpetrated against or by the municipality – specifically, which risks are classified as the highest risk, and what specifically is management or those charged with governance doing to mitigate these risks?
- Has Council made an assessment of the entity's susceptibility to fraud?
- Does management have a process for identifying and responding to fraud risk factors?

If you have any information to report to us on the above, please contact Murray Short or Brooke Billings at 519-822-9933.

New Public Sector Accounting Standards

There are no significant impacts anticipated from new standards on the financial reporting of your municipality for 2021.

These are effective for fiscal years beginning on or after April 1, 2022:

- PS 1201: Financial Statement Presentation – expands the requirements for financial statement presentation and disclosure for various categories: financial assets, non-financial assets, revenues, expenses, and losses arising from asset impairment and changes in valuation allowances.
- PS 2601: Foreign Currency Translation – describes accounting treatment for foreign currency transactions, and how they should be presented and disclosed.
- PS 3041: Portfolio Investments – defines portfolio investments and describes accounting treatment and disclosure requirements.
- PS 3450: Financial Instruments – requires additional disclosure in the notes to the Financial Statements to include the various risk components of financial instruments: credit risk, currency risk, interest rate risk, liquidity and market risk.
- PS 3280: Asset Retirement Obligations – describes criteria if there is a legal obligation to remove the tangible capital asset and if the entity controls the tangible capital asset to be retired.

These are effective for fiscal years beginning on or after April 1, 2023:

- PS 3400: Revenue – describes how to account for and report on revenue and specifically differentiates between revenue arising from transactions including and excluding performance obligations.
- PSG-8: Purchased Intangibles – describes the scope of intangibles that are now allowed to be recognized in the financial statements.
- PS 3160: Public private partnerships – establishes standards for the recognition, measurement, presentation, and disclosure for public private partnership arrangements.

2021 Audit Plan: Materiality

When establishing the overall audit strategy, materiality is determined for assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures.

- Planning Materiality - \$1,030,000
- Materiality
 - Professional judgment that is made in the context of our knowledge, assessment of risk and reporting requirements
 - Very significant in determining the scope of our work
 - We will review all errors in excess of 2% of materiality

Areas of Emphasis

- Taxation revenue and receivables - collectability
- Grant revenue and receivables - completeness and existence
- Operating expenses - completeness and existence
- Tangible capital assets - completeness, existence and valuation
- Reserve, reserve funds and amounts set aside by Council - completeness and existence

If you have any questions about these or other matters relating to any of our professional services, we would be pleased to discuss them further with you.

Yours truly,

RLB LLP

Per:



Murray Short, MBA, CPA, CA, C. Dir.
Engagement Partner



November 16, 2021

The Corporation of the Township of Wellington North
P.O. Box 125
7490 Sideroad 7 West
Kenilworth, ON
N0G 2E0

Attention: Mr. Adam McNabb, Director of Finance

Dear Mr. McNabb:

Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Wellington North for the year ended December 31, 2021. The purpose of this letter is to confirm our mutual understanding of the terms of our engagement to audit the consolidated financial statements of The Corporation of the Township of Wellington North. Our statutory function as auditor of The Corporation of the Township of Wellington North is to report to the Members of Council, Inhabitants and Ratepayers by expressing an opinion on The Corporation of the Township of Wellington North's annual consolidated financial statements. Therefore, our audit will be conducted with the objective of our expressing an opinion on these consolidated financial statements.

Our Objective, Scope and Limitations of the Audit

We will audit the consolidated statement of financial position at December 31, 2021 and the related consolidated statements of operations and changes in net financial assets and cash flows, and a summary of significant accounting policies and other explanatory information for the year then ended prepared in accordance with Canadian public sector accounting standards. Upon completion of our audit, we will provide The Corporation of the Township of Wellington North with our audit report on those consolidated financial statements in accordance with Canadian public sector accounting standards.

We will be responsible for performing the audit of The Corporation of the Township of Wellington North in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical requirements, plan and perform the audit to attain reasonable assurance about whether the consolidated financial statements are free of material misstatement, whether due to fraud or error.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management and, where appropriate, those charged with governance, as well as evaluating the overall presentation of the consolidated financial statements.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected because of:

- a) Factors such as use of judgment, and the use of testing of the data underlying the consolidated financial statements;
- b) Inherent limitations of internal control; and
- c) The fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit that is designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. Further, while effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error and illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.

Unless unanticipated difficulties are encountered, our report will be substantially in the form as set out in Appendix A.

The form and content of our report may require amendment in light of our audit findings.

Any specific restrictions on the use or intended users of the auditor's report, and statement(s) (if appropriate) about the specific restriction(s), will be set out in the auditor's report.

If our opinion on the consolidated financial statements is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form, or have not formed, an opinion, we may decline to express an opinion as a result of this engagement.

Our Responsibilities

We will perform the audit in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance as to whether the consolidated financial statements are free from material misstatement. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the consolidated financial statements taken as a whole, including illegal acts whose consequences have a material effect on the consolidated financial statements.

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in, or enters, the public domain, we will not provide any third party with confidential information concerning the affairs of The Corporation of the Township of Wellington North without The Corporation of the Township of Wellington North's prior consent, unless required to do so by legal authority, or the Rules of Professional Conduct/Code of Ethics of the Chartered Professional Accountants of Ontario.

The objective of our audit is to obtain reasonable assurance that the consolidated financial statements are free of material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management (and the audit committee or equivalent):

- a) Misstatements, resulting from error, other than trivial errors;
- b) Fraud or any information obtained that indicates that a fraud may exist;
- c) Any evidence obtained that indicates that an illegal or possibly illegal act, other than one considered inconsequential, has occurred;
- d) Significant deficiencies in the design or implementation of internal controls to prevent and detect fraud or error; and
- e) Related-party transactions identified by us that are not in the normal course of operations and that involve significant judgments made by management and, where appropriate, those charged with governance concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management and those charged with governance in discharging their responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

Use and Distribution of our Report

The examination of the consolidated financial statements and the issuance of our audit opinion are solely for the use of The Corporation of the Township of Wellington North and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these consolidated financial statements and we accept no responsibility for their use by any third party. The audit will not be planned or conducted in contemplation of reliance by any third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

Responsibility of Management and Those Charged with Governance for the Consolidated Financial Statements

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance, acknowledge and understand that they have responsibility for:

Consolidated Financial Statements

- a) The preparation and fair presentation of The Corporation of the Township of Wellington North's consolidated financial statements in accordance with Canadian public sector accounting standards.

Completeness of Information

- a) Providing us with and making available complete financial records and related data, and copies of all minutes of meetings of Members of Council, Inhabitants and Ratepayers and committees of directors and other matters;
- b) Providing us with information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
- c) Providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- d) Providing us with information regarding all related parties and related-party transactions;
- e) Any additional information that we may request from management and, where appropriate, those charged with governance for the purpose of this audit; and
- f) Providing us with unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Fraud and Error

- a) Internal control that management and, where appropriate, those charged with governance determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error;
- b) An assessment of the risk that the consolidated financial statements may be materially misstated as a result of fraud;
- c) Providing us with information relating to fraud or suspected fraud affecting the entity involving:
 - i) management and, where appropriate, those charged with governance,
 - ii) employees who have significant roles in internal control, or
 - iii) others, where the fraud could have a non-trivial effect on the consolidated financial statements;
- d) Providing us with information relating to any allegations of fraud or suspected fraud affecting the entity's consolidated financial statements communicated by employees, former employees, analysts, regulators or others; and
- e) Communicating its belief that the effects of any uncorrected consolidated financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole.

Recognition, Measurement and Disclosure

- a) Providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the consolidated financial statements;
- b) Providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- c) Providing us with information relating to the measurement and disclosure of transactions with related parties;

- d) Providing us with an assessment of all areas of measurement uncertainty known to management and, where appropriate, those charged with governance that are required to be disclosed in accordance with Measurement Uncertainty, CPA Canada Handbook – Accounting, Section 1508;
- e) Providing us with information relating to claims and possible claims, whether or not they have been discussed with The Corporation of the Township of Wellington North's legal counsel;
- f) Providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which The Corporation of the Township of Wellington North is contingently liable;
- g) Providing us with information on whether The Corporation of the Township of Wellington North has satisfactory title to assets, liens or encumbrances on existing assets, or assets that are pledged as collateral;
- h) Providing us with information relating to compliance with aspects of contractual agreements that may affect the consolidated financial statements;
- i) Providing us with information concerning subsequent events; and
- j) Providing us with written representations on specific matters communicated to us during the engagement.

Written Confirmation of Significant Representations

- a) Providing us with written confirmation of significant representations provided to us during the engagement on matters that are:
 - i) Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements,
 - ii) Not directly related to items that are material to the consolidated financial statements but are significant, either individually or in the aggregate, to the engagement, and
 - iii) Relevant to your judgments or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Reproduction of Audit Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management and, where appropriate, those charged with governance are responsible for the accurate reproduction of the consolidated financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either the full or summarized consolidated financial statements that we have audited.

We are not required to read the information contained in your website, or to consider the consistency of other information in the electronic site with the original document.

Use of Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- a) You represent to us that management and, where appropriate, those charged with governance has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- b) We will hold all personal information confidential in compliance with our Firm's Privacy Statement.

Use of Electronic Communications

Unless we are advised to the contrary, the services may be conducted and obligations performed by the electronic transmission of information, documents and data, including confidential and sensitive information by Internet e-mail. If the communication relates to a matter of significance and there are concerns about possible effects of electronic transmission, a hard copy of such transmission should be requested of us.

Terms and Conditions Supporting the Fee

Our fees will be determined on the basis of the time spent at our standard billing rates, plus any out-of-pocket disbursements incurred. Each billing is due for payment when received. Our fee estimates take into account that the corporation will provide clerical assistance to the extent practicable, including the preparation of various schedules in advance of the year end audit. If, for any reason, The Corporation of the Township of Wellington North is unable to provide such schedules, information and help, RLB LLP and The Corporation of the Township of Wellington North will mutually revise the fee to reflect additional services, if any, required of us to achieve these objectives.

Interest will be charged on overdue balances at the rate of 1.17%, compounded monthly. Overdue balances are defined as those balances which remain outstanding 60 days from the date of the invoice.

In providing our services, we will consult with The Corporation of the Township of Wellington North about matters of accounting, financial reporting or other significant business issues. Accordingly, our fee reflects the time necessary for a reasonable amount of such consultation. However, should a matter require research, consultation or audit work beyond that amount, RLB LLP and The Corporation of the Township of Wellington North will agree to an appropriate revision in services and fee.

Limitation of Liability

The liability of RLB LLP to The Corporation of the Township of Wellington North for a claim related to professional services provided pursuant to this agreement in either contract or tort is limited to the extent that such liability is covered by errors and omissions insurance in effect from time to time including the deductible therein, which is available to indemnify the chartered professional accountant at the time the claim is made.

In any action, claim, loss or damage arising out of the engagement, The Corporation of the Township of Wellington North agrees and understands that RLB LLP's liability will be several, and not joint and several, and The Corporation of the Township of Wellington North may only claim payment from RLB LLP's proportionate share of the total liability based on degree of fault.

In no event shall RLB LLP be liable to The Corporation of the Township of Wellington North whether the claim be in tort, contract or otherwise, for an amount in excess of the professional fees paid by The Corporation of the Township of Wellington North for the engagement to RLB LLP during the twelve month period commencing from the date of this letter.

Indemnification for Misrepresentation

The Corporation of the Township of Wellington North hereby agrees to release and indemnify RLB LLP and its partners and employees, and hold them harmless from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of The Corporation of the Township of Wellington North's management, regardless of whether such person was acting in The Corporation of the Township of Wellington North's interest. This release and indemnification will survive termination of this engagement letter.

Working Papers

All working papers and files, other materials, reports and work created, developed or performed by RLB LLP during the course of the audit are the property of RLB LLP, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

File Inspections

In accordance with professional regulations (and by our Firm's policy), our client files may periodically be reviewed by practice inspectors, [including the Canadian Public Accountability Board (CPAB)] and by other file quality reviewers to ensure that we are adhering to professional and our Firm's standards. File reviewers are required to maintain the confidentiality of client information.

Costs of Responding to Government or Legal Processes

In the event we are requested or authorized by The Corporation of the Township of Wellington North or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for The Corporation of the Township of Wellington North, The Corporation of the Township of Wellington North will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such a request.

Governing Law

This engagement letter is subject to and governed by the laws of the Province of Ontario, Canada. The Province of Ontario, Canada will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

Timely Performance

RLB LLP will use all reasonable efforts to complete within any agreed upon time frame the performance of the services described in this engagement letter. However, RLB LLP shall not be liable for failures or delays in performance that arise from causes beyond its control, including the untimely performance by The Corporation of the Township of Wellington North of its obligations.

Termination

Management and, where appropriate, those charged with governance acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the engagement. Either party may terminate this agreement for any reason upon providing written notice to the other party [not less than 30 calendar days before the effective date of termination]. If early termination takes place, The Corporation of the Township of Wellington North shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the engagement or are unable to form an opinion on the consolidated financial statements, we may withdraw from the engagement before issuing the audit report, or we may issue a denial of opinion on the consolidated financial statements. If this occurs, we will communicate the reasons and provide details.

Other Matters

The foregoing comments deal only with our engagement as your corporation's auditor. In the fields of taxation, management accounting and other financial matters, we would be pleased to be of further service.

Normally, our work in the area of HST and other commodity taxes is limited to that appropriate to ensure the consolidated financial statements are not materially misstated. Accordingly, the audit process may not detect situations where you are incorrectly collecting HST or incorrectly claiming input tax credits, unless material. As you are aware, failure to properly account for the HST could result in you or your corporation becoming liable for tax, interest or penalties. These situations may also arise for provincial sales taxes, custom duties and excise taxes. Accordingly, only upon your written request, will we undertake a special engagement to perform detailed work in the area of HST and other commodity taxes, as allowed by the Rules of Professional Conduct/Code of Ethics.

Considering the economic disruption caused by the Novel Coronavirus (COVID-19), the Government of Canada has introduced multiple benefits, including but not limited to the following: Temporary Wage Subsidy (TWS); Canada Emergency Wage Subsidy (CEWS); Canada Emergency Commercial Rent Assistance (CECRA); Canada Emergency Rent Subsidy (CERS); and Canada Emergency Business Account (CEBA), etc. We can assist, and where appropriate, prepare applications for various COVID-19 benefits on request. We will not audit or independently verify the data you provide for the preparation of these calculations. However, we may ask for clarification of the information provided.

Management and, where appropriate, those charged with governance, has the ultimate responsibility for the applications prepared and filed. Therefore, the appropriate corporate officer should review the applications prior to signing and filing. In preparing these applications, we rely on your representations and that you understand and have complied with the legislation governing the various benefits that are being applied for. You should retain originals of all documents and records as, in the event of an examination, you may be asked to produce documents, records or other evidence to substantiate the various claims. If an examination occurs, we will be available, on request, to assist you.

Our work is limited to ensure that the financial statements are not materially misstated. Accordingly, the audit/review process may not detect situations where the application was being prepared incorrectly. As you are aware, failure to correctly prepare the application could result in the corporation having to repay any benefits that were assessed as being ineligible, along with any potential interest and penalties assessed by the Canada Revenue Agency (the CRA).

Our engagement cannot be relied on to uncover errors or irregularities in the underlying information incorporated in the income tax returns, should any exist. Similarly, our engagement cannot be relied on to uncover errors or irregularities in the information used in and the applications prepared for the various programs or subsidies introduced because of COVID-19, should any exist. However, we will inform you of any such matters that come to our attention.

We look forward to being of service to you. The arrangements outlined in this letter will be reviewed with you annually but will continue in effect from year to year unless changed by either party in writing. If these arrangements are in accordance with your understandings, please sign the letter in the space provided and return one copy to us. If you have any questions about these or other matters relating to any of our professional services, we would be pleased to discuss them further with you.

Yours truly,



M. D. P. Short, MBA, CPA, CA, C. Dir, is responsible for the engagement and its performance, and for the report that is issued on behalf of RLB LLP, and who, where required, has the appropriate authority, from a professional, legal or regulatory body.

I agree with your understanding of the terms of your engagement as auditors of The Corporation of the Township of Wellington North as set out in this letter.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Per:

 Adam McNabb

Date: _____

APPENDIX A

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Wellington North

Opinion

We have audited the accompanying consolidated financial statements of The Corporation of the Township of Wellington North, which comprise the statement of financial position as at December 31, 2021 and the statements of operations and changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Wellington North as at December 31, 2021 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Wellington North in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibility of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the corporation's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario

Chartered Professional Accountants
Licensed Public Accountants



Staff Report

To: Mayor and Members of Council
Meeting of December 13, 2021

From: Adam McNabb, Director of Finance

Subject: Report TR2021-19 2022 Fees and Charges By-law updates (Various Services)

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive Report TR2021-19 being a report on 2022 fees and charges by-law updates (various services);

AND FURTHER THAT Council direct staff to proceed with the updates to reflect the changes outlined herein for the 2022 calendar year.

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

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

Report CLK 2021-017 Cemetery fees and charges (Resolution 2021-197)

BACKGROUND

Annually, township staff review the exiting fees and charges structure for various functions performed by the municipality, compare with neighbouring municipalities and industry standards, and make necessary adjustments for council consideration.

The fees are charges imposed for various services and serve as a revenue stream outside of property taxation or servicing. The fees imposed on an as-used basis to offset internal administrative costs.

For the 2022 calendar year Township staff are recommending the following amendments (red text in by-law):

- Schedule 'A' – Administration – Addition of a charge for Inquiries to municipality on purchase of land
- Schedule 'A' – Administration – Added verbiage to provide clarification on where Tax certificates, and Tax account Statements or Bill reprints are appropriate

- Schedule 'A' – Administration – Increase the per minute rate on Level 2 & Level electric vehicle charging stations: from \$0.05 / minute to \$0.04 / minute on Level 2, and from \$0.28 / minute to \$0.25 / minute on Level 3
- Schedule 'B' – Building Department – multiple changes as detailed below:

Section #	Item	Previous Rate	Revised Rate
1.1	b	\$ 130.00	\$ 260.00
1.1	c	\$ 130.00	\$ 260.00
1.3	h	\$ 130.00	\$ 260.00
1.3	i	\$ 130.00	\$ 260.00
1.4	b	\$ 130.00	\$ 260.00
1.4	c	\$ 130.00	\$ 260.00
3.0	b	\$ 260.00	\$ 520.00

- Schedule 'C' – Cemeteries – Extensive changes / updates as approved by council via resolution 2021-197 (report CLK 2021-017).
- Schedule 'E' – Licensing and Lotteries – Food vehicle stand fees – duration of license being defined
- Schedule 'F' – Planning – Cash in Lieu of Parkland – fee has increased from \$1,000 to \$7,500 per recommendation contained in report RPL 2021-023, and subsequent RPL committee meeting minutes.
- Schedule 'G' – Roads – updates to the base fees for rural/semi-urban Entrance installations, and the provision for additional incremental charges for additional works required.
- Schedule 'G' – Roads – Increase to the labourer / driver rate from \$50/Hr. to \$60/Hr.

FINANCIAL CONSIDERATIONS

The implementation / update of the fees proposed above will aid in the offset of costs associated with the provision of value-added services to the residents of the Township of Wellington North.

ATTACHMENTS

By-law 117-21 attached in this agenda package

STRATEGIC PLAN 2019 – 2022

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

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

Prepared By: Adam McNabb, Director of Finance

Adam McNabb

Recommended By: Michael Givens, Chief Administrative Officer

Michael Givens



Staff Report

To: Mayor and Members of Council Meeting of December 13, 2021

From: Corey Schmidt, Manager, Environmental & Development Services
Sara McDougall, Process Compliance Analyst

Subject: OPS 2021-043 being a report on the Township’s Drinking Water Quality Management System (DWQMS) – 2021 Management Review Meeting Minutes

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-043 being a report on the Township’s Drinking Water Quality Management System (DWQMS) – 2021 Management Review Meeting Minutes.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Annually

BACKGROUND

The Township of Wellington North’s DWQMS requires that a Management Review shall be conducted at least once every calendar year to evaluate the continuing suitability, adequacy and effectiveness of the Municipality’s DWQMS and to identify any areas where improvement is required. The Management Review process ensures that all levels of the organizational structure (i.e. Owner, Top Management and Operating Authority) are kept informed and aware of the Township’s DWQMS and the performance of the municipally owned Drinking Water Systems.

As an outcome of the Management Review, the Process Compliance Analyst makes recommendations for the improvement of the Township’s DWQMS. These recommendations include descriptions of the identified deficiencies, identification of action items to address the deficiencies and delegation of the action items including required time frames for response.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

Schedule A – Management Review Meeting Minutes dated November 23, 2021

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:

Sara McDougall, Process Compliance
Analyst

Sara McDougall

Recommended By:

Michael Givens, Chief Administrative Officer

Michael Givens



**TOWNSHIP OF WELLINGTON NORTH
DWQMS MANAGEMENT REVIEW
MEETING MINUTES**

Date: November 23, 2021

Time: 1:00 pm

Location: Kenilworth Municipal Office, Council Chambers

Attendees:

Mike Givens, Chief Administrative Officer (CAO) (Top Management)

Matt Aston, Director of Operations (Top Management)

Corey Schmidt, Manager, Environmental & Development Services (Top Management)

Sara McDougall, Process Compliance Analyst/Quality Management Representative (PCA/QMR)

The PCA/QMR discussed the following items:

1. Incidents of Regulatory Non-Compliance

- Annual Arthur Drinking Water System MECP inspection final inspection rating was 100%.
- Mount Forest Drinking Water System MECP inspection is still in progress.
- No non-compliances were noted during the Arthur inspection.
- Two best practice recommendations from the inspector during the inspection which were also in the previous inspection.
 - Arthur - monitor agricultural activities on lands adjacent to their wells.
 - Arthur – include the O’Donnell domestic well to the Well # 7b wellhead protection area (WHPA) and the monitoring well WN-MW1/00(DO) to the Well # 8a and 8b WHPA the next time the source protection plans are revised.

The PCA commented that we expect to see the results of the Mount Forest inspection before the Management Review report goes to the Council meeting on December 13th, 2021.

The Director and CAO both commented about the inspector’s best practice recommendation to monitor agricultural activities on lands adjacent to the wells in Arthur and if it is expected that this recommendation would continue on future reports. The PCA commented that we do expect this item will continue on future reports as more of a reminder to the MECP Drinking Water Inspectors and township staff of previous improper land application that was detected by the MECP’s Agricultural Compliance Officer near Well # 8A & B and watch out for and report any further activities to the MECP.

The PCA commented that the recommendation to include the O’Donnell domestic well to the Well # 7b wellhead protection area (WHPA) and the monitoring well WN-

MW1/00(DO) to the Well # 8a and 8b WHPA the next time the source protection plans are revised was forwarded on to Kyle Davis (RMO). The PCA also commented that through discussion with Kyle, the WHPA's are likely going to be updated within the next 5 years so this recommendation will be considered.

Action Items

- **See section 9. Follow-up Action Items from Previous Management Reviews**

2. Incidents of adverse drinking water tests

- During this reporting period, there were none to report.

Action Items

- None

3. Deviations from Critical Control Points Limits & Response Actions

- There were no deviations from Critical Control Points.

Action Items

- None

4. Efficacy of the Risk Assessment Process

- Risk Assessment Review was completed February 24th, 2021.
- Staff reviewed the risk assessment outcome tables for the Arthur DWS and the Mount Forest DWS for currency and completed the thirty-six month re-assessment of the risks. Control measures, Critical Control Points and monitoring procedures were reviewed and were still current.

Action Items

- None

5. Internal & Third-Party Audit Results

- The internal audit was completed May 13th to May 20th, 2021. The audit team was comprised of Corey Schmidt, Darin Schenk and Sara McDougall. The audit was conducted remotely through Microsoft Teams. There were no non-conformances identified in this audit.

The auditors noted five opportunities for improvement (OFI):

- Element 5 Document and Records Control

- ✓ Consider adding any external documents that are referenced in the Operational Plan to A5-01 Document Control Table to ensure staff have a reference of where they can be located. This item was addressed June 4, 2021.
 - ✓ Add Infrastructure Review records to the list of records under A5-02 Record Control Table to reflect where these records are currently being stored and for how long. This item was addressed June 4, 2021.
- Element 21 Continual Improvement
 - ✓ Include any outstanding/open corrective/preventive/improvement item previously identified to the new form F21-03 Continual Improvement Log. This would ensure they are tracked under the new system. This item was addressed May 25, 2021.
- Element 2 QMS Policy
 - ✓ Consider separating DWQMS information /Policy from other water related information on the website. This could be achieved by giving DWQMS its own tab under the water and sewer department heading making it more easily located on the website. This item was addressed May 25, 2021.
- Element 19 Internal Audit
 - ✓ Add a column/space on F19-01 Internal Audit Summary & Checklist pg. 5 Audit Notes to document the Auditee. There is a column to document who the Auditor is but not who the Auditee is. This item was addressed June 4, 2021.
- On July 9th, 2021, an off-site Systems Audit was conducted by SAI Global with all pertinent information being sent electronically to the auditor. There were no non-conformities identified during this audit.

The auditor noted one opportunity for improvement (OFI):

 - Element 7 Risk Assessment
 - ✓ Consider having more positions involved in the risk assessment although the yearly review can involve fewer personnel. This item was addressed by updating our procedure August 3, 2021.

The PCA commented that the procedure was updated to clarify what positions

should be involved in the annual risk assessment review and what positions should be involved in the thirty-six months re-assessment. The Township's Water Department has limited positions available compared to a larger municipality but in the past have involved a variety of staff at these reviews.

The Township of Wellington North maintains the Certificate of Accreditation. The current certificate expires November 12, 2023.

Action Items

- **See section 10. Status of Management Action Identified Between Reviews, all action items identified have been addressed.**

6. Results of Emergency Response Testing

- Pre and Post Chlorine Low Low Alarms and Diesel Generators are tested monthly.
- In September 2021, a training session was held by Wellington County Emergency Management for water and wastewater staff within the county and the City of Guelph. All water and wastewater staff from the Township of Wellington North participated. Topics presented were COVID-19: Update presented by Dr. Tanenbaum, WDG Public Health; Consolidated Linear Infrastructure ECA's for Sewage and Stormwater presented by Aziz Ahmed, MECP; Wellington Source Water Update presented by Kyle Davis, SWP and Water and Wastewater Emergency Exercise facilitated by Bobby De Hetre, Wellington County.
- PTO-driven power supply at Well #6 was tested in October 2021. There were no issues with operation of it.
- An emergency tabletop exercise was completed with water and wastewater staff in November 2021. Staff had to respond to a tornado causing power loss to the Town of Arthur while also impacting the Arthur Water System's communications. Staff were able to respond efficiently and effectively to this type of emergency by using backup power and system pressures to continue to supply safe drinking water.

Action Items

- None

7. Operational Performance

- A leak detection survey was completed in May 2021 on the East side of the Town of Mount Forest's water system. One new audible valve leak at 411 York St (York St/Queen St E intersection) was found. Operators worked the valve and were able to stop the leak. This valve will be replaced with the Queen St E reconstruction project in 2022.

- In 2021, the Arthur Multi- Leg Tower was cleaned and inspected. Recommendations are as follows:
 - ✓ Exterior – The coating system is in poor condition, with many areas of corrosion and de-lamination on structural members such as the support legs and cross supports, as well as on the tank body itself. Because of its riveted construction, there is entrapped corrosion between the plates that cannot be removed or painted. This type of corrosion can lead to catastrophic failure of the structure because rivet shafts are hidden and cannot be inspected for metal loss due to corrosion.
 - ✓ Interior -The lining of this tank appears to be a plural component urethane which is in fair condition, with no large areas of de-lamination or corrosion. There is heavy mineral staining, but this does not affect the integrity of the lining.
 - ✓ It is not practical and economically feasible to repair an antiquated asset at an expense close to replacing it with a significantly better, state of the art asset that is less expensive to maintain. Even after a complete refurbishment, this tank will still have areas of corrosion, metal loss and age related stress faults that cannot be addressed, and these defects will affect its structural integrity.

The water tower service provider informed us that the corrosion right now is only cosmetic.
- In 2021, 175 main valves in Arthur were operated and inspected. All valves were in working order at the time of the inspections.
- All fire hydrants in Mount Forest (187) and Arthur (112) were painted and inspected in 2021. It was identified that a hydrant on Wells St W in Arthur needs replaced.
- There were four water main breaks since the last management review, 0 in Arthur and 4 in Mount Forest. They were at the following locations:
 - Church Street North (2)
 - North Water Street East
 - Durham Street East / Church Street North intersection.
- There was one service leak repair since the last management review in Mount Forest. The leak was on South Water Street.

Action Items

- None

8. Raw Water Supply & Drinking Water Quality Trends

- No quantity issues in the reporting year.
- There have been no significant changes in raw water quality since the last management review meeting.
- Schedule 23/24 (Organics /Inorganics) samples collected in the past 3 years indicates that there have been no changes in raw water quality. All results were within regulatory requirements.

- Mount Forest Wells #3 & #5 and Arthur Wells #7b & #8 have elevated levels of sodium. The Aesthetic Objective for sodium is 200 mg/L but must be reported to Ministry of Health (MOH) if above 20 mg/L. This is so physicians can notify patients on sodium restricted diets.

Sodium Levels in Mount Forest (mg/L)				
Wells	#3	#4	#5	#6
2013	16.2	10.7	58.9	10.1
2018	21.3	12.3	61.2	11.7
Sodium Levels in Arthur (mg/L)				
Well	#7b	Well	#8	
2013	36.8	2015	21.5	
2018	36.6	2020	22.4	

- The Township falls under three Conservation Authorities, each with a different Source Protection Plan (SPP). All plans have been approved and are currently in effect.
 - Saugeen Valley SPP applies to Mount Forest.
 - Grand River SPP applies to Arthur.
 - Maitland Valley SPP, only education programs apply as there are no municipal wells in the area.

Action Items

- None

9. Follow-up Action Items from Previous Management Reviews

Item	Person(s) Responsible	Completed Yes/No	Date of Completion
MECP Inspection Recommendation: Monitor agricultural activities on lands adjacent to their wells and report any further improper land applications to the MECP.	All Staff	Yes	Continually Monitor
MECP Inspection Recommendation: Consider including the O'Donnell domestic well to the Well # 7b WHPA and the monitoring well WN-MW1/00 (DO) to the Well # 8a and 8b WHPA the next time the source protection plans are revised.	PCA/RMO	No	By Next SPP update
MECP Inspection Recommendation: Schedule 23/24 Sampling Periods be made the same for the two pumphouses, for simplicity in organization and tracking.	PCA	Yes	23-Apr-21
MECP Inspection Recommendation: Greater care be taken when making entries in logbooks, in order to ensure legibility and due diligence is attained.	All Staff	Yes	17-Sep-21
Internal Audit OFI: Add pandemic to the Emergency Response Procedure and create a SOP for responding to a pandemic.	QMS Rep/ Manager	Yes	7-Jan-21

External Audit OFI: Have regular staff meetings throughout the year to review Operational Plan appendices (SOP's) and forms to ensure documents are current and enhance Operator's knowledge of the QMS and possibly identify any preventive actions that arise.	QMS Rep & Manager	Yes	27-Jul-20
External Audit OFI: Enhance the visibility of the QMS Policy to staff and the Owner by displaying at Arthur and Mount Forest water offices and Municipal office in Kenilworth.	QMS Rep	Yes	1-Mar-21
External Audit OFI: Consider reviewing and improving how documents are kept protected.	QMS Rep	Yes	9-Mar-21
External Audit OFI: Consider reviewing the table in section 13.2 of the Operational Plan with respect to the content under the header "Procurement" to ensure it addresses "the means to ensure the procurement of each essential item listed". Consider removing items that are not really essential, such as Well Contractor, Printing Company etc. Also update Appendix 13-01 after section 13.2 is finalized.	QMS Rep	Yes	17-Mar-21
External Audit OFI: Review content in Element 13 of the Operational Plan and Appendix 13-01 to ensure consistency of their content.	QMS Rep	Yes	17-Mar-21
External Audit OFI: Consider replacing "fiscal year" with "calendar year" in the Internal Audit procedure.	QMS Rep	Yes	6-Apr-21
External Audit OFI: Add Element 1 & 6 to the Internal Audit checklist.	QMS Rep	Yes	23-Apr-21
External Audit OFI: Consider using "at least once every Calendar year" instead of "annual basis" in the Management Review procedure.	QMS Rep	Yes	6-Apr-21
External Audit OFI: Consider numbering each item of the minutes of the management review to ensure easy referencing in the future.	QMS Rep	Yes	30-Nov-20
External Audit OFI: Update the Continual Improvement procedure to clarify how we track and measure continual improvement of the QMS.	QMS Rep	Yes	26-Mar-21
External Audit OFI: Consider adding a column to Form 20-01 to conclude completed actions as either "Improvement to the QMS Documentation", "Improvement to QMS Implementation", "Operational Improvement" or "Management Improvement".	QMS Rep	Yes	26-Mar-21

10. Status of Management Action Identified Between Reviews

Item	Person(s) Responsible	Completed Yes/No	Date of Completion
<p>Management Review 2020: An updated MECP Ontario Watermain Disinfection Procedure will be in effect 6 months after we receive our new MDWL in May 2021. Review Operational Plan & Appendices to ensure all procedures affected by the new Watermain Disinfection procedure are updated to reflect the changes.</p>	Manager/ QMS Rep	Yes	12-Nov-21
<p>Internal Audit OFI: Under Element 5 consider adding and external documents that are referenced in the Operational Plan to A5-01 Document Control Table to ensure staff have a reference of where they can be located.</p>	QMS Rep	Yes	4-Jun-21
<p>Internal Audit OFI: Under Element 5 add Infrastructure Review records to the list of records under A5-02 Record Control Table to reflect where these records are currently being stored and for how long.</p>	QMS Rep	Yes	4-Jun-21
<p>Internal Audit OFI: Under Element 21 include any outstanding/open corrective/preventive/improvement item previously identified to the new form F21-03 Continual Improvement Log. This would ensure they are tracked under the new system.</p>	QMS Rep	Yes	25-May-21
<p>Internal Audit OFI: Under Element 2 consider separating DWQMS information /Policy from other water related information on the website. This could be achieved by giving DWQMS its own tab under the water and sewer department heading making it more easily located on the website.</p>	QMS Rep	Yes	25-May-21
<p>Internal Audit OFI: Under Element 19 add a column/space on F19-01 Internal Audit Summary & Checklist pg. 5 Audit Notes to document the Auditee. There is a column to document who the Auditor is but not who the Auditee is.</p>	QMS Rep	Yes	4-Jun-21
<p>External Audit OFI: Under Element 7 consider having more positions involved in the risk assessment although the yearly review can involve fewer personnel.</p>	QMS Rep	Yes	3-Aug-21

11. Changes That Could Affect the Quality Management System

- The new Ontario Watermain Disinfection Procedure has now been implemented and the following changes will impact operations;
 - For final watermain connections equal to or less than one pipe length (6 meters), a Certified Operator must be present to witness the installation and disinfection of the final connections to ensure that sanitary construction and disinfection practices were met. If a Certified Operator is not present, the connection must remain isolated from the existing drinking water system until satisfactory microbiological sample results are received from samples taken by a Certified Operator.
 - Final connections greater than one pipe length (6 meters) shall continue to be undertaken in accordance with AWWA Standard C651, however the new procedure allows for an exemption at the discretion of the Operating Authority. If the final connection is greater than one pipe length (6 meters) but less than 40 meters and the connection crosses a transportation corridor which might result in a road closure, traffic congestion, loss of emergency vehicle access, safety concerns or the new watermain cannot be constructed to within one pipe length of the existing watermain due to the potential for destabilizing an existing thrust block, a new procedure can be followed. The new procedure allows for hand swabbing and requires a Certified Operator to witness the installation of the connection. The connection can be placed in service upon satisfactory results from microbiological samples taken by a Certified Operator.
 - Opening valves to place a new watermain in service shall, in all cases, be operated by a Certified Operator
 - Flushing through all final connections shall be performed by a Certified Operator to ensure acceptable disinfectant concentration is present in the new watermain.
 - Certified Operators must be on site to perform or directly supervise all live tapping of watermains.
 - All watermain breaks are now classified as a category 2 unless an Operator-in-Charge conducts a visual inspection upon completion of the excavation and reclassifies the break to a category 1.
 - Further documentation and record keeping required for new watermains and watermain repairs.

The PCA commented that in the Township's new Municipal Drinking Water Licence (MDWL) and Drinking Water Works Permit (DWWP), implementation of the new Ontario Watermain Disinfection procedure was required on November 13, 2021. Updates were made to procedures and forms within the Operational Plan which took effect on November 13, 2021 as required. Also staff were trained on the new procedures. The Manager commented that the changes require more involvement of certified operators during re-construction/new development activities.

- Ongoing and future development in Arthur and Mount Forest will impact legislative requirements, infrastructure needs and staffing. The Operational Plan will require major updates as the Township grows.

The PCA commented that as the Township grows and new infrastructure is in place, the Township's Drinking Water System Profiles, MDWL's and DWWP's will require updates which could result in the MECP re-classifying the Drinking Water Systems. Also as the population increases, sampling requirements will also increase.

Action Items

- None

12. Consumer Feedback

- 20 drinking water complaints in the Township of Wellington North since last management review.
- All complaints were resolved by staff in a timely fashion.

The Manager commented that most discoloured water complaints could be traced back to something that was being done operationally in the distribution system at the time of the complaint that caused the disruption.

Arthur Drinking Water System Customer Complaints			
	Date	Address	Complaint
1	Feb 16, 2021	50 Wells Street West	discoloured water (fire dept filling tanker trucks to fight large fire the previous night)
2	May 19, 2021	309 Domville Street	low pressure (private issue – globe valve on private shut off)
3	May 19, 2021	148 Berkshire Drive	discoloured water (private development)
4	June 9, 2021	171 Georgina Street	discoloured water
5	June 23, 2021	191 Frederick Street East	discoloured water (fire dept using hydrant previous night)
6	July 14, 2021	121 Walton Street	discoloured water (watermain shutdown on section of Smith Street for reconstruction project)
7	July 14, 2021	186 Clarke Street	discoloured water (watermain shutdown on section of Smith Street for reconstruction project)
8	July 14, 2021	135 Frederick Street East	discoloured water (watermain shutdown on section of Smith Street for reconstruction project)
9	July 14, 2021	161 Tucker Street	discoloured water (watermain shutdown on section of Smith Street for reconstruction project)
10	July 14, 2021	164 Berkshire Drive	discoloured water (private development, hydrant was opened on Samuel Dr. by private contractor)
11	July 14, 2021	169 Berkshire Drive	discoloured water (private development, hydrant was opened on Samuel Dr. by private contractor)

12	July 21, 2021	211 Frederick Street East	odour/taste/discoloured water (staff hammered water service)
13	July 21, 2021	419 Eliza Street	low pressure (private issue – globe valve on private shut off)
14	Aug 28, 2021	110 Edward Street	discoloured water (staff assisted with internal line flushing)
15	Sept 1, 2021	317B Domville Street	low pressure (staff hammered water service)
16	Sept 29, 2021	211 George Street	discoloured water (staff hammered water service)
17	Nov 16, 2021	104 Schmidt Drive	discoloured water (staff hammered water service)

Mount Forest Drinking Water System Customer Complaints			
	Date	Address	Complaint
1	Dec 15, 2020	380 William Street	discoloured water (private issue – water softener)
2	Mar 8, 2021	492 Wellington Street East	low pressure
3	May 13, 2021	740 Princess Street, Unit 33	discoloured water (private condo development)

Action Items

- None

13. Resources Needed to Maintain the QMS

- Currently staff resources needed to maintain the DWQMS are felt to be adequate.
- The majority of water department staff has been trained to conduct internal audits.
- The Municipal Water Wastewater Resource Committee is an online group that provides resources and help with the DWQMS.

The PCA commented that the Director of Operations and one Operator recently completed the Internal Auditing for DWQMS training course and are now able to be apart of the internal audit team if needed.

Action Items

- None

14. Results of the Infrastructure Review

- This review was completed in October 2021. The following items were reviewed:
 - Infrastructure review meeting minutes from the previous year;
 - List of reconstruction projects/new development since the last review;
 Arthur:
 - ✓ 6" PVC watermain and Municipex services were installed for phase 3 (Walsh Street) of Eastridge Landing subdivision.
 - ✓ A new Municipex ¾" water service was installed at 7619 Jones

Baseline.

- ✓ Upgrades were completed as part of Arthur Connecting Link reconstruction which included:
 - removal of "T" in watermain to old well # 3 and replaced with section of 12" PVC watermain.
 - removal of "T" in watermain to old well # 2 and replaced with section of 12" PVC watermain.
 - a new 6" PVC water service was installed at 164 George Street replacing the existing 1" service.
 - a new 4" PVC water service was installed at 168 George Street replacing the existing 1" service.
 - new ¾" copper water service was installed at 151 Smith Street replacing the existing ¾" service.
 - new ¾" copper water service was installed at 175 Smith Street replacing the existing ¾" service.
 - new ¾" copper water service was installed at 231 Smith Street replacing the existing ¾" service.
 - broken or ceased main valve boxes were replaced as required.
 - 18 services were insulated as they have frozen in the past.

Mount Forest:

- ✓ A new Municipex ¾ " water service was installed at 440 Birmingham Street West to replace the existing lead service that was discovered during a service box repair.
- ✓ 2 new Municipex services were installed at 187 King Street East. 1 service was 2" and the other was 1". A section of 4" cast iron watermain was replaced with 4" PVC watermain in order to lower the watermain under newly installed storm sewer.
- ✓ A new Municipex ¾ " water service was installed for the new Royal Home being built to the east (severed portion) of the existing 480 Wellington Street East.
- ✓ 24 new Municipex ¾ " water services were installed on Wellington Street East (Brad Wilson Development).
- ✓ A new Municipex ¾ " water service was installed to the lot severed off of 350 Wellington Street East.
- ✓ 30 new Municipex ¾" water services were installed in Phase 2 of Randy Bye's Broomer Cres. Development.
- ✓ A new Municipex 1" water service was installed at 219 Industrial Drive.
- ✓ 30 new Municipex ¾" water services were installed as part of the

Durham/Church Street Development (Brad Wilson Development - Jeffrey's Way).

- Water Tower maintenance, rehabilitation or renewal activities;
 - ✓ Arthur Multi-Leg Tower was inspected May 3, 2021, see section 7 Operational Performance for further details.
- Production Wells/Pump House maintenance, rehabilitation or renewal activities;
 - ✓ The chlorine pump at Mount Forest Well # 3, 4, 5, 6 & Arthur 7b was changed to flow pacing so that the chlorine pump rate automatically adjusts based on the well pump flow rate. Arthur Well # 8 chlorine pump was already flow paced.
 - ✓ Digital pressure gauges were installed at Mount Forest Well # 4, 5 & 6 and were programmed to communicate to the SCADA.
 - ✓ Mount Forest Well # 5 had the following upgrades:
 - Replaced 150mm check valve and relocated to piping upstairs.
 - Installed a 25mm threaded nipple and ball valve for backflushing purposes on the upstairs 150mm piping.
 - Removed existing pressure switch upstairs.
 - Replaced existing aging 100mm flow meter with new 100mm mag meter.
 - Replaced a small section of existing cast iron piping in the wellhouse with stainless steel piping.
 - Replaced existing 100mm gate valve in wellhouse with a new one.
 - Relocate chlorine injector tip upstairs (upstream) to allow for more chlorine mixing time prior to pre chlorine analyzer and flow meter.
 - Installed stainless steel spool piece in current location of 150mm check valve.
 - Moved chlorine day tank, containment tank and chlorine pump upstairs to new injection point.
 - Replaced level transducer with new one.
- Annual Arthur and Mount Forest Well Inspections Report;
 - ✓ The most recent inspection was conducted on December 10, 2020. Recommendations were to sample raw water from Mount Forest Well # 5 and test for Chloride and Sodium annually to monitor any changes or trends, ensure all desiccants contained in each GE Druck Transducer Sensor Termination Enclosure Box are replaced or dried and paint the steel protective monitoring well casings RED. The

Township has completed Chloride and Sodium sampling at Well # 5 annually for several years and will continue to do so. The monitoring well casings were painted in the summer of 2021. The next inspection is scheduled for November 25, 2021.

- SCADA/Communications maintenance, rehabilitation or renewal activities;
 - ✓ Human Machine Interface (HMI) screens were installed on the control panel in all Arthur and Mount Forest wellhouses.
- Leak Detection Program;
 - ✓ Leak detection was completed on the East Side of Mount Forest from May 3rd – 7th, 2021 (see section 7 Operational Performance for further details).
- Main Valves maintenance and inspection records;
 - ✓ 175 main valves in Arthur were operated and inspected in 2021(see section 7 Operational Performance for further details).
 - ✓ New main valves were installed in Arthur and Mount Forest as part of the new developments. Once these developments are assumed by the Township, these main valves will be numbered and included in the existing inspection schedule.
- Hydrant maintenance and inspection records;
 - ✓ All fire hydrants in Mount Forest and Arthur were painted and inspected in 2021 (see section 7 Operational Performance for further details).
 - ✓ New fire hydrants were installed in Arthur and Mount Forest as part of the new developments. Once these developments are assumed by the Township, these hydrants will be numbered and included in the existing inspection schedule.
 - ✓ The secondary valve was replaced on Hydrant # 8 in Arthur.
- Watermain/Service Leak Repairs since the last review;
 - ✓ There was a total of four water main breaks since the last infrastructure review meeting, all 4 in Mount Forest. There was also one service leak repair since the last infrastructure review meeting in Mount Forest (see section 7 Operational Performance for further details).
- List of approximate age of watermains;
 - ✓ Arthur and Mount Forest Distribution System maps were updated in 2020 as part of the technical updates. These maps will be updated as reconstruction projects are completed, and new development is assumed by the Township.

- Risk Assessment Outcomes;
 - ✓ The Director of Operations and Manager identified four infrastructure related projects to the risk assessment outcome in 2021.
 - The township now has a backup SCADA provider who has the ability to access if required.
 - SCADA penetrating testing was recently completed by a 3rd party and although report was not finalized by the time of the review, the Director of Operations commented that the results of the testing were positive.
 - Facility security at Arthur Well # 7b (due to proximity of walking trail and remote location) could be improved.
 - Adding driveway access to the actual well at Arthur Well # 7b would be beneficial in-case the well needed to be pulled for maintenance in bad weather.
- Township of Wellington North O.Reg 453/07 Financial Plan;
 - ✓ The Water and Wastewater Rate Study and Financial Plan updated in 2020 was reviewed and the following items identified in the Capital Forecast were commented on:
 - Domville Street Reconstruction (Conestoga Street to Preston Street) is being recommended for the 2022 budget.
 - John Street Reconstruction (Waterloo Street to Queen Street) is being deferred.
 - A Valve Exerciser/Vac Trailer replacement forecasted for 2023 is being recommended to move ahead to the 2022 budget.
 - The addition of new Water Vehicle is recommended for the 2022 budget.

The following growth related projects are being deferred:

 - Wells Street (Domville Street to Macauley Street)
 - Eliza Street (Macauley Street to Tucker Street)
 - Draper Street (Eliza Street to Anderson Street)
 - Anderson Street (Draper Street to Farrell Lane)
 - Truck Watermain, Existing System to new Elevated Tank

Outcomes of the Infrastructure Review

The following are the outcomes of the review:

- Recommend Domville Street Reconstruction (Conestoga Street to Preston Street) (2022).
- Recommend reconstruction of Queen Street East between Main Street and White's Bridge in Mount Forest (2022). Have received funding.

- Recommend Mount Forest Standpipe Rehabilitation (2023). This project was deferred from 2021 as we have applied for a grant.
- Recommend Valve Exerciser/Vac Trailer Replacement (2022)
- Recommend addition of new Water Vehicle (2022)
- Recommend Well # 3 Rehabilitation
- Recommend enhancing security at Well # 7b
- Recommend adding driveway access to the actual well at Well # 7b

Action Items

- None

15. Operational Plan Currency, Content and Updates

- The operational plan is reviewed and updated on an annual basis and whenever necessary changes are required to be made.
- The last revisions were completed November 19, 2021.

Action Items

- None

16. Staff Suggestions

- Staff suggestions are on-going throughout the year, if a change is needed in the operational Plan, staff are directed to complete a change request form, and that process is followed to make the change.

Action Items

- None

Meeting adjourned at 3:00pm



Staff Report

To: Mayor and Members of Council Meeting of December 13, 2021
From: Matthew Aston, Director of Operations
Subject: OPS 2021-042 being a report on how to declare a significant weather event in Wellington North

RECOMMENDATION

THAT the Council of the Township of Wellington North receive Report OPS 2021-042 being a report on how to declare a significant weather event in Wellington North;

AND FURTHER THAT Council delegate the authority to declare a significant weather event with respect to Ontario’s Minimum Maintenance Standards for Municipal Highways to the Director of Operations or their designate;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law for a policy for the declaration of a significant weather event.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2021-040 being a report on the Township’s Winter Maintenance Program

BACKGROUND

Ontario’s Minimum Maintenance Standards for Municipal Highways (O.Reg. 239/02 - <https://www.ontario.ca/laws/regulation/020239>), as amended, includes a provision under which Municipalities can declare a significant weather event (SWE) during winter maintenance operations. The declaration of a SWE, as per the regulation, has the effect of limiting the exposure to liability of the Township during bad weather events. This is accomplished by Township roads and sidewalks being deemed by regulation to be in a state of repair while a SWE is declared. SWE also has the effect of “stopping the clock” with respect to the allowable maintenance period following snow fall and ice build-up.

The regulation defined how a Municipality is to declare a SWE in Section 16.9 of O.Reg. 239/02 as amended.

Declaration of significant weather event

16.9. *A municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under this Regulation shall do so in one or more of the following ways:*

1. By posting a notice on the municipality's website.
2. By making an announcement on a social media platform, such as Facebook or Twitter.
3. By sending a press release or similar communication to internet, newspaper, radio or television media.
4. By notification through the municipality's police service.
5. By any other notification method required in a by-law of the municipality.

The recommendation contained within this report would simply delegate the authority to declare a significant weather event to the Director of Operations or their designate as well as authorize the Mayor and Clerk to sign a by-law for a related policy. This delegation of authority would allow for SWEs to be declared quickly and at an operational level, which is felt to be the most effective way to protect against liability. As described above, the declaration of a SWE would require communication by at least one of the methods described above.

The by-law and policy related to the declaration of a significant weather event is included in this agenda for adaptation.

FINANCIAL CONSIDERATIONS

There are no costs associated with carrying the recommendation contained within this report. However, use of the SWE provision within the Minimum Maintenance Standards can greatly reduce the liability exposure of the Township during poor winter weather conditions.

ATTACHMENTS

NA

STRATEGIC PLAN 2019 – 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By: Matthew Aston, Director of Operations

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



B. M. ROSS AND ASSOCIATES LIMITED

Engineers and Planners

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

File No. 05114

December 2, 2021

BY EMAIL ONLY

Darren Jones, CBO

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

**Re: Eastridge Landing Subdivision (Arthur) – Draft Plan 23T-13001
 Phase 3 (Walsh Street, Lots 1 to 29)
 Preliminary Acceptance for Stage 3**

On August 10, 2020, 2073022 Ontario Inc. (Coffey) entered into a Pre-Servicing Agreement with the Township for the Eastridge Landing subdivision (i.e. Stages 1, 2 & 3 of Phase 3). In accordance with terms of that Agreement, we issued a May 19, 2021, letter summarizing servicing work completed for Phase 3 and documentation received in support of a securities reduction request. Council passed a resolution at its May 25th meeting accepting the recommended securities reduction.

On April 27, 2021, 2073022 Ontario Inc. (Coffey) entered into a Subdivision Agreement with the Township. Council passed a resolution at its June 14th meeting granting Preliminary Acceptance for Stage 1 and Stage 2 of Phase 3 (sanitary sewer, watermain, storm sewer, associated services and road). The Developer has now requested Preliminary Acceptance be granted for Stage 3 of Phase 3 (Walsh Street), which is for street lighting and installation of utilities.

We are in receipt of a May 14, 2021, ESA for the street lights, a May 19, 2021, letter from Wellington North Power accepting the power distribution system installations, and an October 14, 2021, certification communication from the Developer's engineer, K. J. Behm & Associates Inc. We have also visited the site and verified the Stage 3 Works appear to have been installed and the street lights energized. Therefore, it is our opinion all of the necessary Stage 3 Works have been constructed for servicing Phase 3, and that the Township could pass the following resolution:

Z:\05114-Well_North-Eastridge_Landing-Arthur\Projects\PHASE 3&4\Securities and Acceptances\05114-2021-12-02-Phase3AcceptanceStage3-Darren-WN-Let.docx

THAT the Council of the Corporation of the Township of Wellington North grant 2073022 Ontario Inc. (James Coffey) Preliminary Acceptance for Stage 3 of Phase 3 (Walsh Street, Lots 1 to 29) of the Eastridge Landing Subdivision (Draft Plan 23T-13001) effective June 28, 2021.

If you have any questions, please contact us.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per



Frank Vanderloo, P. Eng.

c.c. Ken Behm, P. Eng.
Jim Coffey, 2073022 Ontario Inc.



B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
 Box 1179, 206 Industrial Drive
 Mount Forest, ON, Canada N0G 2L0
 p. (519) 323-2945 • f. (519) 323-3551
www.bmross.net

File No. 18171

December 8, 2021

BY EMAIL ONLY

Darren Jones, CBO

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

Re: Mt. Forest Developments Inc. Subdivision (Jefferey Way, Mount Forest)
Draft Plan 23T-18001
-- Preliminary Acceptance for Stage 1 & Stage 2 --
-- Securities Reduction --

On October 7, 2019, Mt. Forest Developments Inc. (now owned by Brad Wilson) entered into a Subdivision Agreement with the Township for the subdivision located at the southwest corner of Durham Street and Church Street in Mount Forest. In accordance with terms of that Agreement, Wilson, through his Engineer (Cobide Engineering Inc.), is requesting Preliminary Acceptance for the constructed Stage 1 and Stage 2 Works, which is one of the requirements before the Township will accept building permit applications. They are also requesting a reduction to the securities amount. The purpose of this letter is to provide Council with our recommendation pertaining to these requests.

Constructed Works

During 2021, JT Excavating constructed municipal servicing and roadways for this subdivision. This work was completed for the new street, Jefferey's Way, as well as work on Church Street and Durham Street to service new lots fronting on those existing roadways. BMROSS and Township staff met with Cobide Engineering and JT Excavating on October 28, 2021, for a general overview of the Stage 1 Works (i.e., storm sewer, sanitary sewer, watermains, associated services) and of the Stage 2 Works (i.e., road, curb, base asphalt, boulevard rough grading). Works pertaining to Stage 3 (i.e., utilities and street lighting) and Stage 4 (i.e. sidewalks, final lift of asphalt, restoration) will be the subject of future acceptance requests made by the Developer.

We are in receipt of documentation provided to us by Cobide, generally on November 20, 2021, that includes the following:

Z:\18171-Wellington_North-Review_Mt_Forest_Dev_Inc\Projects\Securities and Acceptances\18171-2021-12-08-JeffereyWay-Acceptances-Securities-WN-Let.docx

- A November 23, 2021, certification letter from Cobide Engineering Inc., that includes a deficiency and outstanding work list.
- A November 23, 2021, reduction of securities request letter from Cobide.
- GM BluePlan August 9, 2021, Gran. “A” gradation test report.
- GM BluePlan compaction test results (pipe bedding; pipe backfill, subgrade, Gran. “B”, Gran. “A”).
- GM BluePlan concrete curb and sidewalk compressive strength test results.
- GM BluePlan base asphalt compaction test results (September 29, 2021).
- GM BluePlan base asphalt Marshall test results.
- Jefferey Way sanitary sewer leakage test result (using low pressure air).
- Watermain commissioning test results (pressure/leakage test; disinfection; microbiological).
- CCTV of the mainline sanitary and storm sewers, as completed by WinCan on September 3 & 4, 2021.
- CCTV of sanitary laterals, as completed by WinCan on September 10 & 14, 2021.

In addition to the November 23, 2021, Cobide deficiency and outstanding work list, the following will need to be addressed:

- Mix designs (concrete sidewalk; concrete curb & gutter; HL4; HL3)
- Our preliminary review of CCTV indicates the sanitary services and main line sewers were not flushed or not flushed adequately (some have debris/stones in them), and that 14 services were not inspected (Semi lots 1 to 6; 344 & 345 Durham St East).
- Filling behind Lot 13 to support/protect hydro pole
- Off-site soil disposal forms.
- ESA for street lights
- Written confirmation from Wellington North Power re: acceptance of the electrical works, and ESA.
- Certification from the Developer’s engineer regarding Stage 3 Works, at the time of a future Acceptance request.
- Certification from the Developer’s engineer regarding Stage 3 Works, at the time of a future Acceptance request.
- OGS structure will need to be cleaned out by the Developer during the maintenance period as needed and prior to Final Acceptance.
- Fulfilment of conditions of ECA (e.g. logbook, operations manual, performance reporting)
- As Recorded drawings and service record sheets.
- A complete review of the submissions has not yet been finished due to time constraints, and upon completion of our review additional deficiencies may be identified.

In accordance with Terms 8.9.2 & 8.9.3 of the Subdivision Agreement, **the Developer is to provide written documentation pertaining to the status of the Stage 3 Works (utilities; street lighting) and to confirm they will all be installed within 6 weeks of the date of the issuance of building permits.** At the time of the October 28th site meeting it appeared all utilities were installed except for natural gas.

It is our understanding that the various rear and side yard storm sewer easements have yet to be registered by the Developer for Lots 6, 9-13 and 15 in favour of the Township. **Registration of**

these easements needs to be completed prior to issuance of any building permits (Term 8.9.1).

Jefferey Way street name and stop signs have not yet been installed, and this needs to be completed prior to building permits being issued (Term 8.9.7).

In summary, based on an October 28th site review meeting and documentation provided by the Developer's Engineer, it is our opinion all of the necessary Stage 1 and Stage 2 Works have been constructed for servicing this subdivision (i.e. sanitary sewer, watermain, storm sewer, road), but the Developer yet needs to submit proof of utility installation schedules, proof that storm sewer easements have been registered, and complete the installation of traffic signs. As such, we can only recommend conditional preliminary acceptance of the completed Stage 1 and Stage 2 works at this time. As well, we note that there are several identified deficiencies that will need to be addressed by the Developer prior to the expiration of the two-year maintenance period.

Securities

It is our understanding the Township currently has \$1,040,106.13 in securities from the Developer. Currently, Cobide is recommending securities be reduced to \$309,773.52, which is for incomplete works and a 20% maintenance holdback for the completed works. We find this value to be reasonable.

The 2-year maintenance period for Stage 1 and Stage 2 will commence once proof of registration of all easements has been received.

A Statutory Declaration re: Payment of Accounts is required from the Developer prior to the Township reducing the securities.

Summary

Based on available information provided to us by the Developer and his Engineer, it is our opinion the Township could pass the following resolution:

THAT the Council of the Corporation of the Township of Wellington North grant Mt. Forest Developments Inc. (Brad Wilson), for the Jefferey Way Subdivision (Draft Plan 23T-18001) in the community of Mount Forest:

- 1. Preliminary Acceptance for Stage 1 and for Stage 2, subject to and effective from the date the Township CBO receives from the Developer proof of registration of all required easements, a letter acknowledging all outstanding utilities will be installed within 6 weeks, and confirmation that all Jefferey Way traffic signage has been installed.***
- 2. A reduction in securities to the amount of \$309,773.52, subject to the submission of a Statutory Declaration re: Payment of Accounts by the Developer to the Township CBO.***

It is our understanding that Township staff are in support of granting conditional Preliminary Acceptances of Stage 1 and Stage 2, which will allow Building Permit applications to be submitted once all of the foregoing matters have been addressed as well as all other relevant Subdivision Agreement conditions for building permit submissions (e.g., Term 8.9).

If you have any questions, please contact us.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED



Per _____

Frank Vanderloo, P. Eng.

c.c. Travis Burnside, Cobide
Brad Wilson, Developer



Staff Report

To: Mayor and Members of Council Meeting of

From: Karren Wallace, Director of Legislative Services/Clerk

Subject: Report CLK 2021-035 Being a Report on Delegation of Authority Policy

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2021-035 being a report on the delegation of authority policy;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign the Delegation of Authority By-law;

AND FURTHER THAT the by-law will become effective January 1, 2022.

AND FURTHER THAT Policy 33.15 be replaced with the policy in By-law 116-21.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- By-law 107-19 Records Management delegation Clerk
- CLK 2019-036 being a report on delegation of authority regarding records management Clerk
- By-law 086-18 Ontario Wildlife Damage Program delegation Clerk
- CLK 2018-047 being a report the Ontario Wildlife Damage Compensation Program delegation Clerk
- By-law 051-16 Appoint officials under the Clean Water Act delegation CAO
- By-law 027-15 Site Plan Control CAO delegated authority Section 4 & 5
- March 18, 2015 County Wellington Planning Report Site Plan Control By-law
- By-law 94-15 MFIPPA Head Mayor written delegated authority to Clerk
- By-law 95-15 Ombudsman Act head Mayor written delegated authority to CAO
- CLK 2015-067 being a report On Public Sector And MPP Accountability and Transparency Act, 2014 (BILL 8)
- PW 2015-051 being a report on delegation of authority to grant temporary road closures construction and toll booth Director of Public Works
- By-law 023-005 Filing Complaints with the Assessment Review Board (repealed)
- Resolution 2015-441 and Policy 33.15
- CLK 2015-051 being a report on Delegation of Authority Policy

BACKGROUND

Section 23.1 and 23.2 of the Municipal Act, 2001, as amended, permits a municipality to delegate certain powers and duties to a person or body.

Section 270(1) 6 of the Municipal Act, 2001 provides that a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties.

Over time, some decision making authority has been delegated to municipal staff. Implementation of further delegated authorities would result in improved efficiency and a reduction in red tape without compromising Council's ultimate authority.

Additionally, some of the delegated authorities in the by-law are typically being done by staff, without a specific authorizing delegation.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving the report or adopting the recommendation.

ATTACHMENTS

By-law 116-21 being the delegated authority policy contained in the agenda.

STRATEGIC PLAN 2019 - 2022

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

Yes

Modernization and Efficiency
 Municipal Infrastructure

Partnerships
 Alignment and Integration

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

Grand River Conservation Authority

Report number: GM-11-21-80

Date: November 26, 2021

To: General Membership of the Grand River Conservation Authority

Subject: Draft Transition Plan – Requirement under Ontario Regulation 687/21

Recommendation:

THAT the Grand River Conservation Authority Draft Transition Plan be approved; and
THAT the Draft Transition Plan be circulated to all participating municipalities; and
THAT the finalized Transition Plan be presented to the General Membership for approval at the December meeting.

Summary:

Under *Ontario Regulations 687/21*, the Grand River Conservation Authority (GRCA) is required to develop a Transition Plan that outlines the process the conservation authority will go through to transition to the new funding/levy framework. The regulation requires that this Transition Plan be submitted to the Ministry of Environment, Conservation and Parks and posted to the website by December 31, 2021. This Plan will also be circulated to all participating municipalities.

Attached to this report is the draft GRCA Transition Plan with process milestones and timelines to complete the transition period by January 1, 2024.

Report:

On October 4, 2021 the Ministry of Environment, Conservation and Parks (MECP) released the Phase 1 regulations to implement amendments to the *Conservation Authorities Act*. Report GM-21-10-75: Conservation Authorities Act Amendments- Phase 1 Regulation and Timelines provides an overview of the Phase 1 Regulations and associated deliverables and timelines.

The following regulations were included in the Phase 1 release:

- *Ontario Regulation 686/21*: Mandatory Programs and Services
- *Ontario Regulation 687/21*: Transition Plans and Agreements for Programs and Services
- *Ontario Regulation 688/21*: Rules of Conduct in Conservation Areas.

Under *Ontario Regulation 687/21*: Transition Plans and Agreements for Programs and Services, the regulation requires each conservation authority to create a Transition Plan that outlines the steps to develop an inventory of programs and services (category 1-3) and to enter into agreements with participating municipalities to fund category 2: Municipal programs and services. The Transition Period starts on the date the regulation was released and finishes on January 1, 2024.

The purpose of the transition period is to prepare conservation authorities and municipalities for the change to the budgeting process based on the delivery of Category 1-3 programs and services by January 1, 2024.

The first deliverable in the transition period is to develop and gain approval of the Transition Plan. The Transition Plan consists of a workplan/timeline and the consultation process with

participating municipalities on the inventory of all the GRCA's programs and services. This plan is required to be submitted to the MECP and to be made available to the public by December 31, 2021. This plan must also be circulated to all participating municipalities.

The first phase of the transition period requires an inventory of GRCA's programs and services. The inventory will list all the programs and services that the authority GRCA is providing as of February 28, 2022 and those that it intends to provide after that date. The inventory will include information about the sources of funding and categorize all programs and services based on the following: 1 – mandatory programs and services; 2 – municipal programs and services; and 3 – other programs and services.

The second phase of the Transition Period includes developing and finalizing the conservation authority/municipal agreements in accordance with any regulations governing municipal programs and services. These agreements must be complete by January 1, 2024.

Throughout the Transition Period the GRCA is required to submit six quarterly progress reports to the MECP on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, July 1, 2023 and October 1, 2023. The progress reports will include any comments received/changes to the inventory, an update on the progress of negotiations of agreements, and any difficulties that the GRCA is experiencing with concluding the requirements prior to the end of the Transition Period.

A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs and Services and confirmation that the authority has entered into all necessary cost apportioning agreements. This report also has to be posted on the website.

The attached provides the draft GRCA Transition Plan and timelines.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson

Chief Administrative Officer

Grand River Conservation Authority Transition Plan

Date: November 26, 2021

Amendments:

Background

In 2015, the Province initiated a review of the *Conservation Authorities Act*. Since then, Bill 139 (2017), Bill 108 (2019) and Bill 229 (2020) have been passed that included several amendments to the Act. The purpose of these amendments are to provide greater transparency, consistency, accountability and governance for Conservation Authorities. On October 4, 2021 the Ministry of Environment, Conservation and Parks (MECP) released the Phase 1 regulations to implement a portion of the amendments that were made to the *Conservation Authorities Act*. *Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services* was part of this grouping and requires the Grand River Conservation Authority (GRCA) to have a Transition Plan that outlines the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund municipal driven programs and services through a levy. It also establishes the transition period and timelines to enter into those agreements.

The purpose of the Transition Plan is to prepare the GRCA and participating/watershed municipalities for the change to the budgeting process based on the delivery and funding of the three categories of programs and services. These categories include:

1. mandatory programs and services where municipal levy could be used without any agreement;
2. programs and services subject to municipal approval and municipal funding through a MOU;
3. other programs and services an Authority determines are advisable, with alternate funding (e.g., provincial, federal, municipal agreement and/or self-generated revenue)

Under Regulation 687/21, the transition period is to be completed no later than January 1, 2024.

There are two main components to the transition period. The first part is to develop a Transition Plan which consists of a workplan/timeline for the completion of major milestones during the transition period, process of consulting and negotiating with municipalities on Memorandums of Understandings (MOUs) for the delivery of municipal requested programs and services and a draft inventory of programs and services offered by the GRCA. This Transition Plan is to be completed and submitted to MECP no later than December 31, 2021 and posted to the GRCA's website.

A final version of the inventory for programs and services is required to be circulated to participating municipalities and submitted to the MECP no later than February 28, 2022. The inventory for programs and services must also be posted to the GRCA's website.

The second part of the transition period includes developing, , negotiating and finalizing agreements (MOUs) with municipalities in accordance with the regulation for municipal programs and services. These agreements must be in place (Municipal Council and the General Membership approved) by January 1, 2024.

General Membership of the GRCA Approval Process

The General Membership of the GRCA is required to approve the Transition Plan and the Inventory of Programs and Services prior to the submission to MECP, circulation to municipalities and posting on the GRCA's website.

Recognizing the amount of work and input required by the GRCA to meet the transition date of January 1, 2024, the General Membership established an Ad-Hoc Governance Committee (Resolution No. 21-03 -January 22, 2021) to provide input and direction to staff on adapting to the changes of the *Conservation Authorities Act* and subsequent Regulations. This committee will meet regularly throughout the transition period.

Tracking of negotiations and milestones throughout the transition period will be provided to the Ad-hoc Committee for consultation and to the General Membership for approval. These quarterly reports will then be submitted to MECP and posted to the GRCA's website. Once the MOUs are approved by the General Membership and Municipal Council, these agreements will be made available to the public on the GRCA website.

The final submission report to MECP will contain all approved MOUs and the final Inventory of Programs and Services. This submission is due on January 31, 2024 and is the end of the transition period. The 2024 GRCA budget will reflect the revised funding framework.

Municipal Consultation Process

The GRCA has 38 watershed municipalities and 22 participating municipalities within its jurisdiction. Participating municipalities contribute to the general levy and also appoint members to the GRCA Board of Directors. The following are designated under the *Conservation Authorities Act* as GRCA participating municipalities:

- Town of Grand Valley
- Township of Amaranth
- Township of Melancthon
- Township of East Garafraxa
- Township of Southgate
- Township of Mapleton
- Township of Wellington North
- Township of Centre Wellington
- Town of Erin
- Township of Guelph/Eramosa
- Township of Puslinch
- City of Guelph
- Region of Waterloo
- Municipality of North Perth
- Township of Perth East
- Halton Region
- City of Hamilton
- Oxford County
- County of Brant
- City of Brantford
- Haldimand County
- Norfolk County

All participating municipalities will be circulated a copy of the approved GRCA Transition Plan.

Consultation with the participating municipalities will be ongoing throughout the transition period. Key contacts and timelines/meetings will be established with all participating municipalities and other interested watershed municipalities. Input received through these discussions and negotiations will be incorporated into the Inventory of Programs and Services on a continuous basis. GRCA staff will also be available to attend any council meeting, where requested.

Adjacent Conservation Authority Consultation Process

The GRCA shares municipal boundaries with 10 adjacent Conservation Authorities. It will be important to maintain contact and consult with senior staff at adjacent Conservation Authorities during the development of their Transition Plans, Inventory of Programs and Services and also when negotiating MOUs with shared municipalities. Wherever possible, staff will strive for consistency amongst the adjacent Conservation Authorities on terminology, conditions of agreements, etc.

The GRCA shares municipal boundaries with the following Conservation Authorities:

- Maitland Valley Conservation Authority
- Credit Valley Conservation
- Niagara Conservation Authority
- Hamilton Conservation Authority
- Conservation Halton
- Nottawasaga Valley Conservation Authority
- Grey Sauble Conservation
- Saugeen Conservation
- Upper Thames Conservation Authority
- Long Point Conservation Authority

Timelines and Deliverables during the Transition Period

Chart 1 and 2 provide a list of activities, deliverables and points of contact that the GRCA will complete in order to come into conformance with the new regulations. Any changes to timelines will require consultation with the Ad-hoc Committee, approval from the GRCA General Membership and identification/justification in the quarterly reports submitted to the MECP. Should the GRCA require an extension to the transition period, a request must be submitted to MECP prior to October 1, 2023 and approved by the General Membership.

End of Transition Period

As of January 1, 2024 all required MOUs will be in place and the new funding framework will be incorporated into the GRCA 2024 budget. The transition period will end unless the GRCA has requested an extension from the MECP.

A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs and Services and confirmation that the GRCA has entered into all necessary cost apportioning agreements. This final report will also be posted on the GRCA website.

Year	Task	2021				2022	
		Sept.	Oct.	Nov.	Dec.	Jan	Feb
Part 1: Transition Plan	Draft Transition Plan and determine process for consultation with participating municipalities (identification of other municipalities to be consulted)	X	X	X	X		
	Preliminary meetings with participating municipal staff on new regulations, timelines and initial discussion on municipal process and needs to complete required deliverables (where possible)	X	X	X	X		
	Internal consultation and creation of Programs and Services (P&S) Inventory, categorization P&S, determine high level costing		X	X	X		
	Prepare/update list of current municipal MOUs		X	X	X		
	Meet with Ad-hoc Committee* on draft Transition Plan and P&S Inventory, setting guiding principles and expectations for transition period		X	X	X		
	Meeting with adjacent Conservation Authorities to discuss timelines and P&S Inventory to facilitate consistent approach to January 1, 2024 deadline (where possible)		X	X	X		
	Presentations to Municipal council on new regulations and draft documents (when requested).			X	X	X	X
	Obtain approval from GRCA Board on Transition Plan			X	X		
	Circulation of Transition Plan to participating municipalities and other municipalities by request				X		
	Posting of Transition Plan to GRCA website				X		
	Submit Transition Plan to MECP				X		
	Meet with Ad-hoc Committee* on draft P&S Inventory (feedback incorporated from municipal/CA discussions)			X	X	X	
	Obtain approval from GRCA Board on P&S Inventory					X	
	Circulate P&S Inventory to participating and other municipalities						X
	Submit P&S Inventory to MECP						X
	Post P&S inventory to website						X

*Ad-Hoc Governance Committee, General Membership of the Grand River Conservation Authority

Year		2022												2023												2024
	Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Part 2: MOUs/Agreements	Identify existing MOUs and prepare amendments to address regulations	X	X	X																						
	Draft template MOU for P&S Inventory that do not have any agreements			X	X	X	X																			
	Negotiate with participating municipalities and other municipalities on new MOUs	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X			X	X			
	Meet with Ad-hoc Committee* to provide update/seek direction on negotiation/consultation process				X					X			X				X				X			X		
	Provide status reports to GRCA Board		X				X				X			X			X		X					X		
	Meet with adjacent CAs to discuss shared MOUs (where possible)	X	X	X			X	X	X			X	X	X			X	X	X							
	Submit 1 st progress report to MECP		X																							
	Submit 2 nd progress report to MECP								X																	
	Submit 3 rd progress report to MECP										X															
	Submit 4 th progress report to MECP													X												
	Submit 5 th progress report to MECP																X									
	Submit 6 th progress report to MECP																			X						
	Submit 7 th progress report to MECP																									
	Present to Municipal Councils on MOUs, P&S Inventory, etc.(where requested)																	X	X	X	X	X	X	X	X	
	Process for draft 2024 GRCA Budget																			X	X	X	X	X	X	X
	GRCA Board approval/ Municipal Council approval of MOUs																	X	X	X	X	X	X	X	X	
	Posting of MOUs to GRCA website																								X	
Final Submission to MECP																									X	

*Ad-Hoc Governance Committee, General Membership of the Grand River Conservation Authority

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

BY-LAW NUMBER 111-21

BEING A PROCEDURE BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL AND ITS COMMITTEES AND TO REPEAL BY-LAW 024-19.

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

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

1. THAT the Mayor and Clerk are authorized to execute the Procedure By-law.
2. THAT By-law 024-19 be hereby repealed.
3. THAT this By-law shall come into effect upon the final passing thereof

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS
13TH DAY OF DECEMBER, 2021**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

BEING A PROCEDURE BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL AND ITS COMMITTEES AND TO REPEAL BY-LAW 024-19.

GENERAL PROVISIONS

Application and Interpretation

- a) This By-law (referred to as the “Procedure By-law”) establishes the rules of order for Council and Committee Meetings.
- b) A word in this by-law expressed in the singular has a corresponding meaning when used in the plural.
- c) Any future amendment(s) to the Municipal Act or other legislation as noted in the by-law may alter the sections and subsections of the legislation referenced but shall not affect the validity of the by-law or any part thereof.
- d) In an event of conflict between the Procedure By-law and legislation, the provisions of the legislation prevail.
- e) A specific statement or rule in this Procedure By-law has greater authority than a general one.
- f) If there is a conflict between two or more rules in the Procedure By-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices or refer to Robert’s Rules of Order.

PRINCIPLES OF THE PROCEDURE BY-LAW

- a) The principles of openness, transparency and accountability to the public guide the Township’s decision-making process. In the context of Council and other Committee proceedings, this is accomplished by:
 - i. Ensuring the decision-making process is understood by the public and stakeholders;
 - ii. Providing access to information opportunities for input and other stakeholders consistent with the requirements of this By-law and other statutory requirements;
 - iii. Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements.
- b) The principles of parliamentary law governing Council and Committee Meetings includes:
 - i. The majority of members have the right to decide;
 - ii. The minority of members have the right to be heard;
 - iii. All members have the right to information to help make decisions, unless otherwise prevented by law;
 - iv. All members have the right to an efficient meeting;
 - v. All members have the right to be treated with respect and courtesy; and,
 - vi. All members have equal rights, privileges and obligations.

Contents

1.	DEFINITIONS	4
2.	RULES OF ORDER	6
3.	SUSPENSION OF RULES	7
4.	AMENDMENT OR REPEAL OF BY-LAW	7
5.	DUTIES OF THE CLERK	7
6.	DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER	8
7.	DUTIES OF THE CHAIR	8
8.	EX OFFICIO	8
9.	ACTING HEAD OF COUNCIL	8
10.	DUTIES OF THE MEMBERS	9
11.	DECORUM	9
12.	POINT OF ORDER	10
13.	VIDEO AND AUDIO RECORDING	10
14.	INAUGURAL MEETING OF COUNCIL	10
15.	REGULAR MEETING OF COUNCIL	10
16.	SPECIAL MEETING OF COUNCIL	10
17.	EMERGENCY MEETING OF COUNCIL	11
18.	OPEN AND CLOSED MEETINGS OF COUNCIL	11
19.	ELECTRONIC MEETING PARTICIPATION	13
20.	NOTICE OF MEETINGS	14
21.	CANCELLATION OR POSTPONEMENT OF MEETINGS	15
22.	QUORUM	15
23.	CURFEW	15
24.	MANNER OF VOTING AND RULES OF DEBATE	16
25.	MOTIONS	16
26.	NOTICE OF MOTION	17
27.	RECONSIDERATION	17
28.	PROCEDURES FOR AGENDAS, MINUTES, AND SUPPORTING MATERIAL	18
29.	DEPUTATIONS	20
30.	MINUTES	20
31.	BY-LAWS	21
32.	MEETING LOCATION DATES AND TIMES	21
33.	REVIEW OF BY-LAW	22
34.	MATTERS NOT PROVIDED FOR IN PROCEDURE BY-LAW	22
35.	REPEAL OF PREVIOUS PROCEDURE BY-LAW	22
36.	EFFECTIVE DATE	23

1. DEFINITIONS

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

- 1.1 “Act” means the *Municipal Act, 2001*.
- 1.2 “Acting Mayor” means a member of council appointed to fulfill the duties of the Mayor in his or her absence.
- 1.3 “Awards/Recognition/Declaration” means a formal recognition by council of an individual, group or organization for a significant event or achievement.
- 1.4 “Chair” means the Mayor or the Acting Mayor or in the absence of both, a member of the council appointed to preside over the meeting.
- 1.5 “Chief Administrative Officer” means the Chief Administrative Officer of the municipality, or their designate.
- 1.6 “Clerk” means the Clerk, of the municipality, or their designate.
- 1.7 “Closed session” means all or part of a meeting closed to the public in accordance with the provisions of the *Municipal Act, 2001*.
- 1.8 “Committee” means any standing, advisory, ad hoc, or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards.
- 1.9 “Council” means the elected representatives of the Township of Wellington North comprised of the Mayor and Council.
- 1.10 “Councillor” means any member of Council, other than the Mayor.
- 1.11 “Declared Emergency” means when the Mayor or Acting Mayor declares a situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.
- 1.12 “Deputation” means a person or group permitted to address council or committee.
- 1.13 “Electronic Device” means computers, cellphones, smartphones, personal digital assistants, smartwatches, tablets, voice recorders, cameras or any other similar device.

- 1.14 “Electronic Participation” means participating remotely in any open or closed meeting via an electronic device and has the same rights and responsibilities as if they were in physical attendance, including the right to vote.
- 1.15 “Friendly Amendment” means the motion under debate is amended with the consent of the mover and seconder, in keeping with the general intent and without the requirement for an amending motion to be made.
- 1.16 “Hybrid meeting” means a meeting where members use a combination of electronic participation outside the regular meeting place while other members participate in person at the regular meeting place.
- 1.17 “Inaugural Meeting” means the first meeting of the newly elected council held after a municipal election in a regular election year.
- 1.18 “Local Board” means a local board as defined in the Municipal Act, 2001.
- 1.19 “Majority Vote” means the vote of more than half of the members present at a properly constituted meeting at which a quorum is present.
- 1.20 “Mayor” means the Head of Council of the Township of Wellington North.
- 1.21 “Meeting” means any regular, special, remote or other meeting of a council, of a local board or of a committee of either of them, where a quorum of members is present, AND members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee
- 1.22 “Member” means an individual elected to the Council of the Corporation of the Township of Wellington North.
- 1.23 “Motion” means a proposal, moved and seconded by members to adopt, amend or otherwise deal with a matter.
- 1.24 “Motion to defer” means a motion to delay consideration of a matter until later in the same meeting or at a future meeting of Council or Committee.
- 1.25 “Notice of Motion” means a written notice respecting a substantive matter not on the agenda, submitted to the Clerk at a meeting, for inclusion on the agenda of a future meeting.

- 1.26 “Municipal Election” means a municipal election held pursuant to the Municipal Elections Act.
- 1.27 “Presentation to Council” means an individual, group or organization invited by council or staff to present material or information.
- 1.28 “Point of Order” means an issue to which a member calls attention to:
- (a) Any breach of the rules of order pursuant to this by-law; or
 - (b) Any defect in the constitution of any meeting; or
 - (c) The use of improper, offensive or abusive language; or
 - (d) Notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
 - (e) Any other informality or irregularity in the proceeding of the meeting.
- 1.29 “Quorum” means a majority of the whole number of members of council, or committee, or if legislation such as the Municipal Conflict of Interest Act provides otherwise.
- 1.30 “Recorded Vote” means, on the request of a member, noting in the minutes, the name and vote of every member on any motion, unless the member is disqualified from voting.
- 1.31 “Remote Meeting” means any meeting held where all members use an electronic device outside of the regular meeting place.
- 1.32 “Resolution” means the decision of the council or committee of council on any motion.
- 1.33 “Special Meeting” means a meeting not scheduled in accordance with the approved schedule of meetings, and duly called within the authority of the Act, or other legislation.

2. **RULES OF ORDER**

- 2.1 The rules and regulations contained in this by-law shall be observed in all proceedings of council, committees, ad-hoc and advisory committees and local boards.
- 2.2 Notwithstanding section 2.1, should a committee, ad-hoc, advisory committee or local board establish their own procedure by-law, as approved by Council, they shall observe all proceedings pursuant to their own procedure by-law.

3. **SUSPENSION OF RULES**

- 3.1 Rules of order provided for in this Procedure By-law may be suspended by a two-thirds (2/3) vote of Council or Committee, with the exception of the following circumstances:
- 3.1.1.1 Where required by law
 - 3.1.1.2 Contractual agreement binding the Township
 - 3.1.1.3 Amending this procedure by-law,
 - 3.1.1.4 Quorum requirements

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

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

5. **DUTIES OF THE CLERK**

- 5.1 The Clerk is authorized to:
- 5.1.1.1 To attend or cause a designate to attend all meetings of Council, or Committee and other Meetings as deemed necessary;
 - 5.1.1.2 Prepare the Agendas;
 - 5.1.1.3 amend by-laws, minutes and other Council and Committee documentation for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings.
 - 5.1.1.4 to record, without note or comment, all resolutions, decisions and other proceedings of the council;
 - 5.1.1.5 to distribute a copy of all resolutions, decisions and directions of the Council and Committees to the appropriate members of staff, the public and other agencies, boards, Committees and governments as required;
 - 5.1.1.6 to record the name and vote of every member voting on any matter or question;
 - 5.1.1.7 to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
 - 5.1.1.8 where a video or audio recording of a meeting is made, to retain such recording in accordance with the Records Retention By-law;
- 5.2 A Deputy clerk shall have all the powers and duties of the Clerk under this and any other Act.

6. **DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER**

6.1 The CAO is authorized to:

- 6.1.1.1 to attend all meetings of Council and when deemed necessary to do so, shall attend or cause a designate to attend all Committee meetings;
- 6.1.1.2 to review all staff recommendations and reports prior to their submission to Council or Committee;
- 6.1.1.3 to assist the Council to discharge its responsibilities and, in a non-partisan manner;

7. **DUTIES OF THE CHAIR**

7.1 The Chair shall:

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

8. **EX OFFICIO**

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

9. **ACTING HEAD OF COUNCIL**

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

1st quarter of year (January to March) - Councillor, Ward One

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

- 9.2 The alternate Acting Head of Council has all the rights, powers, and authority of the Mayor as Head of Council.
- 9.3 In the absence of both the Mayor and Acting Mayor, a Chair shall be chosen from the members present to Chair the meeting.
- 9.4 On the arrival of the Mayor or Acting Mayor, the Chair shall relinquish their seat.

10. **DUTIES OF THE MEMBERS**

- 10.1 Attend scheduled meetings;
- 10.2 Vote on all matters unless there is specific legislation that prohibits it;
- 10.3 Vote on all motions put to a vote unless the Municipal Conflict of Interest Act prohibits it;
- 10.4 Respect the Rules of Order as set out in this Procedure By-law;
- 10.5 Remain silent in their seats while voting until the Chair or Clerk announces the result;
- 10.6 Refrain from using any offensive, disrespectful or unparliamentarily language;
- 10.7 Respect and follow the decisions of Council or Committee;
- 10.8 Respect the confidentiality of matters discussed in Closed Meetings and not disclose the subject or substance of these discussions unless authorized to do so;
- 10.9 Comply with the ruling of the Chair and Council's decisions.
- 10.10 Comply with all policies, not limited to, the Councillor Code of Conduct Policy and the Council staff relations Policy

11. **DECORUM**

- 11.1 Unless otherwise authorized by the presiding officer, all members, staff and persons appearing as delegations and presenters shall address council through the Chair and only when recognized to do so.
- 11.2 Any person attending a meeting shall not:
 - 11.2.1.1 use offensive words against members, officer, staff or guest;
 - 11.2.1.2 Speak on any subject other than the subject in debate;
 - 11.2.1.3 Create a disturbance in the meeting;
 - 11.2.1.4 Interrupt the member who has the floor except to raise a point of order;

- 11.2.1.5 Disobey the rules of council or a decision of the Chair or council on questions of order or practice or upon the interpretation of the rules of the council;
- 11.2.1.6 On a majority vote of council the Chair may request that a member apologize to council for disruptive behaviour;
- 11.2.1.7 Speak on any issue that is before the Court, Administrative Tribunal or any Boards of Commissions, unless the issue has been referred to the council or committee by the said body.

12. **POINT OF ORDER**

- 12.1 The Mayor shall preserve the order and decorum and decide points of order and (personal) privilege, however a member may verbally appeal the Mayor's decision to council for a final decision.

13. **VIDEO AND AUDIO RECORDING**

- 13.1 The use of video or audio recording equipment or devices by members of the public or media during an open meeting is permitted within the areas designated for that purpose by the Clerk.

14. **INAUGURAL MEETING OF COUNCIL**

- 14.1 The 2022 Inaugural meeting of council shall be held on the first Monday that falls after November 15, in the Council Chambers of the Township of Wellington North office building, Kenilworth, Ontario following a regular municipal election.

- 14.2 The inaugural agenda shall include:

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

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

15. **REGULAR MEETING OF COUNCIL**

- 15.1 Regular Meetings of Council or Committee shall be held in accordance with the schedule/calendar adopted by Council, except when otherwise directed by a resolution of Council or Committee.

16. **SPECIAL MEETING OF COUNCIL**

- 16.1 The Mayor may, at any time, call a special meeting of council within twenty-four (24) hours notice to the Clerk and members of council.

16.2 A special meeting of council may be called upon the petition of a majority of the members of council and the petition shall state the business to be considered at the special meeting and no business other than that stated in the petition shall be considered at such meeting.

16.3 The petition shall state the time and date of the special meeting, not less than twenty-four (24) hours from the date of the submission of the petition.

16.4 The Clerk shall provide notice of a special meeting of council or a re-scheduled meeting not less than twenty-four (24) hours before the appointed time of the meeting on the municipal website.

17. **EMERGENCY MEETING OF COUNCIL**

17.1 Notwithstanding any other provision in this Procedure By-law, the Mayor, at any time, may call or provide Notice of an Emergency Meeting of Council. An Emergency Meeting of Council is limited to business matters included in the Notice of the Meeting.

18. **OPEN AND CLOSED MEETINGS OF COUNCIL**

18.1 All meetings or part of a meeting shall be open to the public.

18.2 A meeting may be closed to the public if unless closed meeting the subject matter being considered is:

- 18.2.1.1 the security of the property of the municipality or local board;
- 18.2.1.2 personal matters about an identifiable individual, including municipal or local board employees;
- 18.2.1.3 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 18.2.1.4 labour relations or employee negotiations;
- 18.2.1.5 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- 18.2.1.6 advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 18.2.1.7 a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act
- 18.2.1.8 information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

- 18.2.1.9 a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- 18.2.1.10 a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- 18.2.1.11 a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- 18.2.1.12 If the meeting is held for the purpose of educating or training the members AND at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee

18.3 A meeting shall be closed to the public if the matter being considered is:

- 18.3.1.1 a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- 18.3.1.2 an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman or investigator referred to in the Act.

18.4 Voting is not permitted in a closed meeting, unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or persons retained by or under contract with the municipality.

18.5 A resolution shall be passed in open session stating the general nature of the matter to be considered at the closed session.

18.6 A resolution shall be passed to adjourn the closed session.

18.7 If closed session items are not completed before the scheduled time for the open meeting, Council may:

- 18.7.1.1 consider a motion to defer the closed session items not addressed to a future scheduled closed session meeting;
or
- 18.7.1.2 consider a motion to recess and reconvene at the end of the regularly scheduled open Council meeting to conclude discussion; or
- 18.7.1.3 proceed in closed session until all the agenda items have been considered.

19. **ELECTRONIC MEETING PARTICIPATION**

- 19.1 Remote or hybrid electronic participation shall be permitted in open and closed meetings by members, deputations, presenters, consultants and staff on any electronic device that is deemed suitable by the Clerk.
- 19.2 Participants shall use their best efforts to connect to the meeting via online video or telephone no later than 15 minutes prior to the commencement of the meeting.
- 19.3 When participating electronically, Council, the Chief Administrative Officer and the Clerk webcams shall be turned on.
- 19.4 When participating electronically, all microphones should be muted unless the participant is speaking.
- 19.5 Any member of Council participating electronically should indicate they wish to speak by physically raising their hand and keeping it raised until the chair acknowledges their request.
- 19.6 Any member of staff wishing to speak, shall turn their webcam and microphone on and wait until the Chair addresses them and when finished to turn their webcam and microphone off.
- 19.7 A member of Council shall announce if they wish to leave a meeting for any reason prior to adjournment and their departure will be recorded in the minutes.
- 19.8 If a member of Council who previously declared they were leaving a meeting, rejoins the meeting, their return to the meeting shall be recorded in the minutes.
- 19.9 Participants shall ensure the background display is neutral and does not show
 - 19.9.1.1 any political messages
 - 19.9.1.2 any support for a particular cause
 - 19.9.1.3 any profane graphics or words

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

19.10 Any member, staff, participant, deputation, presenter, consultant who wishes to attend the meeting remotely shall ensure they have the proper technology to participate in remote meetings.

19.11 Should a participant (member/staff) lose connectivity during the meeting, provided there is quorum, the meeting will proceed in their absence. SEE QUORUM Section 22.4

19.12 Should a presenter, deputation, consultant lose connectivity during their presentation, the Chair will move to the next item on the agenda and return to the presenter, deputation, consultant if they establish a connection.

19.13 Anyone participating remotely in a closed meeting shall ensure there are no other individuals who can hear the closed meeting discussion.

19.14 Members shall attend no more than 2 consecutive meetings of Council remotely, unless approved by a majority vote of Council .

20. **NOTICE OF MEETINGS**

20.1 The Clerk shall provide notice of a meeting by:

- Providing Council with a regular agenda by each Thursday preceding a meeting day; and
- Posting the agenda to the Township Website.

20.2 Where a matter may be considered for discussion in closed session, whenever possible, written notice on the agenda will include:

20.2.1.1 The fact the meeting will be closed to the public as provided by the appropriate legislation.

20.2.1.2 The general nature of the matter to be considered at the Closed meeting.

20.3 The agenda, and supporting documentation for all council meetings will be posted on the municipal website no later than 12 noon on the Thursday prior to a 2:00 p.m. meeting date, and no later than 12 noon on the Friday prior to a 7:00 p.m. meeting date unless extenuating circumstances arise

20.4 If a special meeting of council is called, notice shall be provided by posting on the Township's website a minimum 24 hours prior to the date of the meeting.

20.5 If a meeting is held as a result of a declared emergency, the notice provisions may be suspended.

20.6 Notwithstanding section 20.1 failure of any provision in 20.1 or failure of any person receiving notice of a meeting shall not affect the validity of the meeting, nor any decisions, recommendations or actions from that meeting.

20.7 If Notice is substantially given, but varies from the form and manner provided in this Procedure By-law, the ability to hold the meeting and the actions taken at the meeting are not invalidated.

21. **CANCELLATION OR POSTPONEMENT OF MEETINGS**

21.1 Any meeting may be cancelled or postponed if:

- 21.1.1.1 quorum cannot be achieved
- 21.1.1.2 by Council resolution
- 21.1.1.3 in the event of an emergency
- 21.1.1.4 where in the event of a remote meeting, connectivity is lost by all members and staff
- 21.1.1.5 or where the Meeting is deemed no longer required by the Mayor and/or Clerk.

21.2 The Clerk shall provide Notice of the cancellation or postponement of a Meeting on the Township website and social media. Where time is limited, a Notice shall be posted on the main entrance of the Municipal Office.

22. **QUORUM**

22.1 If quorum has not been met within fifteen (15) minutes after the time appointed for a meeting, the council or committee shall adjourn until the next meeting date.

22.2 The Clerk shall record the names of the members present at the time of adjournment.

22.3 All members participating in a remote open or closed meeting shall be counted as quorum.

22.4 If connectivity is lost during a remote/hybrid meeting that results in a lack of quorum, the Chair shall wait 15 minutes to enable the member to restore connectivity. If quorum is not met after 15 minutes the Chair shall adjourn the closed meeting.

23. **CURFEW**

23.1 Meetings shall be adjourned four (4) hours after the start of a meeting.

23.2 A resolution shall be passed before the expiration of four (4) hours to permit the meeting to continue past curfew.

24. **MANNER OF VOTING AND RULES OF DEBATE**

24.1 On an unrecorded vote, a show of hands shall determine the decision of Council.

24.2 Every member present at a meeting when the vote is called shall vote unless prohibited by interest or otherwise.

24.3 If member refuses to vote, where not prohibited by interest or otherwise, that member shall be considered to have voted no.

24.4 Any question in which there is a tie vote shall be deemed to be defeated.

24.5 Every member shall request acknowledgment from the Chair, prior to speaking to any question or motion. When two or more members wish to speak, the Chair will determine which member requested to speak first and they shall have the floor.

24.6 When a member is speaking, no other member shall interrupt him or her except to raise a point of order or privilege.

24.7 A member shall not speak more than once to the same question without the consent of the Chair. A member, in speaking to a question shall be limited to ten minutes, unless an extension of a further five minutes is approved by motion of Council.

24.8 When the Chair calls for the vote on a question, every member shall remain in his or her seat and not speak to any other member or make any noise or disturbance until the result of the vote has been declared.

25. **MOTIONS**

25.1 All motions shall be moved and seconded before being debated and called for the vote by the Chair.

25.2 Directions to staff do not require a motion.

25.3 Only one motion may be on the floor at any given time.

25.4 Friendly amendment motion is an amendment to a motion under debate that is perceived by all parties as an enhancement to the

original motion and often only as clarification of intent and without the requirement for an amending motion to be made.

25.5 Substantial amendments to a motion that has been moved and seconded, shall be brought forward by an amending motion. The amending motion shall be in writing, moved and seconded and voted on prior to the original motion being voted on.

25.6 Once a motion is on the floor, it shall not be withdrawn prior to voting without the consent of the majority of the members.

25.7 After the Chair calls for a vote on a motion or a motion as amended, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result declared.

25.8 A member may, immediately before or after a vote, request the count be recorded. All members present, who are not prohibited from voting by interest of otherwise, will verbally announce his or her vote to be recorded in the minutes.

26. **NOTICE OF MOTION**

26.1 A member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda at which the member introducing the motion is in attendance for discussion. There shall be no debate or discussion on the motion until it appears on a future agenda.

26.2 At the meeting, the notice of motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.

27. **RECONSIDERATION**

27.1 A motion may be reconsidered at the same meeting at which it is passed, provided there is a majority vote of the members to reconsider.

27.2 No motion shall be reconsidered outside of the meeting at which it is passed, within a 12 month timeframe during a term of council.

27.3 A matter may be considered outside of the meeting at which it was passed prior to the expiration of 12 months, provided a majority vote of Council approves that a Notice of Motion as set out in this by-law be brought forward and the reconsideration appears on an agenda.

28. **PROCEDURES FOR AGENDAS, MINUTES, AND SUPPORTING MATERIAL**

28.1 A consent agenda shall be presented by the Chair. Items shall be moved from the consent agenda on the request of any member for separate discussion. Items not removed shall be adopted in one motion by majority vote without debate or discussion.

28.2 The Clerk shall prepare an agenda for each meeting and the order of business will be as shown in this by-law. Minor modifications to the matters included or the order of business may be made during the preparation of the agenda.

- a) Call to order
- b) Adoption of the agenda
- c) Disclosure of pecuniary interest(s) and the general nature thereof
- d) O Canada
- e) County Council member update (once monthly)
- f) Awards/Recognition/Declarations
- g) Presentations
- h) Public meeting under the Planning Act
- i) Resume Regular meeting of Council
- j) Passage of by-laws arising from a Public Meeting
- k) Adoption of minutes of Council/Public Meeting(s)/Closed session
- l) Business arising from previous meetings of Council
- m) Deputations
- n) Items for approval and adoption of recommendations therein:
 - Minutes of local Boards, Committees, Ad Hoc Committees, Standing Committees, other agencies
 - Reports, recommendations and correspondence for direction (order of business may rotate)
 - Planning
 - Administration
 - Building
 - Economic development
 - Finance
 - Fire services
 - Operations
 - Council
- o) Identification of agenda items requiring separate discussion
- p) Adoption of agenda items not requiring separate discussion
- q) Consideration of agenda items identified for separate discussion
- r) Notice of Motion

- s) Community Group Meeting Program report by Councillors
- t) By-laws
- u) Cultural Moment (first meeting of the month)
- v) Closed meeting session (if required)
- w) Rise and report from closed session
- x) Passage of resolution regarding a closed meeting report
- y) Passage of resolutions and minutes from closed session
- z) Confirmatory by-law
- aa) Adjournment

28.3 The Clerk shall ensure that the minutes of the last council meeting, and all special, committee, ad hoc minutes held more than seven business days prior to a regular meeting are included in the agenda package.

28.4 All reports, supporting material, delegation/presentation/award requests shall be submitted to the Clerk's office by 12 noon on the Tuesday preceding the council meetings scheduled for 2:00 p.m. and 12 noon on the Wednesday preceding the council meetings scheduled for 7:00 p.m., unless extenuating circumstances arise.

28.5 As far as practical the agenda and all attachments will be made available to the members by 4.30 p.m. on the Wednesday preceding the 2 p.m. council meeting, and by 4:30 p.m. on the Thursday preceding the 7:00 p.m. council meeting, unless extenuating circumstances arise.

28.6 The order of business of the council shall be in the order in which it stands on the agenda unless the Chair decides verbally to amend the order.

28.7 An item of business or matter not listed on the agenda shall not be introduced for consideration at the same meeting, unless not dealing with the items of business or matter would be detrimental to the Township of Wellington North.

28.8 A majority vote of council shall be passed prior to any consideration or discussion of an item of business or matter not listed on the agenda.

28.9 Individuals or groups who have been identified as deserving of an award or recognition by council will receive a certificate, township pin or other form of award or recognition at a meeting of council.

28.10 Any individual or group making a presentation to council is limited to a maximum of fifteen (15) minutes for its address, unless an extension of no more than a further fifteen (15) minutes is approved by council with a show of hands.

28.11 The number of presentations will be limited to two (2) at any meeting.

29. **DEPUTATIONS**

29.1 Any individual or group making a deputation to council shall submit a deputation request form to the Clerk pursuant to Section 28.4

29.2 All deputations shall be limited to a maximum of ten (10) minutes for its address, unless an extension of no more than a further five (5) minutes is approved by resolution of council.

29.3 The number of deputations shall be limited to two (2) at any meeting.

29.4 An individual or group who has already made a deputation on a subject shall not make another deputation within a 12 month period on the same subject unless there is new information to be provided or a new council is in place as a result of a municipal election unless council passes a motion in favour of having the individual or group make another deputation.

29.5 An individual or group may make a deputation on a particular subject to either council or committee but shall not be permitted to make a deputation to both council and committee on the same subject.

29.6 No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or council and committee.

29.7 Members and staff shall only ask questions seeking information or clarification from the delegation with all questions addressed through the Chair.

29.8 When the subject matter of a deputation is such that a decision of council is requested, appropriate resolutions or direction to staff may be considered. When a deputation's request has a financial implication, council shall direct that a staff report be brought to a meeting prior to any decision of Council being made.

29.9 Where Council is of the opinion that a report from staff is not necessary and there are no financial implications involved with the deputation's request, Council may move a motion to support the deputation's request.

30. **MINUTES**

- 30.1 The Clerk may make minor deletions, additions or other changes to minutes before they are signed.
- 30.2 All minutes and by-laws shall be signed by electronic methods if the Clerk deems it necessary.
- 30.3 Minutes of meetings shall be taken without note or comment and shall contain the following information:
- a) The place, date and time of the meeting;
 - b) The name of the Chair and record of the attendance of the members;
 - c) Adoption of the minutes of previous meeting(s);
 - d) All other proceedings of the meeting.

31. **BY-LAWS**

- 31.1 Every by-law when introduced shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete with the exception of the number and date thereof.
- 31.2 Every by-law shall have three readings prior to being passed, and said readings may be held at the same meeting, and may be entertained in one, two or three separate motions.
- 31.3 All by-laws with the exception of the confirmation by-law shall be approved by one resolution, unless the by-law has been identified to be approved by resolution separately.
- 31.4 The Clerk may make minor deletions, additions or other changes to any by-law before it is signed and sealed.
- 31.5 A by-law shall be passed to confirm all actions taken by council at a meeting.

32. **MEETING LOCATION DATES AND TIMES**

- 32.1 Council or committee may, by resolution, alter the date, location and/or time of a meeting provided that notice of the change is posted at the municipal office, and on the municipal website.
- 32.2 In the event of extenuating circumstances or inclement weather, the date, place and time of any meeting may be postponed or changed by the Clerk, in consultation with the Mayor and/or CAO, by advising as many members as he/she is able to reach. Postponement shall not be for any longer than the next regularly scheduled Meeting of Council or

Committee. Notice shall be provided to the public through established social media streams.

32.3 All in person meetings of council shall be held in the Council Chambers at the Township Municipal Office, located at 7490 Sideroad 7 West, Kenilworth.

32.4 Meetings may be held at other locations within the township as deemed necessary from time to time shall be provided in accordance with notice provisions in this by-law.

32.5 In the case of a declared emergency, a meeting of council may be held at another location within or outside of the boundaries of the municipality and notice shall be provided in accordance with notice provisions in this by-law.

32.6 A meeting of council together with a council of one or more other municipalities for the consideration of matters of common interest, may be held within a municipality outside of Wellington North and notice shall be provided in accordance with notice provisions in this by-law.

32.7 Council meetings shall be held twice monthly on Mondays in accordance with the posted and approved meeting schedule.

32.8 If a public or statutory holiday falls on the Monday designated for holding a council meeting, council will meet on the day set out in the posted meeting schedule as approved by Council.

32.9 The schedule of regular council meetings shall approved annually by Council on or before November and shall be posted on the municipal website.

33. **REVIEW OF BY-LAW**

33.1 The Procedure By-law shall be reviewed once in each term of council.

34. **MATTERS NOT PROVIDED FOR IN PROCEDURE BY-LAW**

34.1 Where a matter is not provided for in the Procedure By-Law, or, in the case of conflict with the Procedure By-Law, Robert's Rules of Order will be relied on.

35. **REPEAL OF PREVIOUS PROCEDURE BY-LAW**

35.1 By-law Number 024-19 is hereby repealed.

36. **EFFECTIVE DATE**

36.1 This By-law shall be effective on January 1, 2022

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

BY-LAW NUMBER 112-21

BEING A BY-LAW TO APPROVE A POLICY FOR COMPLETION OF AN AUTOMATIC RECOUNT IN A MUNICIPAL ELECTION IN ACCORDANCE WITH THE MUNICIPAL ELECTIONS ACT AND TO REPEAL BY-LAW 089-17.

WHEREAS the Council of the Township of Wellington North wishes to enact a by-law for completion of an automatic recount in a municipal election in accordance with the Municipal Elections Act.

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

1. THAT the Mayor and Clerk are authorized to execute the Automatic Recount in a Municipal Election Policy By-law.
2. THAT By-law 089-17 be hereby repealed.
3. THAT this By-law shall come into effect January 1, 2022.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS
13TH DAY OF DECEMBER, 2021**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



AUTOMATIC RECOUNT POLICY IN A MUNICIPAL ELECTION

DEPARTMENT	CLERK	POLICY NUMBER	001-22
EFFECTIVE DATE	January 1, 2022	LEGISLATIVE AUTHORITY	Municipal Elections Act 56 (3)
APPROVED BY:	By-law 112-21	PREVIOUS VERSION	By-law 089-17 Policy 10-17

PURPOSE

The purpose of this policy is to establish criteria that will require the completion of an automatic recount in a municipal election in accordance with the Municipal Elections Act.

SCOPE

The policy applies to all candidates for Mayor and Wards 1, 2, 3 and 4 in municipal elections in Wellington North.

THRESHOLD

An automatic recount shall be conducted where the vote differential between the first and second place candidates for any Ward, is 5 or less. An automatic recount shall be conducted where the vote differential between the first and second place candidates for Mayor is 10 or less.

PROCEDURES

At the first Council meeting after the Clerk has certified the election results and before the new Council is sworn in, the Clerk shall advise Council if any of the thresholds for an automatic recount has been met.

The automatic recount will be done in accordance with the Municipal Elections Act and procedures as determined by the Clerk and set out in the municipal election policy and procedure policy.

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

BY-LAW NUMBER 113-21

**BEING A BY-LAW TO ADOPT USE OF CORPORATE
RESOURCES DURING A MUNICIPAL ELECTION POLICY.**

WHEREAS the Council of the Township of Wellington North wishes to enact a by-law to adopt use of Corporate Resources during a municipal election policy.

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

1. THAT the Mayor and Clerk are authorized to execute the Use of Corporate Resources during a municipal election By-law.
2. THAT this By-law shall come into effect January 1, 2022.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS
13TH DAY OF DECEMBER, 2021**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE A



USE OF CORPORATE RESOURCES DURING A MUNICIPAL ELECTION

DEPARTMENT	CLERK	POLICY NUMBER	002-21
EFFECTIVE DATE	January 1, 2022	LEGISLATIVE AUTHORITY	Municipal Elections Act
APPROVED BY:	By-law 113-21	PREVIOUS VERSIONS	08-17 Resolution 2017-437

This policy provides guidance for the appropriate use of corporate resources and/or funding during a municipal election period.

Policy Statement:

The purpose of this policy is to clarify that all election candidates, including members of Council are required to follow the provisions of the Municipal Elections Act, 1996 and that during a *campaign period*:

1. No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the City for any election campaign or campaign related activities, this includes municipal registered trademarks or branding such as the logo or crest.
2. No candidate shall undertake campaign related activities on municipal property.
3. No candidate shall use the services of persons during hours in which those persons receive any compensation from the municipality *for election related purposes*.

Scope:

This policy applies to all candidates running for an office in the Township of Wellington North in a municipal election.

Objectives:

The objective of this policy is to ensure that all candidates in a municipal election have equal access to resources during their election campaign.

Application:

1. Corporate resources, assets and funding shall not be used for any election-related purposes, this includes use of municipal registered trademarks or branding such as the logo or crest.

2. Staff shall not canvass or actively work in support of a municipal candidate or party during normal working hours unless they are on a leave of absence without pay, flex time or vacation.
3. Candidates shall not use any municipally provided facilities for any election-related purposes. Neither campaign related signs nor any other election related material will be displayed in any municipally-provided facilities.
 - a) Notwithstanding Section 3, Corporate facilities/properties may be used for any election related purpose if there is a rental fee established corporately and the rental is available to all candidates and third parties. No facility/property shall be rented or used for any municipal election related purpose during any day that voting is taking place on the property including set-up, hosting or take-down activities.
4. The municipality's voice mail systems shall not be used to record election related messages or the computer network (including the municipality's e-mail system, social media) to distribute election related correspondence.
5. The municipality's logo, crest, coat of arms, slogan etc. shall not be printed or distributed on any election materials or included on any election campaign related website, except in the case of a link to the municipality's website to obtain information about the municipal election.
6. Photographs produced for and owned by the Township of Wellington North shall not be used for any election purposes.
7. Distribution lists or contact lists developed utilizing corporate resources or through contact in a member of Council's role shall not be utilized for election purposes.
8. The budgets for members of Council for the period of January 1 to election day in a municipal election year will be prorated based on of the approved annual budget amount with the provision that subsequent to election day:
 - a) New members of council shall be allocated a budget prorated based on the approved annual budget amount for the time actively holding office as a member of council; and
 - b) Re-elected members of Council shall have available to them the balance of funds remaining as of Election Day.

Limitation:

This Policy is not intended to preclude a member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

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

BY-LAW NUMBER 114-21

**BEING A BY-LAW TO REPEAL BY-LAW 023-05 BEING A BY-LAW
TO DELEGATE THE POWERS AND DUTIES OF THE
MUNICIPALITY IN RESPECT OF FILING COMPLAINTS WITH THE
ONTARIO ASSESSMENT REVIEW BOARD**

AND WHEREAS The Corporation of the Township of Wellington North is desirous of repealing By-law 023-05.

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

1. THAT By-law 023-05 be hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 13TH DAY OF DECEMBER, 2021.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 115-21

BEING A BY-LAW TO REQUIRE THE CONVEYANCE OF LAND FOR PARK OR OTHER PUBLIC RECREATIONAL PURPOSES, AS A CONDITION OF THE DEVELOPMENT OR REDEVELOPMENT OF LAND IN THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS sections 42, 51.1 and 53 of the Planning Act, R.S.O. 1990 provide that the Council of a local municipality may by By-law require that land be conveyed to the municipality for park or other public recreational purposes as a condition of development or redevelopment or the subdivision of lands;

AND WHEREAS sections 42(6) and 51.1(3) of the Planning Act, R.S.O. 1990 provide that the Council of a local municipality may require the payment of money in lieu of accepting a conveyance;

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

1. Definitions

- 1.1 **Township** means the Township of Wellington North
- 1.2 **Council** means the Council of the Township.
- 1.3 **Development** means the construction, erection, or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure.
- 1.4 **Environmental Features** means land of the natural environment, including but not limited to:
- Significant habitat of endangered species or threatened species;
 - Fish habitat;
 - Wetlands;
 - Life Science Areas of Natural and Scientific Interest;
 - Significant valleylands;
 - Significant woodlands;
 - Significant wildlife habitat;
 - Sand barrens, savannahs and tallgrass prairies;
 - Alvars;
 - Permanent and intermittent streams;
 - Lakes (and their littoral zones);
 - Environmentally Significant Discharge Areas and Environmentally Significant Recharge Areas; and
 - Regional Recharge Areas.
- 1.5 **Gross Land Area** means the total area of all lands that are the subject of a development or redevelopment application.
- 1.6 **Mixed-Use** means the use of land, buildings or structures intended and designed to contain both residential and non-residential uses within the same building or on discrete portions of the same site.
- 1.7 **Net Land Area** means the Gross Land Area minus the area of any Environmental Features and associated buffers within the Gross Land Area that are being conveyed to the Township, or other public authority, at no cost.

- 1.8 **Redevelopment** means the removal of a building or structure from land, the further development of the land, or the substantial renovation of a building or structure and a change in the use or density of the use in connection therewith.

2. Areas and Uses to which this By-law is Applicable

- 2.1 This By-law shall apply to all lands within the Township of Wellington North.

3. Parkland Dedication Requirements

- 3.1 As a condition of development or redevelopment of land anywhere in the Township, the conveyance of land for park purposes shall be required as follows:

3.2 Residential and Institutional Uses

- 3.2.1 Residential Development or Redevelopment shall convey parkland at a rate of five percent (5%) of the Net Land Area.
- 3.2.2 Residential Redevelopments that increase the number of units shall provide for a dedication based on the number of new units and the applicable rate set out in the Township's Fee By-law.
- 3.2.3 Institutional Development or Redevelopment shall convey parkland at a rate of five percent (5%) of the Net Land Area.
- 3.2.4 For Redevelopment, addition, expansion, or extension of an existing Institutional Development, and where parkland was previously conveyed or cash-in-lieu of parkland was previously paid, the required conveyance of land shall be determined by applying the rate in Section 3.2.3 prorated proportionally to the additional Building Floor Area as a percentage of the total Building Floor Area of the development.
- 3.2.5 In the case of the conversion of land originally used for Commercial or Industrial purposes to Residential or Institutional purposes, parkland shall be conveyed as per the applicable rates in Section 3 of this By-law (or Appendix 'A') minus any parkland previously conveyed or cash-in-lieu of parkland previously paid.
- 3.2.6 Notwithstanding Subsection 3.2.4, for additions, expansions or extensions of an existing Institutional development that represent less than 50% of the existing building floor area, no parkland dedication shall be required
- 3.2.7 In the case of the development of unopened road allowances, parkland shall be required in accordance with Section 3.2.1, 3.2.2 or 3.2.3, as applicable.

3.3 Commercial or Industrial Uses

- 3.3.1 Commercial or Industrial Development or Redevelopment shall convey parkland at a rate of two percent (2%) of the Net Land Area. For the purposes of this By-law, Agricultural uses shall be considered Industrial uses and shall be subject to the provisions that apply to Industrial uses.
- 3.3.1.1 Notwithstanding Section 3.3.1, where a new agricultural lot is created, the Township shall require parkland at a rate of two percent (2%) of the Net Land Area, or the applicable rate for new Residential Lot Creation in accordance with the Township's Fees and Charges By-law, whichever is less.
- 3.3.2 For Redevelopment, addition, expansion, or extension of an existing Commercial or Industrial Development, and where parkland was previously conveyed or cash-in-lieu of parkland previously paid, the required conveyance of land shall be determined by applying the rate in Section 3

prorated proportionally to the additional Building Floor Area as a percentage of the total Building Floor Area of the development.

- 333 In the case of the conversion of land originally used for Residential or Institutional purposes to Commercial or Industrial purposes, parkland shall be conveyed as per Section 3.3 of this By-law minus any parkland previously conveyed or cash-in-lieu previously paid.
- 334 Notwithstanding Subsection 3.3.2, for additions, expansions or extensions of an existing Commercial or Industrial development that represent less than 50% of the existing building floor area, no parkland dedication shall be required.
- 3.3.4 In the case of the development of unopened road allowances, parkland shall be required in accordance with Section 3.3.1

3.4 Mixed-Use

- 3.4.1 In the case of a Mixed-Use Development or Redevelopment, the residential component of the conveyance shall be determined in accordance with Section 3.2 of this By-law. The commercial component of the conveyance shall be determined in accordance with Section 3.3 of this By-law. Both rates will be based on the Net Land Area prorated proportionally to the Building Floor Area allocated to each use.

4. Condition of Land for Conveyance

- 4.1 Lands conveyed to the Township for park or other recreational purposes shall be conveyed in a condition satisfactory to the Township, free and clear of all encumbrances unless otherwise agreed to by the Township, meeting minimum standards in terms of drainage, grading and site conditions.
- 4.2 The Township will not consider any land that has been or is to be conveyed to the Township for stormwater management facilities, for flood plain or conservation purposes, for highways, roadways, walkways, servicing or other non-parkland purpose, as contributing towards the required parkland dedication.
- 4.3 The Township retains the right not to accept the conveyance of any land that is considered by the Township to be unsuitable for park or other public recreation purposes and without restricting the generality of the foregoing, land having any of the following features:
- 4.3.1 Environmental Features;
- 4.3.2 Hazardous or flood prone lands;
- 4.3.3 Steep or unstable slopes;
- 4.3.4 Where the location and configuration of the lands are constrained or undesirable as determined by the Township;
- 4.3.5 Any lands having unsuitable or unstable soil conditions;
- 4.3.6 Utility rights-of-way or easements, including but not limited to hydro, gas, cable and telecommunications;
- 4.3.7 Lands that are contaminated or are suspected of being contaminated;
- 4.3.8 Any land containing an easement, encumbrance, or right-of-use that limits or restricts the Township's use of the land; or
- 4.3.9 Lands that are within or form part of a stormwater management facility.

- 4.4 Where it has been determined by the Township that the lands to be conveyed have been physically disturbed by the dumping of debris, unconsolidated fill or other refuse, or by stripping the topsoil or by any other means or works, the owner shall be responsible for restoring the land to a condition satisfactory to the Township before the Township accepts such lands.
- 4.5 Any legal or administrative costs associated with the conveyance of land as per this By-law shall be the responsibility of the transferor.

5. Cash-in-Lieu of Parkland

- 5.1 At the discretion of the Director of Operations or his/her designate, a payment of money, in lieu of the conveyance of some or all of the land for park purposes referred to in Section 3, may be required equal to the value of the lands otherwise required to be conveyed.
- 5.2 Without restricting any right of the Township, cash-in-lieu of land for park purposes may be generally considered:
 - 5.2.1 Where there is no land that is either usable or functional on the site for parkland or recreational purposes, as determined by the Township;
 - 5.2.2 Where the required land dedication fails to provide an area of suitable shape, size or location for public parkland, as determined by the Township;
 - 5.2.3 Where the required dedication of land would render the remainder of the site unusable or impractical for development or redevelopment, as determined by the Township;
 - 5.2.4 Where the Township has identified land in a preferred location that is to be acquired by the Township;
 - 5.2.5 Where the area being developed or redeveloped is already well served by existing park and recreational facilities, as determined by the Township.

6. Previous Parkland Dedication or Cash-in-lieu Payment

- 6.1 In determining the amount of land required to be conveyed or the cash-in-lieu equivalent pursuant to Sections 3 and 5, the amount shall be reduced by any previous parkland conveyance or cash-in-lieu payment made to the Township.
- 6.2 For Residential Development or Redevelopment, including the residential component of Mixed-Use Developments, the amount owing shall be reduced by a percentage equal to the number of units that existed on the site at the time of previous parkland conveyance or cash-in-lieu payment divided by the number of units in the new Development or Redevelopment.
- 6.3 For Institutional, Commercial and Industrial Development or Redevelopment, including components of Mixed-Use Developments, the amount owing shall be reduced by a percentage equal to the gross floor area that existed on the site at the time of previous parkland conveyance or cash-in-lieu payment divided by the gross floor area of the new Development or Redevelopment.

7. Valuation

- 7.1 Where the payment of cash-in-lieu of parkland conveyance is required, the value of the payment shall be in accordance with the rates set out in the Township's Fee By-law and Attachment 'A' to this By-law. If an owner or applicant wishes to dispute the Township's rate, they may obtain, at their

own cost, an appraisal from an accredited real-estate appraiser. The Township may accept the alternate appraisal or negotiate a mutually acceptable compromise.

- 7.2 The rates set out in the Township's Fee By-law shall be adjusted from time to time, by the Township. Such periodic updates shall occur at intervals not exceeding five years.

8. Timing

- 8.1 Title for the land to be conveyed or the payment of cash-in-lieu thereof for any development or redevelopment under Section 42 of the Planning Act, R.S.O. 1990, as amended, shall be received by the Township prior to the issuance of any building permit for the proposed development or redevelopment.
- 8.2 Title for the land to be conveyed or the payment of cash-in-lieu thereof shall be received by the Township in accordance with the conditions of approval of a plan of subdivision pursuant to Section 51 of the Planning Act, R.S.O. 1990, as amended or the conditions of provisional consent pursuant Section 53 of the Planning Act, R.S.O. 1990, as amended.

9. Exemptions

- 9.1 No conveyance of land or payment of cash-in-lieu of such conveyance is required in the case of development or redevelopment of:
- 9.1.1 A building that was accidentally damaged or demolished by fire or other natural causes and where:
- 9.1.1.1 The building is repaired or replaced and re-occupied before the expiry of two years; and
- 9.1.1.2 The building continues to be used for the same purpose after it is repaired, replaced or rebuilt.
- 9.1.2 Council may opt to exempt Federal, Provincial or Municipal development from the requirements for parkland dedication.
- 9.1.3 Other uses as determined by Council upon the request of the applicant.

10. Effective Date of Applications

- 10.1 The provisions of the By-law shall take effect and will apply in regard to applications which:
- 10.1.1 Have not been deemed complete by the Township, Chief Building Official or the County of Wellington prior to the enactment of this By-law, in the case of consent, subdivision or building permit applications;
- 10.1.2 Have not been given final approval by the Township prior to the enactment of this By-law, in the case of Site Plan applications;
- 10.1.3 Are submitted after the enactment of this By-law;
- 10.1.4 The Township will honour development agreements that were executed prior to the passing of this By-law, with respect to parkland dedication requirements provided the development does not change from that which is described in the agreement.

11. Administration

11.1 The administration of this By-law and the determination of the application of this By-law shall be made by the Township's Director of Parks and Recreation or his/her designate.

12. By-law Repeals

12.1 None

13. Implementation

13.1 This By-law shall come into force and effect on the date of its passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 13TH DAY OF DECEMBER, 2021.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 116-21

BEING A BY-LAW TO ADOPT A DELEGATION OF AUTHORITY POLICY

WHEREAS the Council of the Township of Wellington North wishes to enact a by-law to adopt the Delegation of Authority Policy.

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

1. THAT the Mayor and Clerk are authorized to execute the Delegation of Authority Policy;
2. AND THAT this By-law shall come into effect January 1, 2022.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS 13TH
DAY OF DECEMBER, 2021**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE A

 DELEGATION OF AUTHORITY POLICY			
DEPARTMENT	CLERK	POLICY NUMBER	003-22
EFFECTIVE DATE	January 1, 2022	LEGISLATIVE AUTHORITY	Municipal Act
EFFECTIVE BY-LAWS	By-law 23-05 (Filing Complaints with the Ontario Assessment Review Board) By-law 75-15 (Temporary Road closure & toll booth delegation) By-laws 94-15 and 95-15 (MFIPPA head and delegation) By-law 027-15 (Site Plan Control delegation) By-law 051-16 (Appoint officials under the Clean Water Act delegation) By-law 086-18 (Ontario Wildlife Damage Program delegation) By-law 107-19 (Records Management delegation) By-law 046-21 (Building Permits By-law)		
APPROVED BY:	By-law 116-21	PREVIOUS VERSIONS	Policy 33.15 Resolution 2015-441 (approve the policy)

POLICY STATEMENT

The Council of the Township of Wellington North, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies, and administrative functions. Council's decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions. Council authority will be delegated within the context set out in the Act and will respect the applicable restrictions outlined in the Act.

PURPOSE

Section 23.1 and 23.2 of the Act, as amended, permits a municipality to delegation certain powers and duties to a person or body.

The Municipal Act, 2001 (the Act) requires that all municipalities adopt and maintain a policy with respect to the delegation of Council's legislative and administrative authority. The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy has been developed in accordance with the Act in order to comply with its other applicable sections, including Section 270 (1) 6. This policy applies to all committees of Council, departments and staff.

POLICY REQUIREMENTS

1. All delegations of Council powers, duties or functions shall be effected by by-law.
2. Unless a power, duty, or function of Council has been expressly delegated by by-law, all of the powers, duties and functions of Council remain with Council.
3. A delegation of a power, duty or function under any by-law to any member of staff includes a delegation to a person who is appointed by the Chief Administrative Officer or selected from time to time by the delegate to act in the capacity of the delegate in the delegate's absence.
4. Subject to Section 3, a person to whom a power, duty or function has been delegated by by-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted.
5. Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for the terms and conditions under which the powers shall be exercised, and must take into account the limitations set out in the Act.
6. Council has authorized those specific legislative matters listed in Schedule "A" to be delegated to the individual designated, subject to the terms set out therein.
7. Administrative matters may generally be delegated to staff subject to the conditions set out in the delegation and in this policy, and must take into account the limitations set out in the Act.
8. Council has authorized the delegation of specific administrative matters to those individuals listed in Schedule "A" subject to the terms set out therein.
9. In exercising any delegated power, the delegate shall ensure the following:
 - Any expenditure related to the matter shall have been provided for in the current year's budget (or be authorized by the Purchasing and Procurement Policy);
 - The scope of the delegated authority shall not be exceeded by the delegate;
 - Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated power and confirming compliance with the delegated authority and this policy;
 - All policies regarding insurance and risk management shall be complied with; and
 - Delegates shall ensure the consistent and equitable application of Council policies and guidelines.
10. In accordance with the Act, the following powers and duties cannot be delegated:
 - The power to appoint or remove from office an officer of the municipality whose appointment is required by this Act.
 - The power to pass a by-law under Parts VIII, IX and X.
 - The power to incorporate corporations in accordance with section 203.
 - The power to adopt an official plan or an amendment to an official plan under the *Planning Act*.
 - The power to pass a zoning by-law under the *Planning Act*.
 - The powers to pass a by-law under subsections 108 (1) and (2) and 110 (3), (6) and (7).
 - The power to adopt a community improvement plan under section 28 of the *Planning Act*, if the plan includes provisions that authorize the exercise of any power under subsection 28 (6) or (7) of that Act or under section 365.1 of this Act.
 - The power to adopt or amend the budget of the municipality.
 - Any other power or duty that may be prescribed.

#	Delegation	Delegate(s)	Conditions/Restrictions
1	Approve execution of agreements for acquisition and disposition of temporary and permanent easements as required for approved capital projects or other municipal purposes, together with such other documents as may be required in connection with such acquisitions provided value of consideration does not exceed \$100,000.	CAO	Terms and conditions of such agreements and related documents must be acceptable to Township Solicitor.
2	Pay Equity Adjustments, Grid Movement Approvals.	CAO; HR Manager	Consultation with HR Manager and Appropriate Department Director.
3	Appoint, employ, promote, demote, suspend, discipline and dismiss all employees below the rank of Director of the Corporation.	CAO; HR Manager	Consultation with HR Manager and Appropriate Department Director
4	Authority to delegate authority when positions identified in the By-law are changed or no longer exists.	CAO	
5	Act as the Head of the Public Sector Body of the township for the purposes of the Ombudsman Act	CAO	By-law 095-15
6	Authority to appoint a Drinking Water Source Protection Risk Management Inspector and Risk Management Official	CAO	By-law 051-16
7	Authority may exercise the Township Council's powers or authority under Section 41 (2) of the Planning Act to approve plans and drawings, to impose conditions and to require and enter into Site Plan Agreements	CAO	By-law 027-15
8	Restricted Acts after nomination day including (a) the appointment or removal from office of any officer of the municipality; (b) the hiring or dismissal of any employee of the municipality; (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and (d) making any expenditures or incurring any other liability which exceeds \$50,000.	CAO	
9	Authority to administer the Records management by-law and make modification to the Retention Schedule from time to time as may be required	Clerk	By-law 107-19
10	Authority to act as the Head of the Institution under the Municipal Freedom of Information and Protection of Privacy Act.	Clerk	By-law 094-15
11	Authority to make payments as approved by the Ontario Ministry of Agriculture Food and Rural Affairs under the Ontario Wildlife Damage Compensation Program to claimants.	Clerk	By-law 086-10
12	Signing Authority for Agreements Under By-law, resolution and/or Pursuant to Tender Awards.	CAO, Director of Operations Director Finance OR Clerk	
13	Designate an event as event of municipal significance for purposes of prescribing it as a special event occasion where an application has been made.	Clerk	
14	Issuance of "Letters of No Objection" for temporary liquor licence extensions.	Clerk	

15	Liquor Licence Municipal Clearance (Wet/Dry Status)	Clerk	
16	Records Management Oversight	Clerk	
17	Freedom of Information and MFIPPA Co-ordinator; All powers and duties under said Act	Clerk	
18	Municipal Licensing	Clerk	
19	Maintenance of Policy Manual	Clerk	
20	Provide direction relative to allocation of Disposition of Land Proceeds Where Council have not specified use of funds	Director of Finance	
21	Authority to enter into agreements with the Municipal Property Assessment Corporation (MPAC) for electronic download of property assessment information.	Director of Finance	Consultation with Township Solicitor for Agreement
22	Authority to approve agreements entered into pursuant to the Township of Wellington North Development Charge By-law	Director of Finance	Consultation with Chief Building Official and/or Operations
23	Authority to approve agreements entered into pursuant to the Township of Wellington North for deferred payment of development charges as set out in the Development Charge Interest Rate Policy	Director of Finance	Consultation with Chief Building Official and/or Operations
24	Oversight of Procurement of Goods and Services	All Management members identified within the Purchasing and Procurement policy	Authority to approve invoices and sign contracts/agreements as authorized by the approval levels under current procurement policies and within the annual budget
25	Authority to execute the administrative actions necessary to implement the Development Charge interest rate pursuant to the policy.	Director of Finance	Consultation with Chief Building Official and/or Operations
26	Authority to enter into recurring annual agreements with respect to continuance of technical software support services, and or data licence agreements, subject to annual review and budget approval.	Director of Finance	Consultation with IT provider
27	Authority to enter into OEM Client/Supplier agreements for IT professional services or technical support, as required, subject to project requirements, budget availability	Director of Finance	Consultation with IT provider Agreements acceptable to Township Solicitor
28	Amendments to Site Plan Agreements	CBO	
29	Approve minor amendments to Subdivision Agreements (non-financial; conditions) model home agreements	CBO	Schedules only
30	Authority for Development Agreements for temporary Second Dwelling Units	CBO	Agreements acceptable to Township Solicitor
31	Authority to enter into Limiting Distance Agreements	CBO	Agreement acceptable to Township Solicitor
32	Authority to enter into Conditional Building Permit Agreements.	CBO	Agreement acceptable to Township Solicitor
33	Authority to enter into Encroachment Agreements	CBO	Agreement acceptable to Township Solicitor
34	Enter into Fire Service Agreements for provision of fire protection services to lands located outside Wellington North or receive services from a fire department located outside Wellington North.	Fire Chief	Agreement acceptable to Township Solicitor. Report to Council
35	Enter into agreements for mutual or automatic aid management operations or emergency response outside scope of Emergency response such as but	Fire Chief	Agreement acceptable to Township Solicitor. Report to Council.

	not limited to CBRNE, Hazmat, confined space, high angle rescue.		
36	Authority to take all proper measures for prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by legislation.	Fire Chief	
37	Authorization to close municipal parks due to seasonal restrictions, inclement weather, and emergencies which could affect the health and well-being of the community.	Director of Operations and/or Recreation Services Manager	
38	May temporarily close any highway or portion of a highway: a) For construction, repair or improvement of the highway or portion of the highway, or construction or repair of any works, under, over, along, across, or upon the highway or portion of the highway. b) Social, recreational, community, athletic or cinematographic purpose or combination thereof c) For any request under emergency services. For construction purposes when public safety may be impacted.	Director of Operations; Manager of Transportation Services;	Section b) for period no longer than 72 hours Policy 33.15 In consultation with Applicable External Agencies
39	Approve deviation from the Municipal Servicing Standards	Municipal Engineer; Director of Operations or their designate	Resolution 2017-203
40	Designate construction zones where municipal permit involves construction or repair of a highway or works near a highway, including authority to designate a lower rate of speed for vehicles traveling in construction zones.	Manager of Transportation Services	
41	Designated Sewer Officer	Director of Operations; Manager, Environmental and Development Services	By-Law 005-20
42	Approval for the erection or installation of any new traffic control signal system or traffic control signal used in conjunction with a traffic control signal system that has been authorized	Director of Operations; Manager of Transportation Services	By-Law 104-21
43	Temporary Reduction or Lifting of load Limits on Highways, including designation of alternate routes where applicable.	Director of Operations; Manager of Transportation Services;	By-Law 104-21 In consultation with Fire Chief
44	Authority to declare a significant weather event in order to extend the response time to achieve Minimum Maintenance Standards	Manager of Transportation Services	
45	Authority to act as Owner in dealing with Ministry of Environment, Conservation and Parks	Director of Operations; Manager, Environmental and Development Services; and/or CAO	
46	Authority to approve encroachment over easements with private property owners.	Director of Operations	In consultation with Township Solicitor.
47	Authority to approve placement of temporary toll booths associated with charity fundraising events	Director of Operations	Policy 33.15
48	Discretion on the commencement and termination of burials each season	Cemetery Superintendent	By-Law 077-17
49	Execution of day-to-day Agreements and documents related to usual operations of the Department.	Department Head	
50	Authority to update the Facility reopening plans from time to time as based on guidance from the Province and Public Health	Recreation Services Manager	
51	Executing contracts / agreements / leases	All Applicable Staff	Authority to sign contracts/agreements as authorized by the

			approval levels under current procurement policies and within the annual budget
52	Execute applications for federal or provincial funding or subsidy programs for operating costs or capital projects as well as subsequent submissions that may be required for the receipt of funds	Department Heads	Authority to sign subject to budget/project approval
53	Apply for permit applications through agencies and governmental authorities	Department Heads or designate	Authority to apply for regulatory permissions, subject to budget approval. Included is the completion of applications for approvals and the provision of data required to achieve and maintain legislative requirements.
54	Grant authority to approve minor fee and charges rebates	Department Head or designate	Authority to authorize rebate up to \$200.00

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 117-21

BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY

WHEREAS *Municipal Act*, 2001 (hereinafter called “the Act”) permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

WHEREAS *The Planning Act*, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters.

WHEREAS the *Building Code Act*, provides that a Council of a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits.

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

1. **THAT** the fees and charges for various municipal services are established as shown in the Schedules attached hereto and forming part of this By-law:

Schedule “A” - Administration
Schedule “B” - Building Department
Schedule “C” - Cemeteries
Schedule “D” - Fire/Rescue
Schedule “E” - Licensing & Lotteries
Schedule “F” - Planning Department
Schedule “G” - Roads
2. **THAT** the effective date of the fees and charges is January 1, 2022.
3. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Harmonized Sales Tax (H.S.T.).
4. **THAT** unpaid fees and charges imposed pursuant to this by-law are subject to an interest rate of one and one-half percent per month.

5. **THAT** all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with the *Municipal Act, 2001*.
6. **THAT** this by-law shall be known as the "Fees and Charges By-law".
7. **THAT** this by-law shall come into force effective January 1, 2022.
8. **THAT** By-law Number 103-20, and amending By-law 015-21, be repealed on January 1, 2022.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 13TH DAY OF DECEMBER, 2021.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**SCHEDULE "A"
ADMINISTRATION**

Effective January 1, 2022

DESCRIPTION	FEE
Marriage Licence	\$125.00
Certification of Documents	\$10.00 per document
Commissioning of Documents (Municipal Forms Only)	No Charge
Commissioning Documents	\$30.00 per document
Completion of Pension Forms (Township resident only*)	No Charge* \$30.00 per document – Non Residents
Fax Charges	\$1.00 per page local \$2.00 per page long distance
Flags Wellington North Canadian Flag	\$100.00 \$50.00
Freedom of Information Requests (legislated fees)	\$5.00 application fee plus disbursements (i.e. photocopying) plus Record Preparation at \$12.55 per quarter hour
	\$500.00
NSF Cheque Charge	\$30.00
Photocopies (8½ x 11)	Black and White \$0.25 per page Colour \$1.50 per page
Tax Certificate (required for purchase and sale of properties)	\$50.00
Tax Account Statement or Bill Reprint (required for personal income tax purposes)	\$10.00
Tax Sale Proceedings	\$250.00 Administration Fee Plus Cost recovery of fees and disbursements as charged by consultants and solicitors
Burial Permit	\$15.00
Fee for services provided by municipal employees per hr per employee	\$50.00
Tax Arrears Penalties & Interest	Refer to current Tax Rates By-law
Civic Addressing 911 Sign 911 Post	\$25.00 \$20.00
Electric Vehicle Charging Station	Level 2: \$0.04/minute Level 3: \$0.25/minute

SCHEDULE "B"
BUILDING DEPARTMENT

Effective January 1, 2022

SECTION NO.	DESCRIPTION	FEE	
		Per Sq. Ft.	Admin. Fee
1.1	Assembly and Institutional Occupancies (Group A & B) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.91 .00 .45	\$260.00 \$260.00 \$260.00
1.2	Residential Occupancies (Group C) New Construction a) Single family detached b) Semi-detached/Row-house per unit c) Apartment per unit		FLAT RATE \$3,000.00 \$2,200.00 \$1,200.00
1.3	Residential Occupancies (Group C) Addition/Renovation d) New construction e) Basement with ceiling height ≥ 6'-11" (2,100 mm) f) Renovation/alteration less than 500 Sq. Ft. g) Renovation/alteration greater than 500 Sq. Ft. h) Attached garage or carport i) Detached garage or carport j) Accessory building k) Deck/porch/veranda	.91 .32 .00 .32 .39 .39 .19 .19	\$260.00 \$260.00 \$260.00 \$260.00 \$260.00 \$260.00 \$130.00 \$130.00
1.4	Business and Mercantile Occupancies (Group D & E) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.91 .00 .39	\$260.00 \$260.00 \$260.00
1.5	Industrial Occupancies (Group F) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.52 .00 .39	\$260.00 \$260.00 \$260.00
1.6	Agricultural and Farm Building a) New livestock buildings and additions -First 10,000 Sq. Ft. -Over 10,000 Sq. Ft. b) Livestock renovations c) Sheds/shops d) Quonset/economy structure e) Silos/grain bins f) Manure storage or Pit silos -Uncovered -Covered -Roof over existing	.31 .26 .02 .17 .12 .05 .05 .12 .07	\$260.00 \$260.00 \$260.00 \$260.00 \$130.00 \$130.00 \$130.00 \$130.00 \$130.00

SCHEDULE "B" (CONTINUED)
BUILDING DEPARTMENT

Effective January 1, 2022

SECTION NO.	DESCRIPTION	FEE	
		Admin. Fee	
1.7	Temporary Structure		
	a) Portables, meteorological towers, etc. b) Special occasion tent		\$260.00 \$130.00
1.8	Septic Systems		
	a) All classes, new or replacement		\$520.00
	b) Tank replacement c) Leaching bed replacement		\$130.00 \$390.00
1.9	Commercial Wind Turbines	\$260 admin. plus \$59 per \$1,000 of const. value	
2.0	Buildings or Structures that do not fit elsewhere in this Schedule	\$260 admin. plus \$13 per \$1,000 of const. value	
3.0	Demolition Permit		
	a) Class "A" b) Class "B"		\$130.00 \$520.00
4.0	Conditional Permit		
	Full permit fee as calculated under Section 1 Additional permit security may be required Designated Structure the same as Section 1		\$260.00
5.0	Transfer permit		\$260.00
6.0	Change of Use (no construction)		\$130.00
7.0	Reapplication		\$130.00
8.0	Inspection of wood burning appliance installation		\$130.00
9.0	Pool Enclosure Fence		\$130.00
10.0	L.L.B.O. inspections and letters for occupant loads		\$130.00
11.0	Certificate of Compliance – Building and Zoning		\$100.00
12.0	Works Damage/Lot Grading where applicable	Deposit	Fee
		\$1,900.00	\$100.00

NOTE TO SCHEDULE

An investigation fee equal to the applicable building permit fee shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee to be charged when permit is issued, at the discretion of the CBO.

SCHEDULE "C" CEMETERIES

Effective January 1, 2022

DESCRIPTION	FEE
<u>SALES</u>	
Single Grave 3 ½ feet x 10 feet (plot \$780) (Care and Maintenance Fund included) (40% of selling price \$520)	\$1,300.00
Single niche to accommodate two urns (Niche \$1,145) Care and Maintenance Fund (\$205)	\$1,350.00
Scattering Garden Care and Maintenance Fund (\$56)	\$140.00
<u>INTERMENT/INURNMENT</u>	
Adult	\$900.00
Child (12 & under)	\$200.00
Cremated remains in standard plot	\$300.00
Double depth charge – extra	\$175.00
Inurnment in niche	\$200.00
Scattering garden	\$100.00
<u>Surcharges:</u>	
Saturday funerals until 12 noon & holidays - standard burial	\$365.00
Saturday funerals until 12 noon & holidays - cremated remains	\$240.00
Saturday funerals until 12 noon & holidays – niche	\$130.00
Saturday funerals until 12 noon & holidays – scattering garden	\$240.00
Burials inurnments that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri	\$125.00
<u>DISINTERMENT</u>	
Disinterment	\$900.00
<u>VAULT STORAGE</u>	
	\$185.00
<u>MONUMENT INSTALLATIONS</u>	
Staking fee	\$50.00
Monument care & maintenance fund:	
Flat marker (under 1,116.13 sq centimeters-173 sq inches)	\$50.00
Flat Marker (over 1,116.13 sq centimeters-173 sq inches)	\$100.00
Upright Marker (under 4 ft.)	\$200.00
Upright Marker (over 4 ft.)	\$400.00
<u>ADMINISTRATION</u>	
Transfer of Interment Rights	\$50.00
Research per hour	\$50.00

NOTE: Amendments subject to approval from Ministry of Consumer Services – Cemetery Regulation Unit

**SCHEDULE "D"
FIRE/RESCUE**

Effective January 1, 2022

DESCRIPTION	FEE
Inspections: By Request Only Single Residence Institution / Industrial / Commercial Apartments / Condominiums	\$100.00 \$125.00 \$100.00 plus \$10.00 per unit
Fire Search Fees / Approvals Fire Reports Fire investigation reports	\$200.00 \$200.00
Motor Vehicle Incidents: Non-residents/non-taxpayers of Wellington North are involved in a motor vehicle accident within the municipal boundary of the Township of Wellington North that require the Fire / Rescue to respond to the scene, will be invoiced firstly to the owner's insurance provider. In the case where there is no insurance payable, the owner shall be billed directly	\$477.00 per response unit for first hour and \$238.50 per response unit for each half hour thereafter
Administration & Enforcement: Spills Act and Transportation of Dangerous Goods Act: The cleanup of hazardous material spills	Current MTO Rates \$477.00 per vehicle per hour \$238.50 Per Half Hour thereafter Clean up costs to cover materials used Plus Administration Fee of \$50.00 per hour
Open Air Burning: Where burn is in contravention with Open Air Burn By-law and/or Fire Prevention and Protection Act	\$477.00 per response unit for first hour and \$238.50 per response unit for each half hour thereafter Plus Administration Fee of \$50.00 per hour per Fire-fighter
Securing of Premises after a fire	\$50.00 per hour per Fire-Fighter

**SCHEDULE "D" (CONTINUED)
FIRE/RESCUE**

Effective January 1, 2022

DESCRIPTION	FEE
<p>False Alarms: The following procedures and fees shall apply only when it has been determined at the discretion of the responding officer of the Township of Wellington North Fire Department that the false alarms were preventable. The totals shall be calculated within each calendar year with each year being considered separately.</p> <p>First False Alarm - Warning n/c</p> <p>Second False Alarm n/c</p> <p>Third False Alarm \$600.00</p> <p>Four or More False Alarms \$1,200.00</p>	
Fire Alarm Monitoring/Fire Watch	\$450.00 per vehicle per hour \$255.00 per half hour thereafter
Liquor Occupancy Permit Authority Have Jurisdiction Letter to Alcohol and Gaming Commission	\$150.00
Fire Safety Plan Review	\$150.00
Fire Extinguisher Training	\$100.00 per hour
Mobile/Seasonal Vendors Inspection	\$25.00
Chemicals used to suppress or prevent fires or explosions (often referred to as foam agents)	\$75.00 per container

Extraordinary Expenses

If Wellington North Fire responds to a fire or other emergency at a property and determines, or the Officer in Charge determines, that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Wellington North Fire for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.

If Wellington North Fire responds to a fire or other emergency at a property and incurs damage or contamination to equipment such as personal protective equipment, hoses or other non-consumable materials that require cleaning and decontamination or replacement thereof, as a result of the service to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Fire & Emergency Services for cleaning and decontamination or replacement of equipment, as applicable, and shall be recovered as a fee under this By-law.

SCHEDULE "E"
LICENCING AND LOTTERIES

Effective January 1, 2022

DESCRIPTION	FEE
Animal Control	
New Kennel Licence	\$500.00*
Renewal of Kennel License	\$250.00*
	*plus inspection fee charged by animal control officer
Licensing a dog	\$20.00
Replacement tag	\$10.00
Enumeration Charge	\$10.00
Impounding a Dog	\$150.00
Boarding Fees for an impounded dog / day	\$25.00
Additional Charges may apply pursuant to the Canine Control Bylaw	
Business Licensing Fees	
Food Vehicle Stand	\$100.00
Donation Box	\$100.00
Temporary Vendor	\$200.00
Replacement license	\$25.00
Administrative Penalty	\$300.00
Donation Box removal	Actual cost of labour

DESCRIPTION	FEE
Lottery Licences	
• Raffle	\$20.00
• Blanket	\$20.00
• Bingo	\$20.00
• Other	\$20.00
Break Open Tickets	\$10.00 per box

SCHEDULE "F"
PLANNING
Effective January 1, 2022

DESCRIPTION	FEE	
Committee of Adjustment – Minor Variance	\$2,000.00	
Zoning Amendment	\$9,000.00	
Pre-servicing Application	\$7,000.00	
Holding Zone Removal By-law	\$1,000.00	
Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement	\$1,000.00	
Certificate of Compliance Plan of Subdivision/Condominium, Site Plan and Development Agreements	\$130.00	
Part Lot Control	\$1,000.00	
Clearances for Severance Conditions	\$130.00	
Cash in Lieu of Parkland (severances and part lots pursuant to part lot control exemption) to be used for existing parks and recreation maintenance and development	\$7,500.00 per lot or part lot	
Fee for services provided by Municipal employees	\$50.00 (per hour, per employee)	
Copy of Zoning By-law	\$30.00	
	DEPOSIT (refundable)	ADMINISTRATION (not refundable)
Plan of Subdivision or Condominium New or Amendment including conditions of approvals to both Wellington North and the County of Wellington	\$15,000.00	\$10,000.00
Review of Draft Plan of Subdivision or Condominium	\$5,000.00	\$6,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> • Minor 	\$3,500.00	\$2,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> • Complex 	\$6,000.00	\$3,000.00
Site Plan Control Amendments	\$700.00	\$300.00
Lot Grading/surface Works Security Deposit	\$1,900.00	\$100.00
Development Agreement	\$5,000.00	\$2,000.00

DEPOSITS

- Deposits less the disbursement fees and third party fees will be refunded.
- Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying, faxing, etc.
- Third Party fees including, but are not limited to, planners, engineers, solicitors, advertising of notices and similar costs.
- Every applicant for a planning matter referred to in Schedule "F" hereof shall make an application on forms provided by the Municipality and in addition shall sign a deposit agreement in the prescribed form and pay any applicable deposit to the Municipality.

The Clerk/Deputy Clerk and/or Treasurer/Deputy Treasurer are hereby authorized to execute the deposit agreement on behalf of the Township.

SCHEDULE "G"**ROADS**
Effective January 1, 2022

DESCRIPTION	INSPECTION FEE	*DAMAGE DEPOSIT
Urban/Rural Damage	\$100	\$1,900.00
Rural/Semi-Urban Entrance Installations The applicant would be responsible for all costs to supply a culvert over 600 mm in diameter and/or to supply over 12 meters of culvert and/or to upgrade an existing entrance. Costs would be charged at the current rates. *Damage Deposit Fees shall be collected when a Building Permit is issued.		
a) Requires up to 12m culvert (up to and including 600mm) including inspection fee	\$100.00	\$2,000.00 **
b) Entrance up to 12m that does not require a culvert including inspection fee	\$100.00	\$1,500.00 **
** Note: Items a & b above within Schedule "G" can be increased in width by 3m increments to a maximum of 20m. Each additional 3m increment carries an associated additional cost of \$500.00.		
	FEE	
c) Cost of hidden driveway sign installed		\$100.00
Equipment Rental rate – at the discretion of the township. (available only to Township of Wellington North ratepayers)		\$120.00/hr
Labourer/Driver Rate		\$60/hr

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

BY-LAW NUMBER 118-21

**BEING A BY-LAW TO ADOPT A POLICY FOR THE HOURS OF
OPERATION – OUTDOOR PARKS AND TRAILS**

WHEREAS the Council of the Township of Wellington North wishes to enact a by-law for the hours of operation for outdoor parks and trails policy.

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

1. THAT the Mayor and Clerk are authorized to execute the hours of operation for outdoor parks and trails policy by-law.
2. THAT this By-law shall come into effect on its passage.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS
13TH DAY OF DECEMBER, 2021**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



HOURS OF OPERATION – OUTDOOR PARKS AND TRAILS POLICY

DEPARTMENT	OPERATIONS	POLICY NUMBER	003-21
EFFECTIVE DATE	December 13, 2021	LEGISLATIVE AUTHORITY	
APPROVED BY:	By-law 118-21	PREVIOUS VERSIONS	

Vision and Goals

The aim of this policy is to define when outdoor parks and trails, owned by the Township, are open and closed.

This will further give guidance and direction to staff for inspections and maintenance of Township owned Parks and Trails

The approved schedule will be posted on the Township of Wellington North website and be included in any further promotional materials distributed by the Municipality.

Parks

Parks are open daily from 8 a.m. to 11 p.m. During the period May 1 to October 31, portable toilets and trash receptacles are provided at park locations. During the period November 1 to April 30, portable toilets and trash receptacles are removed or otherwise made inaccessible.

Lion's Park Arthur 333 Smith Street
Opti-MRS Park 158 Domville Street

Conn Park 0015 Wood Street

Bill Moody Park 326 Wellington Street
Hutchison Park 495 Queen Street
Campbell deVore Park 851 Princess Street
Murphy Park 185 Murphy Street
Angus Smith Park 710 Martin Street
Pool Park 393 Parkside Drive

Trails

Trails are open daily from dusk to dawn. During the period May 1 to October 30, trash receptacles are provided on the trail system. During the period November 1 to April 30, trails are open but not inspected.

River Trail	(333 Smith Street)
West Luther	(491 Eliza Street)
Saugeen Trail	(Mount Forest & District Sports Complex)
South Wetlands Trail	(Murphy's Park)
North Wetlands Trail	(North Water / Peel Street)

Splashpads

Splashpads are open daily from 10:00AM to 8:00PM during the period June 1 to September 30, trash receptacles and portable toilets are provided at the splashpads when open.

Arthur Splashpad	158 DomvilleStreet
Mount Forest Splashpad	326 Wellington Street

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

BY-LAW NUMBER 119-21

**BEING A BY-LAW TO ADOPT A POLICY FOR THE
DECLARATION OF A SIGNIFICANT WEATHER EVENT**

WHEREAS the Council of the Township of Wellington North wishes to enact a by-law for the declaration of a significant weather event policy.

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

1. THAT the Mayor and Clerk are authorized to execute the declaration of significant weather event policy by-law.
2. THAT this By-law shall come into effect on its passage.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS
13TH DAY OF DECEMBER, 2021**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE A

 <h1 style="margin: 0;">DECLARATION OF SIGNIFICANT WEATHER EVENT POLICY</h1>			
DEPARTMENT	OPERATIONS	POLICY NUMBER	004-21
EFFECTIVE DATE	December 13, 2021	LEGISLATIVE AUTHORITY	Section 4.1 of O-Reg 239/02 under the Municipal Act, 2001
APPROVED BY:	By-law 119-21		

Purpose

The purpose of this policy is to establish a protocol for the Declaration of a “Significant Weather Event” as defined in the Minimum Maintenance Standards for Municipal Highways (the “Maintenance Standards”) from Ontario Regulation 239/02 under the *Municipal Act, 2001*, S.O. 2001, c. 25. Declaring a Significant Weather Event deems all roadways, or the portion of the road network impacted by the Significant Weather Event, in the Township of Wellington North (the Township) in a state of repair with respect to snow accumulation and/or ice conditions such that it may take longer for the Operations Department to achieve the Maintenance Standards. The Township will maintain the roadways as per the levels of service identified in the Maintenance Standards with respect to snow accumulation and/or ice conditions once the Significant Weather Event has ended.

Definitions

“Significant Weather Event” - *means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.*

“Weather Hazard” - *means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program.*

Authority

Section 4.1 of Ontario Regulation 239/02 under the *Municipal Act, 2001*, S.O. 2001 c. 25, provides the authority for the Township to declare a Significant Weather Event. A Significant Weather Event may be declared at the discretion of the Director of Operations or designate.

Policy Statement

Public safety is the utmost importance to Council and staff of the Township and for various reasons, it may be necessary to declare a Significant Weather Event to assist the Township in meeting its obligations under the Minimum Maintenance Standards.

Procedures for the Significant Weather Event

A Significant Weather Event may be declared by authorized Staff in response to an alert issued by Environment Canada under its Public Weather Alerting Program for an approaching or occurring weather hazard or in response to one of the following conditions:

- Significant snow accumulation on roadways during a twenty-four (24) hour period
- Ice formations on roadways that occurs with little or no warning
- Extreme cold temperature when de-icing operations will not be effective
- Declaration of a Significant Weather Event by the County of Wellington

A Significant Weather Event may otherwise be declared as a result of any other factor deemed relevant by Authorized Staff.

If a Significant Weather Event is declared, the Township will continue to monitor the weather and will declare the end of the Significant Weather Event as soon as practicable after the relevant weather conditions have ceased.

The Declaration of the beginning of a Significant Weather Event shall be made public through one or more of the following:

- By posting a notice on the Township's Website
- By making an announcement on Facebook, Twitter or other social media platform
- By sending a press release or similar communication to internet, newspaper, radio or television media
- Notification of Police and Emergency Services

Snow Accumulation - Roadways

If a Significant Weather Event is declared relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the Significant Weather Event is:

- To monitor the weather in accordance with the Maintenance Standards; and
- If deemed practicable by Authorized Staff, to deploy resources to address snow accumulation on roadways, starting from the time that the Authorized Staff deems it appropriate to do so.

If a Significant Weather Event is declared, all roadways or the portion of the road network impacted by the Significant Weather Event within the Township are deemed to be in a state of repair with respect to snow accumulation, until the applicable time has passed per Ontario's Minimum Maintenance Standards following the declaration of the end of the significant weather event.

Following the end of the weather hazard in respect of which a Significant Weather Event was declared, the

Authorized Staff shall,

- Declare the end of the Significant Weather Event when it is appropriate to do so, and
- Address snow accumulation on roadways in accordance with the Maintenance Standards

Ice Conditions - Roadways

If a Significant Weather Event is declared relating to ice conditions, the standard for addressing ice conditions on roadways until the declaration of the end of the Significant Weather Event is:

- To monitor the weather in accordance with the Minimum Maintenance Standards; and
- If deemed practicable by Authorized Staff, to deploy resources to address ice conditions on roadways, starting from the time that the Authorized Staff deems it appropriate to do so.

If a Significant Weather Event is declared, all roadways or the portion of the road network impacted by the Significant Weather Event within the Township are deemed to be in a state of repair with respect to ice conditions until the applicable time in Ontario's Minimum Maintenance Standards following the declaration of the end of the significant weather event.

Following the end of the weather hazard in respect of which a Significant Weather Event was declared, the Authorized Staff shall,

- Declare the end of the Significant Weather Event when it is appropriate to do so, and
- Address snow accumulation on roadways in accordance with the Minimum Maintenance Standards

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

BY-LAW NUMBER 120-21

**BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR
WATER AND SEWER SERVICES PROVIDED BY THE
MUNICIPALITY AND TO REPEAL BY-LAW 114-19**

WHEREAS Section 391. (1) of *the Municipal Act*, 2001 S.O. Chapter 25 as amended (hereinafter called "the Act") permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons

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

1. **THAT** the fees and charges for various municipal services are established as shown in the Schedules attached hereto and forming part of this By-law:

Schedule "A" - Water & Sewer
Schedule "B" - Water & Sewer Rates
2. **THAT** the effective date of the fees and charges is January 1, 2022
3. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Provincial Sales Tax (P.S.T.), Goods and Services Tax (G.S.T.) and Harmonized Sales Tax (H.S.T.).
4. That unpaid fees and charges imposed pursuant to this by-law are subject to an interest rate of one and one-half percent per month.
5. **THAT** all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with Section 398 *Municipal Act*, 2001 S.O. Chapter 25 as amended.

6. **THAT** this by-law shall be known as the “Water and Sewer Fees and Charges By-law”.
7. **THAT** By-law 114-19 is hereby repealed

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 13th day of DECEMBER, 2021.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE "A"**WATER AND SEWER**
Effective January 1, 2022

Water/Sewer Servicing Charges	
Paved Road with curb and/or sidewalk up to 1" service	\$ 3,152.49
Paved Road with curb and/or sidewalk 1 ½" to 4" service	\$ 4,413.48
Paved Road with curb and/or sidewalk 6" service	\$ 4,938.90
Paved Road up to 1" service	\$ 2,627.07
Paved Road 1 ½" to 4" service	\$ 3,888.07
Paved Road 6" service	\$ 4,413.48
Gravel Road up to 1" service	\$ 2,311.82
Gravel Road Services 1 ½" to 4" service	\$ 3,572.82
Gravel Road 6" service	\$ 4,098.24
Sanitary Sewer	
Paved road with curb and/or sidewalk up to 6" service	\$ 3,782.99
Paved road with curb and/or sidewalk over 6" service	\$ 4,617.44
Paved road up to 6" service	\$ 3,257.57
Paved road over 6" service	\$ 4,098.24
Gravel road up to 6" service	\$ 2,837.24
Gravel road over 6" service	\$ 3,677.90
Exceptions and Special Circumstances	
The following rates apply when the service connection exists at property line or if the connection is made in the boulevard and does not involve disturbing asphalt/sidewalk or curb. Extra charges for large services apply	
Water	\$ 2,206.74
Sanitary Sewer	\$ 2,732.16
Connection Fees	
Must be paid to the Township prior to connection to the distribution system. The installation must be inspected by the Township's Building Department and/or Public Works Department. It is illegal to connect to the Township's Water and Sewage Systems without proper approval.	
At the discretion of the Director of Public Works, any connection costs in excess of the above described fees will be invoiced to the proponent	

SCHEDULE "A"**Water and Sewer (continued)****Effective January 1, 2022**

DESCRIPTION	FEE
<p>Swimming Pool Rate: In addition to the charges for water, being the Residential Rate or the General Service Rate in Arthur and Mount Forest hereinbefore set out, there shall be a separate water rate of \$76.13 payable annually to the Township by the landowner for each swimming pool located on a parcel of land during each year or part thereof. For the purposes of this paragraph a swimming pool shall be an inground or aboveground swimming pool containing 8,000 gallons of water or more.</p>	\$76.13
<p>Bulk Water Pick-Up or Supply: Persons wanting bulk water pick-up or supply must contact the Water and Sewer Department Office Monday to Friday between the hours of 7:30 A.M. and 4:00 P.M. to schedule the pick-up or supply. A member of the Township's Water Department must be present when any water is loaded. Unauthorized opening of any Township hydrant is an offence that will have legal implications.</p>	\$152.25
<p>Disconnection/Reconnection of Water Services: (a) At the request of owner to facilitate private water system maintenance; or (b) Will only be allowed if the electrical service is also disconnected or reconnected for the same period of time. A service fee will be charged per disconnect/connect (1 water turn off, 1 water turn on).</p>	<p style="text-align: center;">\$76.13 (During Business Hours)</p> <p style="text-align: center;">\$101.50 (After-Hours)</p>
<p>Service Call: Any property owner requesting a service call will be charged a minimum \$76.13 fee if the problem is found to be on the landowner's property. Any involvement by the Township in the repair of services on private property shall be billed to the property owner on a time and material basis.</p>	<p style="text-align: center;">76.13 (During Business Hours)</p> <p style="text-align: center;">\$101.50 (After-Hours)</p>
<p>Water-Sewer Operator Fee (Per hour) – During Business or After Hours</p>	\$60.90

SCHEDULE "B"
WATER & SEWER RATES

Effective January 1, 2022

DESCRIPTION	
Water	
Residential (flat rate)	
Residential - monthly	\$ 46.63
Residential - annually	\$ 567.34
Non-residential Customers – Annual Flat Rate	\$ 680.19
Non-residential	
Rate per cubic metre	\$ 2.08
Meter Maintenance Fee (Commercial / Industrial) - monthly	\$ 17.60
Wastewater (Sewer)	
Residential (flat rate)	
Residential - monthly	\$ 57.35
Residential - annually	\$ 697.79
Non-residential Customers – Annual Flat Rate	\$ 836.52
Non-residential	
Rate per cubic metre	\$ 2.56
Water Account Set up	\$25.38
Sewer Account Set up	\$25.38

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

BY-LAW NUMBER 122-21

BEING A BY-LAW TO AUTHORIZE AN AGREEMENT FOR BY-LAW COMPLIANCE SERVICES

WHEREAS it is deemed expedient to enter into an Agreement with the Corporation of the City of Guelph for by-law compliance services

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

1. **THAT** The Corporation shall enter into an Agreement with the Corporation of the City of Guelph in the form, or substantially the same form as the draft Agreement attached hereto as Schedule 1.
2. **THAT** the Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the By-law to enter into the Agreement on behalf of the Corporation

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 13th DAY OF DECEMBER, 2021.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

BYLAW COMPLIANCE SERVICES AGREEMENT

This Bylaw Compliance services agreement is between:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH,

("Township")

- And -

THE CORPORATION OF THE CITY OF GUELPH,

("City")

WHEREAS the City agrees to provide certain Bylaw Compliance services to the Township;

The parties agree as follows:

PART I – RETAINER

1. Services

- (1) The Township hereby retains the City, exclusively, subject to the provisions of this agreement, including Appendix "A", to provide Bylaw Compliance services for the Township.
- (2) For purposes of this agreement, Bylaw Compliance services means the following:
 - (a) The City shall accept calls in the following manners:
 - from the Township
 - directly from the public
through the City of Guelph website/Report an Issue
 - (b) The City shall provide Bylaw Compliance services for the following Bylaw categories:
 - Property Standards
 - Building maintenance
 - Drainage

- Long grass/weeds
- Yard maintenance

- Swimming Pool Enclosure
 - Pool with no enclosure
 - Pool enclosure in poor repair

- By-law
 - Chickens in yard
 - Oversized vehicle in driveway
 - Donation bin
 - Door to door salesperson
 - Food truck

2. Fees

- (1) The Township shall pay the City fees for the Bylaw Compliance Services as set out in this agreement. (Appendix B)

- (2) The Township shall pay the City for Bylaw Compliance Service fees as invoiced, on a bi-monthly basis, commencing February 28th, 2022.

- (3) Notwithstanding the foregoing, if the City should ever, at the discretion of the City's Manager of Corporate and Community Safety, in the proper provision of the Bylaw Compliance Services to the Township, be required to make any special expenditures beyond the usual operating expenditures, which expenditures cannot be recovered otherwise, then the City may add such expenditures to the fees provided for above.

PART II – TOWNSHIP OBLIGATIONS

3. Chargeable Amounts

- (1) The City may charge the Township for any Harmonized Sales Tax or any other applicable taxes payable on the fees and expenditures charged by the City to the Township.

- (2) When this agreement is terminated, the Township shall pay the City on a pro-rated basis, for the chargeable fees, expenditures and taxes incurred up to the effective date of such termination, or a later date if services, already commenced by the City, cannot reasonably be discontinued until such later date.

PART III – COMMUNICATIONS BETWEEN THE PARTIES

4. Contacts and Communication

- (1) The Township shall treat the City's Manager of Corporate and Community Safety or designate as the City's principal contact in respect of all aspects of this agreement, unless otherwise directed or permitted in writing by the City.
- (2) The City shall treat the individual or designate as indicated in Appendix "A" as the Township's principal contact in respect of all aspects of this agreement, unless otherwise directed or permitted in writing by the Township.
- (3) Although this agreement is a public document, neither party shall communicate with the media about the services provided pursuant to this agreement except with the prior written approval of the other party.

5. Notices

- (1) In this agreement "**Notice**" means any notification or communication required or permitted to be given by one party to the other party under this agreement.
- (2) A party giving Notice shall give it in writing and shall deliver it by personal delivery, email, courier or prepaid regular mail to an address of the other party provided for in this agreement.
- (3) Either party may from time to time change any of its addresses by Notice given in accordance with this section.
- (4) A Notice sent by personal delivery is deemed to be delivered on the date it is personally delivered. A Notice sent by email is deemed to be delivered upon the sender receiving from the recipient a written acknowledgment of receipt. A Notice sent by courier is deemed to be delivered two days after the date it is sent. A Notice sent by prepaid regular mail is deemed to be delivered three days after the date it is sent, provided that if a postal interruption occurs, the Notice is deemed to be delivered three days after the resumption of postal service.
- (5) The initial addresses for the City are as follows:

Manager, Corporate & Community Safety
City of Guelph
1 Carden St.,
Guelph, ON. N1H 4E1
Tel: 519-822-1260
scott.green@guelph.ca

(6) The initial addresses for the Township are as set out in Appendix "A".

6. Confidential Information

(1) In this agreement:

- (a) **"Confidential Information"** means any information, whether oral, written, visual, electronic, or in any other form, relating in any way to this agreement, which is identified as confidential or that would reasonably be considered as being confidential;
- (b) **"Disclosing Party"** means the party disclosing Confidential Information;
- (c) **"Receiving Party"** means the party receiving Confidential Information, and includes all Representatives of that party; and
- (d) **"Representative"** of a party includes every partner, associate, officer, director, employee, consultant, subconsultant, contractor and agent of the party.

(2) The Receiving Party shall use Confidential Information only for the purposes of this agreement.

(3) Except as provided in this agreement, the Receiving Party shall keep confidential all Confidential Information disclosed to it by the Disclosing Party.

(4) The Receiving Party shall not copy or transcribe into another form, any Confidential Information received from the Disclosing Party except as reasonably necessary.

(5) The Receiving Party shall protect the Confidential Information disclosed to it by the Disclosing Party, in the same manner and to the same extent that it protects its own Confidential Information.

(6) Upon the termination of this agreement, or earlier upon the request of the Disclosing Party, the Receiving Party shall promptly destroy or return (as directed by the Disclosing Party) all copies of the Confidential Information disclosed to the Receiving Party.

(7) The Receiving Party may disclose Confidential Information if:

- (a) The Disclosing Party consents;
 - (b) The Receiving Party is required by law to disclose it; or
 - (c) The Confidential Information is generally and publicly available.
- (8) If the Receiving Party is required by law to disclose Confidential Information, it shall promptly notify the Disclosing Party so that the Disclosing Party may intervene to prevent the disclosure.
- (9) The Receiving Party shall ensure that all Representatives of the Receiving Party comply with all the provisions of this agreement relating to Confidential Information and the Receiving Party shall be responsible for any failure by any Representative to do so.
- (10) Each party specifically acknowledges that the other party is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, and that the other party may be compelled to disclose certain Confidential Information.
- (11) If either party breaches any provision of this agreement relating to Confidential Information, it shall immediately give Notice of such breach to the other party and take all necessary steps to limit the extent and impact of the breach.
- (12) The harm that would be suffered by a party in the event of a breach of the provisions of this agreement relating to Confidential Information by the other party would not be compensable by monetary damages alone. Therefore a party shall be entitled, in addition to any other remedies, to seek an injunction against a breach or threatened breach of any such provision.
- (13) The provisions of this agreement relating to Confidential Information will remain in effect for five years after the termination of this agreement.

PART IV – GENERAL

7. Commencement, Term, Termination and Delay

- (1) This agreement will become effective when both parties have signed it. The date this agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the date of this agreement.
- (2) The initial term of this agreement will be 1 year, commencing upon January 1 of the year after this agreement becomes effective.
- (3)

9. Relationship between Parties

- (1) The City shall not be liable to the Township or any other person for any liability, claim, damage, costs, suit or action in respect of any property damage or personal injury, including death, howsoever caused, relating in any way whatsoever to the provision of or failure to provide services by the City or any of its Representatives, or arising directly or indirectly from this agreement, except where any property damage or personal injury, including death, is due solely to the gross negligence of the City or any of its Representatives, and the Township hereby releases the City and its Representatives accordingly. This section will survive the termination of this agreement.
- (2) The Township and the City are independent contracting parties of each other. Neither party shall, except as the other party may specifically authorize in writing, enter into any contracts or commitments in the name of or on behalf of the other party, or bind the other party in any respect whatsoever. Neither party is a partner, joint venturer, agent or employee of the other party.
- (3) The Township shall not assign this agreement or any of the rights, benefits or obligations under this agreement.
- (4) This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes any prior commitment, representation, warranty, arrangement, understanding or agreement, written or oral, collateral or other, with respect to the subject matter hereof, existing between the parties at the date of execution of this agreement.

10. Waiver

- (1) A party may by Notice waive any of its rights, powers or remedies under this agreement.
- (2) The failure of either party to exercise any of its rights, powers or remedies under this agreement or its delay in doing so, does not constitute a waiver of any rights, powers or remedies. A single or partial exercise of a right, power or remedy does not prevent its subsequent exercise or the subsequent exercise of any other right, power or remedy.

11. Interpretation

- (1) This agreement is to be construed with all changes in number and gender as may be required by the context.
- (2) The division of this agreement into sections, subsections and clauses is for convenience of reference only and does not affect the interpretation.
- (3) The obligations of the parties contained in this agreement have, where applicable, the status of representations, warranties and covenants by the respective obligated party.
- (4) This agreement is to be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable there.
- (5) Time is to be of the essence of this agreement, including if any extension is permitted.
- (6) Any reference in this agreement to legislation, policies or rules is to such legislation, policies or rules as amended, extended, re-enacted or replaced.
- (7) The parties may sign this agreement in counterparts with the same effect as if the parties had signed the same document. Any counterparts are to be construed together and will constitute one and the same original document. The parties shall deliver any executed counterparts of this agreement in accordance with the provisions set out in this agreement for delivery of Notices.
- (8) All provisions of this agreement are severable, and if any provision is declared invalid, void or unenforceable by a court of competent jurisdiction, the remaining provisions of this agreement remain in full force and effect.

12. Miscellaneous

- (1) This agreement is to ensure to the benefit of and bind the parties and their respective heirs, executors, administrators, successors and permitted assigns.
- (2) No change or modification of this agreement is valid unless it is in writing and signed by each party.

[SIGNATURE PAGE FOLLOWS]

Each party is signing this agreement on the date stated opposite that party's signature.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Date

By: _____
Name:
Title:

Date

By: _____
Name:
Title:

We have authority to bind the corporation.
The Township's Council has endorsed this agreement.

THE CORPORATION OF THE CITY OF GUELPH

Date

By: _____
Name:
Title:

I have authority to bind the corporation.

Appendix "A"**General**

Township: Wellington North

Contact

Initial principal contact individual and addresses for the Township:

Title:	Chief Building Official
Township:	Wellington - North
Street address:	7490 Sideroad 7 W, Box 125, Kenilworth, ON
Telephone:	519-848-3620 ext. 4462
Email:	djones@wellington-north.com

APPENDIX "B"**"Fee-for-Service"****Bylaw Compliance Fee calculation**

1. **General Principle** – The general agreement in principle between the City of Guelph and Wellington North is that Wellington North will compensate the City of Guelph for the costs incurred by the City of Guelph to properly provide the Bylaw Compliance Services under this Agreement. The principle will be of guidance in interpreting fees contemplated below, but not limited to the following expense categories.
 - i) Bylaw Compliance Officer salary and benefits
 - ii) Bylaw Compliance Officer travel time – Guelph/Wellington North
 - iii) City of Guelph – telecommunication expense
 - iv) City of Guelph – office and equipment supplies
 - v) City of Guelph – uniform expenses
 - vi) City of Guelph – Fuel and Maintenance of Vehicle

Rate: \$ 110.00 per hour

2. The City of Guelph, Manager-Corporate & Community Safety shall bi-monthly prepare a statement of the calls for service, time spent on calls for service and the fees for service during the bi-monthly period. The statement shall be forwarded to the Chief Building Official and the Clerk, for Wellington North, on a bi-monthly basis.

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

BY-LAW NUMBER 123-21

**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
DECEMBER 13, 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 December 13, 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 13TH DAY OF DECEMBER, 2021.**

ANDREW LENNOX MAYOR

KARREN WALLACE, CLERK