



# Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

## Regular Meeting of Council

Monday, January 14, 2013

7:00 p.m.

Municipal Office Council Chambers, Kenilworth

## A G E N D A

Page 1 of 4

AGENDA ITEM	PAGE NO.
<b><u>CALLING THE MEETING TO ORDER</u></b>	
- Mayor Tout	
<b><u>O' CANADA</u></b>	
<b><u>PASSING AND ACCEPTANCE OF AGENDA</u></b>	
<b><u>DECLARATION OF PECUNIARY INTEREST</u></b>	
<b><u>MINUTES</u></b>	
1. Public Meeting, December 17, 2012	01
2. Regular Meeting of Council, December 17, 2012	07
<b><u>BUSINESS ARISING FROM MINUTES</u></b>	

<b>AGENDA ITEM</b>	<b>PAGE NO.</b>
<b><u>DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS</u></b>	
1. Jeff Coburn, Coburn Insurance Brokers Ltd. Barbra Anne Vaspori, Public Sector Vice President, Jardine Lloyd Thompson Canada Re: Presentation of 2013 Insurance Renewal	
<b><u>STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS</u></b>	
1. Administration Committee	
- Minutes, December 10, 2012	
- Resolution Regarding Pay Equity Plan Amendment	21
- Job Description Redrafted for Director of Public Works Position	22
2. Wellington North Fire Service	
- Arthur Station	
- December 2012 Report	25
- December 2012 Fire Prevention Officer's Report	27
- 2012 Annual Report	28
- 2012 Annual Fire Prevention Officer's Report	31
- 2012 Public Education Report	32
- Mount Forest Station	
- December 2012 Report	33
- December 2012 Fire Prevention Officer's Report	35
- 2012 Annual Report	36
- 2012 Annual Fire Prevention Officer's Report	3839
- 2012 Public Education Report	
3. Report from Dale Small, Business Economic Manager	
- Request for Municipal Site Specific Resolutions for Solar Roof Top System	41

<b>AGENDA ITEM</b>	<b>PAGE NO.</b>
<b><u>CORRESPONDENCE FOR COUNCIL'S INFORMATION</u></b>	
1. The Regional Municipality of Halton Re: OMB Costs – Provincial Growth Plan	58
2. Gary Cousins, Director of Planning, County of Wellington Re: Risk Management Official and Inspectors (PD2012-25)	67
<b><u>BY-LAWS</u></b>	
1. 72-12 Being a By-law to Provide for a Drainage Works in the Township of Wellington North in the County of Wellington, known as the Leroy Martin Drain (Third and Final Reading)	69
2. 1-13 Being a By-law to Authorize Temporary Borrowing from Time to Time to meet Current Expenditures During the Fiscal Year Ending December 31, 2013	73
3. 2-13 Being a By-law to Provide for an Interim Tax Levy on all Assessment within Specific Tax Classes and to Provide a Penalty and Interest Rate for Current Taxes in Default and Tax Arrears	76
4. 3-13 Being a By-law Imposing Special Annual Drainage Rates Upon Land in Respect of which Money is Borrowed Under the <i>Tile Drainage Act</i> .	79
5. 4-13 Being a By-law to Adopt Policies and Procedures to Govern the Purchasing of Goods and Services	81
6. 5-13 Being a By-law to Provide for a Drainage Works in the Township of Wellington North in the County of Wellington, known as the Mitchell Drain (To be provisionally adopted. First and Second reading only.)	98
<b><u>OTHER/NEW BUSINESS</u></b>	
1. Report of Livestock Valuer Re: Livestock Claim - Peter Murray, Dated December 14, 2012	101

AGENDA ITEM	PAGE NO.
<b><u>OTHER/NEW BUSINESS</u></b> (continued)	
2. County of Wellington, Planning and Land Division Committee Re: Comments for Consent Applications <ul style="list-style-type: none"><li>- B131/12, Edward Watt</li><li>- B132/12, Edward Watt</li><li>- B133/12, Edward Watt</li><li>- B134/12, Edward Watt</li><li>- B135/12, Edward Watt</li><li>- B136/12, Edward Watt</li><li>- B149/12, 1576881 Ontario Limited, 1271084 Ontario Inc.</li></ul>	106 112 118 124 130 136 141
<b><u>ITEMS FOR COUNCIL'S INFORMATION</u></b> (copies available for review in Clerk's Office and at Council Meeting)	
Cheque Distribution Report dated January 9, 2013  Ministry of Municipal Affairs and Housing <ul style="list-style-type: none"><li>- Town of Grand Valley Official Plan Amendment No. 4</li></ul>	146
<b><u>NOTICE OF MOTION</u></b>	
<b><u>CULTURAL MOMENT</u></b>	
<b><u>ANNOUNCEMENTS</u></b>	
<b><u>CONFIRMING BY-LAW NO. 6-13 BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL</u></b>	160
<b><u>ADJOURNMENT</u></b>	
Lorraine Heinbuch, Chief Administrative Officer/Clerk	

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

**BY-LAW NUMBER 72-12**

**BEING A BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN  
THE TOWNSHIP OF WELLINGTON NORTH IN THE COUNTY OF  
WELLINGTON, KNOWN AS THE LEROY MARTIN DRAIN**

**AUTHORITY:** Drainage Act, R. S. O. 1990, c. D.17, as amended, Section 87.  
Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5 (3), 11 (1) 6

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents and its powers shall be exercised by by-law.

**AND WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 11 (1) 6 provides that every council may pass such by-laws respecting matters within the sphere of jurisdiction relating to Drainage and Flood Control.

**AND WHEREAS** the Council of the Corporation of the Township of Wellington North has received a petition in accordance with the provisions of the Drainage Act to provide for a Drainage Works in the Township of Wellington North in the County of Wellington known as the Leroy Martin Drain, and for borrowing on the credit of the Township of Wellington North the sum of \$158,107. for completing the Drainage Works.

**AND WHEREAS** the requisite number of owners have petitioned the Council of the Corporation of the Township of Wellington North in the County of Wellington in accordance with the provisions of the Drainage Act, requesting that certain lands and roads be drained by a drainage works.

**AND WHEREAS** the Council of the Township of Wellington North has procured a Report by K.A. Smart, P. Eng., Drainage Engineer of the firm of K. Smart Associates Ltd., 85 McIntyre Dr., Kitchener, Ontario and the said Report is attached as Schedule A of this By-law.

**AND WHEREAS** the Council is of the opinion that the Drainage Works as described therein is desirable.

**NOW THEREFORE** the Council of the Corporation of the Township of Wellington North, pursuant to The Drainage Act, enacts as follows:

1. The Report is hereby adopted, and the Drainage Works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Township of Wellington North may borrow on the credit of the Corporation the sum of \$158,107.00 being the funds necessary for the Drainage Works provided that the sum be reduced by the amount of commuted payments with respect to the lands and roads assessed.
3. For paying the sum of \$158,107 the amount being charged against such lands and roads for benefit and for paying the sum of \$27,862 the amount being charged against the lands and roads for outlet in the Township of Wellington North apart from lands and roads belonging to or controlled by the Municipality and for covering interest thereon at the rate of 6% per annum or such rate as required at the time of borrowing, the following total special rates over and above all other rates shall be assessed, levied and collected upon and from the parcels of land and parts of parcels and roads shown in Schedule A, and the amount of total special rates and interest against each parcel or part of parcel or road respectively shall be paid in full by each assessed owner thirty (30) days after invoicing. Any amount remaining unpaid at the expiration of the thirty (30) days shall be charged interest at the rate of 1.25 % per month or such rate as is imposed at the time of collection; any amount remaining unpaid for a period of three (3) months shall be collected in the same manner and at the same time as all other taxes assessed, levied and collected; providing that no greater amount shall be levied than is required after taking into account and crediting the amount of grants under Section 87, The Drainage Act, and any other grant or commuted payment which may be applicable.
4. That this By-law be printed and a copy be mailed to the owners as shown by the last revised assessment roll of each parcel or part of parcel of land or road assessed as shown in the Report which shall be attached to this By-law by each owner as Schedule A.
5. That this By-law shall come into force on the final passing thereof, and may be cited as the Leroy Martin Drain.

**READ A FIRST, SECOND TIME AND PROVISIONALLY ADOPTED THIS 10TH DAY OF SEPTEMBER, 2012.**

---

**RAYMOND TOUT,  
MAYOR**

---

**CATHY MORE,  
DEPUTY CLERK**

**READ A THIRD TIME WITH AMENDED SCHEDULE "A" ATTACHED AS PER APPROVED REVISIONS AT COURT OF REVISION MEETING HELD OCTOBER 15, 2012 AND FINALLY PASSED THIS 14TH DAY OF JANUARY, 2013.**

---

**RAYMOND TOUT,  
MAYOR**

---

**LORRAINE HEINBUCH,  
CHIEF ADMINISTRATIVE OFFICER/CLERK**

**BY-LAW NUMBER 72-12**  
**SCHEDULE A - SCHEDULE OF ASSESSMENTS**  
**LEROY MARTIN DRAIN**  
**TOWNSHIP OF WELLINGTON NORTH**  
**TOWNSHIP OF MINTO**

Con	Lot	Roll No.	Owner	Approx ha Affected	Benefit	Outlet	Total
<u>Township of Wellington North (Arthur Township)</u>							
12	PT 2	90-940	R. & S. Small	54.4	0	11,022	11,022
12	N PT 3	90-942	J.R. & S.P. Small	1.8	0	749	749
12	PT 1 & 2	90-950	L. & F. Martin	22.4	54,700	9,314	64,014
12	S PT 2	91-000	M. & M. Weber	15.1	7,100	5,950	13,050
12	N PT 3	91-010	J. Woon & B. Sook	0.9	0	374	374
Special Assessment to Union Gas				0	6,205	0	6,205
<b>Total Assesments on Lands:</b>				<b>94.6</b>	<b>68,005</b>	<b>27,409</b>	<b>95,414</b>
Wellington Road 6			County of Wellington	0.8	30,200	453	30,653
Wellington Road 6 Special Assessment					32,040	0	32,040
<b>Total Assesments on Roads:</b>				<b>0.8</b>	<b>62,240</b>	<b>453</b>	<b>62,693</b>
<b>Total Assesments Twp of Wellington North:</b>				<b>95.4</b>	<b>130,245</b>	<b>27,862</b>	<b>158,107</b>
<u>Township of Minto</u>							
A	PT 2 & 3	30-040	R. Noone	0.7	1,600	38	1,638
<b>Total Assessments Twp of Minto:</b>				<b>0.7</b>	<b>1,600</b>	<b>38</b>	<b>1,638</b>
<b>TOTAL ASSESSMENTS ON LEROY MARTIN DRAIN:</b>				<b>96.1</b>	<b>131,845</b>	<b>27,900</b>	<b>159,745</b>

Notes:

1. All of the above lands, except those as noted with an asterisk ( \* ) are classified as agricultural and have the Farm Tax Rate (F.T.R.)
2. Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected. The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township. For convenience only, the owners' names as shown by the last revised assessment roll, has also been included.
3. Amount(s) enclosed in brackets ( ) would be paid to the respective owner(s).



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

**BY-LAW NUMBER 1-13**

**BEING A BY-LAW TO AUTHORIZE TEMPORARY BORROWING  
FROM TIME TO TIME TO MEET CURRENT EXPENDITURES  
DURING THE FISCAL YEAR ENDING DECEMBER 31, 2013.**

**AUTHORITY:** Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 407.

**WHEREAS** the Municipal Act, 2001, S.O. 2001 Chapter 25, Section 407, provides authority for a council by by-law to authorize the head of council and the treasurer to borrow from time to time, by way of promissory note or banker's acceptance, such sums as the council considers necessary to meet, until taxes are collected and other revenues received, the current expenditures of the corporation for the year; and

**WHEREAS** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal board, is limited by Section 407 of the Municipal Act, 2001.

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

1. The Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance during the year 2013 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in subsection 407(1) of the Municipal Act, 2001.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be Royal Bank of Canada and such other lender(s) as may be determined from time to time by resolution of council.

3. The total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1 to September 30 of the current year, 50 percent of the total and from October 1 to December 31 of the current year, 25 percent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the current year or \$1,000,000.00 whichever is less.
  
4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the Municipal Act, 2001 that have not been repaid.
  - a) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the limitation on total borrowing, as set out in section 3 of this by-law shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year.
  
  - b) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimates revenues of the corporation as set forth in the estimates adopted for the current preceding year and the nature and amount of the revenues received for and on account of the current year.
  
5. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.

6. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
  
7. Promissory Notes or bankers acceptances made under section 1 shall be signed by the treasurer and the head of council or by such other person as is authorized by by-law to sign it.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 14TH DAY OF JANUARY, 2013.***

---

**RAYMOND TOUT,  
MAYOR**

---

**LORRAINE HEINBUCH,  
CHIEF ADMINISTRATIVE OFFICER/CLERK**

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

**BY-LAW NUMBER 2-13**

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

**AUTHORITY:** Municipal Act, 2001, S.O. 2001, Chapter 25, as amended,  
Sections 317, 345, 346 and 347.

**WHEREAS** Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may, before the adoption of the estimates for the year pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes, including pipeline, conservation lands, managed forest, residential/farm, farmland, commercial, industrial and multi-residential assessments in the local municipality;

**AND WHEREAS** Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, provides that the amount levied on a property shall not exceed 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

**AND WHEREAS** Section 346 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council may require the payment of taxes to be made into the office of the Treasurer by any day or days to be named herein, in bulk or by installments;

**AND WHEREAS** Section 345 of the Municipal Act, 2001 S.O. 2001, c.25, as amended, provides that the Council of a local municipality may impose late payment charges for the non-payment of taxes or any installment by the due date, a percentage charge, not to exceed 1 1/4 per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default. and on the first day of each calendar month thereafter in which default continues, but not after the end of the year in which the taxes are levied;

**AND WHEREAS** Section 347 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of any municipality may authorize the Treasurer to accept part payment on account of taxes due and to give a receipt for such part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectable under Subsection (3) in respect of non-payment of any taxes or any class of taxes or of any installment thereof;

**AND WHEREAS** Section 345 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may require that the Treasurer, add to the amount of all taxes due and unpaid, interest at such rate not exceeding 15 per cent per annum as the Council determines, from the 31<sup>st</sup> day of December in the year in which the taxes were levied until the taxes are paid;

**NOW THEREFORE** the Council of the Corporation of the Township of Wellington North (hereinafter called the Corporation) hereby enacts as follows:

1. **THAT** for the year 2013, 50 per cent of the total amount of taxes for the previous year shall be levied, raised and collected on all real property taxable within the pipeline, conservation lands, managed forest, residential/farm, farmland, commercial, industrial and multi-residential classes, and liable to pay the same according to the last revised assessment roll:
2. **THAT** the said interim tax levy shall be due and payable in two installments at the Township of Wellington North Municipal Office and most chartered banks and financial institutions as designated by the Municipality, on or before the following dates:

i.	First Installment	February 22, 2013
ii.	Second Installment	April 26, 2013
3. **THAT** the Treasurer mail or cause same to be sent by first class mail to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable, due dates and penalty and interest rates to be applied upon default.
4. **THAT** failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment does not affect the timing of default or the date from which penalty shall be imposed.

5. **THAT** penalty of 1.25 per cent will be added to current taxes with installment due dates which are in default, in accordance with Section 2 of this By-law, as of the 1<sup>st</sup> day of March 2013 and the 1<sup>st</sup> day of May 2013 respectively to each installment due date, and thereafter a further penalty of 1.25 per cent will be added on the 1<sup>st</sup> day of each month and every month the default continues until December 31<sup>st</sup>, 2013.
6. **THAT** interest of 1.25 per cent on the amount of any taxes due and unpaid after December 31, 2013, shall be charged on the 1<sup>st</sup> day of each calendar month thereafter in which the default continues.
7. **THAT** the Treasurer be authorized to accept partial payment for taxes, from time to time, as long as it does not affect the collection of taxes registered for tax collection.
8. **THAT** the Treasurer be required to apply all payments received to the outstanding penalty and/or interest on the taxes that have been in arrears for the greatest period of time.
9. **THAT** the taxes shall be payable at par at the Corporation of the Township of Wellington North Municipal Office, or by mail to the Municipal mailing address, or through the telephone banking systems of most chartered banks and financial institutions, or over the counter at most chartered banks and financial institutions.
10. **THAT** this by-law shall be deemed to come into force and effect on January 1, 2013 and shall apply to all tax classes.
11. **THAT** in the event that any provision or section of this by-law is found by a court of competent jurisdiction to be ultra vires the posers of the Council of the Corporation, only such provision or section, as the case may be, shall be inoperative and all other provisions and sections of this by-law shall remain in full force and effect.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
14TH DAY OF JANUARY, 2013.**

---

**RAYMOND TOUT,  
MAYOR**

---

**LORRAINE HEINBUCH,  
CHIEF ADMINISTRATIVE OFFICER/CLERK**

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 3-13  
RATING BY-LAW

BEING A BY-LAW IMPOSING SPECIAL ANNUAL DRAINAGE RATES  
UPON LAND IN RESPECT OF WHICH MONEY IS BORROWED UNDER  
THE *TILE DRAINAGE ACT*.

AUTHORITY: *Tile Drainage Act, R.S.O. 1990, Chapter T.8, Section 8*

**WHEREAS** owners of land in the municipality have applied to the Council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

**AND WHEREAS** the Council has, upon their application, lent the owners the total sum of \$50,000.00 to be repaid with interest by means of rates hereinafter imposed;

**BE IT THEREFORE ENACTED** by the Council:

1. That annual rates as set out in the Schedule 'A' attached hereby imposed upon such land as described for a period of ten years, such rates to be levied and collected in the same manner as taxes.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14TH DAY OF JANUARY, 2013.**

---

RAYMOND TOUT,  
MAYOR

---

LORRAINE HEINBUCH,  
CHIEF ADMINISTRATIVE OFFICER/CLERK

The Corporation of the \_\_\_\_\_ Township \_\_\_\_\_ of \_\_\_\_\_ Wellington North \_\_\_\_\_

Schedule 'A' to By-law Number \_\_\_\_\_ 3-13 \_\_\_\_\_

Name and address of owner	Description of land drained	Proposed date of loan (YYYY-MM-DD)	Sum to be loaned \$	Annual rate to be imposed \$
John and Catherine Mulhall R.R. #2, 8611 Highway 89 Conn ONT	Lot : 14                      Con : 13 Roll # : 2349    000    016    15500	2013-Feb-01	\$ 50,000.00	\$ 6,793.40
<b>* Total principal of debenture and total sum shown on by-law</b>			<b>TOTAL * \$ 50,000.00</b>	<b>\$ 6,793.40</b>



THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 4-13

**A BY-LAW TO ADOPT POLICIES AND PROCEDURES  
TO GOVERN THE PURCHASING OF GOODS AND SERVICES**

**AUTHORITY:** Municipal Act, 2001, Chapter 25, as amended, Sections 5, 271 and 286.  
Accessibility for Ontarians with Disabilities Act, 2005, Chapter 11

**WHEREAS** Section 5 of The Municipal Act, 2001, as amended, states that the powers of the Municipal Council shall be exercised by By-Law, unless the Municipality is specifically authorized to do otherwise.

**AND WHEREAS** Section 271(1) of The Municipal Act, 2001, as amended, states that a Municipality and a local board shall adopt policies with respect to its procurement of goods and services.

**AND WHEREAS** Section 286(1) of The Municipal Act, 2001, requires that the Treasurer is responsible for handling all of the financial affairs of the Municipality on behalf of and in the manner directed by the Council of the Municipality.

**AND WHEREAS** it is deemed necessary to revise the existing Purchasing Policy in order for it to conform to the requirements of the Accessibility for Ontarians with Disabilities Act, 2005, Chapter 11, Municipal Act, 2001, and to strengthen the procurement function while maintaining the integrity of the process.

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

1. **THAT** the Council hereby adopts the "Purchasing Policy" attached hereto and marked as Schedule "A" to this By-Law.
2. **THAT** By-law No. 52-06 hereby repealed in its entirety.
3. **THAT** this By-Law shall come into force and be effective upon third and final reading hereof.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 14TH DAY OF JANUARY, 2013.***

---

RAYMOND TOUT, MAYOR

---

LORRAINE HEINBUCH, CAO/CLERK

**BY-LAW NUMBER 4-13  
SCHEDULE "A"**

**PURCHASING POLICY**

Table of Contents	1
1. Legislative Authority	2
2. Purpose of Purchasing Policy	2
3. Implementation Procedure	3
3.1 Definitions	3
3.2 General Provisions	5
4. Purchasing Responsibilities	5
4.1 Expenditure Authorization	5
4.2 Authorization & Responsibilities	6
4.3 Variances from By-law or Approved Budget	6
5. Purchasing Procedures	7
5.1 Purchasing Mechanism	7
5.2 Preferred Vendors	7
5.3 Operating Expenditures	8
5.4 Quotations	8
5.5 Tenders	8
5.5 Requests For Proposal	8
6. Bid Procedures	9
6.1 Bid Documents	9
6.2 Invitation to Bid	9
6.3 Exclusion of Bidders Due to Poor Performance	9
7. Procedures for Acceptance of Bids	10
7.1 Conditions Applicable to All Bid Submissions	10
7.2 Tenders, Requests for Proposal	10
8. Procedures for Rejection of Bids	11
9. Deposits	11
10. Emergency Purchases	12
11. Exemptions	12
12. Advertising	13
13. Bonding Requirements	13
14. Insurance	14
15. Administration	15
16. Accessibility	
16.1 Accessibility for Ontarians with Disabilities Act, 2005	15
16.2 Accessible Standards for Customer Service	16
17. Retention of Documentation	16
18. Purchasing Process Review	16

## PURCHASING POLICY

### 1. LEGISLATIVE AUTHORITY

- 1.1 The Municipal Act, 2001, Section 271, as amended, provides that all municipalities and local boards shall adopt policies with respect to its procurement of goods and services, including policies with respect to:
- a) types of procurement processes that shall be used;
  - b) goals to be achieved by using each type of procurement process;
  - c) circumstances under which each type of procurement process shall be used;
  - d) circumstances under which a tendering process is not required;
  - e) circumstances under which in-house bids will be encouraged as part of a tendering process;
  - f) how the integrity of each procurement process will be maintained;
  - g) how the interests of the Municipality or local board, as the case may be, the public and persons participating in a procurement process will be protected;
  - h) how and when the procurement process will be reviewed to evaluate their effectiveness; and
  - i) any other prescribed matter.

### 2. PURPOSE OF PURCHASING POLICY

- 2.1 The purpose of this Policy is to set out guidelines for the Township to ensure that all purchases of materials, supplies, goods and services provide the lowest costs consistent with the required quality and service.
- 2.2 The Purchasing Policy will promote and maintain the integrity of the purchasing process by providing for fair, impartial, open, transparent and accountable purchasing and tendering procedures, and will protect Council, vendors and staff involved in the process by providing clear direction and accountabilities.

### 3. IMPLEMENTATION PROCEDURE

#### 3.1 Definitions

For the purposes of this Purchasing Policy:

"Approved Budget" means a budget approved by the Council of the Corporation of the Township of Wellington North, for the current fiscal year.

"Blanket Order" means the agreement wherein a vendor will sell certain items to the Township for an agreed period of time with established terms and conditions.

"Bid" means a submission (including quotation, tender, request for proposal, etc.) from a prospective vendor in response to a request for the purchase of goods or services issued by the Township.

"Budget Amendment" means where the proposed Capital expenditure exceeds the budget amount for that item by 10% or more, or where the proposed Operating expenditure will have the effect of causing the Operating portion of the Approved Budget for that Department to be exceeded.

"Capital" means any individual item contained in an Approved Capital Budget.

"Committee" means a standing committee as appointed by the Council to deal with a specific area of responsibility within the Township.

"Contract" means a written binding agreement between the Township and the party providing the goods and services at a specified price.

"Deposit" means cash, certified cheque or money order, received from a bidder to ensure the timely execution by the successful bidder of all documents with respect to the Bid submitted.

"Designate" means the person or persons assigned the duties and responsibilities on behalf of the Department Head, and may include individuals or firms that are independent of the Township that have been assigned the task of exercising the purchasing function for specific projects.

"Emergency" means a situation where immediate purchase of goods or services is essential to prevent serious delays, further damage, or to restore minimum services.

"Generic" means that no specific brand or name shall be included as part of the specifications unless such a brand or name is required to identify the intent of a purchase, order or proposal.

### 3. IMPLEMENTATION PROCEDURE (continued)

#### 3.1 Definitions (continued)

"Goods and Services" includes supplies, work, equipment, property, construction, etc., which the Township is intending to obtain, including the services of consultants.

"Local Supplier" means a business being operated within the boundaries of the Township.

"Major Contract" means a contract for the provision of goods or services where the value exceeds \$10,000.

"Multi-Year Contract" means a contract for the provision of goods or services that extends beyond one year where the annual value exceeds \$10,000.

"Operating" means an expenditure for a good or service that is included in an Approved Operating Budget.

"Professional and Consulting Service" means a person or firm, who by virtue of particular expertise is hired by the Township to undertake a specific task or assignment. .

"Quotation" means a written offer received from a supplier to sell or buy goods and services in response to a direct request.

"Request For Proposal" is a request of selected suppliers when the complete details of the goods and/or services required are not clear but the final product is.

"Services" includes items such as telephone, gas, water, hydro, janitorial and cleaning services, consultant services, legal surveys, medical and related services, insurance, leases for grounds, buildings, office or other space required by the Township and the rental, repair or maintenance of equipment, machinery, or other personal and real property.

"Supplies" includes goods, wares, merchandise, material and equipment used or required by the Township.

"Tender" means a document which sets out particular specifications for the good or service required. This can also refer to an offer in writing to execute some specified work or to provide some specified articles at a specified rate.

"Total Acquisition Cost" means the cost which results in the complete cost of ownership, operation or purchase or lease to the Township. This cost is arrived at after considering all factors, such as price, quality, services, terms and conditions and warranties, including taxes and discounts, and includes all accessory costs associated with item.

"Vendor" means any person or enterprise supplying goods or services to the Township.

### **3. IMPLEMENTATION PROCEDURE (continued)**

#### **3.2 General Provisions**

- 3.2.1 No appointed officer or employee of the Township will have any interest directly or indirectly in any contract for goods or services or in any portion of the profits thereof or on any supplies to be used herein, or in any of the monies to be derived there from, unless approved by resolution of Council prior to the officer or employee tendering or quoting. If a Department Head has a direct or indirect interest and is responsible for the quote or tender, the process shall be undertaken by a designate as appointed by the CAO.
- 3.2.2 No purchase of goods and services shall be authorized unless it is in compliance with the Purchasing Policy.
- 3.2.3 Disputes, received in writing, shall be resolved as follows:
- (i) Meeting between the bidder and Department Head responsible.
  - (ii) If (i) does not lead to a resolution, the decision can be appealed to the Committee.
  - (iii) If (ii) does not lead to a resolution, the decision can be appealed to Council.
- 3.2.4 This Purchasing Policy will be reviewed and revised on a periodic basis. It is anticipated that reviews will be conducted every five years or more frequently if required.

### **4. PURCHASING RESPONSIBILITIES**

#### **4.1 Expenditure Authorization**

- 4.1.1 Council has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. Treasury cannot pay for an item that has not been authorized by Council through budget appropriation within the Approved Budget or by specific resolution. This Purchasing Policy provides guidelines outlining how spending authority is to be used.

#### **4. PURCHASING RESPONSIBILITIES**

##### **4.2 Authorization & Responsibilities**

- 4.2.1 Subject to clause 4.2.2, the Department Head shall be responsible for approval of all Operating expenditures within the Approved Budget for such Department or any amendment to same as approved by Council.
- 4.2.2 All Major Contracts and Multi-Year Contracts for Operating expenditures that are included in an Approved Budget shall be approved by Council, following review and recommendation by the Committee.
- 4.2.3 The Department Head shall report regularly to the Committee on Operating expenditures and the status of year-to-date figures for the Approved Budget, which details are to be contained in the Committee minutes for Council's information.
- 4.2.4 All Capital purchases that are included in an Approved Budget, except tender awards, shall be approved by Council, following review and recommendation by the Committee or Township Engineer.
- 4.2.5 All tender award recommendations for Capital purchases are to be submitted to Council directly.
- 4.2.6 Resolutions approving budget amendments, capital expenditures or special appropriations shall contain purpose of expenditure, cost estimates or expenditure limitation, and the budget source.
- 4.2.7 A Department Head may appoint a Designate to exercise any or all responsibilities assigned to that Department Head by this Policy.

##### **4.3 Variances from By-law or Approved Budget**

- 4.3.1 Council approval is required for any proposed Purchase or expenditure where:
  - (i) The proposed Purchase or expenditure is not specifically itemized in an Approved Budget.
  - (ii) The approved procedure set out in this Policy has not or cannot be followed.
  - (iii) There is a proposed Amendment to an Approved Budget.

**4. PURCHASING RESPONSIBILITIES (continued)**

**4.3 Variances from By-law or Approved Budget (continued)**

4.3.2 Where an Operating expenditure has the effect of causing that Department's Approved Budget to be exceeded requiring a Budget Amendment, the Department Head shall immediately prepare a report to Council as soon as he or she becomes aware of the situation.

**5. PURCHASING PROCEDURES**

**5.1 Purchasing Mechanism**

5.1.1 The following Purchasing Procedures set out the detailed mechanisms and procedures for Department Heads and Designates to follow for all general Purchases made on behalf of the Township, unless specifically dealt with elsewhere in the Policy or unless otherwise specifically authorized by Resolution of Council.

5.1.2 The estimated expenditure value of the goods and/or service requirement will generally determine the purchasing mechanism to be used.

5.1.3 The Township shall have the right to reject the lowest or any bid at its absolute discretion. The Township also reserves the right to reissue the bid document in its original format or modified as best suits the requirements of the Township.

**5.2 Preferred Vendors**

5.2.1 Where purchases of repeated or similar goods or services are provided by select vendors based on proven ability, quality of workmanship, service, availability, overall performance, experience and consistency of product, the Department head may recognize these Preferred Vendors and authorize purchases without obtaining quotes from other vendors.

5.2.2 Each Department Head will provide an annual report to the Committee providing a list of currently used Preferred Vendors. A Report shall be prepared by the Department Head every three years providing an evaluation of each Preferred Vendor including type of service and material supplied, total amount of payments made to the vendor, and any other information as Council or the Committee requests from time to time.



**5. PURCHASING PROCEDURES** (continued)

**5.3 Operating Expenditures**

5.3.1 The Department Head is authorized to make small order purchases of goods and services up to \$5,000 from such vendors and upon such terms and conditions as the Department Head deems appropriate.

5.3.2 For Operating Expenditures in excess of \$5,000, the Committee shall review and determine in advance which of the following procedures should be followed, which shall be recorded in the minutes of the Committee.

**5.4 Quotations**

5.4.1 The Department Head is authorized to make purchases of goods and services for estimated expenditures exceeding \$5,000 but less than \$50,000 from such vendors and upon such terms and conditions as the Department Head deems appropriate subject to first obtaining a minimum of two (2) written quotes whenever possible. Bid documents, specifications and submissions (as applicable) can be issued and received by fax, e-mail or mail.

5.4.2 This does not apply if the purchases are for small single item capital projects or purchases including those of complex specifications or requirements (e.g. a vehicle).

**5.5 Tenders**

5.5.1 The Department Head shall not order goods or services exceeding \$50,000 without providing written bid documents and requiring sealed tenders unless specifically authorized to do so by resolution of Council for a particular transaction. All attempts must be made to obtain at least two (2) written bids whenever possible.

**5.6 Requests For Proposal (RFP)**

5.6.1 The Department Head may use RFP when the complete details of the goods and/or services required cannot be specifically stipulated, when alternative methods are sought to perform a certain function or service, or the suitability of the deliverable is dependant upon the knowledge and expertise of a bidder, e.g. consultants.

**5. PURCHASING PROCEDURES** (continued)

**5.6 Requests For Proposal (RFP)** (continued)

- 5.6.2 For estimated expenditures not exceeding \$50,000 the evaluation criteria and process shall be approved by the Department Head prior to issuance of the RFP.
- 5.6.3 For expenditures exceeding \$50,000 the evaluation criteria and process shall be approved by the Committee prior to the issuance of the RFP.
- 5.6.4 An evaluation team should be organized consisting of the Department Head and/or Designate(s) that have expertise in the project and its requirements.

**6. BID PROCEDURES**

**6.1 Bid Documents**

The bid document shall include sufficient information and instruction to allow the bidder to know the procedures, process and requirements in order to submit a bid in accordance with Township requirements, terms and conditions, scope and specifications of the required work, product, goods and/or services (as applicable) and closing time for bid submissions.

**6.2 Invitation Bid**

At the discretion of the Department Head and with the possible addition of information supplied by the initiating department, invitations to tender, and requests for quotations and proposals may be sent to potential bidders to ensure the best possible response to the call.

**6.3 Exclusion of Bidders Due to Poor Performance**

The Department Head shall document evidence and advise the Committee in writing where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for Health and Safety violations.

The CAO may, in consultation with the Township's Solicitor, prohibit an unsatisfactory supplier from bidding on future contracts.

## **7. PROCEDURES FOR ACCEPTANCE OF BIDS**

### **7.1 Conditions Applicable to all Bid Submissions**

7.1.1 The following conditions apply to all bid submissions:

- (i) Bid documents must be submitted and received in the manner as specified in the bid document. No exemptions will be permitted.
- (ii) Bids received at the designated Township location later than the specified closing date and time will be returned to the bidder. In the case of sealed bids, the bid will be returned to the bidder unopened. No exemptions will be permitted.
- (iii) A bidder may resubmit a bid at any time up to the official closing time. The last bid received will supersede all bids previously received from that bidder.
- (iv) A bidder may withdraw a submitted bid at any time up to the official closing time by letter bearing authorized signature of bidder and receive a refund of all deposits and securities submitted.
- (v) Department Heads must document the receipt of all bid submissions including the bidder's name, date/time of receipt of bid and initials of the employee accepting the bid.

### **7.2 Tenders, Requests For Proposal**

7.2.1 In addition to the conditions outlined in clause 7.1.1 above, all Tenders and Requests For Proposal submissions must abide by the following procedures:

- (i) All bids must be properly signed and sealed or witnessed and submitted to the Department Head or Designate, at the designated location, on or before the specified closing time.
- (ii) All sealed bid submissions submitted shall have the date and time of receipt noted on the face of the envelope by the Township or Designate.
- (iii) All sealed bid submissions will be opened at a time announced by the Department Head or Designate as soon after the closing as is practical. Such bid submission openings shall be open to the public. A minimum of two Township staff shall attend. The names of those in attendance shall be recorded.

## 7.2 Tenders, Requests For Proposal (continued)

- (iv) Upon opening, only the bid prices will be provided unless otherwise noted in the bid document. The Township reserves the right to verify all bid submissions for requirements and extended prices after the public opening and may reject any non-compliant bid after the bid opening. No announcement concerning the successful bidder will be made at the bid submission opening.

## 8. PROCEDURES FOR REJECTION OF BIDS

### 8.1 Bids may be rejected for any of the following reasons:

- (i) Bid received after the specified closing date and time.
- (ii) Bid that does not comply with the requirements at time of closing as specified in the bid document.
- (iii) Bid which is incomplete, conditional or obscure, or which contains additions not called for, erasures, alterations or irregularities of any kind.
- (iv) Bid that does not meet or exceeds specification requirements.
- (v) It is not in the best interest of the Township to accept the bid (e.g. but not limited to, over budget, does not meet the objective of the bid document, etc.).

### 8.2 Bid rejections must be documented and retained with bid file.

## 9. DEPOSITS

- 9.1 For bid submissions less than \$100,000 the Department Head shall determine the amount of the Deposit required to accompany the bid submission.
- 9.2 If a bidder awarded a contract does not comply with any of the conditions of the Tender, Quotation or RFP within three (3) weeks or by the time specified in the bid document, the Deposit is forfeited.
- 9.3 For bid submissions greater than \$100,000, Deposits shall be no less than 10% of the estimated value of the work.

**9. DEPOSITS (continued)**

- 9.4 All Deposits with the exception of the two lowest bids are to be returned to the bidders within ten (10) days after bid closing unless some anomalies are found in the analysis of the two lowest bids in which case the third lowest bid deposit will be retained. The remaining bid deposits to be released after execution of the contract agreement and submission to the Township of all documents required for the contract.
- 9.5 No interest will be paid on any Deposit.
- 9.6 All Deposits must be original documentation, duly signed and sealed as appropriate. No faxes or photocopies will be accepted.
- 9.7 All Deposits retained in accordance with 9.4 shall be deposited by the Township, which shall be held until released in accordance with 9.4 hereof.

**10. EMERGENCY PURCHASES**

- 10.1 In the event of an Emergency, the Department Head shall be authorized to make Purchases upon the approval of the CAO or Mayor. The Department Head shall present a report to Council at its next meeting.

**11. EXEMPTIONS**

- 11.1 The Clerk has the authority to purchase goods, services and equipment considered necessary or advisable to carry out the requirements of the Municipal Elections Act. The Clerk shall whenever reasonably possible be guided by the provisions of this Policy.
- 11.2 A Department Head may request exemption from any or all the Purchasing Procedures outlined in this Policy by submission of a report requesting the same to Council.
- 11.3 Competitive bids shall not be required for goods or services provided by any of the following, including, but not limited to: utilities, government agencies (statutory orders, environmental, public health, workplace safety compliance orders), travel expenses, meals, conferences, seminars, memberships, subscriptions, medical exams, licenses, in-house services and any other goods or services as approved by Council.

**11. EXEMPTIONS (continued)**

- 11.4 Adherence to this Purchasing Policy is not required with respect to those items listed below:
- (i) Purchases for the supply and placement of road maintenance material throughout the Township when clearly identified in the Operating portion of the Approved Budget and approved by the Committee.
  - (ii) Purchases for consulting services for a program or project where services (i.e. bridge inspections/evaluation) have been awarded to a consulting firm on an on-going basis when clearly identified in the Approved Budget.
  - (iii) When due to market conditions and in the judgement of the CAO and Department Head, the goods are in short supply.
  - (iv) When there is only one source of supply or when only one source of supply is uniquely qualified to perform the work or provide the service.
  - (v) When two or more identical bids have been received, and either would be successful given all aspects of the Bid, the Department Head or Designate may negotiate with the two lowest bidders, keeping all negotiations fair and ethical.

**12. ADVERTISING**

- 12.1 Where effective in the opinion of the Department Head, sufficient information regarding the proposed purchase shall be advertised in a local newspaper and/or applicable publications necessary to comply with this Policy and all applicable statutory regulations.

**13. BONDING REQUIREMENTS**

- 13.1 Performance, Labour and Material and/or Maintenance Bonds to guarantee the full completion of all work as required in the bid document are required for all construction projects exceeding \$50,000 for a minimum of 50% of the bid amount, or such other higher amount as determined by Department Head or Designate.
- 13.2 All bonds must be original documents, duly signed and sealed. No faxed or photocopies will be accepted.

## 14. INSURANCE

- 14.1 The successful bidder must furnish the Township at their cost a Certificate of Insurance satisfactory to the Treasurer, covering public liability and property damage for no less than the minimum amounts stated in 9.3 to the satisfaction of the Township and in force for the entire contract period. The policy must contain:
- (i) a "Cross Liability" clause or endorsement
  - (ii) an endorsement certifying that the Township and the successful bidder are included as an additional named insured
  - (iii) an endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty (30) days prior written notice to the Township.
- 14.2 Contractor's Liability Insurance Policy shall not contain any exclusions of liability for damage, etc., to property, building or land arising from:
- (i) the removal or weakening of support of any property, building or land whether such support be natural or otherwise;
  - (ii) the use of explosives for blasting;
  - (iii) the vibration from pile driving or caisson work, provided that the minimum coverage for any such loss or damage shall be \$5,000,000.00.
- 14.3 The Township's standard insurance minimums are as follows:
- \$2 million – general liability policy,
  - \$2 million – automobile liability policy,
  - \$2 million – homeowners (e.g. for rental of facilities),
  - \$5 million – general liability and automobile liability policies – for contract work done for most Public Works projects,
  - \$2 million – professional errors and omissions liability Builder's Risk – the amount of the project cost,
  - Such other insurance as may be deemed necessary by the Department Head or Designate.

## **15. ADMINISTRATION**

- 15.1 No contract or purchase shall be divided to avoid any requirements of this Policy.
- 15.2 The Township may participate with other levels of government, their agencies or public authorities in co-operative purchase ventures when the best interest of the Township will be served. Where such participation is at variance with the Township's Purchasing Policy, Council shall first authorize any participation.
- 15.3 Performance evaluations may be undertaken on suppliers and providers of service.
- 15.4 Between the last regular meeting of Council in any fiscal year and the approval of the budget for the next fiscal year, the Department Head is authorized to pay accounts of any ordinary business transactions of the Township that are required to maintain services. This shall include the payment of accounts on previously approved capital items and projects.

## **16. ACCESSIBILITY**

### **16.1 ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11, the Township shall have regard to the accessibility for persons with disabilities in respect to goods and services purchased by the Township.

When it is not practicable to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, the Township shall provide, upon request, an explanation.

Documents created, adapted or presented on behalf of the Township or to Township employees will be made available in alternate formats to the public and employees upon request. Contracted suppliers must agree in the contract to provide documents in the formats requested for the lifespan of the document. The contracted supplier could provide the materials in a text version (that is compatible with software that is easily available) for Township staff to produce alternative format requests that may be made in the future.

Consultants/Facilitators must have the ability to produce deliverables in accessible formats and make sure that all communication, equipment, venues and materials take into account a person's disability so that all in attendance may participate equally.



## **16.2 ACCESSIBLE STANDARDS FOR CUSTOMER SERVICE**

In accordance with section 6 of Ontario Regulation 429/07, Accessible Standards for Customer Service, the contractor is responsible to ensure that all of its employees, volunteers and others for which the contractor is responsible are adequately trained as per the Township of Wellington North Occupational Health and Safety Policy.

## **17. RETENTION OF DOCUMENTATION**

17.1 All background information, information submitted by vendors and other relevant information in connection with Quotations, Tenders and Requests For Proposals shall be retained for the entire budget year and six (6) years, in accordance with the Township's Records Retention By-law.

## **18. PURCHASING PROCESS REVIEW**

18.1 The Department Head or Designate and the CAO may randomly review departmental purchasing related files on an on-going basis to review the effectiveness and integrity of the processes and policy adherence.

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

**BY-LAW NUMBER 5-13**

**BEING A BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN  
THE TOWNSHIP OF WELLINGTON NORTH IN THE COUNTY OF  
WELLINGTON, KNOWN AS THE MITCHELL DRAIN**

**AUTHORITY:** Drainage Act, R. S. O. 1990, c. D.17, as amended, Section 87.  
Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5 (3), 11 (1) 6

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents and its powers shall be exercised by by-law.

**AND WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 11 (1) 6 provides that every council may pass such by-laws respecting matters within the sphere of jurisdiction relating to Drainage and Flood Control.

**AND WHEREAS** the Council of the Corporation of the Township of Wellington North has received a petition in accordance with the provisions of the Drainage Act to provide for a Drainage Works in the Township of Wellington North in the County of Wellington known as the Mitchell Drain, and for borrowing on the credit of the Township of Wellington North the sum of \$61,485. for completing the Drainage Works.

**AND WHEREAS** the requisite number of owners have petitioned the Council of the Corporation of the Township of Wellington North in the County of Wellington in accordance with the provisions of the Drainage Act, requesting that certain lands and roads be drained by a drainage works.

**AND WHEREAS** the Council of the Township of Wellington North has procured a Report by K.A. Smart, P. Eng., Drainage Engineer of the firm of K. Smart Associates Ltd., 85 McIntyre Dr., Kitchener, Ontario and the said Report is attached as Schedule A of this By-law.

**AND WHEREAS** the Council is of the opinion that the Drainage Works as described therein is desirable.

**NOW THEREFORE** the Council of the Corporation of the Township of Wellington North, pursuant to The Drainage Act, enacts as follows:

1. The Report is hereby adopted, and the Drainage Works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Township of Wellington North may borrow on the credit of the Corporation the sum of \$61,485. being the funds necessary for the Drainage Works provided that the sum be reduced by the amount of commuted payments with respect to the lands and roads assessed.
3. For paying the sum of \$61,485 the amount being charged against such lands and roads for benefit and for paying the sum of \$61,485 the amount being charged against the lands and roads for outlet in the Township of Wellington North apart from lands and roads belonging to or controlled by the Municipality and for covering interest thereon at the rate of 6% per annum or such rate as required at the time of borrowing, the following total special rates over and above all other rates shall be assessed, levied and collected upon and from the parcels of land and parts of parcels and roads shown in Schedule A, and the amount of total special rates and interest against each parcel or part of parcel or road respectively shall be paid in full by each assessed owner thirty (30) days after invoicing. Any amount remaining unpaid at the expiration of the thirty (30) days shall be charged interest at the rate of 1.25 % per month or such rate as is imposed at the time of collection; any amount remaining unpaid for a period of three (3) months shall be collected in the same manner and at the same time as all other taxes assessed, levied and collected; providing that no greater amount shall be levied than is required after taking into account and crediting the amount of grants under Section 87, The Drainage Act, and any other grant or commuted payment which may be applicable.
4. That this By-law be printed and a copy be mailed to the owners as shown by the last revised assessment roll of each parcel or part of parcel of land or road assessed as shown in the Report which shall be attached to this By-law by each owner as Schedule A.
5. That this By-law shall come into force on the final passing thereof, and may be cited as the Mitchell Drain.



Note – This form is to be used by all livestock and poultry owners and valuers.

RECEIVED

DEC 19 2012

TWP. OF WELLINGTON NORTH

Section 1 – Identification

Name of Valuer

Last Name

Flewelling

First Name

Gordon

Farm Location (where the damage occurred)

Lot No.

24

Concession No.

6

Wellington North

County/Region/District

Wellington City

Municipality

Vendor Number (to be completed by OMAFRA)

Section 2 – Owner/Business Information

Owner of Livestock/Poultry – Contact Information

Owner Last Name

Murray

Owner First Name

Peter

Social Insurance No. (SIN) or Business No. (BN)

Mailing Address

Unit No.

Street No.

Street Name

Rural Route

PO Box

City/Town

Kenilworth

Province

Ont

Postal Code

N0G 2E0

Email Address

Telephone No.

519-845-2293

Fax No.

Section 3 – Description of Livestock/Poultry Killed or Injured

Description – Include species and breed.

Suffolk / Hampshire cross ewe

Kill or Injury Date (yyyy/mm/dd)

Description of Injuries Sustained – Attach photographs (3-6) of the injured livestock/poultry to indicate attack site, wounds and other pertinent evidence.

see photos of injuries animal sustained

**Section 4 – Description of Predator**

Description – Species

Description of the supporting evidence.

**Section 5 – Valuation**

Species	Number of Head(s)	Live Weight (lb or kg)	Market Price (lb or kg)	Additional Value Over Market*	Veterinary Costs for Injured Animals	Total Value of Animal	Less Amount to be Claimed by Insurance	Compensation Applied For **
<i>Suffolk/Hampshire</i>	<i>1</i>	<i>220</i>	<i>1.15</i>					<i>\$ 253. -</i>
<b>Total Compensation Applied For (\$)</b>								<i>\$ 253. -</i>

\* For bred, purebred or high quality animals, animals must have physical identification that corresponds to written records. Copies of records supporting the additional award must be attached to this report.

\*\* Total Compensation applied for must not exceed the program limit (% coverage and per species maximum).

**Section 6 – Reasonable Care**

**Risk Assessment**

Current Regional Predation Risk is

High  Medium  Low

Regional Risk of Predation is

Increasing  Stable  Decreasing

Predation on this farm is

1<sup>st</sup> incident  1 claim/year  2 claims/year  3 or greater claims/year

Most Recent Predation Date(s) (yyyy/mm/dd)

*July 27/12*

Describe actions taken by owner to decrease likelihood of predation since last claim.

*Keeps sheep enclosed in barn + barnyard.*

**Farm Management**

Health condition of the livestock herd/poultry flock

Healthy  Diseased  Sick

Location where the kill/injury occurred

Barnyard  Pasture-Near Buildings  Pasture-Distant

Herd/Flock Size

Other (specify)

*Sheep were allowed to wander farther from barnyard because there had*

Livestock Inspection Frequency – How often, by whom?

Livestock/poultry confined at night?

Yes  No *been very little problem of late.*

Dead Livestock Disposal Practices

Collected  Buried  Composted  Other (specify)

Fencing Description – Type/Condition

*Electric*

Type of Guard Animals Used (if any)

Other Predator Prevention Practices Used

*Keep sheep enclosed.*

Owner will implement the following practices to prevent/reduce future predation

**Valuer Finding – I have found that the owner:**

Had taken reasonable measures to prevent predation

Had **not** taken reasonable measures to prevent predation

**Section 7 – Program Compliance Verification**

- Farm Business Registration (FBR) No. 2441456  
 OR  
 Farm Business Registration (FBR) No. Alternate
- An OMAFRA Gross Farm Income Exemption Certificate for New/Retired Farmers that do not currently qualify to obtain an FBR number,
  - A confirmation letter provided from the Indian Agricultural Program of Ontario (IAPO) for premises situated on First Nations Land, or
  - A Religious Exemption approved by the Agriculture Food and Rural Affairs Appeal Tribunal.

Explanation (supporting verification must be supplied)

- Premises ID No. ON4093490  
 OR  
 Premises ID No. Alternate
- A confirmation letter provided from the Indian Agricultural Program of Ontario (IAPO) for premises situated on First Nations Land

Explanation (supporting verification must be supplied)

**Section 8 – Valuer Declaration and Signature**

- I have found sufficient evidence, to the best of my knowledge and belief, that the livestock/poultry in question has been killed or injured by a predator within the requirements of the Ontario Wildlife Damage Compensation Program and the owner is eligible for the amount of compensation indicated above.  
 OR
- There was insufficient evidence to make a finding due to deterioration or lack of carcass remains
- Died of natural causes, sickness or disease
- Scavenged only – did not die from predation
- Damage was caused by a dog owned or habitually kept on premises of owner of livestock and/or poultry
- Other reason claim is declined (specify)

- I hereby certify that the information I have provided in this Application Form is true and accurate to the best of my knowledge. I also understand that submitting false or misleading information in this Application Form could result in the denial of the claim. I further understand that any payment the municipality that I work for receives from OMAFRA under the Ontario Wildlife Damage Compensation Program as a result of the submission of false or misleading information I have submitted may have to be repaid by the municipality I work for to OMAFRA.

**Valuer Mailing Address**

Unit No.	Street No.	Street Name	Rural Route	PO Box
	271	Elgin St. N.		
City/Town			Province	Postal Code
Mt Forest			Ont	N6G 2L1
Email Address			Telephone No.	Fax No.
			519-323-9953	

**Valuer Signature**

Valuer Last Name (Print)	Valuer First Name (Print)
Flewelling	Gordon
Position	Signature
livestock valuer	G. Flewelling
	Valuation Date (yyyy/mm/dd)
	2012/12/14

**Section 9 – Notice of Collection of Personal Information**

Any personal information collected on this form, such as the Social Insurance Number of an individual acting as a sole proprietor or as an unincorporated partner in a partnership, is necessary for income tax purposes because a payment is being made as well as for the overall administration of the Ontario Wildlife Damage Compensation Program. More specifically, the Social Insurance Number will also be used for auditing and the collection of any debts incurred under the Ontario Wildlife Damage Compensation Program. The Social Insurance Number is being collected pursuant to the *Income Tax Act* (Canada), as amended and the Order-in-Council that established the Ontario Wildlife Damage Compensation Program.

Questions as to the collection of this information may be directed to:

Ontario Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: 519 826-4047 or 1 877 424-1300 (toll free)  
Email: [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca)

**Section 10 – Livestock and Poultry Owner Declaration and Signature**

I hereby certify that the information I have provided in this Application Form is true and accurate to the best of my knowledge. I also understand that submitting false or misleading information in this Application Form could result in the denial of this claim and any potential future claims that could be made by myself, myself on behalf of another person or any other person affiliated with myself in any type of business relationship in which this claim is being made may have under the Ontario Wildlife Damage Compensation Program and/or a requirement that any compensation received under the Ontario Wildlife Damage Compensation Program as a result of the submission of false or misleading information be repaid.

**Owner Signature**

Owner Last Name (Print)

Owner First Name (Print)

Signature

*Peter Murray*

Date (yyyy/mm/dd)

*2012/12/14*

Completed applications and all supporting documents should be submitted to your local Municipal Clerk. If the damage occurred in an unincorporated township (a territory without Municipal organization as defined in Section 2 of the *Northern Services Board Act*), completed applications and all supporting documentation should be submitted to the Ontario Ministry of Agriculture, Food and Rural Affairs.





December 14, 2012

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

APPLICATION SUBMITTED ON: November 28, 2012

FILE NO. B131/12

### APPLICANT

Edward Watt  
250 Francis St. E  
Arthur ON N0G 1A0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Village of Arthur)  
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey  
250 Francis St. E

Proposal is to sever a lot 3041 square metres with 22m frontage, (Part 7 on sketch) vacant land for proposed urban residential use.

Retained parcel is 7150 square metres with 94.8m frontage, (Parts 2-6 on sketch) vacant land for proposed urban residential use.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**January 23, 2013**

**Please note** that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this APPLICATION for CONSENT.

**Please also be advised** that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

If you wish to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the Public

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

### **MAILED TO:**

Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority - GRCA

Bell Canada    County Clerk    Roads

Neighbour - as per list verified by local municipality and filed by applicant with this application

MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

FILE NO: B131/12

APPLICANT

Edward Watt
250 Francis St.E
Arthur, ON
N0G 1A0

LOCATION OF SUBJECT LANDS

WELLINGTON NORTH (Village of Arthur)
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey
250 Francis St E

Proposal is to sever a lot 3041 square metres with 22m frontage, (Part 7 on sketch) vacant land for proposed urban residential use.

Retained parcel is 7150 square metres with 94.8m frontage, (Parts 2-6 on sketch) vacant land for proposed urban residential use.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 012 01819 0000

Does this description reasonably describe the parcel holdings? YES ( x ) NO ( )

If the answer is no, please provide new information:

Do you consider the proposal to conform to your Official Plan? YES ( ) NO ( )

What Section(s) does it conform to or contravene? (Please specify)

\_\_\_\_\_
\_\_\_\_\_

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

If Necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES ( ) NO ( ) N/A ( ) or Minor Variance YES ( ) NO ( ) N/A ( )

Is proposal on an opened maintained year-round public road YES ( X )

If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify \_\_\_\_\_

\_\_\_\_\_

Is the Proposed Lot(s) serviced now by the Municipal Water YES ( X ) NO ( )

Is the Retained Lot serviced now by Municipal Water YES ( X ) NO ( )

Is the Proposed Lot(s) serviced now by the Municipal Sewers YES ( X ) NO ( )

Is the Retained Lot serviced now by Municipal Sewers YES ( X ) NO ( )

Is there a Capital Works Project underway to service these lots in the near future YES ( ) NO ( )

Approximate Time of Servicing Availability: \_\_\_\_\_

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

FILE NO: B 131/12

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ( ) NO ( )

N/A

Is there any further Information that may assist the Planning and Land Division Committee?  
(A letter may be attached if there is insufficient space to explain)

Is the Municipality in support of this application? YES ( ) NO ( )

What Conditions, if any, are requested by the Municipality if the Consent is granted?

-THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality 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 receives approval from the applicable road authority.

-THAT the Owner satisfy the requirements of the local Municipality in reference to parkland dedication.

-THAT the Owner enter into a Development Agreement to the satisfaction of the Township of Wellington North at the owners expense and to address all requirements and assume total costs related to :a) sanitary sewer laterals-  
b) storm water management  
c) road upgrades  
d) water hookups

Does the Municipality request a Notice of Decision YES (X) NO ( )

SIGNATURE: \_\_\_\_\_

TITLE: Deputy Clerk \_\_\_\_\_

ADDRESS: 7490 Sideroad 7 W., Kenilworth, ON NOG 2EO \_\_\_\_\_

DATE: January 15, 2013 \_\_\_\_\_



RESIDENTIAL

CHARLES STREET

58

RESIDENTIAL

59

60

RESIDENTIAL

61

62

PIN 71103-0022

PIN 71103-0021

PIN 71103-0020

PIN 71103-0019

PIN 71103-0018

SKETCH

TO ILLUSTRATE PROPOSED SEVERANCES AND LOT LINE ADJUSTMENT

VILLAGE OF ARTHUR TOWNSHIP OF WELLINGTON NORTH COUNTY OF WELLINGTON

SCALE 1 : 500



METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

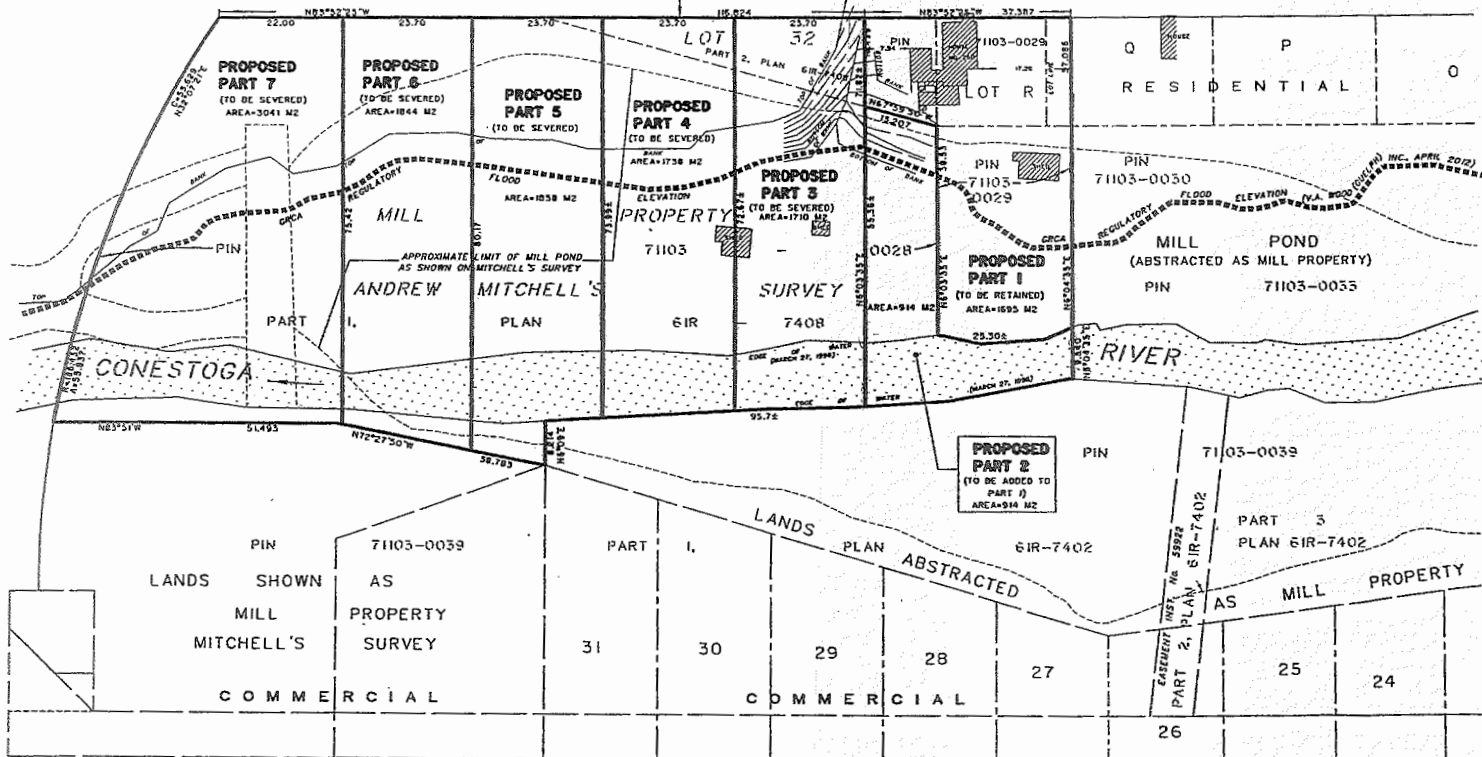
FRANCES STREET

STREET

PIN 71103-0005

RESIDENTIAL

CHARLES STREET (FORMERLY MILL STREET) PIN 71103-0001



WELLINGTON COUNTY ROAD No. 109

(ORIGINAL ROAD ALLOWANCE BETWEEN THE TOWNSHIPS OF ARTHUR and PEEL) (CATHARINA STREET BY MITCHELL'S SURVEY)

OWNERS: EDWARD EARL WATT & JUDITH ELLEN WATT 250 FRANCES STREET

Copyright notice and contact information for BSR&D Black, Shoemaker, Robinson & Donaldson Limited, including address, phone, fax, and date.

011



<b>Application</b>	B131-135/12
<b>Location</b>	Part Lot 32, Pt Mill, Andrew Mitchells survey 250 Francis St. E(Village of Arthur) TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	Edward Watt

**PLANNING OPINION:** These applications would create five residential lots in Arthur ranging in size from 3041 m<sup>2</sup> to 1710 m<sup>2</sup>. A vacant parcel would be retained with an area of 914 m<sup>2</sup>. The retained parcel is landlocked and is proposed to merge with the adjacent parcel under application B136/12.

This application is consistent with Provincial Policy and would generally conform to the County Official Plan. We would have no concerns, provided the following matters are addressed as conditions of approval:

1. That any concerns of the Conservation Authority area adequately addressed;
2. That the subject lands are rezoned to the satisfaction of the local municipality;
3. That application B136/12 is approved;
4. That the owner enters into a development agreement to the satisfaction of the local municipality concerning the provision of services such as road, sidewalks, water, sewer, stormwater management, parkland dedication and street lighting; and,
5. That driveway access can be provided to the satisfaction of the local municipality.

**PLACES TO GROW:** The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, "population and employment growth will be accommodated by focusing intensification in intensification areas". Intensification is defined as "the development of a property, site or area at a higher density than currently exists through,.....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development".

**PROVINCIAL POLICY STATEMENT (PPS):** Section 1.1.3 of the Provincial Policy Statement directs growth to occur within settlement areas. The proposed lot creation is located within the Arthur Urban Centre and is consistent with the PPS.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject lands are designated URBAN CENTRE (Arthur). New lots may be created in Urban Centres provided that the land will be appropriately zoned. Lot creation will normally proceed by a plan of subdivision and will be based on the provision of full services, wherever such services are available. Plans of subdivision will normally be required when:

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

The matters under Section 10.1.3 were also considered including a) "that any new lots will be consistent with official plan policies and zoning regulations", b) "that all lots can be adequately



serviced...", d) "that all lots will have safe driveway access" and o) "that the creation of any lot is necessary, timely and in the public interest".

**Pg 2... B131-135/12**

Section 5.4.4 states that development and site alterations will only be permitted in the flood-fringe portion of the flood plain, in special policy areas susceptible to other natural hazards if:

- a) The hazards can be safely addressed, and development and site alteration is carried out in accordance with established standards and procedures
- b) New hazards are not created and existing hazards are not aggravated
- c) No adverse environmental impacts will result
- d) Essential emergency services have a way of safely entering and exiting the area during times of flooding and erosion and other emergencies

With respect to the above criteria, items a), b), c) and d) can be addressed as a condition of approval via the conservation authority.

**LOCAL ZONING BY-LAW:** The subject lands are zoned Low Density Residential (R1H) In a Holding Zone. Council may pass a by- law removing the holding zone once the following matters are deemed satisfied:

- a) Municipal water including sufficient reserve capacity is or will be made available to the land
- b) Municipal sewer including sufficient reserve capacity is or will be made available to the land
- c) Storm water management issues have been adequately addressed

**SITE VISIT INFORMATION:** The subject property was not visited

---

Linda Redmond, Planner  
January 8, 2013

December 14, 2012

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

*APPLICATION SUBMITTED ON: November 28, 2012*

FILE NO. B132/12

### APPLICANT

Edward Watt  
250 Francis St. E  
Arthur ON N0G 1A0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Village of Arthur)  
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey  
250 Francis St. E

Proposal is to sever a lot 1844 square metres with 23.7m frontage, (Part 6 on sketch) vacant land for proposed urban residential use.

Retained parcel is 8347 square metres with 93.1m frontage, (Parts 2,3,4,5 & 7 on sketch) vacant land for proposed urban residential use.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**January 23, 2013**

Please note that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this APPLICATION for CONSENT.

Please also be advised that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

If you wish to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the Public

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

### MAILED TO:

Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority - GRCA

Bell Canada    County Clerk    Roads

Neighbour - as per list verified by local municipality and filed by applicant with this application



MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

FILE NO: B132/12

APPLICANT

LOCATION OF SUBJECT LANDS

Edward Watt  
250 Francis St.E  
Arthur, ON  
N0G 1A0

WELLINGTON NORTH (Village of Arthur)  
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey  
250 Francis St E

Proposal is to sever a lot 1844 square metres with 23.7m frontage, (Part 6 on sketch) vacant land for proposed urban residential use.

Retained parcel is 8347 square metres with 93.1m frontage, (Parts 2, 3, 4,5 & 7 on sketch) vacant land for proposed urban residential use.

**PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 012 01819 0000**

Does this description reasonably describe the parcel holdings? YES ( x ) NO ( )

If the answer is no, please provide new information:

Do you consider the proposal to conform to your Official Plan? YES ( ) NO ( )

What Section(s) does it conform to or contravene? (Please specify)

\_\_\_\_\_  
\_\_\_\_\_

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

If Necessary, would the Municipality be prepared to consider an **Amendment** to the Zoning By-law to permit the proposal to conform? YES ( ) NO ( ) N/A ( ) or **Minor Variance** YES ( ) NO ( ) N/A ( )

Is proposal on an opened maintained year-round public road YES ( X )

If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify \_\_\_\_\_  
\_\_\_\_\_

Is the Proposed Lot(s) serviced now by the Municipal Water YES ( ) NO ( X )

Is the Retained Lot serviced now by Municipal Water YES ( ) NO ( X )

Is the Proposed Lot(s) serviced now by the Municipal Sewers YES ( ) NO ( X )

Is the Retained Lot serviced now by Municipal Sewers YES ( ) NO ( X )

Is there a **Capital Works Project** underway to service these lots in the near future YES ( ) NO ( )

**Approximate Time of Servicing Availability:** \_\_\_\_\_

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

FILE NO: B 132/12

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ( ) NO ( )

N/A

Is there any further Information that may assist the Planning and Land Division Committee?  
(A letter may be attached if there is insufficient space to explain)

Is the Municipality in support of this application? YES ( ) NO ( )

What Conditions, if any, are requested by the Municipality if the Consent is granted?

-THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality 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 receives approval from the applicable road authority.

-THAT the Owner satisfies the requirements of the local Municipality in reference to parkland dedication.

-THAT the Owner enter into a Development Agreement to the satisfaction of the Township of Wellington North at the owners expense and to address all requirements and assume total costs related to: a) sanitary sewer laterals-hookup and restoration

- b) storm water management
- c) road upgrades
- d) water hookups

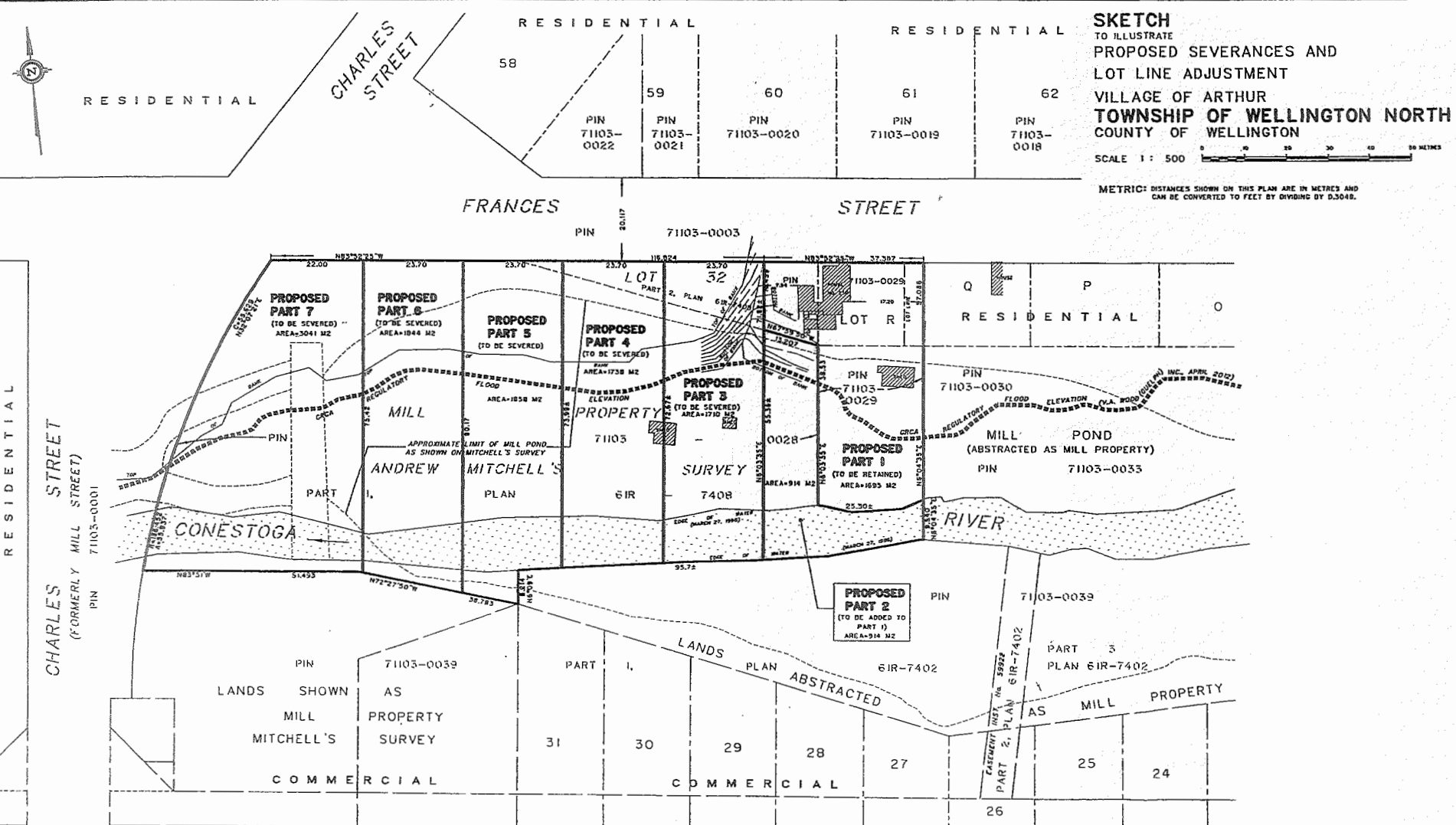
Does the Municipality request a Notice of Decision YES (X) NO ( )

SIGNATURE: \_\_\_\_\_

TITLE: Deputy Clerk

ADDRESS: 7490 Sideroad 7 W., Kenilworth, ON NOG 2EO

DATE: January 15, 2013



**SKETCH**  
TO ILLUSTRATE  
PROPOSED SEVERANCES AND  
LOT LINE ADJUSTMENT  
VILLAGE OF ARTHUR  
**TOWNSHIP OF WELLINGTON NORTH**  
COUNTY OF WELLINGTON

SCALE 1 : 500

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

RESIDENTIAL  
CHARLES STREET  
(FORMERLY MILL STREET)  
PIN 71103-0001

WELLINGTON COUNTY ROAD No. 109  
(ORIGINAL ROAD ALLOWANCE BETWEEN THE TOWNSHIPS OF ARTHUR and PEEL)  
(CATARINA STREET BY MITCHELL'S SURVEY)

OWNERS: EDWARD EARL WATT &  
JUDITH ELLEN WATT  
250 FRANCES STREET

© COPYRIGHT 2012. REPRODUCTION, DISTRIBUTION OR ALTERATION OF THIS PLAN, IN WHOLE OR IN PART, WITHOUT THE WRITTEN PERMISSION OF B. SOK, SHOEMAKER, ROBINSON & DONALDSON LIMITED IS STRICTLY PROHIBITED.

**BLACK, SHOEMAKER, ROBINSON & DONALDSON**  
LIMITED  
351 Speedvale Avenue West  
Georgina, Ontario N1H 1G6  
TEL: (519) 822-4031  
FAX: (519) 822-1220  
www.bsrd.com

DATE: NOVEMBER 7, 2012  
DRAWN BY: DM  
PROJECT NO: 12-0001



<b>Application</b>	B131-135/12
<b>Location</b>	Part Lot 32, Pt Mill, Andrew Mitchells survey 250 Francis St. E(Village of Arthur) TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	Edward Watt

**PLANNING OPINION:** These applications would create five residential lots in Arthur ranging in size from 3041 m<sup>2</sup> to 1710 m<sup>2</sup>. A vacant parcel would be retained with an area of 914 m<sup>2</sup>. The retained parcel is landlocked and is proposed to merge with the adjacent parcel under application B136/12.

This application is consistent with Provincial Policy and would generally conform to the County Official Plan. We would have no concerns, provided the following matters are addressed as conditions of approval:

1. That any concerns of the Conservation Authority area adequately addressed;
2. That the subject lands are rezoned to the satisfaction of the local municipality;
3. That application B136/12 is approved;
4. That the owner enters into a development agreement to the satisfaction of the local municipality concerning the provision of services such as road, sidewalks, water, sewer, stormwater management, parkland dedication and street lighting; and,
5. That driveway access can be provided to the satisfaction of the local municipality.

**PLACES TO GROW:** The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, "population and employment growth will be accommodated by focusing intensification in intensification areas". Intensification is defined as "the development of a property, site or area at a higher density than currently exists through,.....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development".

**PROVINCIAL POLICY STATEMENT (PPS):** Section 1.1.3 of the Provincial Policy Statement directs growth to occur within settlement areas. The proposed lot creation is located within the Arthur Urban Centre and is consistent with the PPS.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject lands are designated URBAN CENTRE (Arthur). New lots may be created in Urban Centres provided that the land will be appropriately zoned. Lot creation will normally proceed by a plan of subdivision and will be based on the provision of full services, wherever such services are available. Plans of subdivision will normally be required when:

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

The matters under Section 10.1.3 were also considered including a) "that any new lots will be consistent with official plan policies and zoning regulations", b) "that all lots can be adequately



serviced...", d) "that all lots will have safe driveway access" and o) "that the creation of any lot is necessary, timely and in the public interest".

**Pg 2... B131-135/12**

Section 5.4.4 states that development and site alterations will only be permitted in the flood-fringe portion of the flood plain, in special policy areas susceptible to other natural hazards if:

- a) The hazards can be safely addressed, and development and site alteration is carried out in accordance with established standards and procedures
- b) New hazards are not created and existing hazards are not aggravated
- c) No adverse environmental impacts will result
- d) Essential emergency services have a way of safely entering and exiting the area during times of flooding and erosion and other emergencies

With respect to the above criteria, items a), b), c) and d) can be addressed as a condition of approval via the conservation authority.

**LOCAL ZONING BY-LAW:** The subject lands are zoned Low Density Residential (R1H) In a Holding Zone. Council may pass a by- law removing the holding zone once the following matters are deemed satisfied:

- a) Municipal water including sufficient reserve capacity is or will be made available to the land
- b) Municipal sewer including sufficient reserve capacity is or will be made available to the land
- c) Storm water management issues have been adequately addressed

**SITE VISIT INFORMATION:** The subject property was not visited

---

Linda Redmond, Planner  
January 8, 2013

County of Wellington Planning and Land Division Committee  
Deborah Turchet, Secretary-Treasurer  
Wellington County Administration Centre  
74 Woolwich Street, Guelph ON N1H 3T9

December 14, 2012

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

*APPLICATION SUBMITTED ON: November 28, 2012*

FILE NO. B133/12

### APPLICANT

Edward Watt  
250 Francis St. E  
Arthur ON N0G 1A0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Village of Arthur)  
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey  
250 Francis St. E

Proposal is to sever a lot 1858 square metres with 23.7m frontage, (Part 5 on sketch) vacant land for proposed urban residential use.

Retained parcel is 8333 square metres with 93.1m frontage, (Parts 2,3,4,6 & 7 on sketch) vacant land for proposed urban residential use.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**January 23, 2013**

**Please note** that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this APPLICATION for CONSENT.

**Please also be advised** that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

If you wish to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the Public

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

### MAILED TO:

Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority - GRCA

Bell Canada    County Clerk    Roads

Neighbour - as per list verified by local municipality and filed by applicant with this application

MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

FILE NO: B133/12

APPLICANT

Edward Watt
250 Francis St.E
Arthur, ON
N0G 1A0

LOCATION OF SUBJECT LANDS

WELLINGTON NORTH (Village of Arthur)
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey
250 Francis St E

Proposal is to sever a lot 1858 square metres with 23.7m frontage, (Part 5 on sketch) vacant land for proposed urban residential use.

Retained parcel is 8333 square metres with 93.1m frontage, (Parts 2, 3, 4, 6 & 7 on sketch) vacant land for proposed urban residential use.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 012 01819 0000

Does this description reasonably describe the parcel holdings? YES (x) NO ( )

If the answer is no, please provide new information:

Do you consider the proposal to conform to your Official Plan? YES ( ) NO ( )

What Section(s) does it conform to or contravene? (Please specify)

Two horizontal lines for providing section information.

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES (X) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES (X) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

If Necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES ( ) NO ( ) N/A ( ) or Minor Variance YES ( ) NO ( ) N/A ( )

Is proposal on an opened maintained year-round public road YES (X)

If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify followed by a horizontal line for providing details.

Is the Proposed Lot(s) serviced now by the Municipal Water YES ( ) NO (X)

Is the Retained Lot serviced now by Municipal Water YES ( ) NO (X)

Is the Proposed Lot(s) serviced now by the Municipal Sewers YES ( ) NO (X)

Is the Retained Lot serviced now by Municipal Sewers YES ( ) NO (X)

Is there a Capital Works Project underway to service these lots in the near future YES ( ) NO ( )

Approximate Time of Servicing Availability: followed by a horizontal line.

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

FILE NO: B 133/12

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ( ) NO ( )

N/A

Is there any further Information that may assist the Planning and Land Division Committee?

(A letter may be attached if there is insufficient space to explain)

Is the Municipality in support of this application? YES ( ) NO ( )

What Conditions, if any, are requested by the Municipality if the Consent is granted?

-THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality 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 receives approval from the applicable road authority.

-THAT the Owner satisfies the requirements of the local Municipality in reference to parkland dedication.

-THAT the Owner enter into a Development Agreement to the satisfaction of the Township of Wellington North at the owners expense to address all requirements and assume total costs related to: a) sanitary sewer laterals-hookup and restoration

- b) storm water management
- c) road upgrades
- d) water hookups

Does the Municipality request a Notice of Decision YES (X) NO ( )

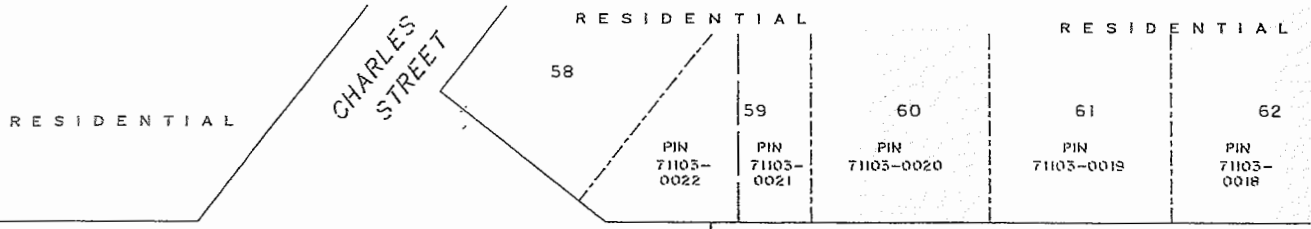
SIGNATURE: \_\_\_\_\_

TITLE: Deputy Clerk \_\_\_\_\_

ADDRESS: 7490 Sideroad 7 W., Kenilworth, ON NOG 2EO \_\_\_\_\_

DATE: January 15, 2013 \_\_\_\_\_

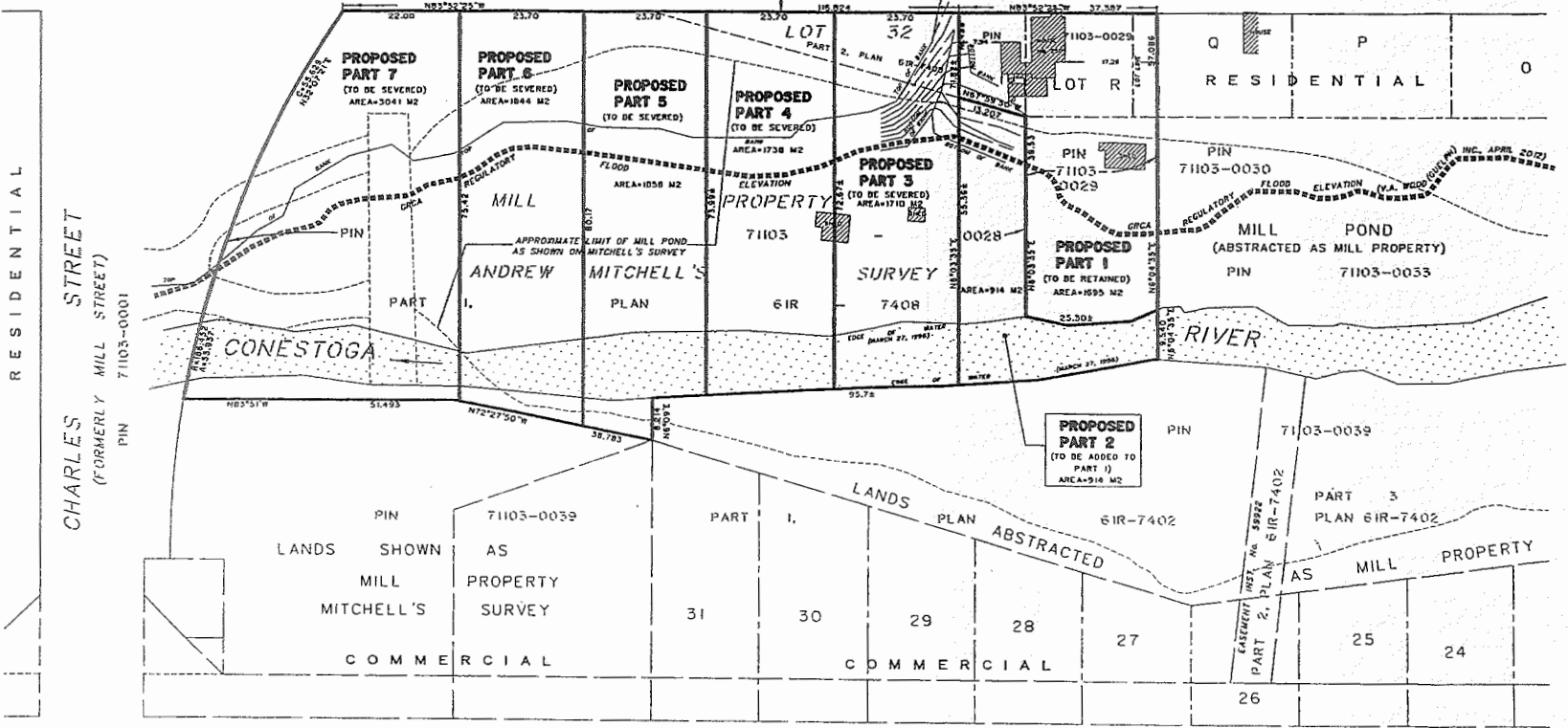




**SKETCH**  
 TO ILLUSTRATE  
 PROPOSED SEVERANCES AND  
 LOT LINE ADJUSTMENT  
 VILLAGE OF ARTHUR  
 TOWNSHIP OF WELLINGTON NORTH  
 COUNTY OF WELLINGTON

SCALE 1 : 500

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND  
 CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



RESIDENTIAL

CHARLES STREET  
 (FORMERLY MILL STREET)  
 PIN 71103-0001

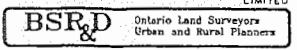
WELLINGTON COUNTY ROAD No. 109  
 (ORIGINAL ROAD ALLOWANCE BETWEEN THE TOWNSHIPS OF ARTHUR and PEEL)  
 (CATHARINA STREET BY MITCHELL'S SURVEY)

OWNERS: EDWARD EARL WATT &  
 JUDITH ELLEN WATT  
 250 FRANCES STREET

© COPYRIGHT 2011. REPRODUCTION, DISTRIBUTION OR ALTERATION OF THIS PLAN IN WHOLE OR IN PART, WITHOUT THE WRITTEN PERMISSION OF BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED IS STRICTLY PROHIBITED.

**BLACK, SHOEMAKER, ROBINSON & DONALDSON** LIMITED  
 351 Spadina Avenue West  
 4th Floor, Toronto, ON M5S 2E6  
 TEL: (416) 522-4031  
 FAX: (416) 522-1220  
 WWW.BSRD.COM

DATE: NOVEMBER 7, 2012  
 DRAWN BY: BW  
 PROJECT NO: 12-9230-1





<b>Application</b>	B131-135/12
<b>Location</b>	Part Lot 32, Pt Mill, Andrew Mitchells survey 250 Francis St. E(Village of Arthur) TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	Edward Watt

**PLANNING OPINION:** These applications would create five residential lots in Arthur ranging in size from 3041 m<sup>2</sup> to 1710 m<sup>2</sup>. A vacant parcel would be retained with an area of 914 m<sup>2</sup>. The retained parcel is landlocked and is proposed to merge with the adjacent parcel under application B136/12.

This application is consistent with Provincial Policy and would generally conform to the County Official Plan. We would have no concerns, provided the following matters are addressed as conditions of approval:

1. That any concerns of the Conservation Authority area adequately addressed;
2. That the subject lands are rezoned to the satisfaction of the local municipality;
3. That application B136/12 is approved;
4. That the owner enters into a development agreement to the satisfaction of the local municipality concerning the provision of services such as road, sidewalks, water, sewer, stormwater management, parkland dedication and street lighting; and,
5. That driveway access can be provided to the satisfaction of the local municipality.

**PLACES TO GROW:** The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, "population and employment growth will be accommodated by focusing intensification in intensification areas". Intensification is defined as "the development of a property, site or area at a higher density than currently exists through,.....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development".

**PROVINCIAL POLICY STATEMENT (PPS):** Section 1.1.3 of the Provincial Policy Statement directs growth to occur within settlement areas. The proposed lot creation is located within the Arthur Urban Centre and is consistent with the PPS.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject lands are designated URBAN CENTRE (Arthur). New lots may be created in Urban Centres provided that the land will be appropriately zoned. Lot creation will normally proceed by a plan of subdivision and will be based on the provision of full services, wherever such services are available. Plans of subdivision will normally be required when:

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

The matters under Section 10.1.3 were also considered including a) "that any new lots will be consistent with official plan policies and zoning regulations", b) "that all lots can be adequately



serviced...”, d) “that all lots will have safe driveway access” and o) “that the creation of any lot is necessary, timely and in the public interest”.

**Pg 2... B131-135/12**

Section 5.4.4 states that development and site alterations will only be permitted in the flood-fringe portion of the flood plain, in special policy areas susceptible to other natural hazards if:

- a) The hazards can be safely addressed, and development and site alteration is carried out in accordance with established standards and procedures
- b) New hazards are not created and existing hazards are not aggravated
- c) No adverse environmental impacts will result
- d) Essential emergency services have a way of safely entering and exiting the area during times of flooding and erosion and other emergencies

With respect to the above criteria, items a), b), c) and d) can be addressed as a condition of approval via the conservation authority.

**LOCAL ZONING BY-LAW:** The subject lands are zoned Low Density Residential (R1H) In a Holding Zone. Council may pass a by- law removing the holding zone once the following matters are deemed satisfied:

- a) Municipal water including sufficient reserve capacity is or will be made available to the land
- b) Municipal sewer including sufficient reserve capacity is or will be made available to the land
- c) Storm water management issues have been adequately addressed

**SITE VISIT INFORMATION:** The subject property was not visited

---

Linda Redmond, Planner  
January 8, 2013

County of Wellington Planning and Land Division Committee  
Deborah Turchet, Secretary-Treasurer  
Wellington County Administration Centre  
74 Woolwich Street, Guelph ON N1H 3T9

December 14, 2012

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

*APPLICATION SUBMITTED ON: November 28, 2012*

FILE NO. B134/12

### APPLICANT

Edward Watt  
250 Francis St. E  
Arthur ON N0G 1A0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Village of Arthur)  
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey  
250 Francis St. E

Proposal is to sever a lot 1738 square metres with 23.7m frontage, (Part 4 on sketch) vacant land for proposed urban residential use. Partial shed on property.

Retained parcel is 8453 square metres with 93.1m frontage, (Parts 2,3,5,6 & 7 on sketch) vacant land for proposed urban residential use.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**January 23, 2013**

**Please note** that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this APPLICATION for CONSENT.

**Please also be advised** that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

If you wish to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the Public

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

### MAILED TO:

Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority - GRCA

Bell Canada    County Clerk    Roads

Neighbour - as per list verified by local municipality and filed by applicant with this application

MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

FILE NO: B134/12

APPLICANT

Edward Watt
250 Francis St.E
Arthur, ON
N0G 1A0

LOCATION OF SUBJECT LANDS

WELLINGTON NORTH (Village of Arthur)
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey
250 Francis St E

Proposal is to sever a lot 1738 square metres with 23.7m frontage, (Part 4 on sketch) vacant land for proposed urban residential use. Partial shed on property.

Retained parcel is 8453 square metres with 93.1m frontage, (Parts 2, 3, 5, 6 & 7 on sketch) vacant land for proposed urban residential use.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 012 01819 0000

Does this description reasonably describe the parcel holdings? YES ( x ) NO ( )

If the answer is no, please provide new information:

Do you consider the proposal to conform to your Official Plan? YES ( ) NO ( )

What Section(s) does it conform to or contravene? (Please specify)

\_\_\_\_\_
\_\_\_\_\_

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

If Necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES ( ) NO ( ) N/A ( ) or Minor Variance YES ( ) NO ( ) N/A ( )

Is proposal on an opened maintained year-round public road YES ( X )

If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify \_\_\_\_\_
\_\_\_\_\_

Is the Proposed Lot(s) serviced now by the Municipal Water YES ( ) NO ( X )

Is the Retained Lot serviced now by Municipal Water YES ( ) NO ( X )

Is the Proposed Lot(s) serviced now by the Municipal Sewers YES ( ) NO ( X )

Is the Retained Lot serviced now by Municipal Sewers YES ( ) NO ( X )

Is there a Capital Works Project underway to service these lots in the near future YES ( ) NO ( )

Approximate Time of Servicing Availability: \_\_\_\_\_

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

FILE NO: B 134/12

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ( ) NO ( )

N/A

Is there any further Information that may assist the Planning and Land Division Committee?  
(A letter may be attached if there is insufficient space to explain)

Is the Municipality in support of this application? YES ( ) NO ( )

What Conditions, if any, are requested by the Municipality if the Consent is granted?

-THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality 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 receives approval from the applicable road authority.

-THAT the Owner satisfies the requirements of the local Municipality in reference to parkland dedication.

-THAT the Owner enter into a development Agreement to the satisfaction of the Township of Wellington North at the owner expense to address all requirements and assume total costs related to: a) sanitary sewer laterals-hookup and restoration

- b) storm water management
- c) road upgrades
- d) water hookups

Does the Municipality request a Notice of Decision YES (X) NO ( )

SIGNATURE: \_\_\_\_\_

TITLE: Deputy Clerk \_\_\_\_\_

ADDRESS: 7490 Sideroad 7 W., Kenilworth, ON NOG 2EO \_\_\_\_\_

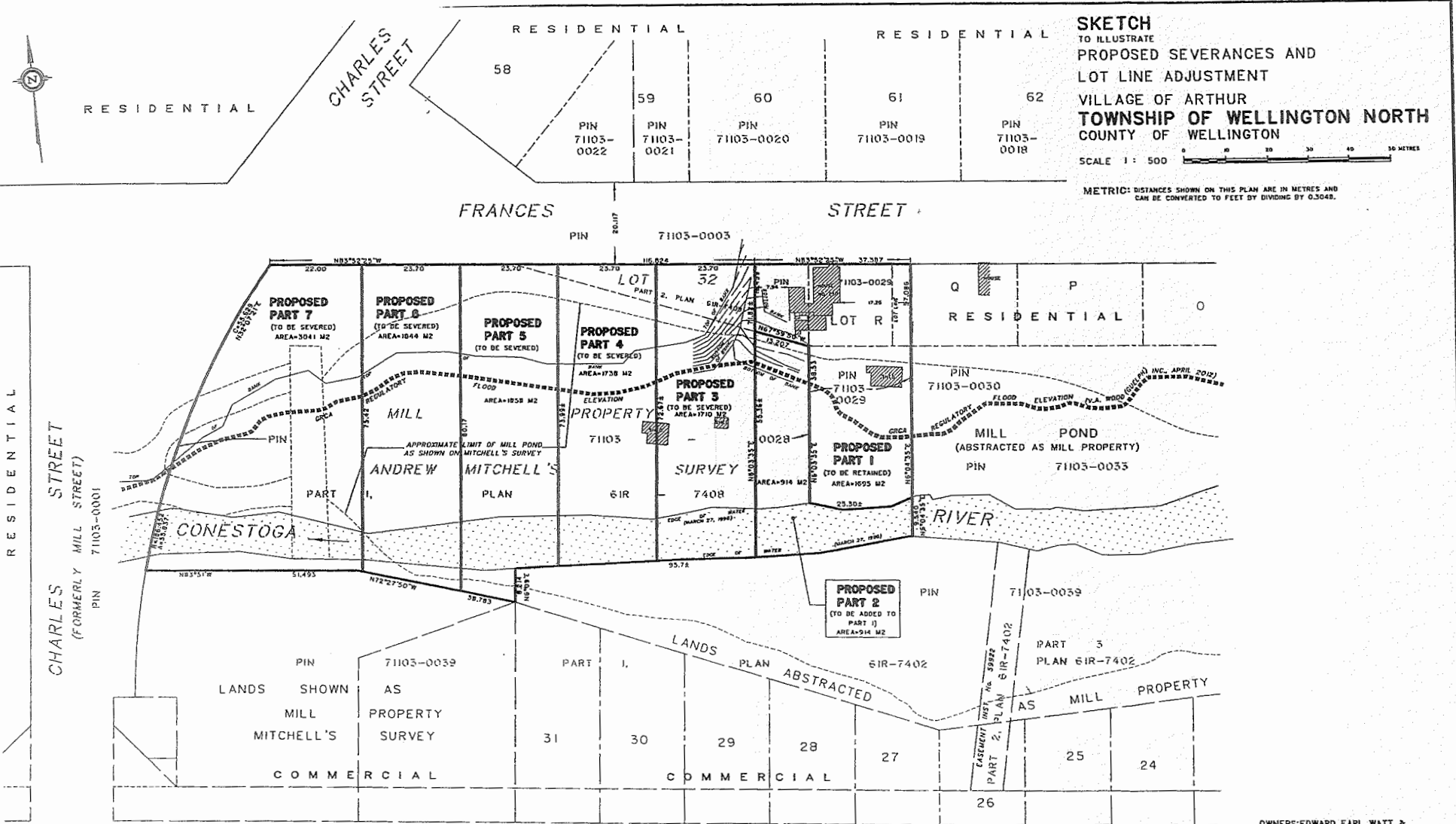
DATE: January 15, 2013 \_\_\_\_\_



**SKETCH**  
 TO ILLUSTRATE  
 PROPOSED SEVERANCES AND  
 LOT LINE ADJUSTMENT  
 VILLAGE OF ARTHUR  
**TOWNSHIP OF WELLINGTON NORTH**  
 COUNTY OF WELLINGTON

SCALE 1 : 500

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



WELLINGTON COUNTY ROAD No. 109  
 (ORIGINAL ROAD ALLOWANCE BETWEEN THE TOWNSHIPS OF ARTHUR and PEEL)  
 (CATHARINA STREET BY MITCHELL'S SURVEY)

OWNERS: EDWARD EARL WATT &  
 JUDITH ELLEN WATT  
 250 FRANCES STREET

© COPYRIGHT 2011. REPRODUCTION, DISTRIBUTION OR ALTERATION OF THIS PLAN, IN WHOLE OR IN PART, WITHOUT THE WRITTEN PERMISSION OF BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED IS STRICTLY PROHIBITED.

**BLACK, SHOEMAKER, ROBINSON & DONALDSON**  
 LIMITED  
 351 Spadina Avenue West  
 Guelph, Ontario N1H 1G6  
 TEL: (519) 822-4031  
 FAX: (519) 822-1220  
 WWW.BSRD.COM

DATE: NOVEMBER 7, 2012  
 DRAWN BY: DW  
 PROJECT NO: 12-9230-1



<b>Application</b>	B131-135/12
<b>Location</b>	Part Lot 32, Pt Mill, Andrew Mitchells survey 250 Francis St. E(Village of Arthur) TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	Edward Watt

**PLANNING OPINION:** These applications would create five residential lots in Arthur ranging in size from 3041 m<sup>2</sup> to 1710 m<sup>2</sup>. A vacant parcel would be retained with an area of 914 m<sup>2</sup>. The retained parcel is landlocked and is proposed to merge with the adjacent parcel under application B136/12.

This application is consistent with Provincial Policy and would generally conform to the County Official Plan. We would have no concerns, provided the following matters are addressed as conditions of approval:

1. That any concerns of the Conservation Authority area adequately addressed;
2. That the subject lands are rezoned to the satisfaction of the local municipality;
3. That application B136/12 is approved;
4. That the owner enters into a development agreement to the satisfaction of the local municipality concerning the provision of services such as road, sidewalks, water, sewer, stormwater management, parkland dedication and street lighting; and,
5. That driveway access can be provided to the satisfaction of the local municipality.

**PLACES TO GROW:** The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, "population and employment growth will be accommodated by focusing intensification in intensification areas". Intensification is defined as "the development of a property, site or area at a higher density than currently exists through,....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development".

**PROVINCIAL POLICY STATEMENT (PPS):** Section 1.1.3 of the Provincial Policy Statement directs growth to occur within settlement areas. The proposed lot creation is located within the Arthur Urban Centre and is consistent with the PPS.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject lands are designated URBAN CENTRE (Arthur). New lots may be created in Urban Centres provided that the land will be appropriately zoned. Lot creation will normally proceed by a plan of subdivision and will be based on the provision of full services, wherever such services are available. Plans of subdivision will normally be required when:

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

The matters under Section 10.1.3 were also considered including a) "that any new lots will be consistent with official plan policies and zoning regulations", b) "that all lots can be adequately





serviced...”, d) “that all lots will have safe driveway access” and o) “that the creation of any lot is necessary, timely and in the public interest”.

**Pg 2... B131-135/12**

Section 5.4.4 states that development and site alterations will only be permitted in the flood-fringe portion of the flood plain, in special policy areas susceptible to other natural hazards if:

- a) The hazards can be safely addressed, and development and site alteration is carried out in accordance with established standards and procedures
- b) New hazards are not created and existing hazards are not aggravated
- c) No adverse environmental impacts will result
- d) Essential emergency services have a way of safely entering and exiting the area during times of flooding and erosion and other emergencies

With respect to the above criteria, items a), b), c) and d) can be addressed as a condition of approval via the conservation authority.

**LOCAL ZONING BY-LAW:** The subject lands are zoned Low Density Residential (R1H) In a Holding Zone. Council may pass a by- law removing the holding zone once the following matters are deemed satisfied:

- a) Municipal water including sufficient reserve capacity is or will be made available to the land
- b) Municipal sewer including sufficient reserve capacity is or will be made available to the land
- c) Storm water management issues have been adequately addressed

**SITE VISIT INFORMATION:** The subject property was not visited

---

Linda Redmond, Planner  
January 8, 2013

December 14, 2012

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

*APPLICATION SUBMITTED ON: November 28, 2012*

FILE NO. B135/12

### APPLICANT

Edward Watt  
250 Francis St. E  
Arthur ON N0G 1A0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Village of Arthur)  
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey  
250 Francis St. E

Proposal is to sever a lot 1710 square metres with 23.7m frontage, (Part 3 on sketch) vacant land for proposed urban residential use. 2 sheds on property.

Retained parcel is 8481 square metres with 93.1m frontage, (Parts 2,4-7 on sketch) vacant land for proposed urban residential use.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**January 23, 2013**

**Please note** that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this APPLICATION for CONSENT.

**Please also be advised** that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

If you wish to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the Public.

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

### MAILED TO:

Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority - GRCA

Bell Canada    County Clerk    Roads

Neighbour - as per list verified by local municipality and filed by applicant with this application

MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

FILE NO: B135/12

APPLICANT

LOCATION OF SUBJECT LANDS

Edward Watt
250 Francis St.E
Arthur, ON
NOG 1A0

WELLINGTON NORTH (Village of Arthur)
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey
250 Francis St E

Proposal is to sever a lot 1710 square metres with 23.7m frontage, (Part 3 on sketch) vacant land for proposed urban residential use. 2 sheds on property.

Retained parcel is 8481 square metres with 93.1m frontage, (Parts 2, 4- 7 on sketch) vacant land for proposed urban residential use.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 012 01819 0000

Does this description reasonably describe the parcel holdings? YES ( x ) NO ( )

If the answer is no, please provide new information:

Do you consider the proposal to conform to your Official Plan? YES ( ) NO ( )

What Section(s) does it conform to or contravene? (Please specify)

Two horizontal lines for specifying sections.

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

If Necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES ( ) NO ( ) N/A ( ) or Minor Variance YES ( ) NO ( ) N/A ( )

Is proposal on an opened maintained year-round public road YES ( X )

If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify followed by two horizontal lines.

Is the Proposed Lot(s) serviced now by the Municipal Water YES ( ) NO ( X )

Is the Retained Lot serviced now by Municipal Water YES ( ) NO ( X )

Is the Proposed Lot(s) serviced now by the Municipal Sewers YES ( ) NO ( X )

Is the Retained Lot serviced now by Municipal Sewers YES ( ) NO ( X )

Is there a Capital Works Project underway to service these lots in the near future YES ( ) NO ( )

Approximate Time of Servicing Availability: \_\_\_\_\_

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

FILE NO: B 135/12

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ( ) NO ( )

N/A

Is there any further information that may assist the Planning and Land Division Committee?  
(A letter may be attached if there is insufficient space to explain)

Is the Municipality in support of this application? YES ( ) NO ( )

What Conditions, if any, are requested by the Municipality if the Consent is granted?

-THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality 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 receives approval from the applicable road authority.

-THAT the Owner satisfies the requirements of the local Municipality in reference to parkland dedication.

-THAT the accessory shed on the proposed property line be removed.

-THAT the accessory shed entirely on the proposed lot be removed.

-THAT owner enter into a Development Agreement to the satisfaction of the Township of Wellington North at the owners expense to address all requirements and assume total costs related to: a) sanitary sewer laterals-hookup and restoration

- b) storm water management
- c) road upgrades
- d) water hook ups

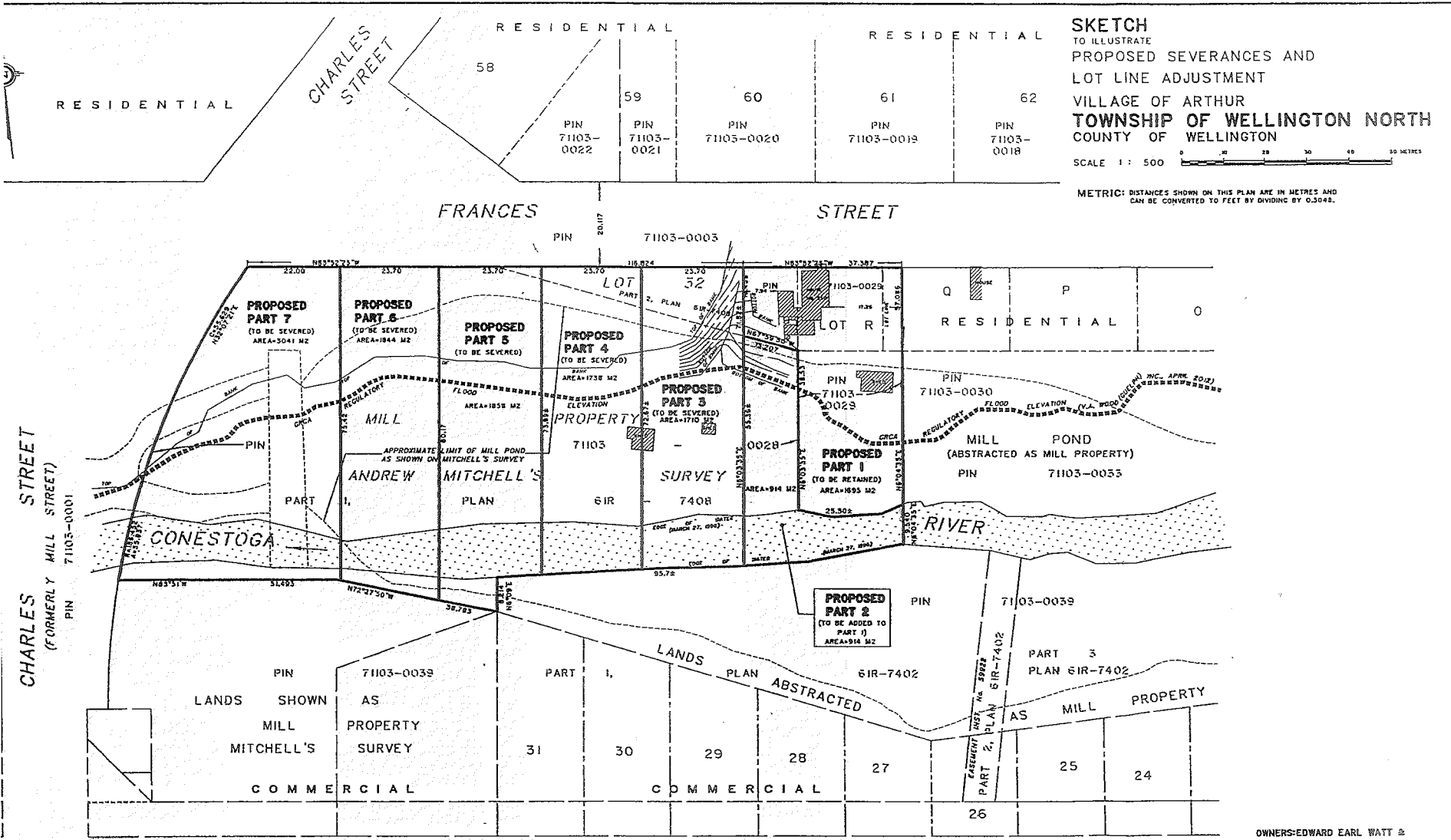
Does the Municipality request a Notice of Decision YES (X) NO ( )

SIGNATURE: \_\_\_\_\_

TITLE: Deputy Clerk \_\_\_\_\_

ADDRESS: 7490 Sideroad 7 W., Kenilworth, ON NOG 2EO \_\_\_\_\_

DATE: January 15, 2013 \_\_\_\_\_



**SKETCH**  
 TO ILLUSTRATE  
 PROPOSED SEVERANCES AND  
 LOT LINE ADJUSTMENT  
 VILLAGE OF ARTHUR  
**TOWNSHIP OF WELLINGTON NORTH**  
 COUNTY OF WELLINGTON

SCALE 1 : 500

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

WELLINGTON COUNTY ROAD No. 109  
 (ORIGINAL ROAD ALLOWANCE BETWEEN THE TOWNSHIPS OF ARTHUR and PEEL)  
 (CATHARINA STREET BY MITCHELL'S SURVEY)

OWNERS-EDWARD EARL WATT &  
 JUDITH ELLEN WATT  
 250 FRANCES STREET

© COPYRIGHT 2010. REPRODUCTION, DISTRIBUTION OR ALTERATION OF THIS PLAN IN WHOLE OR IN PART, WITHOUT THE WRITTEN PERMISSION OF BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED IS STRICTLY PROHIBITED.

**BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED**  
 Ontario Land Surveyors  
 Urban and Rural Planners

351 Spadina Avenue West  
 4th Floor, Toronto, ON M5S 2C5  
 TEL: (416) 593-4051  
 FAX: (416) 593-1220  
 WWW.BSRD.COM

DATE: NOVEMBER 7, 2012  
 DRAWN BY: SW  
 PROJECT NO: 12-020-1

133



**Application  
Location**

B131-135/12  
Part Lot 32, Pt Mill, Andrew Mitchells survey 250 Francis St.  
E(Village of Arthur)  
TOWNSHIP OF WELLINGTON NORTH

**Applicant/Owner**

Edward Watt

**PLANNING OPINION:** These applications would create five residential lots in Arthur ranging in size from 3041 m<sup>2</sup> to 1710 m<sup>2</sup>. A vacant parcel would be retained with an area of 914 m<sup>2</sup>. The retained parcel is landlocked and is proposed to merge with the adjacent parcel under application B136/12.

This application is consistent with Provincial Policy and would generally conform to the County Official Plan. We would have no concerns, provided the following matters are addressed as conditions of approval:

1. That any concerns of the Conservation Authority area adequately addressed;
2. That the subject lands are rezoned to the satisfaction of the local municipality;
3. That application B136/12 is approved;
4. That the owner enters into a development agreement to the satisfaction of the local municipality concerning the provision of services such as road, sidewalks, water, sewer, stormwater management, parkland dedication and street lighting; and,
5. That driveway access can be provided to the satisfaction of the local municipality.

**PLACES TO GROW:** The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, "population and employment growth will be accommodated by focusing intensification in intensification areas". Intensification is defined as "the development of a property, site or area at a higher density than currently exists through,.....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development".

**PROVINCIAL POLICY STATEMENT (PPS):** Section 1.1.3 of the Provincial Policy Statement directs growth to occur within settlement areas. The proposed lot creation is located within the Arthur Urban Centre and is consistent with the PPS.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject lands are designated URBAN CENTRE (Arthur). New lots may be created in Urban Centres provided that the land will be appropriately zoned. Lot creation will normally proceed by a plan of subdivision and will be based on the provision of full services, wherever such services are available. Plans of subdivision will normally be required when:

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

The matters under Section 10.1.3 were also considered including a) "that any new lots will be consistent with official plan policies and zoning regulations", b) "that all lots can be adequately



serviced...”, d) “that all lots will have safe driveway access” and o) “that the creation of any lot is necessary, timely and in the public interest”.

Pg 2... B131-135/12

Section 5.4.4 states that development and site alterations will only be permitted in the flood-fringe portion of the flood plain, in special policy areas susceptible to other natural hazards if:

- a) The hazards can be safely addressed, and development and site alteration is carried out in accordance with established standards and procedures
- b) New hazards are not created and existing hazards are not aggravated
- c) No adverse environmental impacts will result
- d) Essential emergency services have a way of safely entering and exiting the area during times of flooding and erosion and other emergencies

With respect to the above criteria, items a), b), c) and d) can be addressed as a condition of approval via the conservation authority.

**LOCAL ZONING BY-LAW:** The subject lands are zoned Low Density Residential (R1H) In a Holding Zone. Council may pass a by- law removing the holding zone once the following matters are deemed satisfied:

- a) Municipal water including sufficient reserve capacity is or will be made available to the land
- b) Municipal sewer including sufficient reserve capacity is or will be made available to the land
- c) Storm water management issues have been adequately addressed

**SITE VISIT INFORMATION:** The subject property was not visited

---

Linda Redmond, Planner  
January 8, 2013

December 14, 2012

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

*APPLICATION SUBMITTED ON: November 28, 2012*

FILE NO. B136/12

### APPLICANT

Edward Watt  
250 Francis St. E  
Arthur ON NOG 1A0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Village of Arthur)  
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey  
250 Francis St. E

Proposed irregular shaped lot line adjustment is 914 square metres with no frontage, (Part 2 on sketch) vacant land to be added to abutting urban residential lot – Judith Watt (Part 1 on sketch)

Retained parcel is 10191 square metres with 116.8m frontage, (Parts 3-7 on sketch) vacant land for proposed urban residential use.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**January 23, 2013**

**Please note** that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this APPLICATION for CONSENT.

**Please also be advised** that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

If you wish to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the Public

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

### MAILED TO:

Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority - GRCA

Bell Canada    County Clerk    Roads

Neighbour - as per list verified by local municipality and filed by applicant with this application



MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

FILE NO: B136/12

APPLICANT

Edward Watt
250 Francis St.E
Arthur, ON
NOG 1A0

LOCATION OF SUBJECT LANDS

WELLINGTON NORTH (Village of Arthur)
Pt Lot 32 & Pt Mill, Andrew Mitchell's Survey
250 Francis St E

Proposed irregular shaped lot line adjustment is 914 square metres with no frontage, (Part 2 on sketch) vacant land to be added to abutting urban residential lot-Judith Watt (part 1 on sketch).

Retained parcel is 10191 square metres with 116.8m frontage, (Parts 3-7 on sketch) vacant land for proposed urban residential use.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 012 01900 0000

Does this description reasonably describe the parcel holdings? YES (x) NO ( )

If the answer is no, please provide new information:

Do you consider the proposal to conform to your Official Plan? YES ( ) NO ( )

What Section(s) does it conform to or contravene? (Please specify)

Two horizontal lines for providing section information.

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES (X) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES (X) NO ( )

(Please Specify) Section 11.3 of Zoning By-law 66-01

If Necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES ( ) NO ( ) N/A ( ) or Minor Variance YES ( ) NO ( ) N/A ( )

Is proposal on an opened maintained year-round public road YES (X)

If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify followed by a horizontal line for providing details.

Is the Proposed Lot(s) serviced now by the Municipal Water YES ( ) NO ( )

Is the Retained Lot serviced now by Municipal Water YES ( ) NO ( )

Is the Proposed Lot(s) serviced now by the Municipal Sewers YES ( ) NO ( )

Is the Retained Lot serviced now by Municipal Sewers YES ( ) NO ( )

Is there a Capital Works Project underway to service these lots in the near future YES ( ) NO ( )

Approximate Time of Servicing Availability: followed by a horizontal line.

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

FILE NO: B 136/12

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ( ) NO ( )

N/A

Is there any further information that may assist the Planning and Land Division Committee?  
(A letter may be attached if there is insufficient space to explain)

Is the Municipality in support of this application? YES ( ) NO ( )

What Conditions, if any, are requested by the Municipality if the Consent is granted?

-THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality 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.

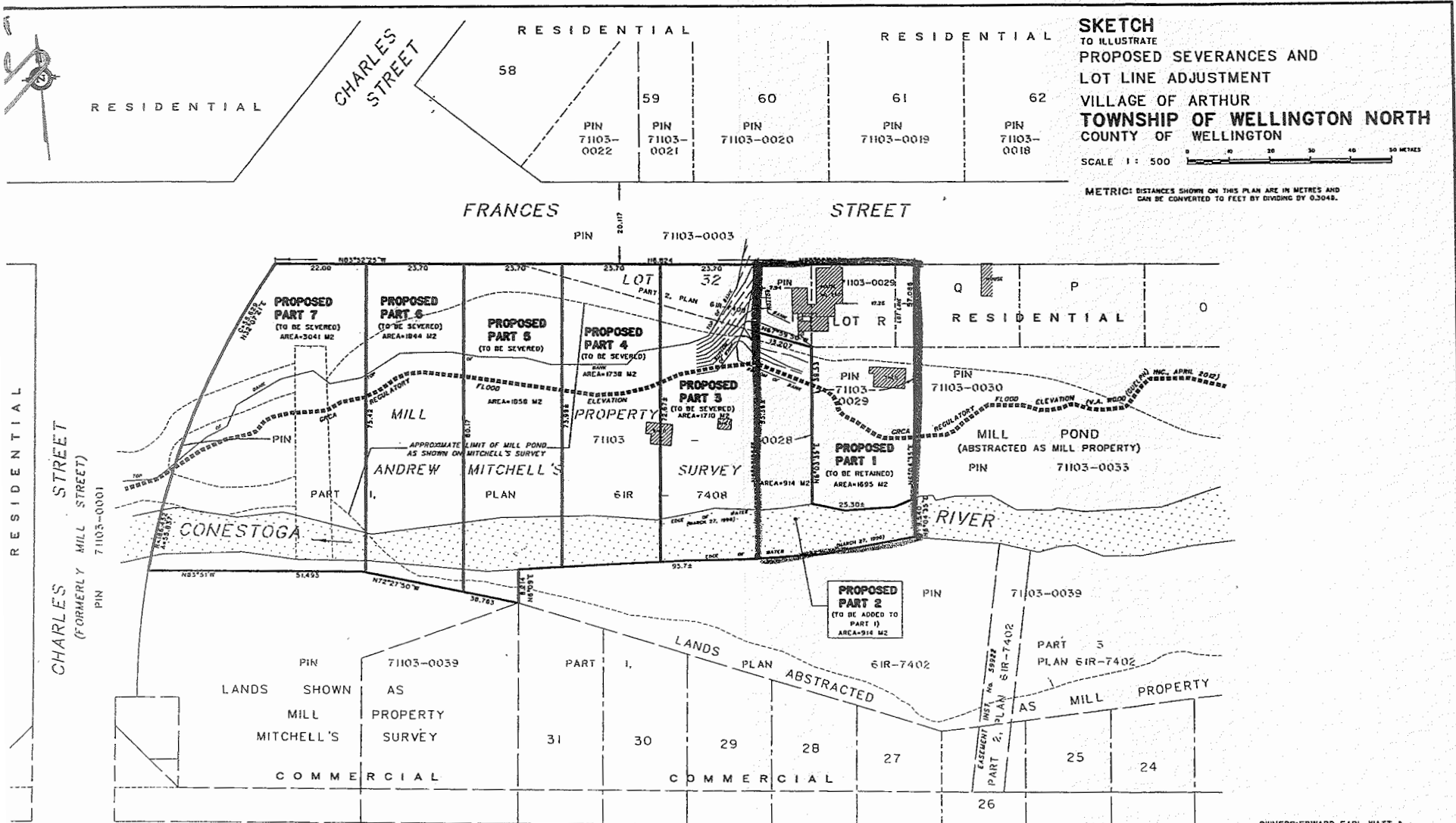
Does the Municipality request a Notice of Decision YES (X) NO ( )

SIGNATURE: \_\_\_\_\_

TITLE: Deputy Clerk

ADDRESS: 7490 Sideroad 7 W., Kenilworth, ON NOG 2EO

DATE: January 15, 2013



**SKETCH**  
 TO ILLUSTRATE  
 PROPOSED SEVERANCES AND  
 LOT LINE ADJUSTMENT  
 VILLAGE OF ARTHUR  
**TOWNSHIP OF WELLINGTON NORTH**  
 COUNTY OF WELLINGTON

SCALE 1 : 500

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

WELLINGTON COUNTY ROAD No. 109  
 (ORIGINAL ROAD ALLOWANCE BETWEEN THE TOWNSHIPS OF ARTHUR and PEEL)  
 (CATHARINA STREET BY MITCHELL'S SURVEY)

OWNERS: EDWARD EARL WATT &  
 JUDITH ELLEN WATT  
 250 FRANCES STREET

NO COPYRIGHT 2011: REPRODUCTION, DISTRIBUTION OR ALTERATION OF THIS PLAN IN WHOLE OR IN PART, WITHOUT THE WRITTEN PERMISSION OF BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED IS STRICTLY PROHIBITED.

**BLACK, SHOEMAKER, ROBINSON & DONALDSON**  
 LIMITED  
 351 Spenceholme Avenue West  
 Owen Sound, Ontario N4M 1C6  
 TEL: (519) 822-4031  
 FAX: (519) 822-0220  
 WWW.BSR&D.COM

DATE: NOVEMBER 7, 2012  
 DRAWN BY: SW  
 PROJECT NO: 12-0230-1



<b>Application Location</b>	B136/12 Part Lot 32, Pt Mill, Andrew Mitchells survey 250 Francis St. E(Village of Arthur)
<b>Applicant/Owner</b>	TOWNSHIP OF WELLINGTON NORTH Edward Watt

**PLANNING OPINION:** This proposed lot line adjustment would sever a vacant 914 sq.m parcel (part 2), with no frontage and add it an adjacent parcel. The retained parcel is 1710 m2 (part 3) with an existing sheds.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We would have no concerns, provided that the following conditions are applied:

- That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

**PLACES TO GROW:** No issues.

**PROVINCIAL POLICY STATEMENT (PPS):** No issue

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject lands are designated RESIDENTIAL AND CORE GREENLANDS. Section 10.6 of the Official Plan provides for lot line adjustments in Urban System areas "where there is no adverse effect provided that basic lot patterns in an area are not unreasonably altered

The matters under Section 10.1.3 were also considered.

**LOCAL ZONING BY-LAW:** The lands to be severed are zoned Low density residential and Natural environment.

**SITE VISIT INFORMATION:** The subject property was not visited.

Linda Redmond, Planner  
January 8, 2013

County of Wellington Planning and Land Division Committee  
Deborah Turchet, Secretary-Treasurer  
Wellington County Administration Centre  
74 Woolwich Street, Guelph ON N1H 3T9

December 14, 2012

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

**APPLICATION SUBMITTED ON: December 7, 2012**

FILE NO. B149/12

### APPLICANT

1576881 Ontario Limited  
1271084 Ontario Inc.  
c/o Mount Lion Properties  
1 Blackburn Blvd  
Woodbridge ON L4L 7J2

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Village of Arthur)  
Lot 71, S/S of Frederick St.  
Crown Survey

Proposed severance is 1607 square metres with 67.5m frontage (Part A on sketch) existing and proposed urban residential use with existing apartment building. Together with a mutual easement for a Right-of-Way over the existing driveways, (Parts C & D on sketch) and proposed easements for Sanitary Service (Parts E & F on sketch)

Retained parcel is 1618 square metres with 66.6m frontage (Part B on sketch) existing and proposed urban residential use with existing apartment building.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**January 23, 2013**

**Please note** that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this APPLICATION for CONSENT.

**Please also be advised** that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

If you wish to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the Public

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

### MAILED TO:

Local Municipality – Wellington North    County Planning    County Treasury Department

GRCA    Bell Canada    County Clerk    Roads

Neighbour - as per list verified by local municipality and filed by applicant with this application

MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

FILE NO: B149/12

APPLICANT

1576881 Ontario Limited
1271084 Ontario Inc.
Mount Forest, ON NOG 2L0

LOCATION OF SUBJECT LANDS

WELLINGTON NORTH (Village of Arthur)
Lot 71, S/S of Frederick St.
Crown Survey

Proposed severance is 1607 square metres with 67.5m frontage (Part A on sketch) existing and proposed urban residential use with existing apartment building. Together with a mutual easement for a Right-of-Way over the existing driveways, (parts C&D on sketch) and proposed easements for Sanitary Service (parts E & F on sketch)

Retained parcel is 1618 square metres with 66.6m frontage (Part B on sketch) existing and proposed urban residential use with existing apartment building.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 012 14802 0000

Does this description reasonably describe the parcel holdings? YES (x) NO ( )

If the answer is no, please provide new information:

Do you consider the proposal to conform to your Official Plan? YES ( ) NO ( )

What Section(s) does it conform to or contravene? (Please specify)

\_\_\_\_\_
\_\_\_\_\_

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES ( ) NO (X )

(Please Specify) Section 13.2.3.6 of Zoning By-law 66-01

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES ( ) NO (X )

(Please Specify) Section 13.2.3.6 of Zoning by-law 66-01

If Necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES ( ) NO ( ) N/A ( ) or Minor Variance YES ( ) NO ( ) N/A ( )

Is proposal on an opened maintained year-round public road YES (X) Princess Street-retained: Cork St.severed
If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify \_\_\_\_\_
\_\_\_\_\_

Is the Proposed Lot(s) serviced now by the Municipal Water YES (X) NO ( )

Is the Retained Lot serviced now by Municipal Water YES (X) NO ( )

Is the Proposed Lot(s) serviced now by the Municipal Sewers YES (X) NO ( )

Is the Retained Lot serviced now by Municipal Sewers YES (X) NO ( )

Is there a Capital Works Project underway to service these lots in the near future YES ( ) NO ( )

Approximate Time of Servicing Availability: \_\_\_\_\_

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

FILE NO: B 149/12

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ( ) NO ( )

N/A

Is there any further Information that may assist the Planning and Land Division Committee?  
(A letter may be attached if there is insufficient space to explain)

Is the Municipality in support of this application? YES ( ) NO ( )

What Conditions, if any, are requested by the Municipality if the Consent is granted?

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands.
- THAT the Owner receives approval from the applicable road authority.
- THAT the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication.
- THAT zoning relief be obtained for a deficient rear yard set back on both the severed and retained.
- THAT the sanitary sewer manhole on proposed property line is equally owned/shared by both owners.

Does the Municipality request a Notice of Decision YES (X) NO ( )

SIGNATURE: \_\_\_\_\_

TITLE: Deputy Clerk

ADDRESS: 7490 Sideroad 7 W., Kenilworth, ON NOG 2EO

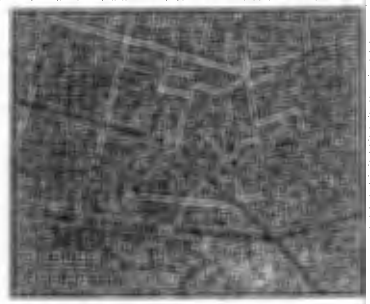
DATE: January 15, 2013

SEVERANCE SKETCH  
 LOT 71, SOUTH SIDE OF FREDERICK STREET  
 BEING PARTS 2, 3 AND 4, 60R-2492  
 CROWN SURVEY  
 VILLAGE OF ARTHUR  
 TOWNSHIP OF WELLINGTON NORTH  
 COUNTY OF WELLINGTON

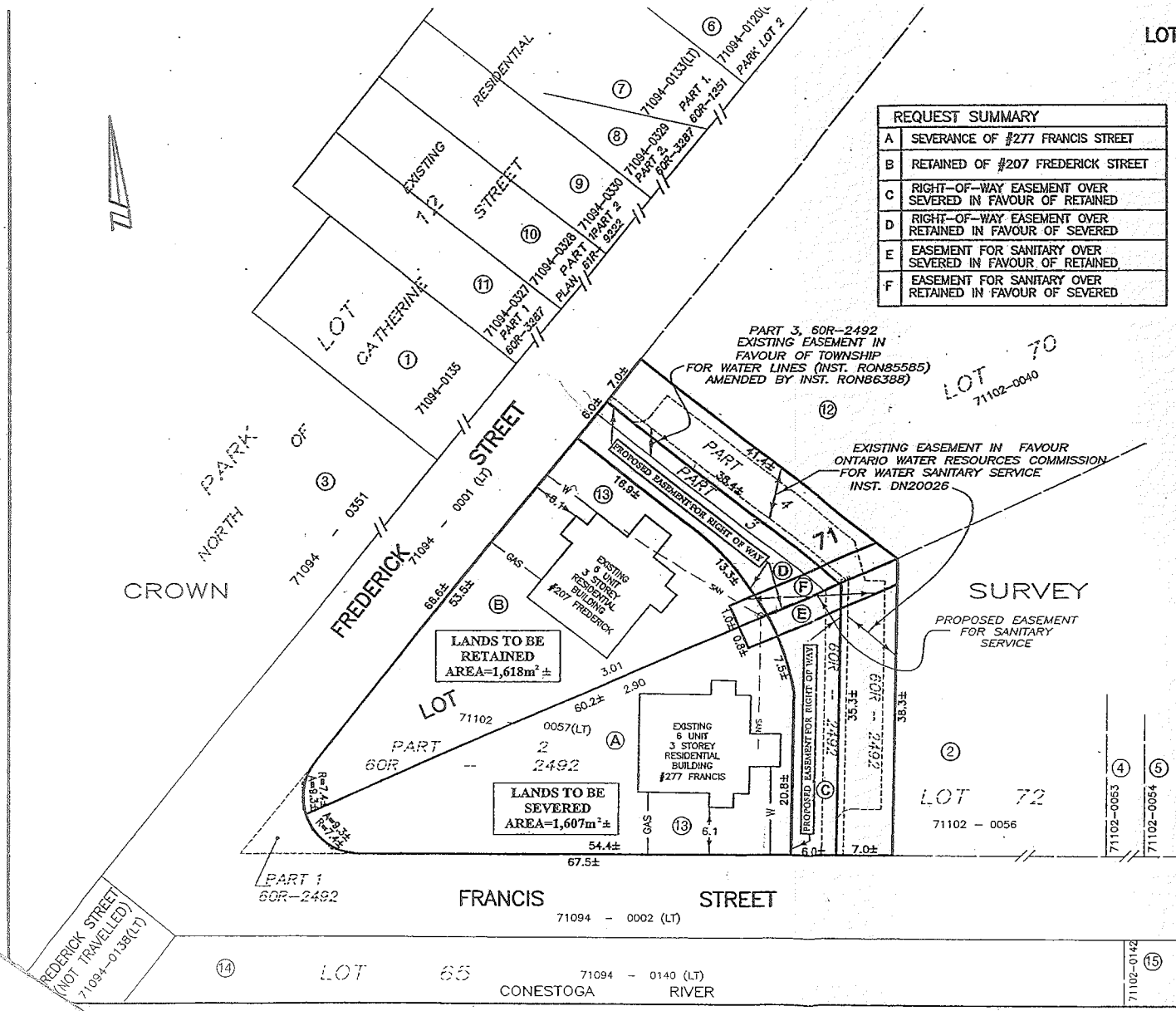
SCALE 1 : 500



VAN HARTEN SURVEYING INC.



REQUEST SUMMARY	
A	SEVERANCE OF #277 FRANCIS STREET
B	RETAINED OF #207 FREDERICK STREET
C	RIGHT-OF-WAY EASEMENT OVER SEVERED IN FAVOUR OF RETAINED
D	RIGHT-OF-WAY EASEMENT OVER RETAINED IN FAVOUR OF SEVERED
E	EASEMENT FOR SANITARY OVER SEVERED IN FAVOUR OF RETAINED
F	EASEMENT FOR SANITARY OVER RETAINED IN FAVOUR OF SEVERED



SURVEYOR'S CERTIFICATE

THIS SKETCH WAS PREPARED ON THE 20th DAY OF NOVEMBER, 2012.

*Jeffrey E. Buisman*  
 GREGORY E. BUISMAN  
 ONTARIO LAND SURVEYOR

NOTES:

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED R3 RESIDENTIAL.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF RESIDENTIAL.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.

**Van Harten**  
SURVEYING INC.  
LAND SURVEYORS and ENGINEERS

423 WOOLWICH STREET GUELPH, ONTARIO N1H 3X3 PHONE: 519-821-2763 FAX: 519-821-2770 www.vanharten.com	560 RIDDELL ROAD, UNIT 1 ORANGEVILLE, ONTARIO L9W 5G5 PHONE: 519-940-4110 FAX: 519-940-4113 www.vanharten.com
---	---

DRAWN BY: L.M.L. CHECKED BY: J.E.B. PROJECT No.: 21026-12  
 Nov 21, 2012-1:34pm  
 G:\ARTHUR\Crown\ACAD\SEVLOT71 (MORRA).dwg





<b>Application</b>	B149/12
<b>Location</b>	Part Lot 71, S/S of Fredrick St. (Village of Arthur) TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	1576881 Ontario Limited, 1271084 Ontario, c/o Mount Lion Properties

**PLANNING OPINION:** This proposal would split an existing parcel in two, resulting in two lots with area's of a 1,618 sq. m (5308sq. ft.) and 1,607 sq.m (5272sq.ft.), each with an existing 6 unit 3 storey residential Building in Arthur Village.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We would have no concerns, provided that servicing can be provided to the satisfaction of the local municipality and the applicant can demonstrate that the properties can function independently (ie. parking, access, setbacks). This can be demonstrated by submission of a detailed site plan for zoning approval.

**PLACES TO GROW:** No issues.

**PROVINCIAL POLICY STATEMENT (PPS):** Intensification is encouraged in urban settlement areas with full municipal services.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject lands are designated RESIDENTIAL in the Arthur Village Urban Centre. New lots may be created in Urban Centres provided that the land will be appropriately zoned.

The matters under Section 10.1.3 were also considered.

**LOCAL ZONING BY-LAW:** The subject lands are zoned High Density Residential (R3). Both lots meet the minimum frontage and area.

**SITE VISIT INFORMATION:** The subject property was not visited.

---

Linda Redmond, Planner  
January 8, 2013

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

**BY-LAW NUMBER 6-13**

**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  
JANUARY 14, 2013.**

**AUTHORITY: Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5(3) and 130.**

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents and its powers shall be exercised by by-law.

**AND WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law.

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

1. That the action of the Council at its Regular Meeting held on January 14, 2013 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.
2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Ontario Municipal Board Act, R.S.O. 1990, Chapter 0.28, shall not take effect until the approval of the Ontario Municipal Board with respect thereto, required under such subsection, has been obtained.
4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 14TH DAY OF JANUARY, 2013.**

---

**RAYMOND TOUT  
MAYOR**

---

**LORRAINE HEINBUCH  
CHIEF ADMINISTRATIVE OFFICER/CLERK**

## MEETINGS, NOTICES, ANNOUNCEMENTS

Tuesday, January 15, 2013	Water/Sewer Committee	8:30 a.m.
Tuesday, January 15, 2013	Works Committee	Following Water/Sewer Committee
Tuesday, January 15, 2013	Recreation & Culture Committee	8:30 a.m.
Tuesday, January 15, 2013	Fire Committee	7:00 p.m.
Wednesday, January 16, 2013	Building & Property Committee	9:00 a.m.
Monday, January 21, 2013	Finance Committee	4:00 p.m.
Wednesday, January 23, 2013	Economic Development Committee	6:00 p.m.
Monday, January 28, 2013	Public Meeting	7:00 p.m.
Monday, January 28, 2013	Regular Meeting of Council	Following Public Meeting

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

**Sign Language Services – Canadian Hearing Society – 1-800-668-5815**

**Documents in alternate forms – CNIB – 1-866-797-1312**