

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING AGENDA OF COUNCIL; PUBLIC MEETING  
JANUARY 23 2017 @ 7:00 P.M.  
CLOSED MEETING @6:30 PM  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE  
NUMBER**

**CALLING TO ORDER** - Mayor Lennox

**ADOPTION OF THE AGENDA**

**DISCLOSURE OF PECUNIARY INTEREST**

**CLOSED MEETING SESSION** (starts ½ earlier than Council meeting)

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

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

(d) labour relations or employee negotiations;

1. Report REPORT EDO 2017-004 being a report on Tourism, Marketing & Promotions Manager
2. Clerk verbal report re: Noise complaint
3. Review of Closed Session Minutes November 7, 2016
4. Rise and Report

**RISE AND REPORT FROM CLOSED MEETING SESSION**

**O ' CANADA**

**AWARDS / RECOGNITION/DECLARATIONS**

**PRESENTATIONS**

- Councillor Lynda White – Wellington County verbal update
- Scott Lawson – Wellington County OPP update

001

**RECESS TO MOVE INTO PUBLIC MEETING**

**PUBLIC MEETING UNDER THE PLANNING ACT**

- 749662 Ontario Limited
- South Saugeen Developments Ltd

**RESUME REGULAR MEETING OF COUNCIL**

**ADOPTION OF MINUTES OF COUNCIL**

- Council meeting of January 9, 2017 010
- Special Council meeting of January 16, 2017 018

**BUSINESS ARISING**

**DEPUTATIONS**

- a) Jaspreet Dhillon, Axy Leighl and others, Victoria Cross Public School Council
  - Request for financial support for inclusive playground 023
- b) Robert Park, 425 Durham St. W.
  - Noise Complaint and request not to grant a noise exemption 024

**ITEMS FOR CONSIDERATION**

**Minutes**

**Business: Reports, recommendations, correspondence for direction**

1. BUILDING
  - a. CBO 2017-01 Building Permit Review Period Ending December 31, 2016 025
2. ECONOMIC DEVELOPMENT
  - a. EDO 2017-001 being a Report on Wellington North Website and Social Media Annual Analytics 028
  - b. Report EDO-2017-03 being a report on the 88.7 The River Community Radio Station's Custom Annual Advertising Package Renewal 035
  - c. Wellington County Municipal Economic Development Group minutes dated December 6, 2017 038
3. FIRE SERVICES
  - a. December, 2016 Communiqué #038 042
4. PUBLIC WORKS
  - a. PW 2017-003 being a report on the Township's Wastewater Treatment Plant Flows Year-to-Date December 31, 2016 048
5. ADMINISTRATION
  - a. CLK 2017-003 being a report on amending the Procedural By-law 051
  - b. CLK 2017-004 being a report on 2016 Clerk's Department Year End Review 056
  - c. Correspondence dated January 12, 2017 from Paul Wideman, W-S Feed & Supplies - request for exemption to By-law 5001-05 being the Noise Control By-law 063
  - d. CAO 2017-002 being a report on sanitary service connection to 7644 Highway 6 in Arthur 066

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

**ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

**CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION**

**NOTICE OF MOTION**

**COMMUNITY GROUP MEETING PROGRAM REPORT**

**BY-LAWS**

- a. By-law Number 009-17 being a by-law to amend By-law 080-16 Procedure By-law for governing the calling, place and proceedings of meetings of Council and Committees 073
- b. By-law Number 010-17 being a by-law to amend By-law Number 093-16 being a by-law to enact rules and regulations for the maintenance, operation and use of the water works distribution systems and to provide a framework for charges to be established with respect to the maintenance and inspection of portions thereof and charges with respect to water consumption 076
- c. By-law 011-17 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (Part Lot 26, Concession 5, Geographic Township of Arthur, 8627 Concession 6 South – 746992 Ontario Inc., C. Checkley) 080

**CONFIRMATORY BY-LAW NUMBER 012-17** 084

**ADJOURNMENT**



Township of Wellington North Council 23 Jan 2017


O.P.P.



# Wellington County OPP



# Wellington County 2016 Year in Review

- 
- 23,703 Overall Calls for service
  - 11,435 POA charges laid
  - 1,741 Collisions
  - 290 Wildlife strike
  - 1,416 9-1-1
  - 750 False Alarm
  - 188 B&E
  - 121 Auto Theft
  - 701 Theft
  - 337 Mischief
  - 420 Domestic
  - 194 Assault
  - 59 Sex Assault
  - 284 Fraud
  - 246 Drug



## Township of Wellington North – 2015 to 2016

- 9.5% increase in overall calls-for-service – 2932 calls
- Violent Crimes down by 33% - 46% down Assault, 28% Threats
- 5% increase in Property Crime
  - Auto Thefts (from 5 to 20) and Frauds up 38%
- Drug occurrences up 1%
- 9-1-1 down 48% and False Alarms up 10%
- Break and Enters down 23%
- Collisions down 13% (other than Hwy 6/89) – PD's down 35%
  - decreases in fail to remain but up 18% non-reportable collisions
- Collisions on Highway 89 up 79% from 24 to 43 (includes Minto stretch)
- Collisions on Highway 6 through WN down 8%
  - Decreases of 35% in property damage collisions

## Trends

- Mental Health and Addiction – IMPACT Team – Collaboration with CMHA
- Break and Enter, Thefts (MV and from MV) and Fraud (cyber scams) – Street Crime Unit, education, Lock it, Lose it
- Threatening, Criminal Harassment, Utter Threats, Domestic Violence
- Cyber Crime – bullying, sex assault, fraud – Education SRO, media, OPP KIDS, Major Crime Analyst
- Illicit drugs – marihuana, prescription addiction, fentanyl-laced drugs, meth
- “Big 4” Collision Causations – Impaired, Distracted, Aggressive, Seatbelt – 2016 Fatal collisions increased YTD
  - TMU, RIDE Team, CMV officer, Speed management, ALPR, MC



## Highlights - Noteworthy

- Evidence Based Policing – right place, right time, right reasons
  - Detachment Analyst - Focus Patrols based on analysis
  - Tools: Speed Spy, ALPR, Specialized units – SCU, Bicycle, SRO
- Technology
  - Livescan
  - Tablets, Cruisers GPS tracked
  - UAV, Intoxilizer
  - CMV scales
- Fire Service collaboration with Chief Guilbault: Community Policing Office Arthur, Drowning's, Serious MVC's, Birmingham Lodge/Farm Fires, Interoperability Committee, Joint Training, Wellness (IMPACT-CISR-PTSD), Fire Chief's Committee, Recognition
- Partnerships/transparency – Wellington North Twp and other partner municipalities, Police Service Board, many community partners
- Survey firm - OPP Community Satisfaction Survey starting in January 2017

## Automated Speed Enforcement

- Municipalities authority to utilize Automated Speed Enforcement (ASE) in School Zones and Community Safety Zones (CSZ)
- After the legislation tabled, consultations with Municipalities. OPP will be included in the consultation process
- Gov't sees ASE operating same as existing red light program. Legislation/Regulations created will outline the technology, list appropriate models so there is consistency across the province.(prosecutions)
- MTO expect a single processing centre for the province will be utilized similar to red light process

## Automated Speed Enforcement

- Processing centre - review the photo to ensure a charge is warranted, MTO confirm the registered owner, offence notice produced and mailed. Unpaid fines then plate denial fine default process with late penalty fees to ensure collection.
- Municipalities with the red light system have provincial offences officers on staff that attend court if a charge is contested, anticipated same process with ASE.
- Police not involved in the red light camera system. Vision is same process with ASE if a municipality chooses to opt into the program and sign an agreement with the province.
- Changes to HTA and potential changes to the POA are expected. The Regulations and Agreements will lay out a Municipalities responsibilities.



## Contact Information

QUESTIONS?

Scott Lawson  
Ontario Provincial Police  
Detachment Commander  
Wellington County  
Office: 519-846-5930

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF COUNCIL  
JANUARY 9, 2017 @ 2:00 P.M.**

The meeting was held in the Municipal Office Council Chambers, Kenilworth.

**Members Present:**

**Mayor:** Andy Lennox  
**Councillors:** Sherry Burke  
Lisa Hern  
Dan Yake

**Absent:**

**Councillor:** Steve McCabe

**Staff Present:**

**Clerk:** Karren Wallace  
**Executive Assistant:** Cathy Conrad  
**Director of Public Works:** Matthew Aston  
**Chief Building Official:** Darren Jones  
**Treasurer:** Kimberly Henderson  
**Economic Development Officer:** Dale Small  
**Senior Planner:** Linda Redmond

**Absent:**

**CAO:** Michael Givens

**CALLING TO ORDER**

Mayor Lennox called the meeting to order

**ADOPTION OF THE AGENDA**

**Resolution 2017-001**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Agenda for the January 9, 2017 Regular Meeting of Council be accepted and passed.*

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST**

**O' CANADA**

**AWARDS / RECOGNITION/ DECLARATIONS**

Declaration of Hayden Foulon Day – February 11, 2017

**Resolution 2017-002**

Moved: Councillor Hern

Seconded: Councillor Yake

*Be it hereby declared by the Council of the Township of Wellington North that February 11, 2017 be declared "Hayden Foulon Day".*

**CARRIED**



## **PRESENTATIONS**

### **ADOPTION OF MINUTES OF COUNCIL / PUBLIC MEETING(S)**

#### **Resolution 2017-003**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the minutes of the Regular Meeting of Council held on December 19, 2016 be adopted as circulated.*

**CARRIED**

## **BUSINESS ARISING**

## **DEPUTATIONS**

### **ITEMS FOR CONSIDERATION**

#### **12 b Business: Reports, recommendations, correspondence for direction**

##### **i. PLANNING**

a. **CLK 2017-002 Revised Betty Dee consent and conceptual drawing**

b. **CLK Report 2017-001 Consent Applications B120-16 to and including B127-16**

##### **ii. ECONOMIC DEVELOPMENT**

a. **EDO-2017-02 Community Growth Plan**

##### **iii. PUBLIC WORKS**

a. **PW 2017-002 Road Calcium**

b. **PW 2017-003 Municipal Servicing Standards**

##### **iv. FINANCE**

a. **TR 2017-001 Charitable Donations Receipt Policy**

b. **TR 2017-02 Ontario Municipal Partnership Fund (OMPF)**

##### **v. ADMINISTRATION**

a. **CAO 2017-001 Service Level Agreement Wellington North Power**

### **IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

Items 12 b i a); 12 b i b); 12 b ii a); 12 b iii b); 12 b iv a); and 18 f)

**ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

**Resolution 2017-004**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT all items listed under 12 b) on the Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted including:*

- *THAT Report PW 2017-002 being a report on the Township's 2017 road calcium and gravel crushing program be received;  
AND FURTHER THAT the Council of the Township of Wellington North waive the conditions within the "Request for Tender (Written)" as stipulated in the Township's Purchasing and Procurement Policy;  
AND FURTHER THAT the Council of the Township of Wellington North Award part of 2017 road calcium to 513125 Ontario Limited o/a Da-Lee Dust Control at a cost to the Township of \$85,272.00 plus applicable taxes for the 35% calcium chloride portion of the program;  
AND FURTHER THAT the Council of the Township of Wellington North award part of 2017 road calcium to 552976 Ontario Limited o/a Cliff Holland Trucking at a cost to the Township of \$43,868.16 plus applicable taxes for the 20% brine portion of the program;  
AND FURTHER THAT the Council of the Township of Wellington North award 2017 gravel crushing to B&B Custom Crushing Inc. at a cost of \$1.70/tonne plus applicable taxes.*
- *THAT Report TR2017-002 being a report on the 2017 Ontario Municipal Partnership Fund (OMPF) Allocation be received for information*
- *THAT Report CAO 2017-001 being a report on the service level agreement with Wellington North Power Inc be received;  
AND FURTHER THAT the Council of the Township of Wellington North authorize the Mayor and Clerk to enter into a Service Level Agreement with Wellington North Power Inc. for the provision of Water and Sewer Billing and Collection Services;  
AND FURTHER THAT the Council of the Township of Wellington North authorize the Mayor and Clerk to sign the amending by-law 006-17 to reduce the water and sewer account setup fees from \$25.00 to 15.00.*

**CARRIED**

## **CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION**

### **Resolution 2017-005**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2017-002 being a report on Consent Applications B11-10 to and including B13-10; AND FURTHER THAT the Council of the Township of Wellington North supports consent application B11/10 to and including B13-10 with the following conditions:*

- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*
- *Parkland dedication fee as per the fees and charges by-law (\$1,000.00 in 2017)*
- *Road entrance approval for retained and severed parcels*
- *Enter into a development agreement to address requirements and assume total costs related to:*
  - *Water, sanitary sewer and storm sewer laterals*
  - *Storm water management*
  - *Road upgrades to a municipal urban standard*

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

**CARRIED**

### **Resolution 2017-006**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2017-001 being a report on Consent Applications B120-16 to and including B127-16;*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B120/16 (South Saugeen Developments Ltd.) being Part 6 to be added to Parts 1, 5 & 7, all shown on Schedule B (John & Aline Padfield) all shown on Schedule B with the following conditions:*

- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B121/16 (South Saugeen Developments Ltd.) being Part 4 with retained parcels being Parts 2 & 3, (South Saugeen Developments Ltd) all shown on Schedule B with the following conditions:*

- *Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)*
- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*
- *Road entrance approval for retained and severed parcels*

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B122/16 (South Saugeen Developments Ltd.) being Part 3 to be added to Parts 1, 6 & 7 (John & Aline Padfield) all shown on Schedule B with the following conditions:

- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)
- Day-light triangles should be provided on Parts 2 & 4 in order to meet the Municipal Servicing Standards (Section F.8) for the planned future road allowance shown as part 3.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B123/16 (John & Aline Padfield) being Part 5 to be added to Parts 1,3,6 & 7 (South Saugeen Developments Ltd) all shown on Schedule B with the following conditions:

- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B124/16 (John & Aline Padfield) being Part 1 to be added to Part 2 (South Saugeen Developments Ltd) all shown on Schedule B with the following conditions:

- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B125/16 (South Saugeen Developments Ltd) being Part D with retained parcels Parts A, B & C, as shown on Schedule C with the following conditions:

- Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)
- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)
- Rezone the severed parcel to an appropriate residential zone
- Road entrance approval
- Enter into a development agreement to address requirements and assume total costs related to:
  - Water, sanitary sewer and storm sewer laterals
  - Storm water management
  - Road upgrades to a municipal urban standard

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B126/16 (South Saugeen Developments Ltd) being Part C with retained parcels being Parts A & B as shown on Schedule C with the following conditions:

- Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)
- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)
- Rezone the severed parcel to an appropriate residential zone

- *Road entrance approval*
- *Enter into a development agreement to address requirements and assume total costs related to:*
  - *Water, sanitary sewer and storm sewer laterals*
  - *Storm water management*
  - *Road upgrades to a municipal urban standard*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application for B127/16 (South Saugeen Developments Ltd) being Part B with the retained parcel being Parts A as shown on Schedule C with the following conditions:*

- *Cash in lieu of parkland as per the fees and charges by-law (\$1,000 in 2017)*
- *Satisfy all the requirements of the local municipality, financial and otherwise including taxes*
- *Clearance fee as per the fees and charges by-law (\$125.00 in 2017)*
- *Rezone the severed parcel to an appropriate residential zone*
- *Road entrance approval*
- *Enter into a development agreement to address requirements and assume total costs related to:*
  - *Water, sanitary sewer and storm sewer laterals*
  - *Storm water management*
  - *Road upgrades to a municipal urban standard*

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

**CARRIED**

#### **Resolution 2017-007**

Moved: Councillor Burke

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive the Economic Development Officer report EDO-2017-02 dated January 9<sup>th</sup>, 2017 with regards to the Community Growth Plan;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve the Terms of Reference as contained in this report and direct staff to commence the recruitment of individuals to sit on the Township of Wellington North Community Growth Plan Steering Committee*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North supports the staff recommendation to prepare and distribute an RFP for professional assistance to support the completion of a Township of Wellington North Community Growth Plan.*

**CARRIED**

Council directed staff to amend the Community Growth Plan Terms of Reference to include all of Council.

#### **Resolution 2017-008**

Moved: Councillor Hern

Seconded: Councillor Yake



*THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2017-001 being a report on the update to the Township's Municipal Servicing Standards;*

*AND FURTHER THAT the Council of the Township of Wellington North defer Report PW 2017-001 being a report on the update to the Township's Municipal Servicing Standards until the January 23, 2017 Regular Meeting of Council.*

**CARRIED**

**Resolution 2017-009**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report TR2017-001 being a report on Charitable Donations Receipt Policy;*

*AND FURTHER THAT Council approve the Charitable Donations Receipt Policy #02-17 as outlined in Appendix A of TR2017-001;*

*AND FURTHER THAT the Department Head of the lead department and the Treasurer be authorized to enter into written agreements with third-party fundraisers.*

**CARRIED**

**NOTICE OF MOTION**

**COMMUNITY GROUP MEETING PROGRAM REPORT**

**BY-LAWS**

**Resolution 2017-010**

Moved: Councillor Burke

Seconded: Councillor

*THAT By-law 001-17; By-law 002-17; By-law 003-17; By-law 005-17 and By-law 006-17 be read a First, Second and Third time and enacted.*

**CARRIED**

**Resolution 2017-011**

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT By-law 004-17, being a by-law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North and repeal by-law 34-13 be amended as follows:*

*FROM:*

*2.1 A Dog shall not be considered running At Large if it is actively engaged in the performance of its trained duties and,*

*2.3.1 a Police Working Dog*

*2.3.2 a Hunting Dog*

*2.3.3 an Assistance Dog*

*2.3.4 a Farm Dog*

*TO:*

*2.2 A Dog shall not be considered running At Large if it is actively engaged in the*

- performance of its trained duties and,*
- 2.3.1 *a Police Working Dog*
  - 2.3.5 *a Hunting Dog*
  - 2.3.6 *an Assistance Dog*
  - 2.3.7 *a Farm Dog*
  - 2.3.8 *a livestock guardian dog*

*AND FURTHER THAT By-law 004-17 be read a First, Second and Third time and enacted.*  
**CARRIED**

## **CULTURAL MOMENT**

### **Glenna Barton rink wins ladies' curling title**

In 1976 the Mount Forest Ladies Curling foursome took home the Southern Ontario Ladies' Curling Association A championship by defeating Oakville rink 11-8 in the deciding game, putting the town on the map. Glenna Barton skipped her rink to win, with the assistance of her teammates, Shirley Small, vice; Bonnie Schwindt, second, and Bud Rundle, lead.

The Mount Forest triumph marked the first time in ladies' curling history, to date, that a rink from district 3 had captured the SOLCA event. The girls, who had gone undefeated in their competitive curling deserved congratulations. Sixteen districts were represented at the SOLCA double knock-out draw in St. Catherine's.

It is interesting to note that in 1976 there were 23,000 lady curlers in Southern Ontario and 27,000 in all of Ontario.

The history of curling in Canada extends back to the origins of this country's earliest European immigrants and is a major contributor to Canada's social and cultural development.

Both Arthur and Mount Forest are home to strong Curling Club Associations and continue to contribute to the cultural make-up of our community. New or inexperienced curlers are welcome any time and every effort is made to make them feel welcome and to provide them with the basic knowledge and skills to participate in this traditional winter sport.

## **CONFIRMATORY BY-LAW**

### **Resolution 2017-012**

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT By-law Number 007-17 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 9, 2017 be read a First, Second and Third time and enacted.*

**CARRIED**

## **ADJOURNMENT**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF SPECIAL COUNCIL MEETING  
JANUARY 16, 2017 @ 4:30 P.M.**

The meeting was held in the Municipal Office Council Chambers, Kenilworth.

**Members Present:**

**Mayor: Andy Lennox**  
**Councillors: Sherry Burke**  
**Lisa Hern**  
**Steve McCabe**  
**Dan Yake**

**Staff Present:**

**CAO: Michael Givens**  
**Clerk: Karren Wallace**  
**Treasurer: Kimberly Henderson**  
**Deputy Treasurer/Tax Collector: Mary Jo Marshall**  
**Executive Assistant: Cathy Conrad**  
**Director of Public Works: Matthew Aston**  
**Road Superintendent: Dale Clark**  
**Water & Sewer Superintendent: Barry Trood**  
**Chief Building Official: Darren Jones**  
**Economic Development Officer: Dale Small**  
**Tourism, Marketing, Promotion Manager: April Marshall**  
**Fire Chief: Dave Guilbault**  
**Fire Prevention Officer: Marco Guidotti**  
**Director Recreation, Parks & Facilities: Barry Lavers**

**CALLING TO ORDER**

Mayor Lennox called the meeting to order

**ADOPTION OF THE AGENDA**

**Resolution 2017-014**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Agenda for the January 16, 2017 Special Meeting of Council be accepted and passed.*

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST**

No declaration of pecuniary interest

**ITEMS FOR CONSIDERATION****4 a TR 2017-003 Combined Wages and Benefits for Recreation Facilities****Resolution 2017-015**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report TR2017-003 being a report on Combined Wages and Benefits for Recreation Facilities Employees.*

**CARRIED****4 b Review amendment to draft operating budget****Resolution 2017-016**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the Draft Operating Budget as presented at the January 16, 2017 Special Council Meeting.*

**CARRIED****4 c Tax Impact Analysis****Resolution 2017-017**

Moved: Councillor Yake

Seconded: Councillor Hern

That staff be directed to limit the tax levy increase in 2017 to no more than 3.5% over the 2016 levy.

**CARRIED****4 d Draft Capital Budget Review/Prioritization****Resolution 2017-018**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the Draft Capital Budget as presented at the January 16, 2017 Special Council Meeting.*

**CARRIED****Resolution 2017-019**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North prioritize the following capital expenditures as set out on Schedule A attached.*

**CARRIED**

**CONFIRMATORY BY-LAW****Resolution 2017-020**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT By-law Number 008-17 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on January 16, 2017 be read a First, Second and Third time and finally passed.*

**CARRIED**

**ADJOURNMENT****Resolution 2017-021**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Special Council meeting of January 16, 2017 be adjourned at 7:37 p.m.*

**CARRIED**

---

**CLERK**

---

**MAYOR**



Township of Wellington North  
2017 DRAFT Capital Budget  
Council Priority

021 *SA*

Description of Capital Project	Estimated Total Cost of Project Including all Applicable Taxes	Details	2017 Project Y or N
<b>00-15 - ADMINISTRATION</b>			
Community Initiated Projects	50,000	Wrk Cap	Y
Information Technology	66,750	Wrk Cap	Y
	<b>116,750</b>		
<b>00-16 - PROPERTY</b>			
	-		
<b>00-20 - WELLINGTON NORTH FIRE SERVICE</b>			
Carbon Monoxide & Moisture Monitor	8,600	Fire Equip	Y
MF 2017 Pumper Truck (sale of 1992 Spartan)	575,000	Southgate, Fire-Equip, Sale,	Y
Hydraulic Porta-Tanks (4)	35,000	Fire Equip	Y
1/2 Ton Pick-up Truck (sale of Tahoe)	42,000	Fire-Equip	Y
AV - LED Information sign (joint w/Rec)			N
	<b>660,600</b>		
<b>00-30 - ROADS-FLEET</b>			
Plow Truck	260,000		Y
Sidewalk machine	180,000		Y
Road Foreman Pick-up Truck	45,000	Rds Equip	Y
	<b>485,000</b>		
<b>00-30 - BRIDGES/CULVERTS</b>			
Bridge 2025 - Concession 6S	220,000	GT	Y
Bridge 2042 - 2 Line	59,000	GT	Y
Bridge 2004 - Sideroad 3E	88,000	GT	Y
	<b>367,000</b>		
<b>00-30 - ROADS</b>			
<b>Water/Sewer/Roads Projects</b>			
<b>Design only:</b>			
AV Charles St E / Leonard Engineer design	20,000	GT	Y
MF Queen St (Hwy89) - Engineer design		GT	N
MF Mount Forest Dr - Engineer design	10,000	GT	Y
<b>Full Reconstruction:</b>			
MF JamesSt Phase 1&2 Queen-Waterloo-N Water \$1.29M	584,000	GT, Infrast,	Y
AR Francis St E Hwy 6 - Charles \$947K	363,700		MAYBE
MF King St W Queen St W - Main St S \$1.475M	625,000	OCIF-FC \$210,198	MAYBE
	(363,000)	OCIF-AC \$333,614	
<b>ROADS ONLY</b>			
<b>Gravel - Base rebuild</b>			
2nd Line Siderd 30 to Cty Rd 109 1K	50,000		Y
Siderd 9W Concession 7 to 9 1K	50,000		Y
<b>Rural Paving</b>			
Sideroad 3W Cty 6 - Hwy 6	280,000		Y
Siderd 7W Conc 9 - Conc 11	189,000		Y
Line 6 E of Cty 16			N
<b>Urban Street Paving</b>			
MF Forest Glen Cr	40,000		Y
MF Church St S Albert N to End	40,000		Y
MF Forest Glen Drive	40,000		Y
AV Bellefield Cres	40,000		Y
MF Byelanad Drive W to Durham St			N
MF Ayrshire St South of Hwy 89	40,000		Y
AV - Municipal lot paving			N
MF Birmingham St E Main - Furgus	40,000		Y
MF Queen Street W resurfacing	259,188	CL grant	Y

Township of Wellington North  
2017 DRAFT Capital Budget  
Council Priority

022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable Taxes	Details	2017 Project Y or N
<b>Roads - Other</b>			
Sidewalk Installation Project			N
	<b>2,307,888</b>		
<b>00-40 - SANITARY SEWERS</b>			
<b>Water/Sewer/Roads Projects</b>			
AV Charles St E / Leonard Engineer design	15,000		Y
MF Queen St (Hwy89) - Engineer design			N
MF Mount Forest Dr - Engineer design	30,000		Y
MF JamesSt Phase 1&2 Queen-Waterloo-North Water	386,000		Y
AR Francis St E Hwy 6 - Charles	337,000		maybe
MF King St W Queen St W - Main St S	480,000	OCIF-FC \$165,155 OCIF-AC \$262,125	maybe
<b>Other Sanitary Sewers</b>			
AV - WWTP Detailed design of upgrade	1,000,000	CWWF, San Sewage	Y
AV - OCWA recommended projects	97,500		Y
MF - OCWA recommended projects	115,000		Y
	<b>2,460,500</b>		
<b>00-42 - WATERWORKS</b>			
<b>Water/Sewer/Roads Projects</b>			
AV Charles St E / Leonard Engineer design	15,000		Y
MF Queen St (Hwy89) - Engineer design			N
MF Mount Forest Dr - Engineer design	10,000		Y
MF JamesSt Phase 1&2 Queen-Waterloo-North Water	320,000		Y
AR Francis St E Hwy 6 - Charles	246,300		MAYBE
MF King St W Queen St W - Main St S	370,000	OCIF-FC \$125,118 OCIF-AC \$198,580	MAYBE
<b>Other Water</b>			
MF Durham St W - Henry St - Queen St W	100,000		Y
	<b>1,061,300</b>		
<b>00-70 - PARKS &amp; RECREATION</b>			
MF - Murphy Park	132,300	ON150	Y
MF - Kinsmen Ball Diamond	73,382	CIP150	Y
MF - Pool electrical panel	13,530		Y
AV - Tractor replacement	30,000	Equip Res	Y
MF - Sports complex parking lot paving			N
AV - LED Information sign (joint w/Fire)			N
AV - Community Centre storage building			N
AV - Splash Pad (funded by Optimist Club Fundraising)	140,000		Y
	<b>389,212</b>		
<b>2017 Summary</b>	<b>7,848,250</b>		
<b>2016 Summary</b>	<b>7,690,179</b>		
<b>2015 Summary</b>	<b>5,297,295</b>		
<b>2014 Summary</b>	<b>3,430,900</b>		
<b>2013 Summary</b>	<b>3,677,180</b>		
<b>2012 Summary</b>	<b>2,652,032</b>		



# Township of Wellington North

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

## Delegation Request Form

**Name of Delegate(s)** \_\_\_\_\_ Jaspreet Dhillon, Axy Leigh and others \_\_\_\_\_

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

**Name of Group/Organization/Business** \_\_\_\_\_ Victoria Cross P.S. School Council \_\_\_\_\_

### Contact Information

Mail: \_\_\_\_\_ 355 Durham St. West, Mount Forest, N0G 2L1 \_\_\_\_\_

Email: \_\_\_\_\_ jaspreet.dhillon@live.ca \_\_\_\_\_

Telephone: \_\_\_\_\_ 519-665-7440 (h), 519-323-4240 (b) or 416-803-7496 (c) \_\_\_\_\_

### Type of Meeting

Council OR  Committee (specify which committee) \_\_\_\_\_

**Date of Meeting** \_\_\_\_\_ Dec 5th \_\_\_\_\_

**Subject Matter** (submit your complete delegation submission with this form)

\_\_\_\_\_ We are building an inclusive playground at our school to accommodate the varying needs of our students and our community. \_\_\_\_\_

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

\_\_\_\_\_ We are looking for financial support up to \$10 000.00 and any other support that the Township is able to offer. \_\_\_\_\_

### Estimated Financial Impact to municipality:

**Capital** \_\_\_\_\_ \$10 000.00 \_\_\_\_\_ **Annual Operating** \_\_\_\_\_ n/a \_\_\_\_\_

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

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

(REVISED SEPTEMBER 2016)





# Township of Wellington North

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

JAN 17 2017

## Delegation Request Form

Name of Delegate(s) ROBERT PARK

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

Name of Group/Organization/Business

### Contact Information

Mail: 425 DURHAM ST. W

Email: \_\_\_\_\_

Telephone: 519 - 323-2982

### Type of Meeting

Council OR  Committee (specify which committee) \_\_\_\_\_

Date of Meeting JAN 23 /17

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

NOISE COMPLAINT MIDDLE OF THE NIGHT  
2:00 AM

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

NOT TO GRANT A NOISE EXEMPTION

SIGNATURE: Robert T. Park.

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



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.1119

025

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 23, 2017**

**FROM: DARREN JONES  
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2017-01 BUILDING PERMIT REVIEW  
PERIOD ENDING DECEMBER 31, 2016**

**RECOMMENDATION**

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2017-01 being the Building Permit Review for the period ending December 31, 2016.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

1. CBO 2016-16 Building Permit Review Period Ending November 30, 2016

**BACKGROUND**

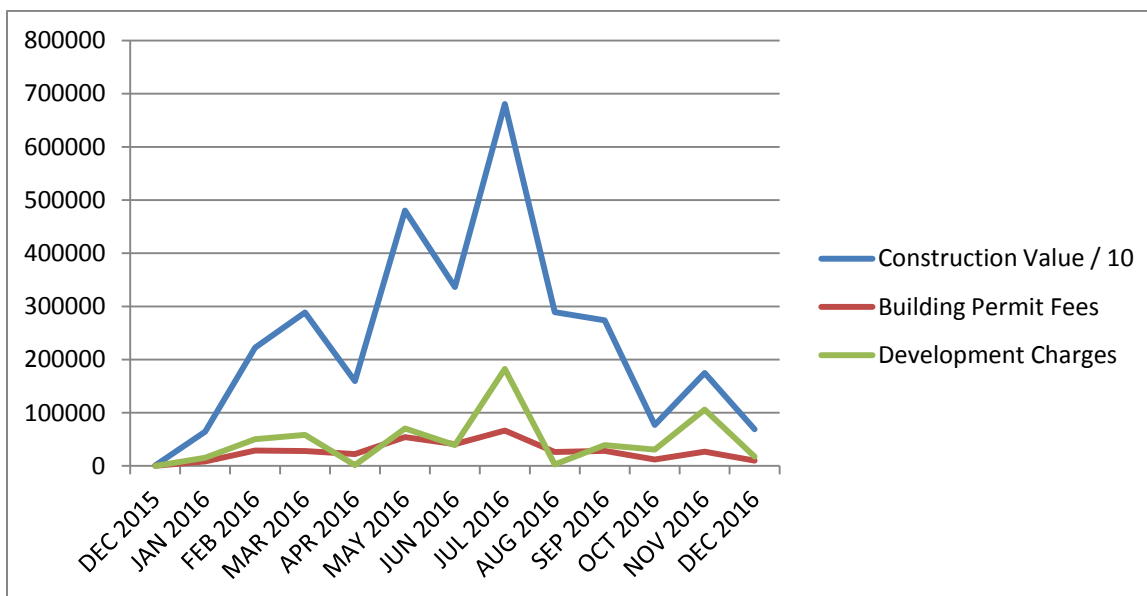
PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	1	300,000.00	2,201.04	15,344.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	0	0.00	0.00	0.00
Garages / Sheds	0	0.00	0.00	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00
Commercial	0	0.00	0.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	1	250,000.00	3,519.00	2,160.00



Institutional	0	0.00	0.00	0.00
Agricultural	2	138,000.00	4,148.10	0.00
Sewage System	0	0.00	0.00	0.00
Demolition	0	0.00	0.00	0.00

Total December 2016	4	688,000.00	9,868.14	17,504.00
Total Year to Date	248	30,512,453.00	343,979.28	624,274.44

12 Month Average	23	2,596,371.33	29,375.97	51,134.87
------------------	----	--------------	-----------	-----------



10 Year Monthly Average	7	680,010.00	10,147.18	20,240.70
10 Year, Year to Date Average	223	24,028,514.50	226,609.03	361,247.66

**FINANCIAL CONSIDERATIONS**

None.

**STRATEGIC PLAN**

This report does not directly relate to the implementation of the Township of Wellington North Strategic Plan.

Do the report's recommendations advance the Strategy's implementation?

- Yes
  No
  N/A

Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment
- None

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------



*Mike Givens*

<b>DARREN JONES</b> <b>CHIEF BUILDING OFFICIAL</b>	<b>MICHAEL GIVENS</b> <b>CHIEF ADMINISTRATIVE OFFICER</b>
---	--



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

[www.wellington-north.com](http://www.wellington-north.com) 1.866.848.3620 FAX 519.848.3228

519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF MONDAY, JANUARY 23, 2017**

**FROM: APRIL MARSHALL, TOURISM MARKETING & PROMOTIONS  
MANAGER**

**SUBJECT: REPORT EDO-2017-01 BEING A REPORT ON WELLINGTON  
NORTH WEBSITE AND SOCIAL MEDIA ANNUAL ANALYTICS**

**RECOMMENDATION**

**THAT THE Council of the Township of Wellington North receive report EDO-2017-01 Being a report on Wellington North's Website and Social Media Annual Analytics for information;**

**AND FURTHER THAT THE Council of the Township of Wellington North approve the suggested improvements at a cost of approximately \$2,800.00 to keep the township's website relevant, including:**

- Replacing the weather widget with other relevant, engaging items, such as social media feeds
- Improving the Announcements & Notices area
- Changing the calendar display to an improved style
- Improving the presentation of the Council page
- Update the accessibility statement
- Update search functions
- Addition of sharing tools – making it easier for citizens and the social media manager to share and highlight website content on social media platforms, or even via email.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

The Township of Wellington North Communications Plan

## BACKGROUND

External communications are central to the success of the Township of Wellington North and the well being of citizens. As a function of good government, open and proactive communications ensure that the public receives clear, relevant and timely information from the municipality.

The municipal website [www.wellington-north.com](http://www.wellington-north.com) is the main source of municipal information; however, many channels of communication including email, direct mail, print and broadcast media, and the internet (Social Media) are also important.

The internet and other means of electronic communication are powerful enablers for building and sustaining effective communications within the municipality and with potential business interests and tourists across the province, the country and internationally. An important tool for providing information and services to the public, the internet facilitates interactive, two way communication and feedback. The Township of Wellington North must maintain an active presence on the internet to enable 24 hour electronic access to municipal information.

To this end, the following is a snapshot of the activity our electronic communications have seen in 2016:

### **Definitions:**

#### **Sessions**

A session is a group of interactions that take place on the website within a given time frame. You can think of a session as the container for the actions a user takes on the site.

#### **Users**

Show how many users viewed or interacted with the web site

#### **Page Views**

Are the number of times a page was viewed.

#### **Bounce Rate**

The percentage of single-page sessions (i.e. sessions in which the person left the site from the entrance page without interacting with the page).

[www.wellington-north.com](http://www.wellington-north.com) (January 1, 2016 – October 31, 2016)

Sessions	48,232	24.13% growth from 2015
Users	27,651	20.88% growth from 2015
Page Views	115,658	12.25% growth from 2015
Pages / Session	2.40	-9.58% from 2015
Avg. Session Duration	00.02.05	-9.69% from 2015
Bounce Rate	57.75%	6.32% increase from 2015
% of New Sessions	55.56%	-2.30% from 2015

This tells us that more people are regularly using our website as a resource. The decrease in pages/sessions, average session duration and percent of new sessions can contribute to the fact that more people are finding the information they are looking for faster when they visit the site and do not have a need to continue to search.

We continue to take steps to ensure that the website is accessible and user friendly. In 2016, we had implemented an online burn permit application and allow visitors the opportunity to sign-up for notifications when new information is uploaded to the website.

The following is a list of the number of subscribers:

1. Administration & Finance Committee  
Emails sent: 34      Subscribed: 25
2. Economic Development Committee  
Emails sent: 38      Subscribed: 28
3. Important Municipal Updates (Announcements & Notices on Main Page)  
Emails sent: 51      Subscribed: 40
4. Municipal Council  
Emails sent: 53      Subscribed: 39
5. Public Works Committee  
Emails sent: 37      Subscribed: 27
6. Recreation & Culture Committee  
Emails sent: 34      Subscribed: 25
7. Wellington North Cultural Roundtable  
Emails sent: 34      Subscribed: 27

Analytics for other Wellington North websites:

[www.simplyexplore.ca](http://www.simplyexplore.ca) (January 1, 2016-December 18, 2016)

Sessions	15,560
Users	13,086
Page Views	23,386
Pages / Session	1.5
Avg. Session Duration	00.00.57
Bounce Rate	72.74%
% of New Sessions	83.68%

This page continues to get good visitation and the stats show us that visitors are utilizing the site to stay current on tourism initiatives and get more information on events, Butter Tarts & Buggies, the Farmers' Market, etc. This page redirects to other offerings such as Butter Tarts & Buggies and the Simply Explore Culture Map.

[www.simplyexploreculture.ca](http://www.simplyexploreculture.ca) (January 1, 2016 – October 31, 2016)

Sessions	6,200
Users	5,279
Page Views	9,159
Pages / Session	1.48
Avg. Session Duration	00.00.46
Bounce Rate	77.34%
% of New Sessions	84.47%

This tells us that this site is being utilized and continues to experience growth but does need regular attention to ensure the content is relevant and accurate. Consistent cross promotion from social media will also aid in building the profile.

[www.simplyjobsandhousing.ca](http://www.simplyjobsandhousing.ca) (January 1, 2016 – October 31, 2016)

Sessions	2,428
Users	1,688
Page Views	10,382
Pages / Session	4.28
Avg. Session Duration	00.01.47
Bounce Rate	39.83%
% of New Sessions	68.41%

This tells us that the site is being utilized and continues to experience growth but does need regular attention to ensure that employers and housing opportunities are being provided. Steps have been taken to feed in listings from third party sources to ensure there is regular content. Cross promotion from social media also aids in building the profile.

[www.buttertartsandbuggies.com](http://www.buttertartsandbuggies.com)

(Joint promotion with Southgate and Minto – May 23, 2016 to December 7, 2016)

Sessions	4,166
Users	3,375
Page Views	8,169
Pages / Session	1.96
Bounce Rate	52%
% of New Sessions	55.56%
Visitors	80% are New Visitors while 20% are returning

This new tourism initiative is seeing a positive response. It is attracting mainly the 25-54 demographic (33.5%), followed by 18-24 (27%). Top 3 cities traffic is coming from are Toronto, Brampton and Guelph.

## **Social Media**

As much as Wellington North's website is and should be the municipality's primary tool for sharing information, it is not enough. There are a number of online communication tools that could assist us in reaching stakeholders that have been traditionally hard to reach, such as youth, new Canadians, and potential visitors and investors far beyond Wellington North's borders. Social Media has fundamentally changed the way our citizen's discover, consume and share information and it has enabled millions of people and organizations worldwide to connect and communicate in new and innovative ways.

We are in the age of social media and it is dramatically altering the way we communicate. It has created a new world in which government must learn to participate in a conversation with its audiences who demand transparency and immediate responses. Social media is not just a rich source of information; it enables municipalities to become proactive, influence perceptions, and address the needs and interests of their audiences.

Here's a look at the activity we are experiencing on our social media outlets:

### **Facebook**

(July 1 – Dec 14, 2016)

#### ***Wellington North Simply Explore***

465 Likes with 3078 engaged users (81% women, 16% men)

1391 unique visitors are reached on a weekly average

4799 total average of weekly impressions of all content

Top 5 cities engaged: Mount Forest, Arthur, Guelph, Toronto, Kitchener, Fergus

#### ***Wellington North Farmers Market***

79 Likes with a primary demographic of ages 25-34, followed by 35-54

#### ***Butter Tarts & Buggies***

174 Likes

Top 3 cities engaged: Guelph, Mount Forest, Kitchener

### **Twitter**

#### ***@TWNWellNorth***

417 followers

37,200 impressions over a 91 day period, average of 405/day

1 link click average/day

#### ***@SimplyExplore***

730 followers

22,400 impressions over a 91 day period, average of 246/day

1 link click average/day

#### ***@TartsBuggies***

31 followers

2,900 impressions over a 91 day period

**Suggested improvements to keep [www.wellington-north.com](http://www.wellington-north.com) relevant and minimize the need for a larger overhaul of the site in the short term, keeping the website modern and current in design concepts and usability:**

In order to keep up with the ever changing design, look and feel of websites on the internet, it is recommended that minor adjustments and improvements are made every year or two to ensure it stays fresh. This will minimize the datedness of the site and help ensure the website doesn't need a major revamp in the near future.

Some items to be addressed is a review of the home page content, layout and presentation. Cosmetically, slight updates will be made to the colour and use of lines and images, menu adjustments and improvements and the integration of items such as videos or other technologies that will build on the overall style and appeal of the website. Some specific items to be evaluated include:

- Replacing the weather widget with other relevant, engaging items, such as social media feeds
- Improving the Announcements & Notices area
- Changing the calendar display to an improved style
- Improving the presentation of the Council page
- Update the accessibility statement
- Update search functions
- Addition of sharing tools – making it easier for citizens and the social media manager to share and highlight website content on social media platforms, or even via email.

Since updating the website, efforts have continued to have been made to improve the accessibility and use, such as incorporating the option for users to register for updates and creation of an online burn permit application. In the future, there is also the option to incorporate the ability to book the facilities utilizing an online form and to improve the use and affectiveness of the community/facility calendars, or to turn our interactive maps into an app.

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

Based on the included recommendation, OSIM Interactive has supplied us with a quote of \$2,850 to implement the improved website features and design adjustments, as well as, the addition of sharing tools on all relevant content areas.

Staff resources will assist with building and ensuring the ongoing use and promotion of the website and social media content.

<b>STRATEGIC PLAN</b>
-----------------------

Do the report's recommendations advance the Strategy's implementation?

Yes

No

N/A



Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*April Marshall*

*Michael Givens, CAO*

<b>APRIL MARSHALL TOURISM, MARKETING &amp; PROMOTIONS MANAGER</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
---	--



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

035

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 23, 2017**

**FROM: APRIL MARSHALL, TOURISM, MARKETING &  
PROMOTION MANAGER**

**SUBJECT: REPORT EDO-2017-03 BEING A REPORT ON THE 88.7 THE RIVER  
COMMUNITY RADIO STATION'S CUSTOM ANNUAL ADVERTISING  
PACKAGE RENEWAL**

**RECOMMENDATION**

**THAT THE Tourism, Marketing & Promotion Manager Report EDO-2017-03 being a report on the 88.7 The River Community Radio Station's Custom Annual Advertising Package Renewal be received;**

**AND FURTHER THAT the Council of the Township of Wellington North approve the continuation of the coordinated approach to external communications by renewing the custom annual advertising package on 88.7 The River Community Radio Station at a cost of approximately \$8,300.00.**

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

EDO-2016-01

**BACKGROUND**

Saugeen Community Radio Inc is a non-profit organization incorporated in 2012 with the express purpose of bringing local radio to the Town of Mount Forest and Northern Wellington and Southern Grey.

88.7 The River has recently celebrated their first year since going live and providing a wide variety of music, local news, weather, community events, local advertising and cultural

information important to the residents of the municipalities of Wellington North, Southgate, West Grey and the Town of Minto.

They have seen great success with an average of 30,000 listeners streaming live on a monthly basis. Local business is utilizing this medium as an opportunity to promote their business products and services, with advertisers coming on board from as far as Listowel, Drayton and Mildmay. They have also experienced some 'sold-out' days, where all available advertising has been booked.

88.7 The River has also recently found a permanent location that they will soon be broadcasting from. Plume's Main Street Interiors in Mount Forest had graciously provided them with space while the station sought a suitable location. The new location is located at 238 Main St North in Mount Forest.

The following proposed plan will continue the Township of Wellington North's support of this community initiative and will further our coordinated approach to external communications.

The proposed plan consists of:

- 32 x 30 second ads per month, to concentrate on one week per month to ensure high frequency January to April, 2017
- 25 x 30 second ads per month, to concentrate on one week per month to ensure high frequency May to December, 2017
- 5 x 1pm News Sponsorships per week, includes lead-in plus 30 second adjacent ad to brand the Township of Wellington North and be a consistent time for listeners to tune in for information

Approach:

- Administration, Public Works, Fire & Recreation will utilize the News Sponsorship on a weekly basis to promote Council meetings and initiatives/promotions, Notices and other related initiatives (i.e., Inflow and Infiltration Tips, identifying water concerns, snow removal news, road closures, skating schedules, use of facilities, Fire prevention public service announcements, etc)
- Economic Development and the Wellington North Cultural Roundtable will utilize the 25 x 30 second ads per month to promote events, programs and promotions (i.e., CIP, Renew, Jobs & Housing portal, Showcase, Butter Tarts & Buggies, Rural Romp, Shop Local, Doors Open, Farmers' Market, Cultural stories and events, etc).
- The Tourism, Marketing & Promotions Manager will continue to facilitate all content to ensure accuracy, production value and rotation / equal distribution.

Please note that this approach and financial considerations are supported by Senior Managers of the included departments.

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

- The annual cost of this package is \$8,384 – a \$10,448 value!
- Administration, Public Works, Fire & Recreation to contribute \$1,058.50 each annually, or \$88.21 each per month
- Economic Development to contribute \$2650 annually and the Cultural Roundtable \$1500 annually

<b>STRATEGIC PLAN</b>
-----------------------

Do the report's recommendations advance the Strategy's implementation?

Yes                       No                       N/A

Which pillars does this report support?

- |  |  |
|--|--|
| <input type="checkbox"/> Community Growth Plan             | <input type="checkbox"/> Community Service Review                |
| <input type="checkbox"/> Human Resource Plan               | <input checked="" type="checkbox"/> Corporate Communication Plan |
| <input checked="" type="checkbox"/> Brand and Identity     | <input type="checkbox"/> Positive Healthy Work Environment       |
| <input checked="" type="checkbox"/> Strategic Partnerships |  |

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<i>April Marshall</i>	<i>Michael Givens, CAtO</i>
<b>APRIL MARSHALL TOURISM, MARKETING &amp; PROMOTIONS MANAGER</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>



*Wellington County Municipal Economic Development Group*

**Minutes**

Economic Development Officers/Coordinators

Elected Officials

Supporting Organizations

In the WWCFDC Boardroom,

**December 6<sup>th</sup>, 2016**

**9:30 a.m.**

**Present:**

Martin Bohl (Township of Mapleton), George Bridge (County of Wellington/Town of Minto), Crystal Ellis (County of Wellington), Janet Harrop (Wellington Federation of Agriculture), Ella Henderson (LIP), Harold DeVries (Business Centre Guelph Wellington), Tom Lusi (County of Wellington), April Marshall (Township of Wellington North), Jenna Morris (WWCFDC), Robyn Mulder (Town of Erin), Carolyn O'Donnell (WFPB), Kelly Patzer (Township of Puslinch), Andrea Ravensdale (County of Wellington), Patricia Rutter (Township of Centre Wellington), Dale Small (Township of Wellington North), Jane Shaw (WWCFDC), Steve Smith (MEDEI), Chris White (Township of Guelph-Eramosa), Belinda Wick-Graham (Town of Minto)

**Regrets:**

Rose Austin (Saugeen Economic Development), Brad Dixon (GRCA), Gerry Horst (Ontario Ministry of Agriculture, Food and Rural Affairs), Ian Roger (CAO, Guelph/Eramosa Township), Carol Simpson (WFPB), Scott Wilson (County of Wellington), Christine Veit (Safe Communities)

**Guests:**

Kristel Manes (Innovation Guelph)

**1. Approval of Agenda**

Motion to approve agenda as written.

**Moved by George Bridge, seconded by Belinda Wick-Graham**

**Carried**

**2. Declaration of Pecuniary Interest**

None

**3. Approval of Minutes**

Motion to approve the minutes as written from the meeting held November 1<sup>st</sup>, 2016.

**Moved by Dale Small, seconded by Tom Lusi**

**Carried**

#### 4. Presentation - Innovation Guelph

Kristel Manes, Director of Innovation Guelph (IG) spoke to the group about how the organization works. Innovation Guelph is provincially funded through MEDI and provides support to approximately 150 businesses throughout Guelph and Wellington County. IG offers programs to help businesses expand such as Speedway and Fastlane. During the past 3 years, they have been partnered with FedDev and BIO to launch the Fuel Injection program (no charge program), which a new call will be launched in March 2017.

Kristel is also the Project Lead for The Rhyze Project which helps build self esteem and confidence for women business owners, where less than 20% of businesses are owned by women. Ontario Trillium funded \$225k for the project. A request for funding has been submitted for the new "division" of the project, On the Road, a 10-week program geared for young entrepreneurs.

In January 2017, Innovation Guelph will welcome Anne Toner as their new Economic Development.

#### 5. Presentation – Site Certification

Tanya from Ontario's Investment Ready Program presented the program information to the Group.

The Investment Ready Program focuses on Foreign Direction Investment (FDI) and collaboration with Economic Development partners. The Ontario Investment Office (OIO) focus on key strategic investments with 2 mandates: 1. Growth Strategy and 2. Strategic Accounts.

International marketing helps raise the awareness, promote the unique value and key sector strengths in Ontario, compliment and support FDI attraction efforts. In March 2017, the rebranding of Ontario will be launched. There are currently over 35 site certification programs in the United States, with Ontario being the only site certification program in Canada. There are currently 22 certified sites available in Ontario and 90 applications to be reviewed.

Stages for certified sites include pre-application consultation, certification term, financial support for eligible expenses of \$50k and eligible sites (where minimal eligibility requirements need to be met).

The current application deadline is January 15, 2017 and the notification of acceptance is March 20, 2017.

#### 6. Roundtable/Other Business

##### Centre Wellington:

- Council approved:
  - \$70,000 for the hiring of a consultant to review the industrial lands
  - New Business Advisor and residence program
  - Tax increment grant for the Elora Mill Project and amending the CIP

##### County:

- Tom has been busy presenting to Launch It, Arthur Chamber etc., to show County support
- Tom recently spoke with CTV on labor markets and labour migrations

- Collectively working with 11 other municipalities and organizations to promote Ontario ag & food
- Crystal is working on the BR+E report

**Erin:**

- 2016 Headwaters Tourism awards held December 5<sup>th</sup> – Town of Erin won Canadian and Provincial award for “Best Horse and Country Visitor Experience”
- Working on CIP
- Attended EDAC in Saskatoon.

**GBEC:**

- Open house at new location was held November 30<sup>th</sup>.
- Wednesday morning, December 14<sup>th</sup>, Mayor of Guelph will be attending the Centre and promoting the toy drive

**Guelph/Eramosa:**

- Plans for future development on several hundreds of acres within the Township.

**LIP:**

- Global Advantage Awards, for immigrant entrepreneurs that have been in Canada for 10 years or less, are accepting applications until January 31, 2017
- Global Skills Conference (internationally trained) will be held in April 12, 2017 in KW
- CERO, tool provided by OMAFRA, is a great tool that helps communities become more welcoming and learn what steps need to be done. Ella will share the link with the Group.

**Mapleton:**

- Currently working on the Downtown Revitalization in Moorefield

**MEDI:**

- Business grants for equipment
- Exports are growing into the United States etc. with the possibility of grants becoming available
- MEDI can assist with expansion of current buildings, not newly built.
- Steve will forward email on information for jobs prosperity

**Minto:**

- Fundraiser for LaunchIt, Live2Lead, was well received
- Show me the \$ panel
- Agriculture Incubator project moving forward, meeting with Georgian College
- Edco conference will be held in Toronto, February 7<sup>th</sup> – 9<sup>th</sup>, 2017

**OMAFRA:**

- No update

**Puslinch:**

- Industrial application and official plan amendment to expand industrial area near 401

**Safe Communities:**

- No update

**Wellington North:**

- Embarking on Community Growth Plan. Dale will connect with Tom and Ella
- New medical clinic to be built, phase 3 of hospital approved, new beds at nursing home
- Rewrite of CIP
- Passed gravel pits
- 8<sup>th</sup> Annual Showcase to be held in March
- Currently working on youth initiatives
- Renew Northern Wellington – 1 business graduating and signed long term lease, new business enrolled

**WFA:**

- Meeting with County to discuss official plan and affect on agriculture
- Rural internet continues to be an issue
- Agriculture systems being looked at so farmers aren't travelling so much
- Impact assessment out – agriculture land tax increased 57% previously and currently being discussed to increase 60%

**WFPB:**

- Over 34 partners in employer one
- Currently establishing Work Force Development Committees in different regions. Will discuss with group in January.

**WWCFDC:**

- Focus is youth and business growth
- Partnering with high school to fill gaps of new millennials

Minutes from the WCMEDG meetings are distributed to Council, Clerks, Economic Development Representatives and other members for information purposes.

**Next meeting is scheduled for January 3<sup>rd</sup>, 2017 for Economic Development Officers/Coordinators and Supporting Organizations** at 9:30am in the WWCFDC Boardroom.

Meeting adjourned at 11:20am

---

Chris White, Chair

---

Jane Shaw, Recording Secretary





# Communiqué



From the desk of:

December, 2016 # 038

## Fire Chief.

- Officer Course:** “*Beyond Helmets and Hoses*” will be presented to **all** WNFS Officers April 8<sup>th</sup> & 9<sup>th</sup>, 2017. Please attached flyer. We will be joined by other Ontario Fire Departments. We are the **HOST!**
- The Canadian Critical Incident Stress Foundation has delivered your CISM certificates. They will be presented to you shortly. We will be arranging for the 4 hour Officer Course in February. We will join our neighbouring fire departments. Training Captain Jon Karn will coordinate the training dates and times amongst departments.
- REMINDER**, please use your IAM responding!! Your fellow firefighters are counting on you! We need to know who is responding. Hey! **WHO is COMMAND?**
- Tablets:** Up-date; Four tablets are here. We are in discussion with Frey Communication as to what will be downloaded. County mapping, burn permits, Incident Command, Utilities etc. We require vehicle mounting brackets etc. The tablets should be fully operational by April 1/17.
- Thanks** to everyone for the GREAT Job at the Main St. fire. Everyone appreciated your efforts. Lots of positive feedback!!
- Fire Deaths** continue to rise in Ontario. This is **NOT** acceptable! **We all must do more!!**

## “STAY SAFE”

### FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to December 31 for the years 2015 and 2016				
	2015		2016	
	<i>Fatal fires</i>	<i>Fatalities</i>	<i>Fatal fires</i>	<i>Fatalities</i>
Ontario fatal fires (except Federal and First Nations properties) from January 1 to November 30	88	94	71	88
Fatal fires on Federal or First Nations properties from January 1 to November 30	3	3	2	14
Total	91	97	73	102



# Communiqué



Respectfully;

A handwritten signature in cursive script, appearing to read 'Elizabeth Barrett Brown'.

Fire Chief

***“Light up tomorrow with Today”*** Elizabeth Barrett Brown

## December Fire Report 2016

### **ARTHUR STATION:**

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

#### **Practice/ Meetings:**

December 6, 2016 (16) members were present  
December 13, 2016 (17) members were present

### **MOUNT FOREST STATION:**

The Mount Forest Station responded to 19 calls for assistance during the month.

#### **Practice/ Meetings:**

December 6, 2016 (16) members were present  
December 13, 2016 (17) members were present  
December 7, 2016 Officers Meeting

Respectfully submitted by  
Bill Hieber



# Communiqué



CALL TYPE	ARTHUR STATION	AREA	MOUNT FOREST STATION	AREA
Medical	1		9	Mount Forest (8)
		Township (1)		Southgate(1)
Structure Fire	1	Mount forest(1)	1	Mount Forest(1)
Mutual Aid	2	Grand Valley(1)	1	Minto (1)
		Minto (1)		
Co/Smoke/ Alarm	1	Town (1)	3	Mount forest (3)
Vehicle collision	1	Township(1)	2	Township (2)
Fire Alarm			1	Mount Forest(1)
Chimney Fire			1	West Grey(1)
Natural Gas Leak			1	West Grey(1)



# Communiqué



## Fire Prevention/Public Education

### FIRE SAFETY PRESENTATIONS

88.7 The River radio safety message

### FIRE SAFETY INSPECTIONS

157 Main St. N. Mount Forest

### FIRE INVESTIGATIONS

355 Main St. S. Mount Forest

### FIRE SAFETY COMPLAINT INSPECTIONS

### FIRE SAFETY PLAN REVIEWS

### VULNERABLE OCCUPANCY FIRE DRILLS

### BURN PERMIT SITE INSPECTIONS

9076 Con 11 Mount Forest

9754 HWY 6 Mount Forest

### BURN COMPLAINTS



**“TEST YOURS *TODAY*”**

## TRAINING DIVISION

### Training Division

New training schedule will be posted late January. We will be discussing the topics at the Officers meeting January 31/17. You will be advised of the January topics.

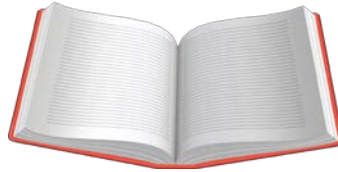


# Communiqué

## Public Education



***“SAVING LIVES THROUGH EDUCATION”***



**Please have all monthly reports submitted by the 5<sup>th</sup> of each to:**

**[fpo@wellington-north.com](mailto:fpo@wellington-north.com)**

Next communiqué will be February 9th, 2017



# Communiqué



## Truck and Equipment

The Pumper Specs are just about ready to go. New Pumper for Station #120. Awaiting Council approval.



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

[www.wellington-north.com](http://www.wellington-north.com) 1.866.848.3620 FAX 519.848.3228

519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 23, 2017**

**FROM: BARRY TROOD, WATER AND SEWER SUPERINTENDENT**

**SUBJECT: REPORT PW 2017-003 BEING A REPORT ON THE TOWNSHIP'S  
WASTEWATER TREATMENT PLANT FLOWS YEAR-TO-DATE  
DECEMBER 31, 2016**

#### **RECOMMENDATION**

**THAT** Report PW 2017-003 being a report on the Township's wastewater treatment plant flows year-to-date December 31, 2016 be received for information.

#### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

Report PW 2016-074 being a report on the Township's wastewater treatment plant flows year-to-date September 31, 2016.

#### **BACKGROUND**

Ontario Clean Water Agency (OCWA) reports on monthly flows through the Township's wastewater treatment plants (WWTPs). Township staff have consolidated this information to provide Council with more current information about wastewater treatment flows.



Arthur WWTP has a design capacity of 1,465 cubic metres per day.

Total Raw Flow	2016	2015	2014	2013	2012
January	45,501	33,624	46,596	72,034	62,691
February	59,638	35,797	50,442	59,637	52,684
March	67,162	65,749	52,347	83,758	67,052
April	61,960	66,211	98,605	87,347	41,736
May	34,349	34,729	56,379	46,532	42,014
June	30,501	49,402	39,200	50,287	35,331
July	32,110	35,490	50,448	37,453	28,919
August	29,326	29,551	40,114	40,479	30,144
September	27,305	28,096	40,975	45,156	31,256
October	32,344	34,550	50,112	65,246	41,666
November	34,523	43,620	53,540	64,806	48,314
December	40,332	47,079	52,921	48,733	61,180
<b>Total</b>	<b>495,051</b>	<b>503,898</b>	<b>631,679</b>	<b>701,468</b>	<b>542,987</b>
ave. daily m3 flow	1,353	1,381	1,731	1,922	1,484
	-2%	-20%	-10%	30%	6%

Arthur WWTPs three year rolling average is at 1,488 cubic metres ADF.

Mount Forest WWTP has a design capacity of 2,818 cubic metres per day.

Raw Flows (m3)	2016	2015	2014	2013	2012
January	63,096	48,963	56,581	63,197	87,707
February	112,321	37,214	40,070	52,003	65,505
March	84,073	78,023	66,696	84,784	91,240
April	92,402	79,461	142,386	110,888	57,549
May	53,728	50,648	77,028	67,356	65,350
June	43,001	55,737	48,571	62,736	53,864
July	39,940	47,288	55,831	49,783	50,635
August	43,687	43,342	46,864	46,368	55,262
September	46,205	41,821	47,634	50,537	57,458
October	40,309	41,712	51,561	76,552	61,938
November	40,011	55,008	60,640	93,653	60,554
December	52,699	58,499	62,124	58,043	64,749
<b>Total</b>	<b>711,472</b>	<b>637,716</b>	<b>755,986</b>	<b>815,900</b>	<b>771,811</b>
ave. per day m3	1,944	1,742	2,066	2,229	2,109
	12%	-16%	-7%	6%	-11%

Mount Forest WWTPs three year rolling average is at 1,921 cubic metres ADF.

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

NA

<b>STRATEGIC PLAN</b>
-----------------------

Do the report's recommendations advance the Strategy's implementation?

X Yes

 No N/A

Which pillars does this report support?

X Community Growth Plan

 Community Service Review Human Resource Plan Corporate Communication Plan Brand and Identity Positive Healthy Work Environment Strategic Partnerships

A community's capacity to treat wastewater is a prerequisite to growth.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*Barry Trood**Michael Givens, CAO*

<b>BARRY TROOD WATER AND SEWER SUPERINTENDENT</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
---	--



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

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
JANUARY 23, 2017 MEETING**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2017-003 BEING A REPORT ON AMENDING THE  
PROCEDURAL BY-LAW**

### **RECOMMENDATION**

**THAT** Report CLK 2017-003 being a report on amending the Procedure By-law be received;

**AND FURTHER THAT** the following amendments be made to By-law 080-16:

**1. THAT** Section 6.20

“A member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda for discussion. There shall be no debate or discussion on the motion until it appears on an agenda.”

**Be replaced with**

“A member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda at which the member introducing the motion is in attendance for discussion. There shall be no debate or discussion on the motion until it appears on an agenda.”

**2. THAT** Section 6.21

“At the next meeting, the notice of motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.”

**Be replaced with**

“At the meeting, the notice of motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.”

3. **THAT** Section 8 PROCEDURES FOR AGENDAS, MINUTES, AND SUPPORTING MATERIAL be amended under clause 8.2 to include a clause that provides, on a regularly scheduled day meeting, Council shall recess at approximately 3:00 p.m. to move into a Recreation & Culture committee meeting after which Council will reconvene.
  
4. **THAT** the order of business for the Recreation and Culture committee shall be as follows:
  - *CALLING TO ORDER*
  - *PASSING AND ACCEPTANCE OF AGENDA*
  - *DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF*
  - *MINUTES OF PREVIOUS MEETING(S)*
  - *BUSINESS ARISING FROM MINUTES*
  - *PRESENTATIONS*
  - *DELEGATIONS*
  - *REPORTS, RECOMMENDATIONS AND CORRESPONDENCE FOR DIRECTION*
  - *IDENTIFICATION OF AGENDA ITEMS REQUIRING SEPARATE DISCUSSION*
  - *ADOPTION OF AGENDA ITEMS NOT REQUIRING SEPARATE DISCUSSION*
  - *CONSIDERATION OF AGENDA ITEMS IDENTIFIED FOR SEPARATE DISCUSSION*
  - *REPORTS*
  - *OTHER BUSINESS*
  - *NEXT MEETING*
  - *ADJOURNMENT*

5. **THAT** Section 8.4

“All reports, supporting material, delegation/presentation/award requests shall be submitted to the Clerk’s office by 12 noon on the Tuesday preceding the council meeting, unless extenuating circumstances arise.”

**Be replaced with**

“All reports, supporting material, delegation/presentation/award requests shall be submitted to the Clerk’s office by 12 noon on the Tuesday preceding the council meetings scheduled for 2:00 p.m. and 12 noon on the Wednesday preceding the council meetings scheduled for 7:00 p.m., unless extenuating circumstances arise.”

**6. THAT** Section 8.5

“As far as practical the agenda and all attachments will be made available to the members by 4.30 p.m. on the Wednesday preceding the council meeting, unless extenuating circumstances arise.”

**Be replaced with**

“As far as practical the agenda and all attachments will be made available to the members by 4.30 p.m. on the Tuesday preceding the 2 p.m. council meeting, and by 4:30 p.m. on the Wednesday preceding the 7:00 p.m. council meeting, unless extenuating circumstances arise.”

**7. THAT** Section 8.1 o)

“Items for consideration:

- Minutes
  - Cultural Roundtable minutes
  - Recreation & Culture Committee minutes
  - Ad Hoc Task Force minutes”

**Be replaced with**

“Items for approval and adoption of recommendations therein:

- Cultural Roundtable minutes
- Recreation & Culture Committee minutes
- Ad Hoc Task Force minutes”

**8. THAT** Sections 8.8; 8.9 be removed entirely.

**9. THAT** the agenda, and supporting documentation for all council meetings will be posted on the municipal website no later than 12 noon on the Thursday prior to a 2:00 p.m. meeting date, and no later than 12 noon on the Friday prior to a 7:00 p.m. meeting date”

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign the amending by-law.

### PREVIOUS REPORTS PERTINENT TO THIS MATTER

- CLK 2016-077 being a report on the Procedural by-law
- CLK 2016-062 being a report on Wellington North Council & Committee Procedure By-Law
- CLK 2016-037 being a report on Council Structure
- CAO 2016-003/CLK 2016-001 being a report on the Strategic Plan-Committee Structure Alignment
- CLK 2015-068 being a report on Council Appointments to Standing Committees (Internal and External)
- CAO 2014-29 Council Representatives on Township of Wellington North Standing Committees
- CAO 2014-31 Council Representatives to External Boards and Committees
- CAO Report Committee Structure, November 18, 2013
- Report from Nigel Bellchamber, November 2, 2013
- Report from Nigel Bellchamber, October 28, 2013
- By-Law 1-14 Council Remuneration By-Law
- By-Law 63-14 Procedural By-Law

### BACKGROUND

At the December 5, 2016 meeting of Council, third and final reading was given to Procedural by-law 080-16.

At that same meeting a Notice of Motion was brought forward which provided:

*THAT Section 8 PROCEDURES FOR AGENDA, MINUTES, AND SUPPORTING MATERIAL be amended to include a clause that provides, on a regularly scheduled day meeting, Council shall recess at approximately 3:00 p.m. to move into a Recreation & Culture Committee meeting, then resume the regularly scheduled Council meeting at the conclusion of the Recreation & Culture Committee meeting to allow Southgate Councillor Dobreen, who is a valued partner on this committee, to continue to represent Southgate.*

By-law 009-17 amends the procedural by-law to include the above noted provision.

Some other minor housekeeping amendments are also included in the amending by-law, highlights of which include:

When revised, Section 6.20 and 6.21 will permit a notice of motion to be introduced and dealt with at the next meeting at which the member is in attendance. It currently reads it must be deal with at the next meeting.

When revised, Section 8.4 and 8.5 will allow for material to be submitted to the Clerk and distributed to Council and the public, based on 2:00 p.m. meetings and 7:00 p.m. meetings. The revised Sections 8.4 and 8.5 will replace Sections 8.8 and 8.9 which can be deleted.

When revised Section 9.9 will allow for material to be posted on the municipal website based on 2:00 p.m. and 7:00 p.m. meetings.

**FINANCIAL CONSIDERATIONS**

Financial considerations have been discussed in Report CLK 2016-062.

**STRATEGIC PLAN**

Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment

**PREPARED BY:** **RECOMMENDED BY:**

*Karren Wallace, Clerk*

*Michael Givens, CAO*

**KARREN WALLACE  
CLERK**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**





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

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 23, 2017**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2017-004 BEING A REPORT ON 2016 CLERK'S  
DEPARTMENT YEAR END REVIEW**

#### **RECOMMENDATION**

**THAT** Report CLK 2017-004 being a report on Clerk's Department 2016 year end review be received for information.

#### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

CLK 2016-005 Admin & Finance being a report on 2015 Clerk's Department 2015 year end review.

#### **BACKGROUND**

The Clerk's department is comprised of three full time employees, the Clerk, Administrative Support Coordinator and Receptionist. The Executive Assistant to the CAO is not a direct report to the Clerk, but provides integral support in the daily activities of the Clerk's department. In 2016 a summer student was hired to assist with information and record management, supporting the Building, Treasury and Clerk's department. An important member of the team was off for approximately 10 weeks in October, November and December.

One of the administrative team also provides support to Treasury (energy consumption data) fire and public works. In particular much administration time was spent assisting with the Arthur Waste Water Treatment Plant EA process (mailings, notices, meetings).

The Roads Foreman at the Mount Forest works yard is responsible for all the burials in the Mount Forest Cemetery.

Attached as Schedule "A" is a listing of the daily activities and metrics provided by the Clerk's department for 2016.

The Clerk is responsible for the administration of the Manulife Group benefits, including enrolling new employees, cancelling coverage for employees who no longer qualify, assisting staff with inquiries and resolution of issues, overseeing the completion of short term/long term disability benefits, attending annual meeting with Mosey & Mosey to review the costing, distributing material to employees when required.

The Clerk is also responsible for the submission of all WSIB claims as well as providing new employee packages to department heads.

The Clerk sits on the Joint Health and Safety Committee and attends monthly meetings (9 meetings in 2016) and does inspections every 3 months of various work sites.

In addition to the activities included on Schedule "A" the Clerk's department completed special projects in 2016:

### **Information Management/Records retention/organization**

In 2015 the Clerk's department developed an in-house excel based records management system to avoid a costly upgrade of the existing system, realizing a \$30,000.00 savings. Additionally more than 200 boxes of records were disposed of, in accordance with the Records Retention By-law

During the next phase of the project, in 2016 all file boxes from above the works shop in Kenilworth were moved to the locked vault in Damascus (103 boxes). Members of the team worked with the County of Wellington to move older historical items to the Archives. Additionally 76 boxes of records were disposed of, pursuant to the Records Retention by-law.

A summer student was hired through Employment and Social Development Canada 2016 Summer Jobs Program for six weeks as Assistant Archivist. The student provided support to the Building, Treasury and Clerk's department in vetting property roll files as well as general office support.

During the six weeks of employment the student reviewed and vetted approximately 2,700 property files, in compliance with best practices in records retention and the Municipal Freedom of Information and Protection of Privacy Act. During the term of employment the student job shadowed team members in the Building and Public Works departments. As time permitted through the rest of the year, team members continued to vet files.

The vault in Kenilworth, as part of the accommodation review, was upgraded with shelving generating substantially more storage space.

**Next steps:** records management will be an ongoing project for some time. As the paper records become more organized, attention will shift to electronic records. A new records retention by-law is needed and will be drafted in 2017.

Report: CLK 2016-050

### **Canine control:**

A new service provider was retained effective May 2016 and he has been diligent in following up on calls, issuing fines and educating the public on the importance of obtaining a license and tag.

The administration team mailed out approximately 150 notices to individuals who had purchased tags in previous years but had not done so in 2016. Approximately 50 tags were sold as a result of this initiative, realizing an increase in revenue of \$1,250.00.

An amnesty on dog licensing was approved by Council for November and December and 50 dogs were licensed during that period (30 were free) and we realized a further \$500.00 in revenue specifically due to the amnesty.

In December 2016 an enumerator was contracted to conduct door to door license sales in April to June, 2017. A canine control by-law was passed at the January 9, 2017 meeting of Council.

**Next steps:** monitor the new by-law, enumerator and animal control officer for issues.

Reports: CLK Adm & Fin 2016-006; CLK 2016-010; CLK 2016-017; CLK 2016-065, CLK 2016-078; CLK 2016-082; By-law 030-16, By-law 099-16 and By-law 004-17.

### **Burn By-law Working Group:**

A new open air burn by-law was enacted by the Working Group. Public input was sought at a meeting and the working group met 5 times. The by-law was passed at the August 15, 2016 meeting of Council and approval for the set fines and short form wording was received in September, 2016. An on-line permit form is being developed and launched in 2017.

**Next steps:** monitor the on-line application form to ensure it is a seamless process.

Reports: CLK 2016-043 and CLK 2016-049; By-law 057-16

### **Business Licensing:**

A revised business licensing by-law was passed in order to meet several strategic priorities including reducing red tape, simplifying the process for obtaining a license (community service review) and protecting our most vulnerable residents from door to door sales tactics (strategic partnerships). As part of the licensing restrictions, no person

or corporation may conduct door to door sales unless they have prior permission from a landowner or tenant of the premises.

**Next steps:** monitor the effectiveness of the licensing program and continue to educate the ratepayers on door to door sales in Wellington North.

Reports: CLK Adm & Fin 024-16; CLK Adm & Fin 038-16; CLK 039-16; By-law 058-16

### **Committee Composition, Remuneration and Procedure by-law:**

A review of the committee composition and procedure by-law was initiated and completed in 2016. Highlights of the review include:

- flat rate for Council remuneration, rather than a per diem model
- one day meeting per month (2:00 pm), one evening meeting per month (7:00 pm)
- deal with approval of recommendations in a consent agenda
- eliminate the Administration and Finance Committee, Economic Development Committee and Public Works Committee

Reports: CLK 2016-062; CLK 2016-063; CLK 2016-037; CAO 2016-003/CLK 2016-001

**Next steps:** pass an amendment to incorporate the Recreation & Culture committee into the day meeting.

### **Policies:**

The Clerk developed an updated Workplace Harassment & Violence Policy which was approved by Council on April 18, 2016. More than 50 employees received in-house mandatory Workplace Violence and Harassment Training together with Basic Health and Safety and WHMIS training.

A road naming policy was passed by Council in September 2016, providing criteria for naming roads in Wellington North.

**Next steps:** continue to offer annual training on workplace violence and harassment policy and ensure the policy remains current with legislation. Ensure new policies are enacted if required and existing policies are updated if necessary.

Reports: CLK 2016-020; CLK 2016-052

### **Education & Training**

The Clerk attended the AMCTO conference in June 2016 in Niagara Falls. A key take away from this was the recognition for succession planning and election training. It would be beneficial for the Executive Assistant to the CAO (who is also the Deputy Returning Officer during municipal elections) to attend the 2017 conference as much training will be offered on the 2018 municipal election.

**Next steps:** register both the Clerk and EA to the CAO for the 2017 AMCTO conference.

Report CLK 2016-036

### **Animal Control By-law:**

In response to continued complaints about a particular individual permitting livestock to trespass, an animal control by-law was passed in September 2016, a Poundkeeper was appointed and a Pound facility was designated.

Report CLK 2016-051; By-law 067-16; By-law 068-16 and By-law 069-16

### **Cemetery:**

The chapel at the cemetery was a feature of the Doors Open event in Wellington North and was well received.

**Next steps:** Work on the expansion of the cemetery and development of a scattering grounds. A new cemetery by-law is needed and will be drafted in 2017.

### **Human Resources:**

Developed new employee forms and a brochure outlining crossing guard duties; established a call in protocol for vacancies for crossing guards and developed an on-line repository to track employee training.

## **FINANCIAL CONSIDERATIONS**

There are no costs associated with receiving this report.

## **STRATEGIC PLAN**

Does the information in the report advance the Strategy's implementation?

Yes                       No                       N/A

Which pillars does this report support?

<input checked="" type="checkbox"/> Community Growth Plan	<input checked="" type="checkbox"/> Community Service Review
<input checked="" type="checkbox"/> Human Resource Plan	<input type="checkbox"/> Corporate Communication Plan
<input checked="" type="checkbox"/> Brand and Identity	<input checked="" type="checkbox"/> Positive Healthy Work Environment
<input type="checkbox"/> Strategic Partnerships	

By providing a listing with metrics of what activities the Clerk's department provides it will increase Council's understanding of the services provided to ratepayers.

By publically acknowledging members of the Clerk's department and the contribution they play in providing important municipal services it helps create a positive healthy work environment.

Expanding the cemetery and developing a scattering ground aligns with the community growth plan strategy.

Providing training on policies and legislation meets the human resource plan strategy.

**PREPARED BY:**

**RECOMMENDED BY:**

*Karren Wallace, Clerk*

*Michael Givens, CAO*

**KARREN WALLACE  
CLERK**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**

## SCHEDULE "A"

ITEM	MEASURE	
	2015	2016
<b>ADMINISTRATION</b>		
Burial Permits	149	115
Registration of Deaths	193	175
Cemetery lot transfers	5	3
Cemetery plot (31) /columbarium sales (7)	23	38
Burials in Mount Forest cemetery		
• Niche opening	42	8
• Standard burial		26
• Cremated remains in standard plot		18
• Chapel storage over winter (2 spring 2017 burial)		9
Cemetery research on request in hours	35	40
Burn Permits issued (Arthur 202/MF 143)	235	345
Dog licenses issued/processed (387 in office)	522	762
Civic Addresses		46
Lottery licenses issued/reported	37	23
Marriage licenses issued	43	38
Planning circulation mail lists generated	26	32
Severance applications	20	31
Livestock Claims	8	9
By-laws	99	104
Clerk reports	68	85
<b>MEETINGS</b>		
	<b>AGENDAS/ MINUTES</b>	<b>RES.</b>
Council (inc. special)	26	605
Closed meetings	9	N/A
Administration and Finance Committee	4	47
Recreation Committee	6	51
Committee of Adjustment	4	29
Public Meetings under the Planning Act	5	7
Cultural Roundtable Committee	10	31
Public Works Committee	6	68
Economic Development Committee	6	35
Court of Revision	3	9
Burn by-law ad hoc committee	6	N/A





**Main Office**  
1805 Sawmill Rd.  
Conestogo, ON N0B 1N0  
Bus. 519.664.2237  
Fax 519.664.1636

**Mount Forest**  
Bus. 519.323.1880  
Fax 519.323.3183

**Tavistock**  
Bus. 519.655.3777  
Fax 519.655.3505

• www.wsfeeds.ca • 1.800.265.2203 •

Township of Wellington North

7490 Sideroad 7 W.

P.O. Box 125

Kenilworth, Ontario

NOG 2E0

January 12, 2017

To Whom It May Concern:

I am writing to you today to ask for an exemption to the municipal by law #5001-05 in order to have snow removal at our 535 and 625 Queen Street West, Mount Forest facilities. As per Schedule 3 section k, snow removal is essential for the normal operation of our business. We are a customer driven company in the agricultural sector that manufacturers feed for livestock. In order to have production on schedule we need to have this exemption.

We have truck drivers that start work at 3:00 am that need to be able to driver around our plant yard to load product for delivery to our customers. We also have transport trucks arrive by 6:00 am to use our scale to weigh in and unload ingredients so we can make the livestock feed. Our company has been in the community for many years and feel this exemption is only required for a short duration during the winter months (approximately 5-6 months).

I have included the Schedule 4 application and ask that you consider our exemption request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Wideman', is written over a light blue horizontal line.

Paul Wideman

Owner

W-S Feed & Supplies Ltd.

**TOWNSHIP OF WELLINGTON NORTH  
BY-LAW 5001-05  
SCHEDULE 4**

**Application for Noise Exemption  
To Noise Control By-law 5001-05  
TOWNSHIP OF WELLINGTON NORTH**

Applicant Name	Last	First
	WIDEMAN	PAUL

Applicant Address	Street	Postal Code
	535 QUEEN ST. W.	N0G 2L0

Applicant's Phone Number
519-664-2237

Group or Organization
N-S FEED & SUPPLIES LTD.


Event Title

Date of Event	Time of Event
(If event is being held over more than one day, specify times for each day)	
WINTER MONTHS (NOV. - MAR.)	

Description of Event - include the source of sound or vibration in respect of which the exemption is being sought:
BEEPER ON THE SNOW PLOW
PLOW ON THE GROUND

State the particular provision or provisions of the By-law from which the exemption is being sought

JAN 12, 2017  
Date

  
Signature  
President  
Title

Submit to:  
Clerk's Office  
Township of Wellington North  
7490 Sideroad 7 West  
P.O. Box 125  
KENILWORTH, ON N0G 1P0  
(519) 848-3620

TOWNSHIP OF WELLINGTON NORTH  
BY-LAW 5001-05  
SCHEDULE 4

Application for Noise Exemption  
To Noise Control By-law 5001-05  
TOWNSHIP OF WELLINGTON NORTH

Applicant Name Last First  
WIDEMAN PAUL

Applicant Address Street Postal Code  
625 QUEEN ST. W N0G 2L0

Applicant's Phone Number  
519-664-2237

Group or Organization  
W-S FEED & SUPPLIES LTD

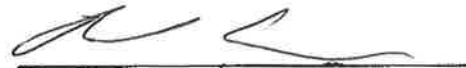
Event Title

Date of Event Time of Event  
(If event is being held over more than one day, specify times for each day)  
WINTER MONTHS (NOV. - MAR.)

Description of Event - include the source of sound or vibration in respect of which the exemption is being sought:  
BEEPER ON THE SNOW PLOW  
PLOW ON THE GROUND

State the particular provision or provisions of the By-law from which the exemption is being sought

JAN 12, 2017  
Date

  
Signature  
President  
Title

Submit to:  
Clerk's Office  
Township of Wellington North  
7490 Sideroad 7 West  
P.O. Box 125  
KENILWORTH, ON N0G 1P0  
(519) 848-3620



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

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JANUARY 23, 2016**

**FROM: MICHAEL GIVENS, CHIEF ADMINISTRATIVE OFFICER**

**SUBJECT: REPORT CAO 2017-002 BEING A REPORT ON SANITARY  
SERVICE CONNECTION TO 7644 HIGHWAY 6 IN ARTHUR**

#### **RECOMMENDATION**

**THAT** Report CAO 2017-002 being a report on sanitary service connection to 7644 Highway 6 in Arthur be received;

**AND FURTHER THAT** the Council of the Township of Wellington North direct staff to inform the owner / realtor of 7644 Highway 6 in Arthur that connection to the water service will be permitted when the necessary fees and charges are paid;

**AND FURTHER THAT** the Council of the Township of Wellington North direct staff to inform the owner / realtor of 7644 Highway 6 in Arthur that connection to the sanitary service will not be permitted until there is sanitary treatment capacity available.

#### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

NA

#### **BACKGROUND**

Township staff are being contacted regularly concerning a property that is for sale within the Township at 7644 Highway 6 in Arthur – shown below. Additionally the owner has formally submitted an application (Schedule C) requesting Council make a decision regarding connecting the property to municipal water and sanitary services.



Image of 7644 Highway 6 in Arthur

This property does have water and sanitary sewer connections installed to the property line, however, connection to the sanitary service connection is currently not permitted given the Arthur Wastewater Treatment Plant capacity issue. The Arthur WWTP most recent sanitary reserve study report from Triton Engineering Services Limited – Schedule A.

Township staff have issued a letter attached as Schedule B concerning the property but, through bringing this report, wanted to confirm Council's support for this decision.

The Director of Public Works and I agree that allowing a connection for this property when there has been and remains other outstanding requests for connections is inappropriate at this time.

As with other sanitary sewage connection requests in Arthur, if and when the Township's running 3 year daily flow average falls below the authorized 1465 m<sup>3</sup>/day or additional capacity is created and approved, this request will be reassessed.

## FINANCIAL CONSIDERATIONS

The fees payable before connecting this property are as follows:

- Waste Water DC \$8,820.00
- Water DC \$2,278.00\*
- Vehicle DC \$16.00\*
- Water Servicing Charge \$2,131.50\*
- Sanitary Sewer Servicing Charge \$2,639.00
- Building Permit Fee \$255.00\*

\*- Current fees payable for water service connection.

Connection also results in annual fees of \$548 for water and \$674 for sanitary sewer.

<b>STRATEGIC PLAN</b>
-----------------------

Do the report’s recommendations advance the Strategy’s implementation?

- X Yes                                       No                                       N/A

Which pillars does this report support?

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Community Growth Plan<br><input type="checkbox"/> Human Resource Plan<br><input type="checkbox"/> Brand and Identity<br><input type="checkbox"/> Strategic Partnerships | <input type="checkbox"/> Community Service Review<br><input type="checkbox"/> Corporate Communication Plan<br><input type="checkbox"/> Positive Healthy Work Environment |
|---|--|

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*Michael Givens, CAO*

*Michael Givens, CAO*

<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
--	--



## SCHEDULE A



**TRITON  
ENGINEERING  
SERVICES  
LIMITED**

Consulting Engineers

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

ORANGEVILLE • FERGUS • GRAVENHURST

January 25, 2016

Township of Wellington North,  
P. O. Box 125,  
7490 Sideroad 7 West,  
KENILWORTH, Ontario  
N02 2E0

Attention: Matt Aston

RE: 2016 RESERVE CAPACITY CALCULATIONS  
ARTHUR WASTEWATER TREATMENT PLANT  
OUR FILE: A5510(16)R05

Dear Sir:

We have undertaken a review of the reserve capacity for the Arthur Wastewater Treatment Plant (WWTP) for 2016 in accordance with the requirements outlined in the MOE Guidelines. The current average day flow (ADF) is based on recorded flows at the plant for a three year period (2013, 2014, and 2015) as provided by the Ontario Clean Water Agency (OCWA).

The reserve capacity calculations indicate a decrease in the three year ADF from 1,712 m<sup>3</sup>/day to 1,678 m<sup>3</sup>/day. The Arthur WWTP remains non-compliant with its Certificate of Approval, with respect to flow, for the 3 year average. Calculations provided in Table 1 (attached), indicate the uncommitted reserve capacity has increased from (-210) to (-176) equivalent residential units but remains negative indicating that the facility cannot accommodate any additional development.

Registered/Unbuilt development figures have been adjusted to include Building Permits issued in 2015 as provided by the Chief Building Official. Thirteen (13) units were connected to the collection system in 2015. Based on Golden Valley Farm's most recent monitoring report submitted to the Township in February 2015, the number of committed units for this industry is 19 equivalent residential units.

It is important to also note that the 2013 and 2014 ADF values both significantly exceed the rated WWTP ADF capacity of 1,465 m<sup>3</sup>/day. The 2013 ADF of 1,922 m<sup>3</sup>/day is approximately 31% higher than the rated ADF and the 2014 ADF is approximately 17% higher. The 2015 ADF is 1,384 m<sup>3</sup>/day which is below the rated WWTP capacity by approximately 6%.

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

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED

Christine M. Furlong, P. Eng.

Encl:

cc: Mark Van Patter, County of Wellington, Planning Dept.  
Darren Jones, Township of Wellington North, Building Department



TABLE 1

A5510(16)R05

<b>ARTHUR - WWTP 2016 RESERVE CAPACITY</b>	
DESCRIPTION	2016
1. Design capacity of WWTP (m <sup>3</sup> /day)	1465 m <sup>3</sup> /day
2. Average Daily Flow* (m <sup>3</sup> /day)	1678 m <sup>3</sup> /day
3. Reserve capacity (m <sup>3</sup> /day) (1) - (2)	-213
4. Population served **	2537
5. Serviced households ***	986
6. Average daily per capita flow (m <sup>3</sup> /day) (2) ÷ (4)	0.661
7. Additional population that can be served (3) ÷ (6)	-322
8. Persons per equivalent residential unit (4) ÷ (5)	2.57
9. Additional equivalent residential units that can be served (7) ÷ (8)	-125
10. Committed development (Table 2)	51
11. <b>Uncommitted Reserve Capacity in Equivalent Residential Units</b> (9) - (10)	<b>-176</b>
* Average of 2013 (1,922 m <sup>3</sup> /d), 2014 (1,731 m <sup>3</sup> /d) and 2015 (1,382 m <sup>3</sup> /d)	
** Estimated Population using 2011 Census (2421) + (units built in 2012, 2013, 2014 and 2015 x 2.57)	
*** Estimated residential sewage connections (5 units added in 2012, 20 units added in 2013, 7 units added in 2014 and 13 units in 2015)	

TABLE 2

A5510(16)R05

<b>ARTHUR</b>		
<b>SUMMARY OF COMMITTED DEVELOPMENT - 2016</b>		
<b>REGISTERED/UNBUILT</b>	<b>REMAINING UNITS</b>	<b>TOTAL</b>
1. D. Martin Development (Conestoga St.)	1	
2. Eastridge Landing - Carroll Street	9	
<b>SUB-TOTAL</b>		<b>10</b>
<b>MULTI-UNIT DEVELOPMENT</b>	<b>UNITS</b>	
1260119 Ontario Inc. - Preston Park	22	
<b>SUB-TOTAL</b>		<b>22</b>
<b>INDUSTRIAL</b>	<b>UNITS</b>	
Golden Valley Farms	19	
<b>SUB-TOTAL</b>		<b>19</b>
<b>INFILLING LOTS</b>	<b>UNITS</b>	
	0	
<b>SUB-TOTAL</b>		<b>0</b>
<b>TOTAL COMMITTED UNITS</b>		<b>51</b>

Barratto - Last remaining unit was developed and development has been removed from the above list.

## SCHEDULE B



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

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620

1.866.848.3620 519.848.3228

Simply Explore  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

December 8, 2016

7644 Highway 6

Arthur, Ontario N0G 1A0

Re: Sanitary Sewer Allotment

To Whom It May Concern,

The sanitary treatment plant in Arthur is currently operating above its rated capacity and, as such, Township staff is not able to grant any new sanitary sewer allotments. That said, the owner of 7644 Highway 6 could make a formal written request to Township Council requesting a sanitary sewer allotment for their property, however, Township staff would not recommend this action to Council.

Please do not hesitate to contact me at 519-848-3620 x31 if you have any questions or concerns.

Sincerely,

Matthew Aston, Director of Public Works

CC: Property Roll File

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

**BY-LAW NUMBER 009-17**

**BEING A BY-LAW TO AMEND BY-LAW 080-16 PROCEDURE BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL AND ITS COMMITTEES.**

**NOW THEREFORE BY-LAW 080-16 IS AMENDED AS FOLLOWS:**

**1. THAT** Section 6.20

“A member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda for discussion. There shall be no debate or discussion on the motion until it appears on an agenda.”

**Be replaced with**

“A member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda at which the member introducing the motion is in attendance for discussion. There shall be no debate or discussion on the motion until it appears on an agenda.”

**2. THAT** Section 6.21

“At the next meeting, the notice of motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.”

**Be replaced with**

“At the meeting, the notice of motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.”

**3. THAT** Section 8 PROCEDURES FOR AGENDAS, MINUTES, AND SUPPORTING MATERIAL be amended under clause 8.2 to include a clause that provides, on a regularly scheduled day meeting, Council shall recess at approximately 3:00 p.m. to move into a Recreation & Culture committee meeting after which Council will reconvene.

4. **THAT** the order of business for the Recreation and Culture committee shall be as follows:

- *CALLING TO ORDER*
- *PASSING AND ACCEPTANCE OF AGENDA*
- *DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF*
- *MINUTES OF PREVIOUS MEETING(S)*
- *BUSINESS ARISING FROM MINUTES*
- *PRESENTATIONS*
- *DELEGATIONS*
- *REPORTS, RECOMMENDATIONS AND CORRESPONDENCE FOR DIRECTION*
- *IDENTIFICATION OF AGENDA ITEMS REQUIRING SEPARATE DISCUSSION*
- *ADOPTION OF AGENDA ITEMS NOT REQUIRING SEPARATE DISCUSSION*
- *CONSIDERATION OF AGENDA ITEMS IDENTIFIED FOR SEPARATE DISCUSSION*
- *REPORTS*
- *OTHER BUSINESS*
- *NEXT MEETING*
- *ADJOURNMENT*

5. **THAT** Section 8.4

“All reports, supporting material, delegation/presentation/award requests shall be submitted to the Clerk’s office by 12 noon on the Tuesday preceding the council meeting, unless extenuating circumstances arise.”

**Be replaced with**

“All reports, supporting material, delegation/presentation/award requests shall be submitted to the Clerk’s office by 12 noon on the Tuesday preceding the council meetings scheduled for 2:00 p.m. and 12 noon on the Wednesday preceding the council meetings scheduled for 7:00 p.m., unless extenuating circumstances arise.”

6. **THAT** Section 8.5

“As far as practical the agenda and all attachments will be made available to the members by 4.30 p.m. on the Wednesday preceding the council meeting, unless extenuating circumstances arise.”

**Be replaced with**

“As far as practical the agenda and all attachments will be made available to the members by 4.30 p.m. on the Tuesday preceding the 2 p.m. council meeting, and

by 4:30 p.m. on the Wednesday preceding the 7:00 p.m. council meeting, unless extenuating circumstances arise.”

**7. THAT** Section 8.1 o)

“Items for consideration:

- Minutes
  - Cultural Roundtable minutes
  - Recreation & Culture Committee minutes
  - Ad Hoc Task Force minutes”

**Be replaced with**

“Items for approval and adoption of recommendations therein:

- Cultural Roundtable minutes
- Recreation & Culture Committee minutes
- Ad Hoc Task Force minutes”

**8. THAT** Sections 8.8; 8.9 be removed entirely.

**9.0 THAT** Section 9.9

“The agenda, and supporting documentation for all council meetings will be posted on the municipal website no later than 12 noon on the Thursday prior to the meeting date.”

**Be replaced with**

“The agenda, and supporting documentation for all council meetings will be posted on the municipal website no later than 12 noon on the Thursday prior to a 2:00 p.m. meeting date, and no later than 12 noon on the Friday prior to a 7:00 p.m. meeting date”

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23rd DAY OF JANUARY 2017**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 010-17

**BEING A BY-LAW TO AMEND BY-LAW NUMBER 093-16 BEING A BY-LAW TO ENACT RULES AND REGULATIONS FOR THE MAINTENANCE, OPERATION AND USE OF THE WATER WORKS DISTRIBUTION SYSTEMS AND TO PROVIDE A FRAMEWORK FOR CHARGES TO BE ESTABLISHED WITH RESPECT TO THE MAINTENANCE AND INSPECTION OF PORTIONS THEREOF AND CHARGES WITH RESPECT TO WATER CONSUMPTION**

**WHEREAS** The Corporation of the Township of Wellington North deems it appropriate to amend By-law 093-16;

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

**THAT THE FOLLOWING CLAUSES BE ADDED AFTER SECTION 13.2**

### **13.3 EXISTING WATER AND SANITARY SEWER SERVICES**

- i)** The three (3) servicing projects (completed approximately within the last 5 years) referred to herein are: the servicing extension completed at Highway 6 and Wellington County Road 109 running southerly on highway 6 and the Jones Base Line (former Arthur Village); the servicing extension completed at Highway 6 and Wellington County Road 109 running westerly on Wellington County Road 109 to Charles Street (former Arthur Village); and the servicing extension completed on Martin Street from Cork Street to Dublin Street (former Town of Mount Forest).
- ii)** With the exception of the three (3) servicing projects described in paragraph (1), the owners or occupiers of all properties with water and sanitary sewer services available to the property line upon the passing of this by-law shall pay the applicable ongoing user fees whether they are connected to the services or either of them or not.
- iii)** With the exception of the three (3) servicing projects provided for in paragraph (5) and with the exception of any properties serviced prior to the passage of this by-law and allocating all servicing costs including connection fees to the properties serviced, all properties with water and sanitary sewer services available to the property line upon the passing of this by-law that are not connected to the services or either of them may be connected to the services or either

of them at the request of the owner upon payment of the applicable connection fee or fees (also known as the servicing charge or charges) at the time of the connection.

- iv) With respect to the three (3) servicing projects described in paragraph (1), no user fees shall be payable by the owner or occupier of any property with water and sanitary sewer services available to the property line unless and until the owner has requested and received a connection or connections whereupon the owner or occupier shall pay the applicable ongoing user fees for the service or services.
- v) With respect to the three (3) servicing projects described in paragraph (1), all properties with water and sewer services available to the property line but not connected to the services, may be connected to the services or either of them at the request of the owner upon payment of the applicable connection fee or fees at the time of the connection plus payment of an amount equal to the development charges and connection fees payable at the time of the connection.
- vi) In all cases, upon connection to the Township's water service or sanitary sewer service the property owner shall at the property owner's expense abandon and decommission any private well or sewage system on the property in accordance with the current provincial or other laws applicable thereto.



#### 13.4 NEW WATER AND SANITARY SEWER SERVICES

- i) Upon the passing of this by-law this Article 15.4 shall apply to all future water and sanitary services installed or extended by the Township.
- ii) When water or sanitary sewer services are installed or extended by the Township as a result of a Provincial Officer's Order by the Ministry of the Environment or an Order by the applicable Health Unit arising from concerns over private water or sewage systems, or as a result of a sufficient Petition to the Township by property owners to extend one or both services to an area as a local improvement, the Township will install both services at the same time regardless of the requirements under the Order or Orders or Petition and:
  - a) all properties with resulting water and sanitary sewer services shall be connected by the owners to those services within six (6) months after they are available at the property line;
  - b) the owner of each such property shall pay the share of the costs for the services allocated to the property and provided for in a by-law passed under the *Municipal Act, 2001* as amended, without any further connection fees or charges.
  - c) when water or sanitary sewer services are installed or extended by the Township to accommodate the development of lands for residential, commercial, industrial or institutional purposes, or as a result of an infrastructure renewal program of the Township, the Township will install both services at the same time and:
    - i. all properties with resulting water and sanitary sewer services may, but will not be obliged to, connect to those services after they are available at the property line at the request of the owner upon payment of the applicable connection fee or fees at the time of the connection plus payment of an amount equal to the then current development charge.

- ii. no user fees shall be payable by the owner or occupier of any of such properties with water and sanitary sewer services available to the property line unless and until the owner has requested and received a connection or connections whereupon the owner or occupier shall pay the applicable ongoing user fees for the service or services.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
23RD DAY OF JANUARY, 2017**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 011-17

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01 BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH (Part Lot 26, Concession 5, Geographic Township of Arthur, 8627 Concession 6 South – 746992 Ontario Inc., C. Checkley)**

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

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

1. THAT Schedule “A” Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 26, Concession 5 in the Geographic Township of Arthur as shown on Schedule “A” attached to and forming part of this By-law from:
  - **Agricultural (A) to “Agricultural Exception (A-188)**
  - **Agricultural (A) to “Agricultural Exception (A-189)**

2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

<b>33.188</b> Lot 26, Con 5	<b>A-188</b>	<b>Notwithstanding any other section of this by-law to the contrary, a residential dwelling shall be prohibited in this zone. Other agricultural uses that are not accessory to a dwelling are permitted subject to MDS II conformity</b>
-----------------------------------	--------------	---

3. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

<b>33.189</b> Lot 26, Con 5	<b>A-189</b>	<b>Notwithstanding Section 6.1.4 or any other section of this by-law, the existing driveshed existing on the day of passing of this by-law may have a maximum floor area of 230 m<sup>2</sup> (2475.69 sq.ft), subject to the following conditions:</b> <ol style="list-style-type: none"> <li>a) <b>enlargement of this shed is not permitted.</b></li> </ol>
-----------------------------------	--------------	--

		<p>b) additional accessory structures are not permitted including a hobby barn or building under the home industry provisions.</p> <p>c) removal of the existing shed shall void this provision.</p>
--	--	--

4. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
5. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23RD DAY OF JANUARY, 2017.**

---

**ANDREW LENNOX, MAYOR**

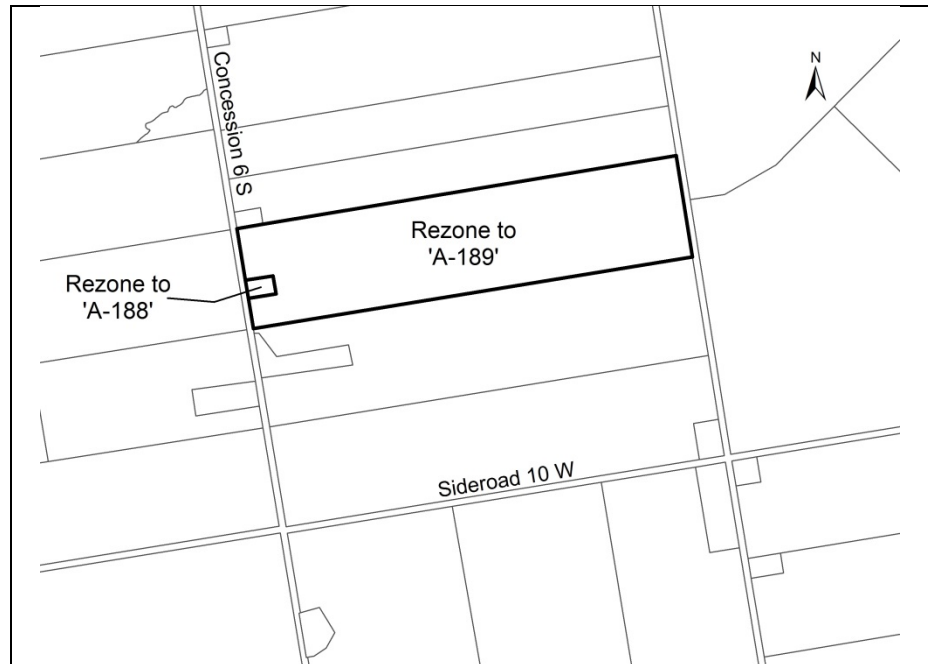
---

**KARREN WALLACE, CLERK**

**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 011-17**

**Schedule "A"**



**Rezone from Agricultural (A) to Agricultural Exceptions (A-188 and A-189)**

**Passed this 23rd day of January, 2017**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

## EXPLANATORY NOTE

### BY-LAW NUMBER 011-17

**THE LOCATION** being rezoned is Part Lot 26, Concession 5, Geographic Township of Arthur, with a civic address of 8627 Concession 6 South. The lands subject to the amendment are 40.42 ha (99.87 ac) in size and are currently zoned Agriculture (A) and Natural Environment (NE).

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands to restrict future residential development and to permit the existing accessory structures totaling 230 m<sup>2</sup> in size on the severed residential lot. This rezoning is a condition of severance application B52/16, that was granted provisional approval by the Wellington County Land Division Committee. The consent will sever the existing dwelling (1.03 ac) from the agricultural parcel under the surplus farm dwelling policies.

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

**BY-LAW NUMBER 012-17**

**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 23, 2017.**

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on January 23, 2017 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23RD DAY OF JANUARY, 2017.**

---

**ANDREW LENNOX  
MAYOR**

---

**KARREN WALLACE  
CLERK**

<b>MEETINGS, NOTICES, ANNOUNCEMENTS</b>		
Monday, January 23, 2017	Public Meeting	7:00 p.m.
Monday, January 23, 2017	Regular Council	Following Public Meeting
January 29 to 31, 2017	ROMA Conference	
February 13, 2017	Regular Council	2:00 p.m.
February 13, 2017	Special Council (Budget)	7:00 p.m.
February 16, 2017	Cultural Roundtable	12:00 p.m.
February 27, 2017	Regular Council	7:00 p.m.

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

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

**- Kitchener location – 1-855-656-3748**

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