

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL; PUBLIC MEETING; COMMITTEE OF ADJUSTMENT
FEBRUARY 12, 2018 @ 2:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE
NUMBER**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

DISCLOSURE OF PECUNIARY INTEREST

O ' CANADA

PRESENTATIONS

- a. Joe Farwell, CAO; Lisa Stocco, Manager of Communications; and Pat Salter, Wellington North Representative 001
- Grand River Conservation Authority, 2017 Draft Budget

RECESS TO MOVE INTO PUBLIC MEETING

Public Meeting

- James Cox and Trudy Matusinec

Committee of Adjustment

- A01-18 – 861467 Ontario Inc.
- A02-18 – Donald and Kimberly Martin
- A03-18 – John and Mary Beth VanVeen
- A04-18 – Antonio and Anna Gouveia
- A05-18 – Stanley Martin
- A06-18 – Anna Lovas and Laurie Morgan
- A07-18 – W. Schwindt & Sons Building Contractors Ltd.

RESUME REGULAR MEETING OF COUNCIL

PASSAGE OF BY-LAW ARISING FROM PUBLIC MEETING

- a. By-law Number 019-18 being a by-law to amend Zoning By-law Number 066-01 being the zoning by-law for the Township of Wellington North (Lot 36, Concession 1, Geographic West Garafraxa Township, 7619 Jones Baseline – James Cox and Trudy Matusinec) 048

ADOPTION OF MINUTES OF COUNCIL

- Council Meeting of January 22, 2018 052

BUSINESS ARISING

ITEMS FOR CONSIDERATION

Business: reports, recommendations, correspondence for direction

1. ADMINISTRATION

- a. Report CLK 2018-008 being a report on Clerk's Department Year End Review 058
- b. Report CLK 2018-006 being a report on Consent Application B183-17 (Hunt) known as Part Lot 2, S/S/ Miller Street Town of Mount Forest, now the Township of Wellington North 063
- c. Report CLK 2018-007 being a report on Consent Application B184-17 (Hunt) known as Part Lot 2, S/S/ Miller Street Town of Mount Forest, now the Township of Wellington North 067

2. MINUTES

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• Source Protection Committee Minutes – Meeting #74, June 23, 2017	071
• Source Protection Committee Minutes – Meeting #75, September 22, 2017	076
b. Saugeen Valley Conservation Authority	
• Authority Meeting Minutes – December 19, 2017	080
c. Recreation & Culture Committee Meeting Minutes – February 6, 2018	087
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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

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a. By-law Number 010-18 being a provisional drain repair by-law to provide for the repair of the Wayne Cole Drainage Works (First and Second reading January 22, 2018)	131
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ADJOURNMENT

MEETINGS, NOTICES, ANNOUNCEMENTS		
February 13, 2018	Community Growth Plan Steering Committee Meeting, Kenilworth	7:00 p.m. – 9:30 p.m.
February 15, 2018	Cultural Roundtable Meeting	12:00 p.m.
February 19, 2018	Family Day – Office Closed	
February 26, 2018	Regular Council Meeting	7:00 p.m.
March 5, 2018	Recreation Master Plan Steering Committee	2:00 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



2018 BUDGET

(Draft to January 26, 2018 General Board Meeting)

Grand River Conservation Authority

2018 Budget

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GRCA 2018 Budget Highlights

The Grand River Conservation Authority is a successful partnership of municipalities, working together to promote and undertake wise management of the water and natural resources of the Grand River watershed.

The Grand River stretches 300 kilometres from Dundalk in Dufferin County to Port Maitland on Lake Erie. It takes in one of the fastest growing regions in the province, with a population of almost 1,000,000. The Grand River watershed is also home to some of the most intensively farmed land in the nation.

The prospect of high growth and the impact on water and natural resources and the quality of life present an enormous challenge to the GRCA, municipalities and all watershed residents. It creates an urgent need to work co-operatively to care wisely for the Grand River and its resources.

The work of the GRCA is divided into seven business areas:

- Reducing flood damages
- Improving water quality
- Maintaining reliable water supply
- Protecting natural areas and biodiversity
- Watershed planning
- Environmental education
- Outdoor recreation

In order to carry out these functions, the GRCA draws revenues from a variety of sources:

- User fees, such as park admissions, nature centre programs, planning fees and others which are set to offset most, if not all, the cost of these services
- Revenues from property rentals and hydro generation at our dams
- Municipal levies, which are applied primarily to watershed management programs
- Municipal grants dedicated to specific programs, such as the Rural Water Quality Program and Water Quality Monitoring
- Provincial transfer payments for water management operating expenses
- Provincial grants for specific purposes, such as studies on Source Water Protection and Capital Projects related to water management
- Donations from the Grand River Conservation Foundation for programs such as outdoor education, tree nursery operations and various special projects
- Federal grants and other miscellaneous sources of revenue

The GRCA continues to work on the development and implementation of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region, including the Grand River watershed, as part of the provincial Source Protection Program under the *Clean Water Act, 2006*. All four Source Protection Plans are approved and in effect. Besides supporting municipalities and other agencies in implementing the plans, the focus in 2018 is on updates to the Grand River Source Protection Plan, including water quantity risk assessment studies, development of water quantity policies, updating water quality vulnerability assessments, and the development of an annual progress reporting framework.

The Water Management Plan was endorsed in 2014 as an update to the 1982 Grand River Basin Study that charts a course of actions to reduce flood damages, ensure water supplies, improve water quality and build resilience to deal with a changing climate. The third annual progress report – A Report on Actions was published in 2017. Municipal, provincial and federal government and Six Nations Water Managers meet quarterly to report on the progress of the commitments they made in the Plan. Annual progress reporting is projected through to 2019. Technical work will started in 2018 on a state of the resource report, it is planned to be completed in 2019

During 2018 GRCA will continue to address impacts of Emerald Ash Borer on GRCA lands and will seek financial resources to manage this infestation.

At the end of 2014 GRCA received approval for four years of funding for a volunteer coordination program. This program became fully operational during 2015 and will continue through 2018.

Major water control capital projects planned for 2018 include upgrades to backup generators and fuel systems at Guelph and Woolwich dams, refurbishment of the gates at Woolwich Dam, a gate failure modes analysis of the Conestogo Dam gates, installation of new stoplog gains and stoplogs at Caledonia Dam, and continued design and rehabilitation of portions of the Brantford, Bridgeport, Cambridge and New Hamburg dykes. Design of the repair of a portion of the Cambridge riverwall is being coordinated with a City of Cambridge project to build a river level walkway at the base of the floodwall.

1. Watershed Management and Monitoring

Watershed management and monitoring programs protect watershed residents from flooding and provide the information required to develop appropriate resource management strategies and to identify priority actions to maintain a healthy watershed. Activities include operation of flood and erosion control structures such as dikes and dams; flood forecasting and warning; water quality monitoring; natural heritage restoration and rehabilitation projects; water quantity assessment; watershed and subwatershed studies.

Operating Expenditures:

Water Resources Planning and Environment	\$2,221,800	(Table 1)
Flood Forecasting and Warning	\$ 800,400	(Table 2)
Water Control Structures	\$1,725,700	(Table 3)

Capital Expenditures: **\$1,800,000** (Section B)

Total Expenditures: **\$6,547,900**

Revenue sources: Municipal levies and provincial grants.

2. Planning

Program areas:

- a) Natural Hazard Regulations
The administration of conservation authority regulations related to development in the floodplain, and other natural hazards e.g. wetlands, slopes, shorelines and watercourses.
- b) Plan Input and Review
Planning and technical review of municipal planning documents and recommending environmental policies for floodplains, wetlands and other environmentally significant areas; providing advice and information to municipal councils on development proposals and severances; review of environmental assessments; and providing outside consulting services on a fee-for-service basis to other conservation authorities and agencies.

Operating Expenditures: **\$1,977,900** (Table 4)

Capital Expenditures: **NIL**

Revenue sources: Permit fees, enquiry fees, plan review fees, provincial grants and municipal levy

3. Watershed stewardship

The watershed stewardship program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound water and environmental practices that will enhance, restore or protect their properties. Some activities are reforestation through the Burford Tree Nursery and tree planting programs, the Rural Water Quality Program, restoration and rehabilitation projects, providing conservation information through brochures, publications, the web site and media contacts.

Operating Expenditures:

Forestry & Conservation Land Taxes	\$ 1,376,500 (Table 5)
Conservation Services	\$ 861,000 (Table 6)
Communications and Foundation	\$ 714,900 (Table 7)

Capital Expenditures: **NIL**

Total Expenditures: **\$2,952,400**

Revenue sources:

Municipal levies and grants, provincial grants, tree sales, landowner contributions, donations from the Grand River Conservation Foundation and other donations.

4. Conservation Land Management

This includes expenses and revenues associated with the acquisition and management of land owned or managed by the GRCA including woodlots, provincially significant wetlands (e.g. Luther Marsh, Dunnville Marsh), passive conservation areas, rail-trails and a number of rental properties. Activities include forest management, woodlot thinning, and hydro production at our dams.

Operating Expenditures:

Conservation Lands, Rentals, Misc	\$3,612,400 (Table 10-Conservation Lands)
Hydro Production	\$ 200,000 (Table 10-Hydro Production)

Capital Expenditures: NIL

Total Expenditures: \$3,812,400

Revenue sources:

Property rentals, hydro production, timber sales, conservation land income, donations from the Grand River Conservation Foundation

5. Education

The GRCA operates six nature centres, which provide curriculum-based programs to about 50,000 students from six school boards and independent schools throughout the watershed. In addition, about 16,000 members of the public attend day camps and weekend family and community events.

Operating Expenditures: \$1,346,400 (Table 8)

Capital Expenditures: NIL

Revenue sources: School boards, nature centre user fees, community event fees, donations from the Grand River Conservation Foundation and municipal general levy.

6. Recreation

This includes the costs and revenues associated with operating the GRCA's 11 active conservation areas. The GRCA offers camping, hiking, fishing, swimming, skiing and other activities at its parks. It provides 2,500 campsites, making it the second-largest provider of camping accommodation in Ontario. About 1 million people visit GRCA parks each year. The parks are financially self-sufficient.

Operating Expenditures: \$7,410,000 (Table 10)

Capital Expenditures: \$1,820,000 (Section B)

Total Expenditures: \$9,230,000

Revenue sources:

Conservation Area user fees, government grants and donations.

7. Corporate services

This includes the cost of head office functions such as accounting and human resources, as well as the cost of facilities, insurance, consulting and legal fees and expenses relating to the General Membership.

Operating Expenditures: \$3,367,673 (Table 9)

Capital Expenditures: \$ 90,000 (Section B)

Total Expenditures: \$3,457,673

Revenue sources: Municipal levies and provincial grants.

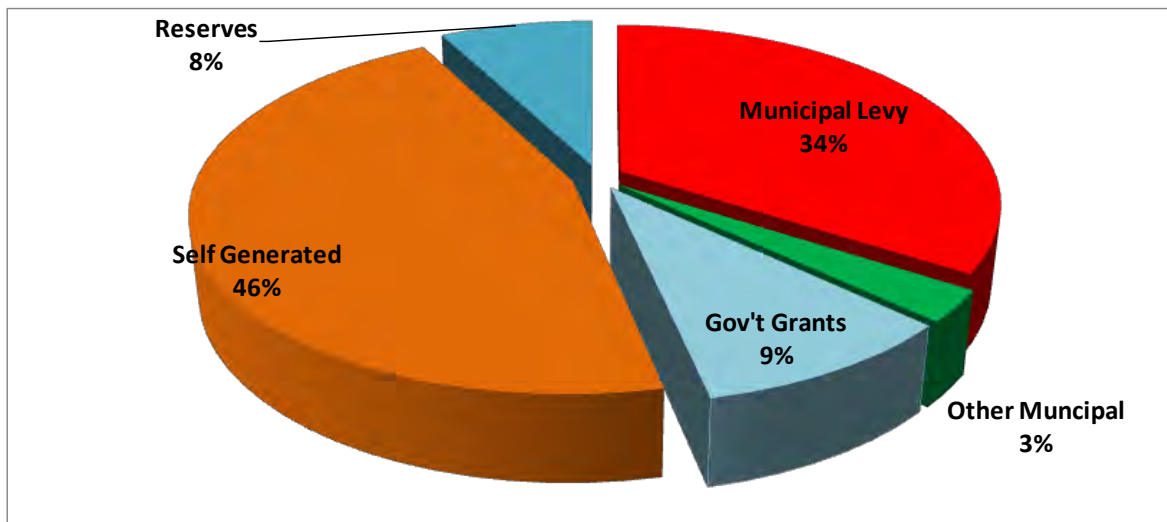
GRAND RIVER CONSERVATION AUTHORITY

BUDGET 2018 - Summary of Revenue and Expenditures

FUNDING		Actual 2016	Budget 2017	Budget 2018	Budget Incr/(decr)
Municipal General Levy Funding		10,809,000	11,075,000	11,352,000	277,000 2.5%
Other Government Grants		4,264,429	4,093,073	4,158,573	65,500 1.6%
Self-Generated Revenue		16,075,858	14,626,032	15,191,100	565,068 3.9%
Funding from Reserves		634,777	1,204,400	2,574,000	1,369,600 113.7%
TOTAL FUNDING		31,784,064	30,998,505	33,275,673	2,277,168 7.3%
EXPENDITURES		Actual 2016	Budget 2017	Budget 2018	Budget Incr/(decr)
Base Programs - Operating includes funding to reserves	SECTION A	25,540,270	24,822,105	25,614,673	792,568 3.19%
Base Programs - Capital	SECTION B	2,304,092	2,663,400	3,710,000	1,046,600 39.30%
Special Projects	SECTION C	3,623,870	3,513,000	3,951,000	438,000 12.5%
TOTAL EXPENDITURES		31,468,232	30,998,505	33,275,673	2,277,168 7.3%
NET RESULT		315,832	-	-	

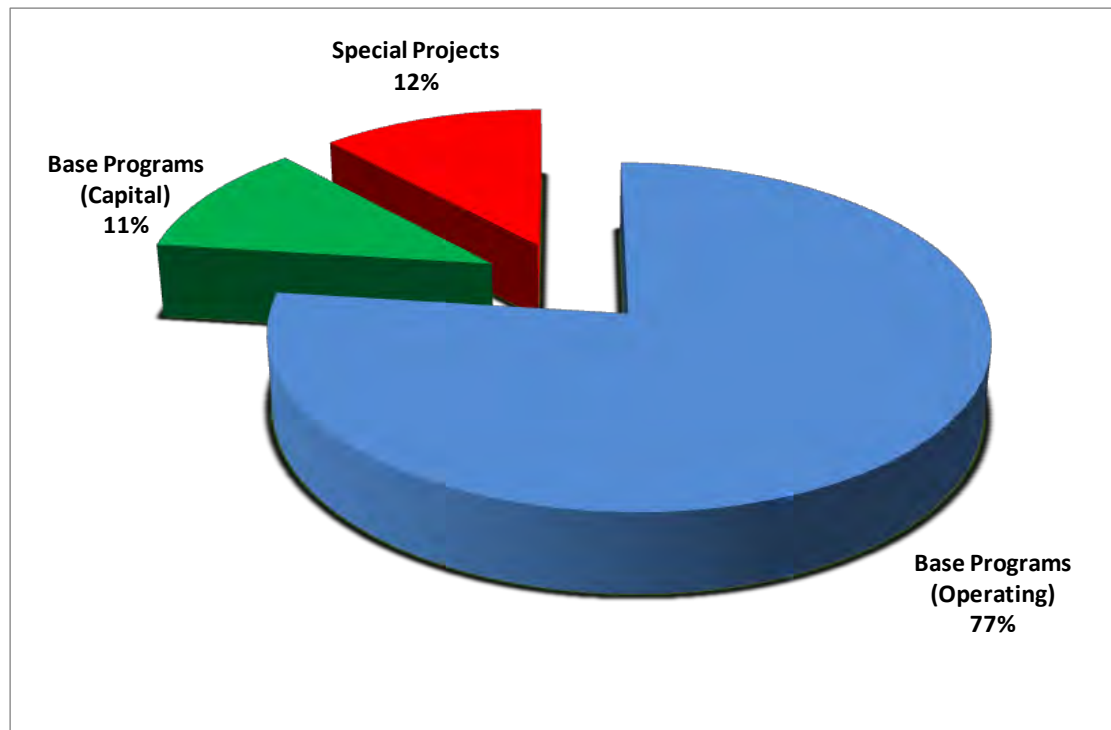
2018 Budget – Revenue by Source

Total 2018 Budget Revenue = \$33.3 Million (\$ 31.0 Million in 2017)

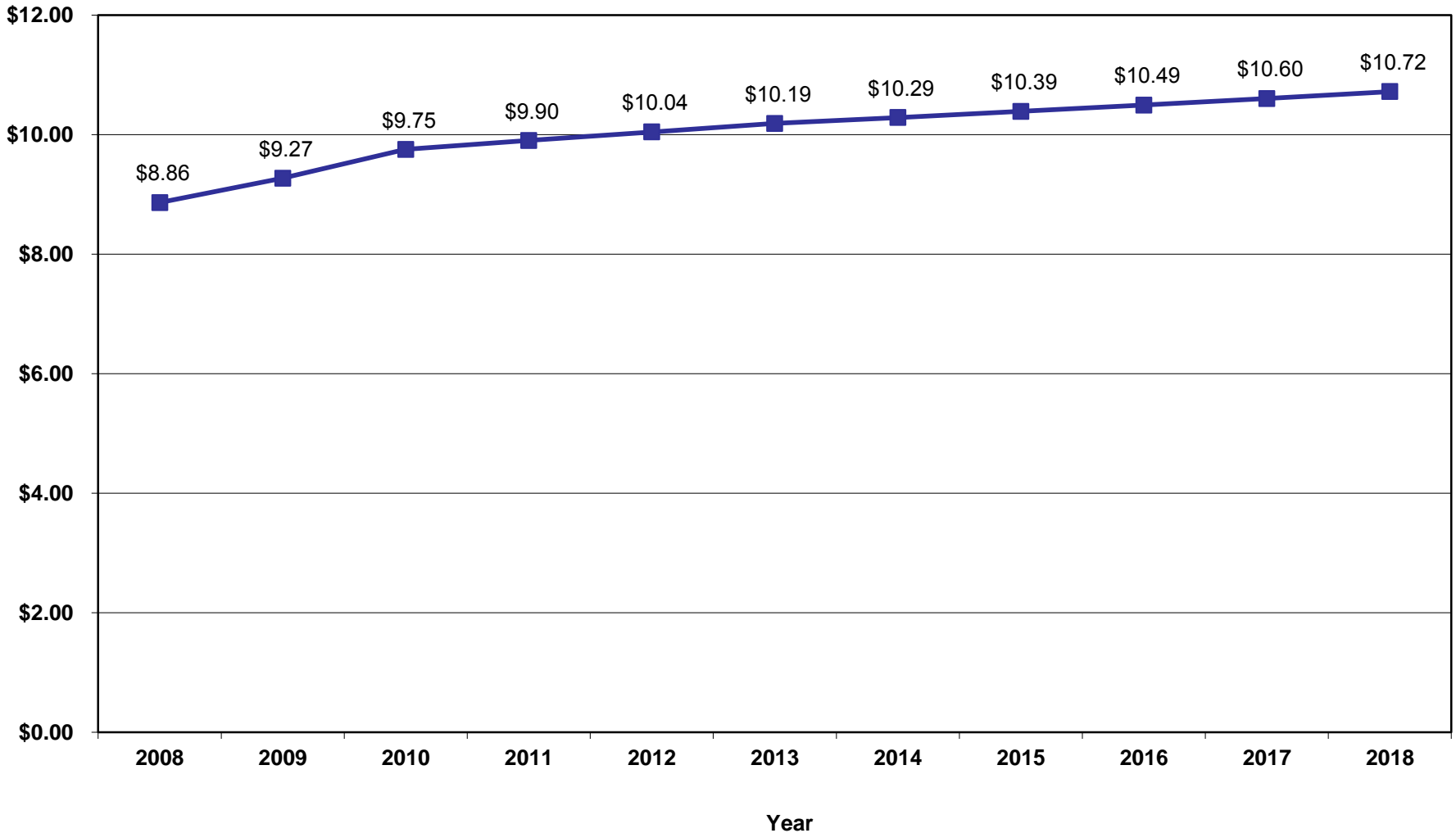


2018 Budget – Expenditures by Category

2018 Budget Expenditures = \$33.3 Million (\$ 31.0 Million in 2017)



GRCA Per Capita Levy 2008 to 2018⁰¹⁰



GRAND RIVER CONSERVATION AUTHORITY

Budget 2018 - Summary of Expenditures, Funding and Change in Municipal Levy

		TABLE 1	TABLE 2	TABLE 3	TABLE 4	TABLE 5	TABLE 6	TABLE 7	TABLE 8	TABLE 9	TABLE 9	TABLE 10	TABLE 10	TABLE 10		
		Water Resources Planning & Environment	Flood Forecasting & Warning	Water Control Structures	Resource Planning	Forestry & Conservation Land Taxes	Conservation Services	Communications & Foundation	Environmental Education	Corporate Services	Surplus available to offset Municipal Levy Increase	Conservation Land and Rental Management and Misc	Hydro Production	Conservation Areas	TOTAL	
2018 OPERATING																
TOTAL EXPENSES	A	2,221,800	800,400	1,725,700	1,977,900	1,376,500	861,000	714,900	1,346,400	3,367,673		3,612,400	200,000	7,410,000	25,614,673	
TOTAL OTHER FUNDING	B	150,700	252,955	400,350	1,015,968	707,000	148,000	0	992,000	155,000		3,300,700	470,000	7,410,000	15,002,673	
"Other Programs" Surplus/(Loss)	B less A															
Loss to be offset with Levy	C											41,700	(311,700)	270,000	-	(41,700)
Surplus 2017 carried forward to 2018												(310,000)				310,000
2018 Levy	A less B less C	2,071,100	547,445	1,325,350	961,932	669,500	713,000	714,900	354,400	3,212,673	(268,300)	0	0	0	10,302,000	
															0	
Levy Increase:																
2018 Levy		2,071,100	547,445	1,325,350	961,932	669,500	713,000	714,900	354,400	3,212,673	(268,300)				10,302,000	
2017 Levy		2,030,600	527,345	1,278,550	981,832	632,700	689,500	676,900	319,300	3,159,705	(271,432)				10,025,000	
Levy Increase over prior year		40,500	20,100	46,800	(19,900)	36,800	23,500	38,000	35,100	52,968	3,132	n/a	n/a	n/a	277,000	
2018 CAPITAL																
TOTAL EXPENSES	A	110,000	190,000	1,500,000							Corporate Services			Conservation Areas	3,710,000	
TOTAL OTHER FUNDING	B	50,000	-	700,000							90,000			1,820,000	2,660,000	
2018 Levy	A less B	60,000	190,000	800,000							-			-	1,050,000	
Levy Increase:																
2018 Levy		60,000	190,000	800,000							-			-	1,050,000	
2017 Levy		60,000	190,000	800,000							-			-	1,050,000	
Levy Increase over prior year		-	-	-							-			-	-	
2018 SPECIAL																
TOTAL EXPENSES	A	255,000	850,000	835,000			Forestry & Conservation Land Taxes	Conservation Services	Communications & Foundation	Environmental Education			Conservation Land and Rental Management and Misc	Hydro Production	3,951,000	
TOTAL OTHER FUNDING	B	255,000	850,000	835,000			270,000	936,000					505,000	300,000	3,951,000	
2018 Levy	A less B	-	-	-			-	-					-	-	-	
														TOTAL EXPENSES	33,275,673	
														TOTAL FUNDING	33,275,673	
														NET RESULT	-	

**Grand River Conservation Authority
Summary of Municipal Levy - 2018 Budget**

DRAFT-January 26, 2018

	% CVA in	2017 CVA	CVA-Based	2018 Budget	2018 Budget	2018 Budget	2018 Budget	Actual		
		(Modified)	Apportionment	Matching Admin & Maintenance Levy	Non Matching Admin & Maintenance Levy	Capital Levy	Total Levy	2017 Levy	% Change	
Brant County	84.0%	5,778,502,491	4,853,942,092	2.88%	25,085	271,586	30,233	326,904	354,137	-7.7%
Brantford C	100.0%	12,178,149,735	12,178,149,735	7.22%	62,933	681,380	75,862	820,175	897,489	-8.6%
Amaranth Twp	82.0%	651,361,270	534,116,241	0.32%	2,760	29,884	3,327	35,971	39,009	-7.8%
East Garafraxa Twp	80.0%	498,143,467	398,514,773	0.24%	2,059	22,297	2,482	26,838	29,452	-8.9%
Town of Grand Valley	100.0%	396,850,584	396,850,584	0.24%	2,051	22,204	2,472	26,727	27,291	-2.1%
Melancthon Twp	56.0%	481,524,449	269,653,692	0.16%	1,393	15,087	1,680	18,160	19,694	-7.8%
Southgate Twp	6.0%	815,068,745	48,904,125	0.03%	253	2,736	305	3,294	3,620	-9.0%
Haldimand County	41.0%	5,888,880,157	2,414,440,864	1.43%	12,477	135,090	15,040	162,607	183,117	-11.2%
Norfolk County	5.0%	8,186,035,325	409,301,766	0.24%	2,115	22,901	2,550	27,566	30,831	-10.6%
Halton Region	10.3%	36,402,339,213	3,765,423,823	2.23%	19,459	210,679	23,456	253,594	271,150	-6.5%
Hamilton City	26.8%	77,135,348,277	20,633,705,664	12.24%	106,629	1,154,477	128,534	1,389,640	263,512	427.4%
Oxford County	37.7%	3,548,847,438	1,337,821,840	0.79%	6,913	74,852	8,334	90,099	99,302	-9.3%
North Perth T	2.0%	1,770,295,097	35,405,902	0.02%	183	1,981	221	2,385	2,563	-6.9%
Perth East Twp	40.0%	1,600,912,173	640,364,869	0.38%	3,309	35,829	3,989	43,127	45,952	-6.1%
Waterloo Region	100.0%	86,368,658,180	86,368,658,180	51.24%	446,327	4,832,414	538,023	5,816,764	6,314,548	-7.9%
Centre Wellington Twp	100.0%	4,246,127,695	4,246,127,695	2.52%	21,943	237,575	26,451	285,969	312,036	-8.4%
Erin T	49.0%	2,223,001,923	1,089,270,942	0.65%	5,629	60,946	6,785	73,360	81,701	-10.2%
Guelph C	100.0%	22,830,352,868	22,830,352,868	13.54%	117,980	1,277,382	142,218	1,537,580	1,646,748	-6.6%
Guelph Eramosa Twp	100.0%	2,374,434,372	2,374,434,372	1.41%	12,270	132,852	14,791	159,913	175,520	-8.9%
Mapleton Twp	95.0%	1,408,733,893	1,338,297,198	0.79%	6,916	74,879	8,337	90,132	95,992	-6.1%
Wellington North Twp	51.0%	1,432,770,017	730,712,708	0.43%	3,776	40,884	4,552	49,212	53,415	-7.9%
Puslinch Twp	75.0%	2,216,998,019	1,662,748,514	0.99%	8,593	93,032	10,358	111,983	127,922	-12.5%
Total		278,433,335,387	168,557,198,449	100.00%	871,053	9,430,947	1,050,000	11,352,000	11,075,000	2.5%

SECTION A

BASE PROGRAMS – OPERATING

SECTION A - Operating Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2018 vs Budget 2017

	Actual 2016	Budget 2017	Budget 2018	Incr/(Decr)	%age change
EXPENDITURES					
OPERATING EXPENSES	25,540,270	24,822,105	25,614,673	792,568	3.19%
Total Expenses	25,540,270	24,822,105	25,614,673	792,568	3.19%
SOURCES OF FUNDING					
MUNICIPAL GENERAL LEVY (NOTE)	9,451,418	10,025,000	10,302,000	277,000	2.76%
MUNICIPAL SPECIAL LEVY	48,625	50,000	50,000	-	0.00%
OTHER GOVT FUNDING	899,231	938,573	938,573	-	0.00%
SELF-GENERATED	14,499,743	13,168,700	13,840,100	671,400	5.10%
RESERVES	211,635	324,000	174,000	(150,000)	-46.30%
SURPLUS CARRYFORWARD	429,618	315,832	310,000	(5,832)	-1.85%
Total BASE Funding	25,540,270	24,822,105	25,614,673	792,568	3.19%

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$177,000 levy increase.

TABLE 1**(a) Watershed Studies**

This category includes watershed and subwatershed studies. These studies provide the strategic framework for understanding water resources and ecosystem form, functions and linkages. These allow for assessment of the impacts of changes in watershed resources and land use. Watershed studies also identify activities and actions that are needed to minimize the adverse impacts of change. This program supports other plans and programs that promote healthy watersheds.

Specific Activities:

- Carry out or partner with municipalities and other stakeholders on integrated subwatershed plans for streams and tributaries. Subwatershed Plans are technical reports which provide comprehensive background on how surface water, groundwater, terrestrial and aquatic ecosystems function in a subwatershed. The plans recommend how planned changes such as urbanization can take place in a sustainable manner.

(b) Water Resources Planning and Environment and Support

This category includes the collection and analysis of environmental data and the development of management plans for protection and management of water resources and natural heritage systems. These programs assist with implementation of monitoring water and natural resources and assessment of changes in watershed health and priority management areas.

Specific Activities:

- operate 8 continuous river water quality monitoring stations, 73 stream flow monitoring stations, 27 groundwater monitoring stations, and 37 water quality monitoring stations in conjunction with MOE, apply state-of-the-art water quality assimilation model to determine optimum sewage treatment options in the central Grand, and provide technical input to municipal water quality issues
- analyze and report on water quality conditions in the Grand River watershed
- maintain a water budget to support sustainable water use in the watershed, and maintain a drought response program
- analyze water use data for the watershed and provide recommendations for water conservation approaches
- provide advice to Provincial Ministries regarding water use permits to ensure that significant environmental concerns are identified so that potential impacts can be addressed.

(c) Resource Management Division Support

Provides support services to the Engineering and Resource Management Divisions including support for Flood Forecasting and Warning and Water Control Structures.

Specific Spending:

- administrative services
- travel, communication, staff development and computer
- insurance

(d) Natural Heritage Management

The natural heritage management program includes those activities associated with providing service and/or assistance to municipalities, private and public landowners and community groups on sound environmental practices that will enhance, restore or protect the aquatic and terrestrial ecosystems. The program includes watershed scale natural heritage assessments and implements restoration activities on GRCA land..

Specific Activities:

- maintain and promote the ‘Grand River Fisheries Management Plan’.
- implement “best bets” for protection and enhancement of fisheries, work with outside agencies, non-government organizations and the public to improve fish habitat through stream rehabilitation projects including the implementation of the recommendations of the watershed studies.
- maintain and implement the Forest Management Plan for the Grand River watershed and develop and implement components of the watershed Emerald Ash Borer strategy
- carry out restoration and rehabilitation projects for aquatic and terrestrial ecosystems e.g. species at risk and ecological monitoring on GRCA lands, and prescribed burn activities and community events such as tree planting and stream restoration
- provide technical input and review services for applications that may affect the watershed ecosystems.

TABLE 1
 GRAND RIVER CONSERVATION AUTHORITY
Water Resources Planning & Environment

OPERATING	Actual 2016	Budget 2017	Budget 2018	Budget Change
Expenses:				incr/(decr)
Salary and Benefits	1,353,773	1,541,600	1,587,900	46,300
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	268,994	306,900	313,000	6,100
Insurance	124,652	126,000	110,000	-16,000
Other Operating Expenses	161,494	206,800	210,900	4,100
Amount set aside to Reserves	20,000	-	-	
TOTAL EXPENSE	1,928,913	2,181,300	2,221,800	40,500
Funding				(incr)/decr
Municipal Other	41,115	50,000	50,000	0
MNR Grant	33,200	33,200	33,200	0
Prov & Federal Govt	7,791	37,500	37,500	0
Donations		3,000	3,000	0
Funds taken from Reserves		27,000	27,000	0
TOTAL FUNDING	82,106	150,700	150,700	-
Net Funded by General Municipal Levy	1,846,807	2,030,600	2,071,100	
Net incr/(decr) to Municipal Levy				40,500

TABLE 2**Flood Forecasting and Warning**

The flood warning system includes the direct costs associated with monitoring the streams, and rivers in order to effectively provide warnings and guidance to municipalities and watershed residents during flood emergencies.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

Specific Activities:

- maintain a ‘state of the art’ computerized flood forecasting and warning system.
- operate a 24 hour, year-round, on-call duty officer system to respond to flooding matters.
- collect and manage data on rainfall, water quantity, reservoir conditions, water levels from 56 stream flow gauges, 24 rainfall gauges, and 12 snow courses.
- use data radio and Voice Alert system to continuously, monitor river conditions and detect warning levels, assist municipalities with emergency planning, and respond to thousands of inquiries each year.
- Assist municipalities with municipal emergency planning and participate in municipal emergency planning exercises when requested.

TABLE 2
GRAND RIVER CONSERVATION AUTHORITY
Flood Forecasting & Warning

OPERATING	Actual 2016	Budget 2017	Budget 2018	Budget change
Expenses:				incr/(decr)
Salary and Benefits	387,398	449,700	463,200	13,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	244,714	255,700	260,800	5,100
Other Operating Expenses	59,992	74,900	76,400	1,500
Amount set aside to Reserves				
TOTAL EXPENSE	692,104	780,300	800,400	20,100
Funding				(incr)/decr
MNR Grant	252,955	252,955	252,955	-
Prov & Federal Govt	-	-	-	-
TOTAL FUNDING	252,955	252,955	252,955	-
Net Funded by General Municipal Levy	439,149	527,345	547,445	
Net incr/(decr) to Municipal Levy				20,100

TABLE 3**Water Control Structures**

This category includes costs associated with the capital and maintenance of structures, the primary purpose of which is to provide protection to life and property. These structures include dams, dykes, berms and channels etc. Also included in this category are non-flood control dams and weirs, which maintain upstream water levels.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

Specific Activities:

- operate and maintain 7 major multi-purpose reservoirs, which provide flood protection and flow augmentation, and 25 kilometres of dykes in 5 major dyke systems (Kitchener-Bridgeport, Cambridge-Galt, Brantford, Drayton and New Hamburg)
- ensure structural integrity of flood protection infrastructure through dam safety reviews, inspections and monitoring, reconstruction of deteriorating sections of floodwalls and refurbishing of major components of dams
- carry out capital upgrades to the flood control structures in order to meet Provincial standards
- operate and maintain 22 non-flood control dams, which are primarily for aesthetic, recreational, or municipal water supply intake purposes
- develop and implement plans to decommission failing or obsolete dams
- ice management activities to prevent or respond to flooding resulting from ice jams
- develop and implement public safety plans for structures

TABLE 3
GRAND RIVER CONSERVATION AUTHORITY
Water Control Structures

OPERATING	Actual 2016	Budget 2017	Budget 2018	Budget change
Expenses:				incr/(decr)
Salary and Benefits	1,067,474	1,136,000	1,170,100	34,100
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	16,997	28,000	28,600	600
Property Taxes	180,221	183,500	189,000	5,500
Other Operating Expenses	306,127	331,400	338,000	6,600
Amount set aside to Reserves	116,000	-	-	-
TOTAL EXPENSE	1,686,819	1,678,900	1,725,700	46,800
Funding				(incr)/decr
MNR Grant	400,350	400,350	400,350	-
TOTAL FUNDING	400,350	400,350	400,350	-
Net Funded by General Municipal Levy	1,286,469	1,278,550	1,325,350	
Net incr/(decr) to Municipal Levy				46,800

TABLE 4**(a) PLANNING - Regulations**

This category includes costs and revenues associated with administering the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* made under the *Conservation Authorities Act*. This includes permit review, inspections, permit issuance, enforcement and follow-up, which may include defending appeals.

Specific Activities:

- Process over 800 permits each year related to development, alteration or activities that may interfere with the following types of lands:
 - ravines, valleys, steep slopes
 - wetlands including swamps, marshes, bogs, and fens
 - any watercourse, river, creek, floodplain or valley land
 - the Lake Erie shoreline
- The regulation applies to the development activities listed below in the areas listed above:
 - the construction, reconstruction, erection or placing of a building or structure of any kind,
 - any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure
 - site grading
 - the temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere.
- maintain policies and guidelines to assist in the protection of sensitive environmental lands (i.e. Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)
- enforcement of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation and maintain compliance policies and procedures
- update and maintain flood line mapping; develop natural hazards mapping in digital format to be integrated into municipal planning documents and Geographic Information Systems

(b) PLANNING - Municipal Plan Input and Review

This program includes costs and revenues associated with reviewing Official Plans, Secondary and Community Plans, Zoning Bylaws, Environmental Assessments, development applications and other proposals, in accordance with Conservation Authority and provincial or municipal agreements. It also includes watershed management consulting outside of the Grand River watershed, which is done from time-to-time on a fee-for-service basis.

Specific Activities:

- review municipal planning and master plan documents and recommend environmental policies and designations for floodplains, wetlands, natural heritage areas, fisheries habitat, hazard lands and shorelines, which support GRCA regulations and complement provincial polices and federal regulations
- provide advice to municipalities regarding environmental assessments, and other proposals such as aggregate and municipal drain applications to ensure that all environmental concerns are adequately identified and that any adverse impacts are minimized or mitigated
- provide information and technical advice to Municipal Councils and Committees and Land Division Committees regarding development applications to assist in making wise land use decisions regarding protection of people and property from natural hazard areas such as flood plains and erosion areas and protection and enhancement of wetlands, fish and wildlife habitat and natural heritage systems

TABLE 4
GRAND RIVER CONSERVATION AUTHORITY
Resource Planning

OPERATING	Actual 2016	Budget 2017	Budget 2018	Budget change
Expenses:				incr/(decr)
Salary and Benefits	1,547,162	1,656,500	1,706,200	49,700
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	193,047	213,800	218,100	4,300
Other Operating Expenses	56,772	52,600	53,600	1,000
TOTAL EXPENSE	1,796,981	1,922,900	1,977,900	55,000
Funding				(incr)/decr
Provincial	22	0	0	
MNR Grant	114,568	114,568	114,568	-
Self Generated	922,763	826,500	901,400	(74,900)
TOTAL FUNDING	1,037,353	941,068	1,015,968	(74,900)
Net Funded by General Municipal Levy	759,628	981,832	961,932	
Net incr/(decr) to Municipal Levy				(19,900)

TABLE 5**Forestry & Property Taxes**

The forestry program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes direct delivery of remediation programs including tree planting/reforestation.

General Municipal Levy funds the property tax for GRCA owned natural areas/passive lands.

Specific Activities:

- plant trees on private lands (cost recovery from landowner)
- operate Burford Tree Nursery to grow and supply native and threatened species
- carry out tree planting and other forest management programs on over 7,000 hectares of managed forests on GRCA owned lands
- manage Emerald Ash Borer infestation

TABLE 5
GRAND RIVER CONSERVATION AUTHORITY
Forestry & Conservation Land Taxes

OPERATING	Actual 2016	Budget 2017	Budget 2018	Budget change
Expenses:				incr/(decr)
Salary and Benefits	538,843	524,200	539,900	15,700
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	54,914	42,500	43,400	900
Property Taxes	160,690	172,600	177,800	5,200
Other Operating Expenses	551,006	750,400	615,400	(135,000)
Amount set aside to Reserves		-		0
TOTAL EXPENSE	1,305,453	1,489,700	1,376,500	(113,200)
Funding				(incr)/decr
Donations	41,844	57,000	57,000	-
Self Generated	626,499	800,000	650,000	150,000
TOTAL FUNDING	668,343	857,000	707,000	150,000
Net Funded by General Municipal Levy	637,110	632,700	669,500	
Net incr/(decr) to Municipal Levy				36,800

TABLE 6**Conservation Services**

The conservation service program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes the Rural Quality program and Forestry extension services.

Specific Activities:

- Co-ordinate the Rural Water Quality Program. This involves landowner contact, promotion/education and providing grants to assist farmers with capital improvements to address manure containment, livestock fencing, soil conservation, and other rural non-point sources of river water pollution. Funding for this important initiative comes from watershed municipalities and other government grants.
- Carry out tree planting, restoration and rehabilitation projects with private landowners
- Co-ordinate community events e.g. children's water festivals and agricultural and rural landowner workshops to promote water and environmental initiatives
- Co-ordinate GRCA Volunteer Program to enable public participation in community and GRCA environmental activities

TABLE 6
GRAND RIVER CONSERVATION AUTHORITY
Conservation Services

OPERATING	Actual 2016	Budget 2017	Budget 2018	Budget change
Expenses:				incr/(decr)
Salary and Benefits	645,561	672,900	693,100	20,200
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	97,208	107,800	110,000	2,200
Other Operating Expenses	16,000	56,800	57,900	1,100
Amount set aside to Reserves	17,000			
TOTAL EXPENSE	775,769	837,500	861,000	23,500
Funding				(incr)/decr
Prov & Federal Govt	14,570	30,000	30,000	-
Donations	100,207	87,000	87,000	-
Funds taken from Reserves	1,089	31,000	31,000	-
TOTAL FUNDING	115,866	148,000	148,000	-
Net Funded by General Municipal Levy	659,903	689,500	713,000	
Net incr/(decr) to Municipal Levy				23,500

TABLE 7**Communications & Foundation**

The Communications department provides a wide range of services and support for the GRCA, the Grand River Conservation Foundation, as well as Lake Erie Region Source Protection Program. This category includes watershed-wide communication and promotion of conservation issues to watershed residents, municipalities and other agencies.

The Grand River Conservation Foundation provides private sector funding for GRCA projects with limited or no other sources of revenue. This category includes operational costs related to fundraising.

Specific Activities:

- Media relations
- Public relations and awareness building
- Online communications
- Issues management and crisis communications
- Community engagement and public consultation
- Corporate brand management

- Solicit donors for financial support

- Orient and train volunteers to assist with fundraising

- Provide site tours and other events to stakeholders

TABLE 7
GRAND RIVER CONSERVATION AUTHORITY
Communications & Foundation

OPERATING	Actual 2016	Budget 2017	Budget 2018	Budget change
Expenses:				incr/(decr)
Salary and Benefits	454,762	504,300	566,400	62,100
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	63,979	74,000	75,500	1,500
Other Operating Expenses	79,842	98,600	73,000	(25,600)
Amount set aside to Reserves	40,000	-	-	-
TOTAL EXPENSE	638,583	676,900	714,900	38,000
Funding				(incr)/decr
Donations	40,000	-	-	-
TOTAL FUNDING	40,000	-	-	-
Net Funded by General Municipal Levy	598,583	676,900	714,900	
Net incr/(decr) to Municipal Levy				38,000

TABLE 8**Environmental Education**

This category includes costs and revenues associated with outdoor education facilities, which provide education and information about conservation, the environment and the Conservation Authority's programs to 50,000 students in 6 school boards and 16,000 members of the general public annually. The majority of funding for this program comes from school boards, the Grand River Conservation Foundation and public program fees.

Specific Activities:

- operate 6 outdoor education centres under contract with watershed school boards, providing hands-on, curriculum-based, outdoor education (App's Mills near Brantford, Taquanyah near Cayuga, Guelph Lake, Laurel Creek in Waterloo, Shade's Mills in Cambridge and Rockwood)
- offer curriculum support materials and workshops to watershed school boards
- offer conservation day camps to watershed children and interpretive community programs to the public (user fees apply)

TABLE 8
GRAND RIVER CONSERVATION AUTHORITY
Environmental Education

OPERATING	Actual 2016	Budget 2017	Budget 2018	Budget change
Expenses:				incr/(decr)
Salary and Benefits	886,497	876,100	942,400	66,300
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	76,459	72,800	74,300	1,500
Insurance	10,446	13,100	10,000	(3,100)
Property Taxes	15,504	18,800	19,400	600
Other Operating Expenses	235,477	265,000	270,300	5,300
Amount set aside to Reserves	17,000		30,000	30,000
TOTAL EXPENSE	1,241,383	1,245,800	1,346,400	100,600
Funding				(incr)/decr
Provincial & Federal Grants	2,765	0	0	0
Donations	54,830	50,000	50,000	0
Self Generated	880,444	876,500	942,000	(65,500)
TOTAL FUNDING	938,039	926,500	992,000	(65,500)
Net Funded by General Municipal Levy	303,344	319,300	354,400	
Net incr/(decr) to Municipal Levy				35,100

TABLE 9**CORPORATE SERVICES**

This category includes the costs for goods and services, as listed below, that are provided corporately. A small portion of these costs is recovered from provincial grants, namely from source protection program funding and from the MNR operating grant.

Specific Activities:

This category includes the following departments:

- Office of the Chief Administrative Officer and the Assistant Chief Administrative Officer/Secretary-Treasurer
- Finance
- Human Resources
- Payroll
- Health & Safety
- Office Services

In addition, this category includes expenses relating to:

- The General Membership
- Head Office Building
- Office Supplies, Postage, Bank fees
- Head Office Communication systems
- Insurance
- Audit fees
- Consulting, Legal, Labour Relations fees
- Health and Safety Equipment, Inspections, Training
- Conservation Ontario fees
- Corporate Professional Development
- General expenses

TABLE 9
GRAND RIVER CONSERVATION AUTHORITY
Corporate Services

Budget 2018		Surplus available to offset Municipal Levy Increase
Expenses:		
Salary and Benefits	1,990,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	337,300	
Insurance	55,000	
Other Operating Expenses	985,373	
Amount set aside to Reserves		
TOTAL EXPENSE	3,367,673	
Funding		
MNR Grant	70,000	
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	15,000	
TOTAL FUNDING	155,000	
Net Result before surplus adjustments	3,212,673	
Deficit from Other Programs offset by 2017 Surplus Carryforward		(41,700)
2017 Surplus Carried Forward to 2018 used to reduce Levy		310,000
Net Funded by General Municipal Levy	3,212,673	268,300
Budget 2017		Surplus available to offset Municipal Levy Increase
Expenses:		
Salary and Benefits	1,834,900	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	355,700	
Insurance	55,000	
Other Operating Expenses	1,069,105	
Amount set aside to Reserves		
TOTAL EXPENSE	3,314,705	
Funding		
MNR Grant	70,000	
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	15,000	
TOTAL FUNDING	155,000	
Net Result before surplus adjustments	3,159,705	
Deficit from Other Programs offset by 2016 Surplus Carryforward		(44,400)
2016 Surplus Carried Forward to 2017 used to reduce Levy		315,832
Net Funded by General Municipal Levy	3,159,705	271,432
ACTUAL 2016		Surplus available to offset Municipal Levy Increase
Expenses:		
Salary and Benefits	1,883,139	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	301,013	
Insurance	57,980	
Other Operating Expenses	704,059	
Amount set aside to Reserves	255,000	
TOTAL EXPENSE	3,201,191	
Funding		
MNR Grant	70,000	
Donations	-	
Recoverable Corporate Services Expenses	63,721	
TOTAL FUNDING	133,721	
Net Result before surplus/(deficit) adjustments	3,067,470	
Deficit from Other Programs offset by 2015 Surplus Carryforward		(283,445)
2015 Surplus Carried Forward to 2016 used to reduce Levy		429,618
Net Funded by General Municipal Levy	3,067,470	146,173

TABLE 10 (a)**Conservation Lands, Rental Properties, Forestry & Misc**

The Conservation Land Management Program includes all expenses and revenues associated with acquisition and management of land owned/managed by the Authority. This includes protection of *Provincially Significant Conservation Lands*, woodlot management, rental/lease agreements and other revenues generated from managing lands and facilities. These expenses do not include those associated with recreation and education programs on GRCA lands.

Specific Activities:

- acquire and manage significant wetlands and floodplain lands, e.g. the Luther Marsh Wildlife Management Area, the Keldon Source Area, the Bannister-Wrigley Complex, and the Dunnville Marsh
- operate “passive” conservation areas in order to conserve forests and wildlife habitat. Some are managed by municipalities or private organizations (Chicopee Ski Club in Kitchener, Scott Park in New Hamburg, etc.)
- develop and maintain extensive trail network on former rail lines owned by GRCA and municipalities (much of this is part of the Trans-Canada Trail network). Necessary funding is raised by The Grand River Conservation Foundation
- rent 733 cottage lots at Belwood Lake and Conestogo Lake; hold leases on over 1200 hectares of agricultural land and 19 residential units, and over 50 other agreements for use of GRCA lands. Income from these rentals aids in the financing of other GRCA programs
- host controlled hunts at various locations including Luther Marsh Wildlife Management Area and Conestogo Lake
- carry out forestry disease control, woodlot thinning and selective harvesting on GRCA lands in accordance with the Forest Management Plan while generating income from sale of timber. Income generated helps pay for future forest management activities
- where appropriate, dispose of lands that have been declared surplus and continue to identify and plan for disposition of other surplus lands. Proceeds from future dispositions will be used for acquisition of “Environmentally Significant Conservation Lands” and for other core programs
- payment of non-insured losses and deductibles for vandalism, loss or theft; miscellaneous amounts recovered from insurance settlements

- investment income arising from reserves and funds received in advance of program expenses

TABLE 10 (b)

HYDRO PRODUCTION

This program generates revenue from ‘hydro production’.

Specific Activities:

- generate hydro from turbines in 2 large dams, Shand and Conestogo; the income is used to fund GRCA programs and repay reserves accordingly for the cost of building/repairing turbines.

TABLE 10 (c)

CONSERVATION AREAS

These programs include costs and revenues associated with delivering recreational programs on GRCA lands and include the costs and revenues associated with day-use, camping, concessions and other activities at GRCA active Conservation Areas.

Specific Activities:

- operate 11 “active” Conservation Areas (8 camping and 3 exclusively day-use) that are enjoyed by over 1 million visitors annually. It is estimated that these visitors also help generate significant revenues for the local tourism industry
- offer camping, hiking, fishing, swimming, boating, picnicking, skiing and related facilities
- provide 2,500 campsites – second only to the provincial park system as a provider of camping accommodation in Ontario

TABLE 10
GRAND RIVER CONSERVATION AUTHORITY
OTHER PROGRAMS - OPERATING - SUMMARY of Results

	Conservation Lands	Property Rentals	MISC	(a) Cons Lands, Rental, Misc	(b) Hydro Production	(c) Conservation Areas	TOTAL Other Programs
Budget 2018 - OPERATING							
Expenses:							
Salary and Benefits	1,042,500	574,000	-	1,616,500	42,000	4,177,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	156,500	73,000	-	229,500	-	173,000	
Insurance	143,000	15,500	-	158,500	-	-	
Property Taxes	-	98,000	-	98,000	-	60,000	
Other Operating Expenses (consulting etc)	605,000	834,900	70,000	1,509,900	88,000	2,700,000	
Amount set aside to Reserves	-	-	-	-	70,000	300,000	
TOTAL EXPENSE	1,947,000	1,595,400	70,000	3,612,400	200,000	7,410,000	11,222,400
Funding							
Donations	65,000	-	-	65,000	-	-	
Self Generated	86,000	2,900,700	148,000	3,134,700	470,000	7,410,000	
Funds taken from Reserves	1,000	100,000	-	101,000	-	-	
TOTAL FUNDING	152,000	3,000,700	148,000	3,300,700	470,000	7,410,000	11,180,700
NET Surplus/(Deficit) for programs not funded by general levy	(1,795,000)	1,405,300	78,000	(311,700)	270,000	-	(41,700)
Budget 2017 - OPERATING							
Expenses:							
Salary and Benefits	1,012,200	602,500	-	1,614,700	41,300	3,763,800	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	153,400	71,500	-	224,900	-	169,500	
Insurance	167,600	11,300	-	178,900	-	-	
Property Taxes	-	98,000	-	98,000	-	58,700	
Other Operating Expenses (consulting etc)	593,000	1,014,600	70,000	1,677,600	23,700	2,558,000	
Amount set aside to Reserves	-	-	-	-	135,000	150,000	
TOTAL EXPENSE	1,926,200	1,797,900	70,000	3,794,100	200,000	6,700,000	10,694,100
Funding							
Donations	65,000	-	-	65,000	-	-	
Self Generated	86,000	2,929,700	148,000	3,163,700	470,000	6,700,000	
Funds taken from Reserves	1,000	250,000	-	251,000	-	-	
TOTAL FUNDING	152,000	3,179,700	148,000	3,479,700	470,000	6,700,000	10,649,700
NET Surplus/(Deficit) for programs not funded by general levy	(1,774,200)	1,381,800	78,000	(314,400)	270,000	-	(44,400)
Actual 2016 - OPERATING							
Expenses:							
Salary and Benefits	1,066,962	524,518	-	1,591,480	53,103	3,707,577	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	90,519	71,726	-	162,245	500	166,003	
Insurance	157,658	15,788	-	173,446	-	-	
Property Taxes	-	141,710	-	141,710	-	53,986	
Other Expenses	665,795	1,012,631	45,814	1,724,240	157,621	2,744,367	
Amount set aside to Reserves	232,796	175,000	-	407,796	5,000	1,184,000	
TOTAL EXPENSE	2,213,730	1,941,373	45,814	4,200,917	216,224	7,855,933	12,273,074
Funding							
Provincial/Federal	7,510	-	(615)	6,895	-	3,626	
Donations	88,209	5,000	-	93,209	-	91,203	
Self Generated	178,651	3,082,548	74,359	3,335,558	487,033	7,761,559	
Funds taken from Reserves	-	210,546	-	210,546	-	-	
TOTAL FUNDING	274,370	3,298,094	73,744	3,646,208	487,033	7,856,388	11,989,629
NET Surplus/(Deficit) for programs not funded by general levy	(1,939,360)	1,356,721	27,930	(554,709)	270,809	455	(283,445)

OTHER INFORMATION

1. INFORMATION SYSTEMS & TECHNOLOGY - COMPUTER CHARGES

A computer charge is allocated to the individual programs based on the number of users and the nature of system usage. Effectively, computer costs are included under administrative costs on Tables 1 to 10.

Computer charges include costs associated with implementing and operating corporate information technology.

Specific Activities:

- Develop and implement the GRCA's long-term information technology and telecommunications plan. Create and maintain standards for the development and use of corporate data
- Manage and support the GRCA's server, network and personal computer infrastructure for geographic information systems (GIS); flood forecasting and warning, including real-time data collection and dissemination of water quantity and quality monitoring station information; database and applications development; website hosting; electronic mail; internet access; personal computing applications; and administration systems, including finance and human resources
- Develop, and implement the GRCA's Geographic Information Systems (GIS) technology and spatial data infrastructure
- Acquire and/or develop business and scientific applications for use at the GRCA
- Operate on-line campsite reservation and day-use systems with computers in 10 Conservation Areas. Provide computers for use at outdoor education centres
- Develop and operate a wide area network connecting 14 sites and campus style wireless point-to-multipoint networks at Head Office and Conservation Areas
- Develop and operate an integrated Voice over IP Telephone network covering nine sites and 220 handsets
- Support and manage mobile phones, smart phones, and pagers

2. VEHICLE, EQUIPMENT – MOTOR POOL CHARGES

Motor Pool charges are allocated to the individual sections based on usage of motor pool equipment. Effectively, motor pool charges are included with administrative costs or other operating expenses, as applicable, on Tables 1 to 10.

Specific Activities:

- Maintain a fleet of vehicles and equipment to support all GRCA programs.
- Purchases of new vehicles and/or equipment.
- Disposal of used equipment.
- Lease certain equipment.

SECTION B

BASE PROGRAMS – CAPITAL

SECTION B – CAPITAL BUDGET

Capital Spending in 2018 includes spending in the following program areas:

- Water Resources Planning
- Flood Forecasting and Warning
- Water Control Structures
- Conservation Areas

Water Resources Planning expenditures will be for water quality monitoring equipment.

Flood forecasting and warning expenditures will be for software systems and gauge equipment.

Water Control Structures expenditures will include the following projects:

- Conestogo Dam – Complete a gate failure modes analysis and install a third independent method of monitoring high reservoir levels. Initiate detailed design of concrete repairs to concrete control structure.
- Guelph Dam - Design and fabricate bulkhead to isolate the discharge valve to allow repair. Replace or repair discharge valve. Complete backup generator and fuel system upgrades to meet current code requirements.
- Luther Dam – Purchase and install new stoplogs.
- Laurel Dam – Repair and refurbish automatic flashboard system.
- Woolwich Dam - Refurbish gates 1 and 2 repaint and change seals. Complete backup generator and fuel system upgrades to meet current code requirements.
- Caledonia Dam – Install second set of stoplog gains and stoplogs.
- Dunnville Dam – Initiate redesign of repair to fish ladder.
- Wellesley Dam – Engineering assessment of embankment, gate and crest repairs. Develop plan to implement repairs, prepared detailed designs initiate agency approvals.
- Wellington Street dam – Finalized engineering assessment and 20 year capital forecast of maintenance costs. Hold discussions with local municipality.
- Bridgeport Dyke – Design repair to mitigate seepage through dyke.
- Brantford Dyke - Complete toe repairs of concrete slab.
- Cambridge Dyke – design repair to a section of the river wall along the east bank of the river downstream of Main Street. Integrate riverwall repair with municipal river level walkway and stair way access project.
- New Hamburg Dyke – Continue investigations and maintenance of the dyke in New Hamburg to confirm integrity and compliance with original dyke design.

Conservation Area capital spending includes expenditures as part of the regular maintenance program as well as spending on major repairs and new construction. In 2018, major capital projects within the Conservation Areas will include:

- Elora Gorge – sanitary servicing upgrade
- Elora Gorge – Pines campground expansion
- Rockwood – bridge replacement
- Byng – washroom
- Byng – playground
- Guelph Lake – playground
- Laurel Creek – automatic gate installation

Corporate Services capital spending represents the portion of overall Information Services and Motor Pool expenses that are funded by the Information Technology (IT) and Motor Pool (MP) reserve. See “Other Information” above for spending descriptions for IT and MP.

SECTION B - Capital Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2018

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					1,820,000		1,820,000
PSAB Project							-
Building Major Maintenance							-
Net IT/MP Capital Spending not allocated to Departments						90,000	90,000
TOTAL EXPENSE	110,000	190,000	1,500,000	-	1,820,000	90,000	3,710,000
Funding							
Municipal Special Levy							-
Prov & Federal Govt			700,000				700,000
Self Generated					670,000		670,000
Funding from Reserves	50,000				1,150,000	90,000	1,290,000
TOTAL FUNDING	50,000	-	700,000	-	1,820,000	90,000	2,660,000
Net Funded by General CAPITAL Levy	60,000	190,000	800,000	-	-	-	1,050,000

BUDGET 2017 - CAPITAL

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					683,000		683,000
PSAB Project							-
Building Major Maintenance							-
Net IT/MP Capital Spending not allocated to Departments						180,400	180,400
TOTAL EXPENSE	110,000	190,000	1,500,000	-	683,000	180,400	2,663,400
Funding							
Municipal Special Levy							-
Prov & Federal Govt			700,000		83,000		783,000
Self Generated					600,000		600,000
Funding from Reserves	50,000					180,400	230,400
TOTAL FUNDING	50,000	-	700,000	-	683,000	180,400	1,613,400
Net Funded by General CAPITAL Levy	60,000	190,000	800,000	-	-	-	1,050,000

ACTUAL 2016 - CAPITAL

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	ACTUAL TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	52,167						52,167
Flood Forecasting Warning Hardware and Gauges		119,443					119,443
Flood Control Structures-Major Maintenance			1,044,865				1,044,865
Conservation Areas Capital Projects					771,510		771,510
Funding to Reserves		70,000	198,000				268,000
Net IT/MP Capital Spending not allocated to Departments						48,107	48,107
TOTAL EXPENSE	52,167	189,443	1,242,865	-	771,510	48,107	2,304,092
Funding							
Prov & Federal Govt			442,724			40,000	482,724
Self Generated					771,510		771,510
Funding from Reserves						8,107	8,107
TOTAL FUNDING	-	-	442,724	-	771,510	48,107	1,262,341
Net Funded by General CAPITAL Levy	52,167	189,443	800,141	-	-	-	1,041,751

SECTION C

SPECIAL PROJECTS

SECTION C – SPECIAL PROJECTS

This category of activity represents projects that the GRCA undertakes where special one time and/or multi-year funding is applicable. The duration of these projects is typically one year although in some instances projects may extend over a number years, such as Source Protection Planning. External funding is received to undertake these projects.

The main project in this category is the provincial Source Protection Planning program under the *Clean Water Act, 2006*. Plan development work commenced in 2004, with plan implementation starting in 2015. Work includes research and studies related to the development of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region. All four Source Protection Plans are approved and in effect. The focus in 2018 is on updates to the Grand River Source Protection Plan, including water quantity risk assessment studies, development of water quantity policies, updating water quality vulnerability assessments, and the development of an annual progress reporting framework.

Other special projects in the area of watershed stewardship include the “Rural Water Quality Program” grants, Emerald Ash borer infestation management, floodplain mapping projects, Upper Blair subwatershed study, waste water optimization project, water festivals, the Mill Creek Ranger stream restoration project and numerous ecological restoration projects on both GRCA lands and private lands in the watershed.

SECTION C - Special Projects Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2017

EXPENDITURES	ACTUAL 2016	BUDGET 2017	BUDGET 2018
Dundas Valley Groundwater Study	763	-	-
Grand River Management Plan	82,410	20,000	20,000
Subwatershed Plans - City of Kitchener	100,294	100,000	100,000
Waste Water Optimization Program	118,120	83,000	135,000
Drought Contingency Pilot Project	-	-	-
Floodplain Mapping	170,975	200,000	850,000
RWQP - Capital Grants	943,635	800,000	800,000
Brant/Brantford Children's Water Festival	24,514	26,000	26,000
Haldimand Children's Water Festival	23,188	20,000	40,000
Species at Risk	70,751	60,000	70,000
Trees for Mapleton	0	-	-
2015 Biennial Tour	-	-	-
Ecological Restoration	80,614	200,000	270,000
Large Cover Placement Program	-	-	-
Trees for Guelph	44,382	-	-
Great Lakes SHSM Event	13,265	-	-
Great Lakes Agricultural Stewardship Initiative	79,576	77,000	-
Trails Capital Maintenance	452	-	-
Emerald Ash Borer	347,796	400,000	400,000
Forest in the City	-	-	-
Lands Mgmt - Land Purchases/Land Sale Expenses	67,239	-	-
Lands Mgmt - Development Costs	-	50,000	50,000
Mill Creek Rangers	29,824	35,000	35,000
Parkhill Hydro Turbine Project	-	200,000	300,000
Apps' Mill Nature Centre Renovation	262,426	220,000	-
Dickson Trail and Boardwalk Rehabilitation	4,200	187,000	20,000
Total SPECIAL Projects 'Other'	2,464,424	2,678,000	3,116,000
Source Protection Program	1,159,446	835,000	835,000
Total SPECIAL Projects Expenditures	3,623,870	3,513,000	3,951,000
SOURCES OF FUNDING			
Provincial Grants for Source Protection Program	1,159,446	835,000	835,000
OTHER GOVT FUNDING	1,674,402	1,433,500	1,645,000
SELF-GENERATED	374,987	594,500	381,000
FUNDING FROM/(TO) RESERVES	415,035	650,000	1,090,000
Total SPECIAL Funding	3,623,870	3,513,000	3,951,000

**Grand River Conservation Authority
Summary of Municipal Levy - 2018 Budget**

DRAFT-January 26, 2018

	% CVA in	2017 CVA	CVA-Based	2018 Budget	2018 Budget	2018 Budget	2018 Budget	Actual		
		(Modified)	Apportionment	Matching Admin & Maintenance Levy	Non Matching Admin & Maintenance Levy	Capital Levy	Total Levy	2017 Levy	% Change	
Brant County	84.0%	5,778,502,491	4,853,942,092	2.88%	25,085	271,586	30,233	326,904	354,137	-7.7%
Brantford C	100.0%	12,178,149,735	12,178,149,735	7.22%	62,933	681,380	75,862	820,175	897,489	-8.6%
Amaranth Twp	82.0%	651,361,270	534,116,241	0.32%	2,760	29,884	3,327	35,971	39,009	-7.8%
East Garafraxa Twp	80.0%	498,143,467	398,514,773	0.24%	2,059	22,297	2,482	26,838	29,452	-8.9%
Town of Grand Valley	100.0%	396,850,584	396,850,584	0.24%	2,051	22,204	2,472	26,727	27,291	-2.1%
Melancthon Twp	56.0%	481,524,449	269,653,692	0.16%	1,393	15,087	1,680	18,160	19,694	-7.8%
Southgate Twp	6.0%	815,068,745	48,904,125	0.03%	253	2,736	305	3,294	3,620	-9.0%
Haldimand County	41.0%	5,888,880,157	2,414,440,864	1.43%	12,477	135,090	15,040	162,607	183,117	-11.2%
Norfolk County	5.0%	8,186,035,325	409,301,766	0.24%	2,115	22,901	2,550	27,566	30,831	-10.6%
Halton Region	10.3%	36,402,339,213	3,765,423,823	2.23%	19,459	210,679	23,456	253,594	271,150	-6.5%
Hamilton City	26.8%	77,135,348,277	20,633,705,664	12.24%	106,629	1,154,477	128,534	1,389,640	263,512	427.4%
Oxford County	37.7%	3,548,847,438	1,337,821,840	0.79%	6,913	74,852	8,334	90,099	99,302	-9.3%
North Perth T	2.0%	1,770,295,097	35,405,902	0.02%	183	1,981	221	2,385	2,563	-6.9%
Perth East Twp	40.0%	1,600,912,173	640,364,869	0.38%	3,309	35,829	3,989	43,127	45,952	-6.1%
Waterloo Region	100.0%	86,368,658,180	86,368,658,180	51.24%	446,327	4,832,414	538,023	5,816,764	6,314,548	-7.9%
Centre Wellington Twp	100.0%	4,246,127,695	4,246,127,695	2.52%	21,943	237,575	26,451	285,969	312,036	-8.4%
Erin T	49.0%	2,223,001,923	1,089,270,942	0.65%	5,629	60,946	6,785	73,360	81,701	-10.2%
Guelph C	100.0%	22,830,352,868	22,830,352,868	13.54%	117,980	1,277,382	142,218	1,537,580	1,646,748	-6.6%
Guelph Eramosa Twp	100.0%	2,374,434,372	2,374,434,372	1.41%	12,270	132,852	14,791	159,913	175,520	-8.9%
Mapleton Twp	95.0%	1,408,733,893	1,338,297,198	0.79%	6,916	74,879	8,337	90,132	95,992	-6.1%
Wellington North Twp	51.0%	1,432,770,017	730,712,708	0.43%	3,776	40,884	4,552	49,212	53,415	-7.9%
Puslinch Twp	75.0%	2,216,998,019	1,662,748,514	0.99%	8,593	93,032	10,358	111,983	127,922	-12.5%
Total		278,433,335,387	168,557,198,449	100.00%	871,053	9,430,947	1,050,000	11,352,000	11,075,000	2.5%

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 019-18

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

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to 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 Lot 36, Con 1 (West Garafraxa) with a civic address of 7619 Jones Baseline, as shown on Schedule "A" attached to and forming part of this By-law from **Agricultural Exception 33.1 (A-1)** to **Agricultural Exception with a Holding Provision (A-195(H))** and **Agricultural Exception (A-196)**;
2. THAT Section 33 Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exceptions:

<p>33.195 Lot 36, Con 1 (West Garafraxa)</p>	<p>A-195(H)</p>	<p>Notwithstanding the provisions of section 8.5.2.1 a minimum lot area of 0.15 ha (0.37 acre) is permitted.</p> <p>Notwithstanding the provisions of section 8.5.2.2 a minimum lot frontage of 17.0 m (55.7 ft) is permitted.</p> <p>A Holding Provision (H) shall apply to the property until removed by Council. Council may pass a by-law removing the holding symbol once it is satisfied that the following matters have been adequately addressed:</p> <ol style="list-style-type: none"> a. That the owner apply for and be allocated sewage units for both the severed and retained lots; b. That the dwelling on the retained lot connect to municipal water and sewer services; and, c. That the existing well and septic system on the retained lot be decommissioned to the satisfaction of the Township of Wellington North. <p style="text-align: right;">(B42/17 Cox & Matusinec - Severed lot)</p>
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33.196 Lot 36, Con 1 (West Garafraxa), 7619 Jones Baseline	A-196	Notwithstanding the provisions of section 8.5.2.1 a minimum lot area of 0.14 ha (0.34 acre) is permitted. Notwithstanding the provisions of section 8.5.2.2 a minimum lot frontage of 18.0 m (59.05 ft) is permitted. (B42/17 Cox & Matusinec - Retained lot)
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3. 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.
4. 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 12TH DAY OF FEBRUARY, 2018.**

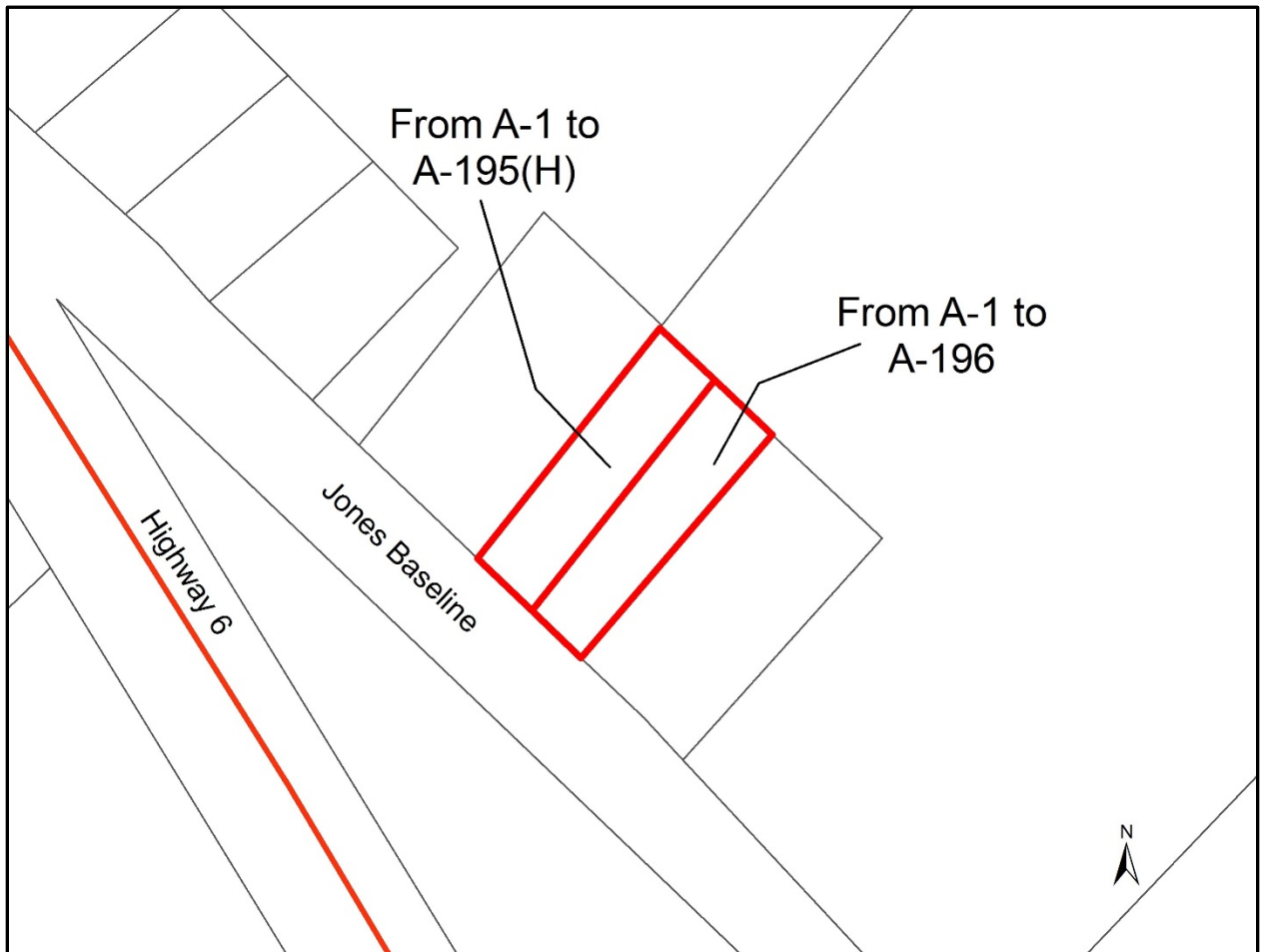
ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 019-18

Schedule "A"



SCHEDULE A TO BY-LAW 019-18

Passed this 12th day of February, 2018

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 019-18

THE LOCATION OF THE SUBJECT LANDS

The subject property is legally described as Lot 36, Con 1 (West Garafraxa) with a civic address of 7619 Jones Baseline. The subject property is approximately 0.29 hectares (0.71 acres) in size and contains an existing single detached dwelling.

THE PURPOSE AND EFFECT of the amendment is to rezone the subject lands to permit a reduced lot frontage and lot area for both the proposed severed and retained lots. The rezoning will also place a holding zone prohibiting the issuance of a building permit on the severed lot until sewage capacity is available, the lots are connected to municipal services, and the existing well and septic are de-commissioned which serve the retained lot. This rezoning is a condition of severance application B42/17, which has been granted provisional approval by the Wellington County Land Division Committee. The consent application creates a 0.15 ha (0.37 acre) vacant residential parcel and a 0.14 ha (0.34 acre) retained parcel occupied by an existing residential dwelling.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MINUTES OF COUNCIL
JANUARY 22, 2018 @ 7:00 P.M.**

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

Members Present:

**Acting Mayor: Dan Yake
Councillors: Lisa Hern
Steve McCabe**

Absent:

**Mayor: Andrew Lennox
Councillor: Sherry Burke**

Staff Present:

**Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Director of Finance and Treasury: Adam McNabb
Economic Development Officer: Dale Small**

Absent:

CAO: Michael Givens

CALLING TO ORDER

Acting Mayor Yake called the meeting to order.

ADOPTION OF THE AGENDA**Resolution 2018-027**

Moved: Councillor Hern
Seconded: Councillor McCabe

THAT the Agenda for the January 22, 2018 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

None

O' CANADA

PRESENTATION

Gabriella Ieropoli, Community Youth Resiliency Worker

- North for Youth: A Summary

Dale Small, Economic Development Officer, introduced Gabriella Ieropoli and provided background information regarding her role as Community Youth Resiliency Worker.

Ms. Ieropoli appeared before Council to provide a summary recapping the work done to date and to discuss next steps. In 2013 the North Wellington Coalition for Youth Resiliency reported the need for local youth engagement efforts to improve youth well-being and reduce substance misuse in Northern Wellington. Grant application approval by the Ontario Trillium Foundation allowed work to begin.

Annual initiatives included leaf clean up, Northern Wellington youth connections day, recruitment fair, grad attire swap, youth week, food skills workshop and teen video contest on distracted driving.

Ongoing initiatives include the Truth About Youth program and Youth Engagement Community of Practice.

Ms. Ieropoli reviewed community outreach efforts, research projects, new youth recognition efforts and how a CYRW supports communities.

North for Youth hopes to look at youth unemployment and entrepreneurship with skill development training and workshops, experiential volunteering, mental health and wellness, young caregivers, developing new inclusive and accessible youth programs, youth spaces and an online youth hub/website.

North for Youth recommendations include continued support of local Youth Action Council, continuation of staff member acting as a liaison for youth initiatives, inviting Community Youth Resiliency Worker to provide recommendations for strategic goals and plans for youth services and/or identify gaps/barriers to service and ways to address these, and provide financial and in-kind support to continue the Community Youth Resiliency Worker position.

ADOPTION OF MINUTES OF COUNCIL / PUBLIC MEETING(S)

Resolution 2018-028

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the minutes of the Regular Meeting of Council held on January 8, 2018 be adopted as circulated.

CARRIED

BUSINESS ARISING

None

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 2b, 3d

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**Resolution 2018-029**

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT all items listed under Items for Consideration on the January 22, 2018 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

1. FIRE
 - a. Communiqué #50, December 2017 *be received*
2. FINANCE
 - a. Cheque Distribution Report, January 16, 2018 *be received*
3. PUBLIC WORKS
 - a. Report PW 2018-001 – Sanitary Allocations for H. Bye Construction Ltd. (London Road)

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2018-001 being a report on the sanitary allocation for H. Bye Construction Ltd. (London Road);

AND FURTHER THAT the Council of the Township of Wellington North commit thirty (30) sanitary sewer allocations to H. Bye Construction Ltd. for thirty townhouse units at London Road, Mt. Forest (PT PARK LOT 4, RP61R11573 PART 3);

AND FURTHER THAT the sanitary sewer allocations to H. Bye Construction Ltd. for thirty townhomes at London Road, Mt. Forest have an expiry of thirty-six months from date of passage of the resolution, after which period the allocation of 30 sewer units for this development will be withdrawn.
 - b. Report PW 2018-002 – Sanitary Allocations for 2574574 Ontario Inc. (488 Durham street East)

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2018-002 being a report on the sanitary allocation for 2574574 Ontario Inc. (488 Durham Street East);

AND FURTHER THAT the Council of the Township of Wellington North commit ten (10) sanitary sewer allocations to 2574574 Ontario Inc. for ten townhouses at 488 Durham Street East, Mt. Forest (PT PARK LOT 4, South of Durham Street and East of Main Street);

AND FURTHER THAT the sanitary sewer allocations to 2574574 Ontario Inc. for ten townhomes at 488 Durham Street East, Mt. Forest have an expiry of thirty-six months from date of passage of the resolution, after which period the allocation of 10 sewer units for this development will be withdrawn.
 - c. Report PW 2018-003 – Sanitary Allocations for Marlanna Homes (400 King Street East)

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2018-003 being a report on the sanitary allocation for Marlanna Homes (400 King Street East);

AND FURTHER THAT the Council of the Township of Wellington North commit twenty four (24) sanitary sewer allocations to Marlanna Homes for twenty four semi detached units at 400 King Street East, Mt. Forest (PT PARK LOT 2, South of King Street);

AND FURTHER THAT the sanitary sewer allocations to Marlanna Homes for twenty four semi detached units at 400 King Street East, Mt. Forest have an expiry of thirty-six months from date of passage of the resolution, after which period the allocation of 24 sewer units for this development will be withdrawn.

4. ADMINISTRATION

- a. Report CLK 2018-005 Appointment of Maitland Valley Conservation Authority and Maitland Valley Source Protection Authority Board

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2018-005 being a report on an appointment of a representative to the Maitland Valley Conservation Authority and Maitland Valley Source Protection Authority Board for information;

AND FURTHER THAT the Council of the Township of Wellington North appoint David Turton of the Township of Minto, as the representative for the Township of Wellington North to the Maitland Valley Conservation Authority and to the Maitland Valley Source Protection Authority Board for a one year term, January 1, 2018 to December 31, 2018.

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION

Resolution 2018-030

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT Council of the Corporation of the Township of Wellington North receive Report TR2018-01 being a report on vacant unit rebates and vacant / excess land subclass tax reductions;

AND FURTHER THAT the Council of the Township of Wellington North eliminate the current subclass tax reductions on vacant commercial and industrial land and excess land beginning with the calendar year 2018;

AND FURTHER THAT council pass a by-law empowering the Township of Wellington North to enact the amendments to O. Reg. 325/01, which are identified in O. Reg. 581/17 (attached herein) under the Municipal Act, 2001 for the 2017 taxation year and subsequent taxation years.

CARRIED

Resolution 2018-031

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2018-004 being a report on the sanitary allocation for Peter & Mary Reeves (Wellington Street East);

AND FURTHER THAT the Council of the Township of Wellington North commit four (4) sanitary sewer allocations to Peter & Mary Reeves for four single family dwellings at Wellington Street East, Mt. Forest (PART LOT 71, Concession 3);

AND FURTHER THAT the sanitary sewer allocations to Peter & Mary Reeves for four single family dwellings at Wellington Street East, Mt. Forest have an expiry of thirty-six months from date of passage of the resolution, after which period the allocation of 4 sewer units for this development will be withdrawn.

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

No Community Group Meeting Programs Reports.

BY-LAWS**Resolution 2018-032**

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT By-law Number 009-18 being a by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act be read a First, Second and Third time and enacted. (Stewart)

CARRIED

Resolution 2018-033

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT By-law Number 010-18 being a provisional drain repair by-law to provide for the repair of the Wayne Cole Drainage Works be read a First and Second time and provisionally enacted.

CARRIED

Resolution 2018-034

Moved: Councillor Hern
Seconded: Councillor McCabe

THAT By-law Number 011-18 being a by-law to provide for actual cost to provide for a drainage works in the Township of Wellington North in the County of Wellington, known as Drain 65 (Lennox) Drain be read a First, Second and Third time and enacted.

CARRIED

Resolution 2018-035

Moved: Councillor McCabe
Seconded: Councillor Hern

THAT By-law Number 012-18 being a by-law to authorize a Third Lease Extension and Amending Agreement (Kenilworth/OPP) be read a First, Second and Third time and enacted.

CARRIED

Resolution 2018-036

Moved: Councillor Hern
Seconded: Councillor McCabe

THAT By-law Number 013-18 being a by-law to establish a Tax Rebate Program for the vacant portions of property in the Commercial Property and Industrial Property classes be read a First, Second and Third time and enacted.

CARRIED

CONFIRMATORY BY-LAW**Resolution 2018-037**

Moved: Councillor McCabe
Seconded: Councillor Hern

THAT By-law Number 014-18 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 22, 2018 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT**Resolution 2018-038**

Moved: Councillor Hern
Seconded: Councillor McCabe

THAT the Regular Council meeting of January 22, 2018 be adjourned at 7:49 p.m.

CARRIED

CLERK

MAYOR



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Kenilworth, ON N0G 2E0

www.wellington-north.com 1.866.848.3620 FAX 519.848.3228

519.848.3620

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 12, 2018**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE
SERVICES/CLERK**

**SUBJECT: REPORT CLK 2018-008 BEING A REPORT ON CLERK'S
DEPARTMENT 2017 YEAR END REVIEW**

RECOMMENDATION

THAT Report CLK 2018-008 being a report on Clerk's Department 2017 year end review be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

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

CLK 2017-004 being a report on the Clerk's department 2016 year end review

BACKGROUND

The Clerk's department is comprised of four full time employees including the Director of Legislative Services/Clerk, Deputy Clerk, Administrative Support Coordinator and Receptionist. A summer student was hired to assist with information and record management, supporting the Building, Treasury and Clerk's department.

The Roads Foreman at the Mount Forest works yard is responsible for all the burials in the Mount Forest Cemetery under the supervision of the Director of Legislative Services/Clerk.

The Clerk's department works closely with all departments to ensure continuity of service and to provide assistance as required including Treasury (energy consumption data) fire and public works.

Members of the Clerk's department also sit on the Joint Health & Safety Committee and Wellness Committee.

Until October 2017, the Director of Legislative Services/Clerk's was responsible for a Human Resource component such as:

- 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 and information to employees when required
- Submitting all WSIB claims
- Providing new employee packages to department heads.

Attached as Schedule "A" is a listing of the daily activities and metrics provided by the Clerk's department in 2017. In addition the Clerk's department completed these special projects in 2017:

Telephone Audit

Telephone lines, connections, phone and fax numbers were reviewed. Some lines were found to not be in use, particularly several Emergency Operation lines, others were fax lines that were also no longer in use.

The audit realized over \$3,000 in annual savings for the municipality.

Accommodation Review

As part of the accommodation review, the Clerk's department participated in the temporary relocation to the Mount Forest Sports Complex while the Kenilworth office underwent renovations. While temporary in nature, the relocation lasted approximately five months. Continuity of operations and being able to trace records and information was the goal. During both moves (there and back), operations were not substantially impacted.

Kennel By-law

As a result of some identified gaps in the kennel licensing process a new by-law was developed, removing the kennel provisions entirely from the canine by-law to make a stand alone document. A pamphlet was developed showing the steps to obtain a kennel license and the building, planning and administration department now work collaboratively throughout the process.

Dog Enumeration

Enumeration took place during April and May. The project was very labour intensive administratively as licensed dogs increased from 593 in 2016 to 2,052 in 2017.

Fire repository for burn permits

A repository was developed through Excel that enables the fire department and administrative staff to access burn permits electronically as opposed to sorting through hundreds of paper records.

Information Management/Records retention/organization

Information management is a living project and the responsibility of all staff and elected officials. A new Information Management and Records Retention by-law was passed in 2017. Additionally the Clerk met with some of the managers to review the by-law and clarified disposal and retention schedules. One of the administration team regularly attends a Records Management working group to keep current on legislative changes and best practices. A Routine and Active Disclosure of Information Policy was adopted, making it easier to access public records.

Education & Training

The Clerk and Deputy Clerk attended the AMCTO conference in June 2017 in Huntsville. Outlines of the sessions and key take aways were provided in CLK Report 2017-019 being a report on the Association of Municipal Clerks and Treasurer's 79th annual Conference. Two team members attended an AMCTO election training session in the fall.

Cemetery:

A summer student inputted all the cemetery data on record. This repository is now posted on-line to assist individuals with their family ancestry searches. This also reduces the cemetery research time that staff provide. It is a useful tool for the local cemetery and monument company. A new cemetery by-law was adopted and approval was received from the Bereavement Authority of Ontario. The fees in the cemetery had not increased in 5 years. A scattering garden was created by the Superintendent of the cemetery providing another option for placing cremated remains. The chapel was profiled in a very successful Doors Open event in the fall of 2017. Work continued on the tree canopy, reducing the risk that a tree limb might fall and damage headstones, the grounds or a visitor. In 2018 staff will continue to work on the expansion.

2018 Municipal Election

In preparation for the 2018 municipal election an Automatic Recount policy and Corporate Use of Resources policy were adopted.

FINANCIAL CONSIDERATIONS

There are no costs associated with receiving this report.

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

X Community Growth Plan	X Community Service Review
X Human Resource Plan	<input type="checkbox"/> Corporate Communication Plan
X Brand and Identity	X 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.

PREPARED BY:	RECOMMENDED BY:
<i>Karren Wallace, Clerk</i>	<i>Michael Givens, CAO</i>
KARREN WALLACE DIRECTOR OF LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

ITEM	MEASURE			
	2015	2016	2017	
ADMINISTRATION				
Burial Permits	149	115	34	
Registration of Deaths	193	175	164	
Cemetery lot transfers	5	3	6	
Cemetery plot sales (11) /columbarium sales (7)	23	38	18	
Burials in Mount Forest cemetery				
• Niche opening	42	8	9	
• Standard burial		26	21	
• Cremated remains in standard plot		19	16	
• Chapel storage over winter		9	6	
Cemetery research on request in hours	35	40	60	
Burn Permits issued (2016: Arthur 202/MF 143) (2017: Arthur 182/MF 126)	235	345	308	
Dog licenses issued/processed	522	762	2188	
Civic Addresses		46	25	
Lottery licenses issued/reported	37	23	26	
Marriage licenses issued	43	38	28	
Planning circulation mail lists generated	26	32	18	
Severance applications	20	31	16	
Livestock Claims	8	9	2	
By-laws	99	104	98	
Clerk reports	68	85	55	
MEETINGS				
	2016		2017	
	AGENDAS/ MINUTES	RES.	AGENDAS/ MINUTES	RES.
Council (inc. special)	26	605	28	490
Closed meetings	9	N/A	14	N/A
Recreation Committee	6	51	6	30
Committee of Adjustment	4	29	8	28
Public Meetings under the Planning Act	5	7	12	12
Cultural Roundtable Committee	10	31	8	21
Court of Revision	3	9	3	9



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063

Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 12, 2018**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE
SERVICES/CLERK**

**SUBJECT: REPORT CLK 2018-006 BEING A REPORT ON CONSENT
APPLICATION B183-17 (HUNT) KNOWN AS PART LOT 2, S/S
MILLER STREET TOWN OF MOUNT FOREST, NOW THE
TOWNSHIP OF WELLINGTON NORTH**

RECOMMENDATION

THAT Council of the Township of Wellington North receive CLK Report 2018-006 being a report on Consent Application B183-17 as Part Lot 2, S/S Miller Street, Town of Mount Forest, now the Township of Wellington North;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B183/17 as presented with the following conditions:

- **THAT** Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;
- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;

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.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
--

CLK 2018-007 being a report on Consent Application B184-17 as Part Lot 2, S/S Miller Street, Town of Mount Forest, now the Township of Wellington North

BACKGROUND

Consent B183/17 is for an easement Part 3 on sketch for existing eave trough and cellare drainage to benefit to favour Part 1 on sketch (McIntee)

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Treasurer, and the County of Wellington Planner.

Wellington County planning comments are attached hereto as Schedule "A" and they are generally supportive of the consent.

FINANCIAL CONSIDERATIONS

There are no financial impacts as a result of this report.

STRATEGIC PLAN

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

Yes

No

N/A

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Karren Wallace, Clerk

Michael Givens, CAO

KARREN WALLACE DIRECTOR LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
---	--



SCHEDULE A

Application Location	B183/17 Part Lot 2, S/S Miller Street Plan Town of Mount Forest TOWNSHIP OF WELLINGTON NORTH (Mount Forest)
Applicant/Owner	Winnifred Hunt

PRELIMINARY PLANNING OPINION: We have no concern with the application to create an easement for existing water and sewer lines in favour of Robert and Mary McIntee (Part 1 on the sketch).

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The proposed easement crosses lands designated RESIDENTIAL within the Mount Forest Urban Centre. The matters under Section 10.1.3 were considered including item b) “that all lots can be adequately serviced with water, sewage disposal... to accepted municipal standards and without undue financial burden on the municipality”.

WELL HEAD PROTECTION AREA: The subject property is located within a WHPA B with a vulnerability score of 10.

LOCAL ZONING BY-LAW: Section 6.34 of the By-law permits the installation or maintenance of water mains and sanitary sewer mains in all zones.

SITE VISIT INFORMATION: The subject property was visited and photographed on January 26th, 2018. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Michelle Innocente, Senior Planner
February 2nd, 2018

SCHEDULE B

PLAN MATERIALS	
IRON	STANDARD
WELDED	IRON BAR
GAUGE	1/2" x 24"
WELDED	IRON BAR
GAUGE	5/8" x 24"
WELDED	IRON BAR
GAUGE	1" x 24"

PLAN OF SURVEY OF
LOT 2 SOUTH OF MILLER STREET
TOWN OF MOUNT FOREST
 COUNTY OF WELLINGTON
 SCALE: 1" = 30'
 ALEX R. WILSON
 1980

CAUTION
 THIS PLAN IS NOT A PLAN OF SUBDIVISION
 WITHIN THE MEANING OF THE PLANNING ACT

NOTE
 □ - DENOTES STANDARD IRON BAR (1" SQ. 48" LONG)
 ■ - DENOTES IRON BAR (5/8" SQUARE 24" LONG)
 F3 - DENOTES FOUND SURVEY MONUMENT
 WT - DENOTES WITNESS
 PLAN - REFERS TO PLAN OF SURVEY BY LLOYD THOMSON O.L.S.
 DATED 11 DECEMBER 1962 and of RECORD IN OUR OFFICE.
 BEARINGS SHOWN HEREON ARE ASTROMONIC AND REFERRED
 TO THE SOUTHERLY LIMIT OF MILLER STREET AS ESTABLISHED
 BY THE ABOVE NOTED PLAN OF SURVEY AS N 80°20'00"E.

PLAN 60-R 1935
 RECEIVED AND DEPOSITED
 (DATE) Feb. 3, 1981

Eduard J. Day, Sep

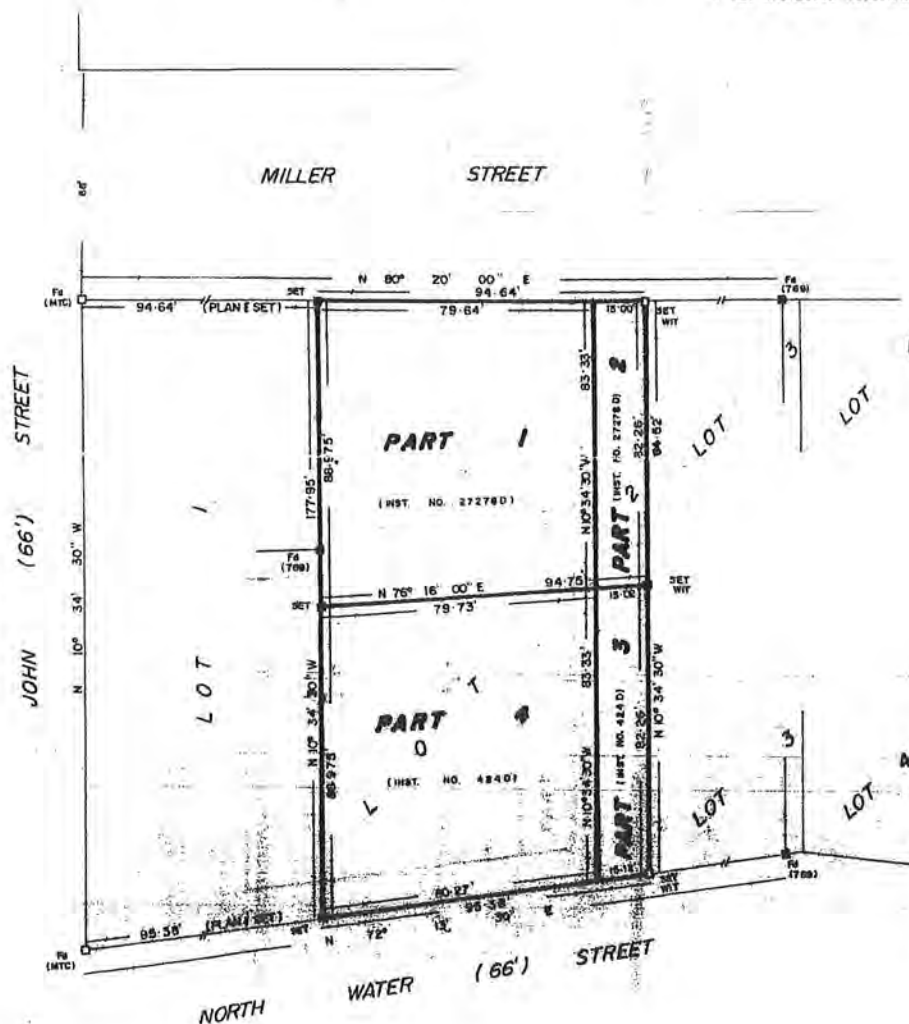
LAND REGISTRAR FOR
 THE REGISTRY DIVISION OF
 WELLINGTON NORTH (NO. 60)

I REQUIRE THIS PLAN TO BE
 DEPOSITED UNDER THE REGISTRY
 ACT.

(DATE) 30 January 1981

Alex R. Wilson O.L.S.
 ALEX R. WILSON O.L.S.

PART	LOT	RANGE	INST. NO.	AREA
1	P12	SOUTH OF MILLER	27278D	0.157 Ac
2	P12	SOUTH OF MILLER	27278D	0.029 Ac
3	P12	SOUTH OF MILLER	424D	0.029 Ac
4	P12	SOUTH OF MILLER	424D	0.157 Ac



CLIENT - B. McINTEE / E. HUNT
 PROJECT - 80-1781

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT
- (1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER.
 - (2) THE SURVEY WAS COMPLETED ON THE 27 DAY OF DECEMBER 1980.

30 January 1981
 DATE

Alex R. Wilson
 ALEX R. WILSON
 Ontario Land Surveyor

APPLICATION FOR EASEMENTS

- PART 3 TO BENEFIT PART 1
 AND PART 2 TO BENEFIT
 PART 4

DEC 27, 1980
 DATE

Greg Ford
 GREG FORD O.L.S.

ALEX R. WILSON
 ONTARIO LAND SURVEYOR
 BOX 294, MOUNT FOREST
 TEL. 519-323-2451
 JANUARY 6, 1981

1-12-81



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067

Plan to
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www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 12, 2018**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE
SERVICES/CLERK**

**SUBJECT: REPORT CLK 2018-007 BEING A REPORT ON CONSENT
APPLICATION B184-17 (MCINTEE) KNOWN AS PART LOT 2, S/S
MILLER STREET TOWN OF MOUNT FOREST, NOW THE
TOWNSHIP OF WELLINGTON NORTH**

RECOMMENDATION

THAT Council of the Township of Wellington North receive CLK Report 2018-007 being a report on Consent Application B184-17 as Part Lot 2, S/S Miller Street, Town of Mount Forest, now the Township of Wellington North;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B184/17 as presented with the following conditions:

- **THAT** Payment be made of the fee of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;
- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;

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.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
--

CLK 2018-006 being a report on Consent Application B183-17 as Part Lot 2, S/S Miller Street, Town of Mount Forest, now the Township of Wellington North

BACKGROUND

Consent B184/17 is for an easement Part 2 on sketch for existing eave trough and cellar drainage to benefit to favour Part 4 on sketch (Hunt)

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Treasurer, and the County of Wellington Planner.

Wellington County planning comments are attached hereto as Schedule "A" and they are generally supportive of the consent.

FINANCIAL CONSIDERATIONS

There are no financial impacts as a result of this report.

STRATEGIC PLAN

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

Yes

No

N/A

PREPARED BY:	RECOMMENDED BY:
<i>Karren Wallace, Clerk</i>	<i>Michael Givens, CAO</i>
KARREN WALLACE DIRECTOR LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



SCHEDULE A

**Application
Location**

B184/17
Part Lot 2, South of Miller Street
Plan Town of Mount Forest
TOWNSHIP OF WELLINGTON NORTH
Robert & Mary McIntee

PRELIMINARY PLANNING OPINION: We have no concern with the application to create an easement for existing eave trough and cellar drainage in favour of Winnifred Hunt (Part 4 on the sketch).

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

WELLINGTON COUNTY OFFICIAL PLAN: The proposed easement crosses lands designated RESIDENTIAL within the Mount Forest Urban Centre. The matters under Section 10.1.3 were considered including item b) “that all lots can be adequately serviced with ...stormwater management drainage...to accepted municipal standards and without undue financial burden on the municipality”.

WELL HEAD PROTECTION AREA: The subject property is located within a WHPA B with a vulnerability score of 10.

LOCAL ZONING BY-LAW: Section 6.34 of the By-law permits the installation or maintenance of stormwater management in all zones.

SITE VISIT INFORMATION: The subject property was visited and photographed on January 26th, 2018. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Michelle Innocente, Senior Planner
February 2nd, 2018

SCHEDULE B

PLAN MATERIALS	
IRON	STANDARD
WELDER	DATE
GAUGE	NO.
INK	TYPE
	BY SPECIAL BLANK

PLAN OF SURVEY OF
LOT 2 SOUTH OF MILLER STREET
TOWN OF MOUNT FOREST
 COUNTY OF WELLINGTON
 SCALE: 1" = 30'
 ALEX R. WILSON
 1980

CAUTION
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 WITHIN THE MEANING OF THE PLANNING ACT

NOTE
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 WT - DENOTES WITNESS
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PLAN 60-R 1935
 RECEIVED AND DEPOSITED
 (DATE) Feb. 3, 1981

E. J. Say, Sup.

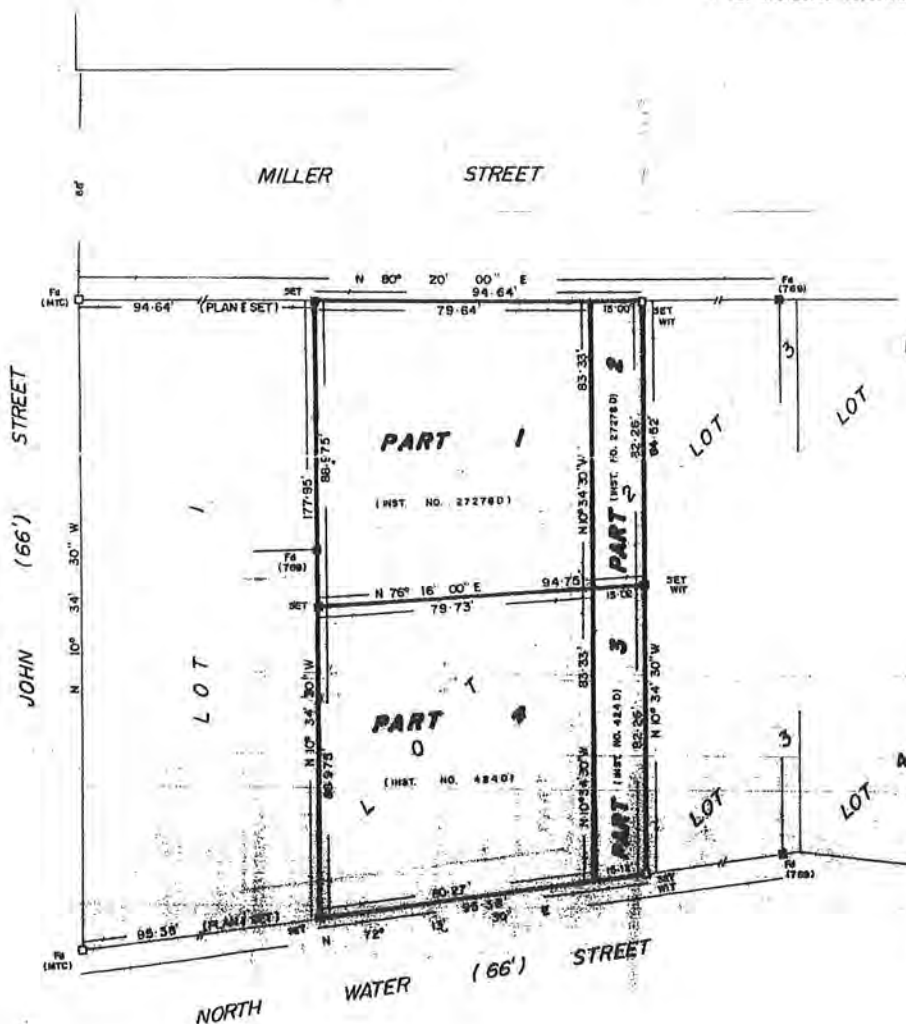
LAND REGISTRAR FOR
 THE REGISTRY DIVISION OF
 WELLINGTON NORTH (NO. 60)

I REQUIRE THIS PLAN TO BE
 DEPOSITED UNDER THE REGISTRY
 ACT.

(DATE) 30 January 1981

Wilson O.L.S.
 ALEX R. WILSON O.L.S.

PART	LOT	RANGE	INST. NO.	AREA
1	P12	SOUTH OF MILLER	27278D	0.157 Ac
2	P12	SOUTH OF MILLER	27278D	0.029 Ac
3	P12	SOUTH OF MILLER	424D	0.029 Ac
4	P12	SOUTH OF MILLER	424D	0.157 Ac



CLIENT - B. McINTEE / E. HUNT
 PROJECT - 80-1781

SURVEYOR'S CERTIFICATE

I CERTIFY THAT
 (1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE
 WITH THE SURVEY ACT AND THE REGISTRY ACT AND THE
 REGULATIONS MADE THEREUNDER.
 (2) THE SURVEY WAS COMPLETED ON THE 22 DAY OF DECEMBER 1980.

30 January 1981
 DATE
 ALEX R. WILSON
 Ontario Land Surveyor

APPLICATION FOR EASEMENTS

- PART 3 TO BENEFIT PART 1
 AND PART 2 TO BENEFIT
 PART 4
DEC 22, 1980
 DATE
 GREG FORD O.L.S.

ALEX R. WILSON
 ONTARIO LAND SURVEYOR
 BOX 294, MOUNT FOREST
 TEL. 519-323-2451
 JANUARY 6, 1981



SOURCE PROTECTION COMMITTEE

MINUTES – MEETING #74

MEETING: SOURCE PROTECTION COMMITTEE
DATE: FRIDAY, JUNE 23, 2017
TIME: 9:30 A.M.
LOCATION: WALKERTON CLEAN WATER CENTRE
CALL TO ORDER

Chair called the meeting to order at 9:30 a.m.

In Attendance: Chair, Bill Twaddle
David Biesenthal, Bruce Davidson, Carolyn Day, Robert Emerson, Ken Furlong, Kathie Hughes,

Others Present: Beth Forrest, Ex-officio, Ministry of the Environment and Climate Change (MOECC)
Carl Seider, Project Manager, Drinking Water Source Protection (DWSP)
Nancy Guest, Recording Secretary, DWSP

Also in Attendance: Sonya Skinner, CAO, Grey Sauble Conservation
Dick Hibma, Chair, Grey Sauble Conservation
Wayne Brohman, General Manager/Secretary-Treasurer, Saugeen Conservation
Emily Vandermeulen, Program Supervisor, DWSP
Karen Gillan, Communications Specialist, DWSP

Regrets: Mark Kraemer
Brent Lanktree
Les Nichols
Angela Newman, Ex-officio member, Grey-Bruce Health Unit

Absent: Mitch Twolan

Proxy Appointed By: Brent Lanktree
Les Nichols

The Chair introduced and welcomed Tom Fuerth, Chair of the Essex Region Source Protection Committee, Tori Waugh, Agricultural Outreach Coordinator for Saugeen Valley Conservation and Maitland Valley Conservation, Ray Holliday, Deputy Chief Building Official for the Municipality of Brockton, Olga Yudina, Program Analyst for MOECC and six students from MOECC.

1. Adoption of Agenda

**Motion No.
SPC-17-274**

**Moved by Carolyn Day
Seconded by Dave Biesenthal**

THAT the Agenda be adopted as distributed.

Carried

2. Declaration of Pecuniary or Conflict of Interest

Source Protection Committee (SPC) members were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at this time.

3. Adoption of Minutes

**Motion No.
SPC-17-275**

**Moved by Robert Emerson
Seconded by Bruce Davidson**

THAT the Minutes of the February 3, 2017 Source Protection Committee meeting be adopted as distributed.

Carried

4. Matters Arising from the Minutes

No matters arose from the previous minutes.

5. Correspondence

Email from Heather Malcolmson, Director, Source Protection Programs Branch, appointing Bill Twaddle as the new Chair of the Source Protection Committee **was noted and filed.**

Letter from Bill Walker, MPP dated April 2017 congratulating Bill Twaddle **was noted and filed.**

Letter from Heather Malcolmson, Director, Source Protection Programs Branch, dated June 14, 2017 acknowledging receipt of the proposed amendments to the Source Protection Plan **was noted and filed.**

Letter of resignation to Bill Twaddle, SPC Chair, dated June 15, 2017 from Andrew Barton **was noted and filed.**

6. Reports

SVCA/MVCA Agricultural Outreach Program

Tori Waugh, the Agricultural Outreach Coordinator for Saugeen Valley Conservation and Maitland Valley Conservation, gave a presentation updating the status of the Agricultural Outreach Program. A list of the 2017 dates, topics and host locations respecting the “Coffee, Crops & Donuts” program was distributed and is available by emailing t.waugh@svca.on.ca. A Farmer Advisory Services information phone line has been initiated covering topics such as cover crops, no-till, strip till, reduced tillage, planting green, reducing compaction, erosion control structures, et cetera, and is available at 519-367-3040 Ext. 249. An Environmental Resource Information brochure was also distributed and is available at Saugeen Valley Conservation.

A Phosphorus Management Day is planned for September 15, 2017 starting in Wingham, with transportation provided from site to site.

Administration Report 6a

The Project Manager reviewed Report 6a and advised that letters were sent to the Agricultural & Rural Working Group members thanking them for their participation, contribution and expertise.

The Project Manager advised that letters were sent to all lower-tier municipalities in the Source Protection Region requesting comments with respect to the proposed re-configuration of the Source Protection Committee municipal representatives. No responses were received and accordingly, Grey Sauble Conservation passed a motion endorsing the changes.

Upon the resignation of the current Health Sector representative, it will be necessary to find a replacement and it was agreed that it is the responsibility of the Management Committee to appoint the SPC representatives. A meeting of the Management Committee will be arranged as soon as possible for this purpose.

Respecting Source Protection Plan Amendments, the consultation period ended April 7, 2017 respecting the Ripley and Point Clark wells. The open house held in Ripley on March 9, 2017 was well-attended and no comments were received during the consultation period. Accordingly, SVCA passed a motion endorsing the submission of the amendments to MOECC.

Communications Report 6b

The Communications Specialist reviewed Report 6b and advised of the subject matter of the Healthy Lakes and Inland Watercourses Public Information Session held at the Walkerton Clean Water Centre on May 4, 2017. A discussion followed respecting blue-green algae blooms and it was agreed that outreach and education for landowners whose property is susceptible to the blooms would be beneficial.

The Committee recessed from 10:45 a.m. to 11:00 a.m.

7. New Business

Technical Rules Update – Road Salt Threat Report 7a

The Project Manager reviewed Report 7a and advised that the MOECC has proposed a change to the threshold for impervious surface areas where road salts may be considered a significant threat from eighty per cent to thirty per cent. A discussion followed respecting less harmful replacements for road salt. The MOECC is reviewing the technical rules and may revise this threshold, resulting in additional areas potentially being impacted.

**Motion No.
SPC-17-276**

**Moved by Bruce Davidson
Seconded by Robert Emerson**

THAT any further assessment of salt application threats be deferred until such time as the provincial Technical Rules have been revised; and further,

THAT Drinking Water Source Protection Staff continues to coordinate with the Ministry of the Environment and Climate Change with respect to possible updates to the Technical Rules and options/updates to the Source Protection Plan to address salt application threats.

Carried

Transportation of Fuels/Hazardous Waste Materials Threats Report 7b

The Program Supervisor explained a PowerPoint presentation respecting the Transportation of Hazardous Waste. The Project Manager reviewed Report 7b and advised that, based on a review of previous spill modelling data, there is a potential for measurable impacts from these types of threat activities. The Chair noted that SPC members are divided about pursuing this matter and called on the Chair of the Essex Region Source Protection Committee to explain what steps his Committee has taken. A discussion followed respecting what tools could be used to mitigate this concern and it was decided that education and outreach was recommended until such time as the Technical Rules have been reviewed and/or revised.

**Motion No.
SPC-17-277**

**Moved by Bruce Davidson
Seconded by Dave Biesenthal**

THAT any further assessment of transportation of fuel and other hazardous material threats, including septage, be deferred until such time as the provincial Technical Rules have been revised; and further,

THAT Drinking Water Source Protection Staff continues to coordinate with the Ministry of the Environment and Climate Change with respect to possible updates to the Technical Rules and options/updates to the Source Protection Plan to address these threats.

Carried

8. Other Business

The Project Manager advised of the Blue Accounting program being developed through a partnership between the Great Lakes Commission and The Nature Conservancy which proposes to bring together water professionals from around the Great Lakes to promote shared, region-wide goals for protecting drinking water sources. More information about this program can be found at: www.glc.org/work/sourcewater.

Wayne Brohman, the CAO for Saugeen Valley Conservation, advised that SVCA recently received a donation of 210 acres (85 hectares) of provincially significant Class 1 Wetland at the south end of the Greenock swamp.

The Project Manager announced that Program Supervisor, Emily Vandermeulen, was commencing a new position with the Wellington County Source Water Protection and Risk Management office on July 4, 2017. She was thanked for her contribution to the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Water Protection office and wished well in her new position.

There was no other business.

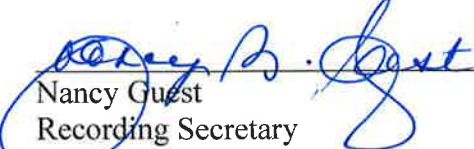
9. Confirmation of Next Meeting and Adjournment

The next Committee meeting will be held on Friday, September 22, 2017 at the Grey Sauble Conservation, 237897 Inglis Falls Road, RR4, Owen Sound, Ontario.

There being no further business, Bruce Davidson made a motion to adjourn at 12:30 p.m., at which time, the attendees were given a tour of the Walkerton Clean Water Centre facilities and training centre.



 Bill Twaddle
 Chair



 Nancy Guest
 Recording Secretary

SOURCE PROTECTION COMMITTEE

MINUTES – MEETING #75

MEETING: SOURCE PROTECTION COMMITTEE

DATE: FRIDAY, SEPTEMBER 22, 2017

TIME: 1:30 P.M.

LOCATION: GREY SAUBLE CONSERVATION, OWEN SOUND ON

CALL TO ORDER

Chair called the meeting to order at 1:45 p.m. and advised that there was **no quorum** and this would be an informal meeting. The Chair emphasised the importance of appointing a proxy prior to a meeting in the event that a member is unable to attend in order to confirm quorum at every meeting.

In Attendance: Chair, Bill Twaddle
David Biesenthal, Bruce Davidson, Carolyn Day, Robert Emerson, Brent Lanktree, Les Nichols, Angela Newman

Others Present: Beth Forrest, Ex-officio, Ministry of the Environment and Climate Change (MOECC)
Angela Newman, Ex-officio member, Grey-Bruce Health Unit
Carl Seider, Project Manager, Drinking Water Source Protection (DWSP)
Nancy Guest, Recording Secretary, DWSP

Also in Attendance: Sonya Skinner, CAO, Grey Sauble Conservation
Dick Hibma, Chair, Grey Sauble Conservation
Wayne Brohman, General Manager/Secretary-Treasurer, Saugeen Conservation
Karen Gillan, Communications Specialist, DWSP
Justine Lunt, Program Supervisor & Risk Management Official
Kyle Davis, Risk Management Official, Wellington County
Emily Vandermeulen, Risk Management Inspector, Wellington County

Regrets: Ken Furlong, Kathie Hughes, Mark Kraemer, Mitch Twolan

Proxy Appointed By: None

The Chair introduced and welcomed Angela Newman as the new Health Sector Representative. Angela works as a Public Health Manager at the Grey Bruce Health Unit where she started as a Public Health Inspector in a variety of inspection programs including drinking water, recreational water, food safety, health hazards and infection control.

Justine Lunt was also introduced as the Program Supervisor and Risk Management Inspector/Official at the Drinking Water Source Protection office. She holds an Honours BA from the University of Waterloo and recently completed the Environmental Technology advanced diploma program at Georgian College.

1. Adoption of Agenda

The adoption of the Agenda could not be accomplished without quorum.

2. Disclosure of Pecuniary or Conflict of Interest

Source Protection Committee (SPC) members were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at this time.

3. Adoption of Minutes

The adoption of the Minutes of the June 23, 2017 meeting could not be accomplished without quorum.

4. Matters Arising from the Minutes

No matters arose from the previous minutes.

5. Correspondence

There was no correspondence at this time.

6. Reports

Administration Report 6a

The Project Manager reviewed Report 6a and advised the Amended Source Protection Plan will be submitted for approval after Source Protection Plans from two other Regions and it is anticipated that the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan will be reviewed by the newly appointed Minister of the Environment and Climate Change (MOECC) in the new year.

The Project Manager also welcomed the new DWSP staff member, Justine Lunt, and the new SPC Health Sector representative, Angela Newman.

Grey Sauble Conservation Chair, Dick Hibma, spoke to his experience on the bi-national Source Water Initiative Working Group led by the Great Lakes Commission in which the MOECC is currently participating. Data is being shared from groundwater research so that groups are able to make informed decisions and share experience.

Communications Report 6b

The Communications Specialist reviewed Report 6b and advised that Riverfest, a part of the Ontario 150th sesquicentennial and the Owen Sound 160th celebration, was well-attended at the Harrison Park location by all age groups who took advantage of the resources available. A Resource and Training Guide for Fire Fighters has been prepared to inform first responders about wellhead protection areas and intake protection zones with the goal of protecting the water supply during an emergency.

7. New Business

Source Protection Plan Implementation Update Report 7a

The Project Manager reviewed Report 7a and advised that landowners are cooperative and receptive to facilitating a Risk Management Plan, when required, and have added the requirements into their normal standard practices. Awareness of the Program has increased and people are becoming mindful of the importance of a clean water supply. Municipalities are considering creative options to deal with concerns at an early stage and comments are being considered with the goal of effecting the efficient application of policies.

Annual Reporting Report 7b

The Project Manager reviewed Report 7b and advised that prior to annual reporting, the Source Protection Authorities review the material, after which it is provided to the Source Protection Committee and the public. Some Source Protection Regions are preparing for their annual reporting in 2018. The first annual report for the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region will be submitted in 2019. A discussion followed respecting the content of the annual reports and the importance of the work of the Source Protection Committee making a difference.

Delegation: Kyle Davis – Wellington County Comments on Source Protection Plan

Kyle Davis, the Risk Management Official for the County of Wellington, gave a presentation providing comments on the Source Protection Plan as it affects properties in Wellington County. Discussions followed reviewing the reasons and rationale for the decisions made by the Source Protection Committee and the Committee agreed to give further consideration to the comments.

8. Other Business

The Source Protection Committee was advised that the Owen Sound Emancipation Festival has named its Speakers' Forum keynote presentation in memory of former Source Protection Committee member, Les MacKinnon.

SPC member, Bruce Davidson, advised that fish line receptacles are being constructed for fouled lines; and garbage and recycling units are being placed in Brockton.


The Chair noted that Bruce Davidson will be a guest speaker at the Chairs and Project Managers meeting in Toronto being held October 12th and 13th to mark the tenth anniversary of the passing of the *Clean Water Act*.

There was no other business.

9. Confirmation of Next Meeting and Adjournment

The next Committee meeting will be held on Friday, January 26, 2018 a 1:30 p.m. at the Grey Sauble Administration Offices in Owen Sound, Ontario.

There being no further business, the meeting was adjourned at 4:00 p.m.



Bill Twaddle
Chair

Nancy Guest
Recording Secretary

SAUGEEN VALLEY CONSERVATION AUTHORITY

MINUTES

Conservation through Cooperation

MEETING: Authority Meeting
DATE: Tuesday December 19, 2017
TIME: 1:00 p.m.
LOCATION: Administration Office, Formosa

CHAIR: Luke Charbonneau

MEMBERS PRESENT: John Bell, Robert Buckle, Maureen Couture, Mark Davis, Barbara Dobreen, Kevin Eccles, Brian Gamble, Wilf Gamble, Dan Gieruszak, Stewart Halliday, Steve McCabe, Mike Smith,

ABSENT WITH REGRETS: Sue Paterson, Andrew White

OTHERS PRESENT: Ben Cornell, Ward & Uptigrove
 Wayne Brohman, General Manager/Secretary-Treasurer
 Laura Molson, Manager, Accounting
 Janice Hagan, Recording Secretary

Chair Luke Charbonneau called the meeting to order at 1:03 p.m.

1. Adoption of Agenda

MOTION #G17-107

Moved by Wilf Gamble

Seconded by Steve McCabe

THAT the agenda be adopted as presented.

CARRIED

2. Declaration of Pecuniary Interest

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

3. Minutes of the Authority Meeting – October 17, 2017

MOTION #G17-108

Moved by Maureen Couture

Seconded by John Bell

THAT the minutes of the Authority meeting, held on October 17, 2017 be approved as circulated.

CARRIED

4. Presentations

a. Compensation Review – Closed Session

MOTION #G17-109

Moved by Barbara Dobreen

Seconded by Dan Gieruszak

THAT the Authority move to Closed Session, In Camera, to discuss matters about identifiable individuals; and further

THAT representatives from Ward & Uptigrove, Wayne Brohman, and Laura Molson remain in the meeting.

CARRIED

MOTION #G17-112

Moved by Steve McCabe

Seconded by Kevin Eccles

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

CARRIED

A coffee break was called at 2:29 p.m. Ben Cornell left the meeting.

The meeting was called back to order at 2:39 p.m.

MOTION #G17-113

Moved by Maureen Couture

Seconded by Brian Gamble

THAT the Authority approve and implement the 2018 pay bands effective January 1, 2018.

CARRIED

MOTION #G17-114

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the Members direct the GM/S-T to communicate the market check and job evaluation results to staff by way of an information session presented by Ward & Uptigrove, a personalized letter for each employee and follow up meetings with individual staff as necessary.

CARRIED

5. Correspondence

- Copy of The Town of Saugeen Shores Report, dated December 16, 2016 forwarded via email by Linda White, Clerk, Town of Saugeen Shores, advising SVCA of the re-appointment of Authority Members, Luke Charbonneau and Mike Smith was **noted and filed**.
- Email from Brian Tocheri, Chief Administrative Officer/Clerk, Town of Hanover advising SVCA of the re-appointment of Authority Member Sue Paterson was **noted and filed**.
- Memo from the Municipality of Brockton, advising SVCA of the re-appointment of Authority Member Dan Gieruszak was **noted and filed**.

- Letter from Carolyn Vlieland-Marx, Deputy Clerk, Township of Chatsworth, advising SVCA of the re-appointment of Authority Member Brian Gamble was **noted and filed**.
- Letter from Karren Wallace, Director of Legislative Services/Clerk, Township of Wellington-North, advising SVCA of the re-appointment of Authority Member Steve McCabe was **noted and filed**.
- Email from Donna MacDougall, Clerk, Municipality of Kincardine, advising SVCA of the re-appointment of Authority Members Maureen Couture and Andrew White was **noted and filed**.
- Letter from Sonya Watson, Clerk, Township of Huron-Kinloss, advising SVCA of the re-appointment of Authority Member Wilf Gamble was **noted and filed**.
- Letter from Leanne Martin, CAO/Clerk, Municipality of South Bruce, advising SVCA of the re-appointment of Authority Member Robert Buckle was **noted and filed**.
- Email from Josh Brick, Deputy Clerk, Township of Southgate, advising SVCA of the re-appointment of Authority Member Barbara Dobreen was **noted and filed**.
- Email from Carol Watson, Clerk, Township of Howick, advising SVCA of the re-appointment of Authority Member Robert Buckle was **noted and filed**.
- Letter from Carolyn Vlieland-Marx, Deputy Clerk, Township of Chatsworth, regarding their motion for approval of the SVCA 2018 draft budget was **noted and filed**.
- Email from Nancy Michie, Administrator Clerk-Treasurer, Municipality of Morris-Turnberry, regarding approval of the SVCA 2018 draft budget was **noted and filed**.
- Letter from Raylene Martell, Director of Legislative Services/Clerk, Municipality of Grey Highlands, regarding their motion for approval of the SVCA 2018 draft budget was **noted and filed**.
- Letter from Brian Tocheri, CAO/Clerk, Town of Hanover, regarding their motion for approval of the SVCA 2018 draft budget was **noted and filed**.

6. Matters Arising from the Minutes

a. Wood's Agricultural Land Rental

The GM/S-T informed the Members that a tenant of the Woods' property agricultural lands has signed the lease contract for 2018 as presented.

b. Durham Middle Dam Board Removal

The GM/S-T informed the members that the land owners adjacent to the Durham Middle Dam will be notified by the Durham Campground supervisor when the boards are to be removed.

7. Reports

a. Finance Report

The GM/S-T pointed out that revenues for Planning & Regulations was significantly over budget due to a high volume of general inquiries and letters. Revenues for Education are down slightly due to a staff illness. It was noted that campgrounds were ahead in spite of inclement weather for 2017. Forestry revenues are currently lower but do not include tenders expected before year end. Agricultural land shows high expenses due to road repairs required for the McBeath pasture.

MOTION #G17-115

Moved by Mark Davis

Seconded by Kevin Eccles

THAT the Financial Report to October 31, 2017 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$332,822.92 be approved as distributed.

CARRIED

b. Program Report

The GM/S-T informed the Members that the new Conservation Authorities Act has been passed in the Ontario Legislature. He reviewed some of the changes that may affect SVCA, including a requirement for the establishment of Bylaws, fee schedules, policies, and MOU's being made available to the public, and increased enforcement powers.

After discussion the following motion was passed:

MOTION #G17-116

Moved by Maureen Couture

Seconded by Barbara Dobreen

THAT the Program Report be received as information.

CARRIED

c. GLASI Program Update

The GM/S-T reviewed the GLASI program update submitted by Tori Waugh, Agricultural Outreach Program Coordinator, and explained that funding had been extended to March 2018, and that staff would like to research further funding opportunities in order to continue the program. The Members congratulated staff on an effective program that has been well received by the public.

MOTION #G17-117

Moved by Barbara Dobreen

Seconded by John Bell

THAT the GLASI Program update be received as information.

CARRIED

d. Planning and Regulations Action Items

The GM/S-T reviewed the Planning & Regulations Action items chart. There was discussion regarding the Memorandum of Agreements and this topic was deferred to Other Business – Planning Services Update (Item 9a).

8. New Business**a. 2018 Budget Vote**

Laura Molson, Manager, Accounting, explained the budget voting process and the weighted system. After a brief discussion the following motions were carried:

MOTION #G17-118

Moved by Maureen Couture

Seconded by Stewart Halliday

THAT the Saugeen Valley Conservation Authority adopt the 2018 Budget as approved in principle at the October 17, 2017 meeting, and further

THAT the Authority share of the costs will be raised through general revenues, reserves, donations, general surplus and special and general levies in accordance with the Conservation Authorities Act, and further

THAT the General Manager/Secretary-Treasurer is hereby authorized to forward levy notices to the member municipalities.

A recorded vote was taken for the 2018 Budget with the following results:

Arran-Elderslie	Mark Davis	Yea
Brockton	Dan Gieruszak	Yea
Chatsworth	Brian Gamble	Yea
Grey-Highlands	Stewart Halliday	Yea
Hanover	Sue Paterson	Absent
Howick	Robert Buckle	Yea
Huron-Kinloss	Wilf Gamble	Yea
Kincardine	Maureen Couture	Yea
Kincardine	Andrew White	Absent
Minto	Steve McCabe	Yea
Morris-Turnberry	Robert Buckle	Yea
Saugeen Shores	Luke Charbonneau	Yea
Saugeen Shores	Mike Smith	Yea
South Bruce	Robert Buckle	Yea
Southgate	Barbara Dobreen	Yea
Wellington North	Steve McCabe	Yea
West Grey	John Bell	Yea
West Grey	Kevin Eccles	Yea

The result of the vote was 100 percent of the weighted average of those present in favour. Therefore, **Motion #G17-118 was CARRIED.**

MOTION #G17-119

Moved by Mike Smith

Seconded by John Bell

THAT the amount of \$1,663,755 be raised by General Levy in 2018, and further

THAT General Levy payments shall be due in two equal instalments on March 31 and June 30 and further

THAT late payments shall be subject to the Authority's normal late payment charge of 1.50% per month thereafter, and further

THAT, in accordance with Section 27(4) of the Conservation Authorities Act, R.S.O. 1990, the minimum sum that shall be levied against a participating municipality for administration costs shall be \$1,100.

CARRIED

b. 2018 Authority Meeting Schedule

After discussion the following motion was passed:

MOTION #G17-120

Moved by Mark Davis

Seconded by Wilf Gamble

THAT the 2018 Authority meeting schedule be adopted as presented.

CARRIED

Laura Molson left the meeting at 3:37 p.m.

c. Social Media Policy

The GM/S-T presented the draft Social Media Policy to the Authority Members. After discussion, the Members requested that various changes be made and that it be brought back to the January Authority meeting for further discussion.

9. Other Business

a. Memorandum of Understanding – Planning Services Update

The GM/S-T updated the Authority on the Planning Services MOU's. He told the Members that so far the Township of Howick and the Township of Melancthon had signed the MOU and that Huron County is in the process of signing. Grey County is still in contemplation.

b. Authority Member Appointments Update

The GM/S-T reported that notices regarding appointments had been emailed to member municipalities and that most had responded.

c. **News Articles**

The GM/S-T submitted articles from local newspapers regarding the SVCA for the purpose of keeping the Authority Members up to date on current events.

10. For the Good of the Committee

Maureen Couture brought forward news that the Stoney Island Trails Opening is scheduled for January 16, 2018 and that the Lieutenant Governor of Ontario will be in attendance.

There being no further business, the meeting adjourned at 4:10 p.m. on motion of John Bell.

Luke Charbonneau
Chair

Janice Hagan
Recording Secretary

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
FEBRUARY 6, 2018 AT 8:30 A.M.**

087

The meeting was held in the Upper Leisure Hall of the Mount Forest & District Sports Complex.

Committee Members Present:

- **Steve McCabe, Councillor, Chairperson**
- **Andrew Lennox, Mayor**
- **Lisa Hern, Councillor**
- **Dan Yake, Councillor**
- **Barbara Dobreen, Councillor, Township of Southgate**

Staff Members Present:

- **Mike Givens, Chief Administrative Officer**
- **Karren Wallace, Director of Legislative Services/Clerk**
- **Catherine Conrad, Deputy Clerk**
- **Tammy Pringle, Recreation Administrative Support**
- **Tom Bowden, Arthur Facilities Manager**
- **David Guilbault, Fire chief**
- **Marco Guidotti, Fire Prevention Officer**

Staff Members Absent:

- **Mark McKenzie, Mount Forest Facilities Manager**

CALLING THE MEETING TO ORDER

Chairperson McCabe called the meeting to order.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION REC 2018-001

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the agenda for the February 6, 2018 Recreation & Culture Committee meeting be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF

No declarations of pecuniary interest were declared

DELEGATIONS

- a. Gabriella Ieropoli, Community Youth Resiliency Worker
Trish Wake, Community Administrator, Mount Forest Chamber of Commerce
 - Proposed Youth Action Council Colour Run, Saturday, May 19, 2018

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An overview of the event was provided including support, sponsorships, participation of various organizations/businesses with more than 500 individuals expressing an interest in participating. Clean up, road closures/proposed route, sponsorship, notification to home owners along the route, parking, trademark, length of event, food vendors, etc. were all discussed. All proceeds will be directed to addressing youth homelessness in the community.

RESOLUTION REC 2018-002

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the Recreation & Culture Committee of the Township of Wellington North recommend to Council that they approve the Youth Action Committee proposal Race Against Youth Homelessness.

CARRIED

- b. Derek Bridgewater, Mount Forest Patriots
- Alcohol Amendment Proposal

Ian Francis, Vice President was also in attendance with Derek Bridgewater requesting approval of a bar area located at the south end of the walking track to facilitate increased bar revenues as well as to permit individuals to view the game while having a drink which is not possible from inside the Plume Room. All patrons will be seated and the bar area will not block access to the washrooms.

The Chief Administrative Officer noted he received a letter of support from the Ontario Hockey Association, dated February 1, 2018, for this proposal. (copy attached to the minutes)

The Fire Chief advised a bar is not permitted in the area proposed as it was not within the original design of the facility, however having jurisdiction, he can approve a bar provided all fire safety issues and concerns are addressed. Signage will need to be posted indicating the capacity for the bar area is 68 patrons.

RESOLUTION REC 2018-003

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2018-001 being a report on an amendment to the Municipal Alcohol Policy Section 2.1 for the Mount Forest Patriots Junior C Hockey Club playoffs;

AND FURTHER THAT the Recreation & Culture Committee of the Township of Wellington North recommend approval of an amendment to the Municipal Alcohol Policy Section 2.1 for approval of a Special Occasion Permit (SOP) to include the Track South End of the Mount Forest & District Sports Complex as a secondary bar area for the purpose of extending the bar area to include game viewing, during their 2018 playoffs only with the below stipulations-

- *Egress issues must be addressed to the satisfaction of the Township Fire Chief;*
- *All requirements of the AGCO are the responsibility of the Patriots;*

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- *Materials required to separate the secondary permit location and meet the requirements of the AGCO Special Occasion Permit will be the responsibility of the Patriots, including set up, removal, maintenance and storage;*
- *Barricades required must clearly define the secondary bar area to the satisfaction of Township Recreation staff and ensure no passage of alcohol outside of the area is possible;*
- *Only cans will be sold at the secondary bar area;*
- *All bar sales at the secondary bar area are to begin no sooner than thirty minutes prior to game start and cease at the beginning of the third period;*
- *The SOP will end as of midnight on all game nights;*
- *This is a zero tolerance trial.*
- *An emergency procedure and site plan must be prepared by the club and approved by the Fire Chief.*

CARRIED

- c. David Sharpe, Mount Forest Fireworks Festival
- Planned activities for 2018 Fireworks Festival

Mr. Sharpe provided an overview of the plans for this years festival scheduled for July 20, 21 and 22nd, 2018 including a demolition derby, car show, BMX stunt show, ball tournament, axe throwing, kids soapbox derby, burnout competition (pending insurance coverage) possibly an MMA event and fireworks.

A request was made for a member of Council to sit on the committee. The municipality requested the Firework Festival minutes sent to the municipality for inclusion on Council agendas.

The committee was requested to send a site plan to Council outlining activities, locations and times.

- d. Marty Young and Ray Tout, Mount Forest Lions Club
- Proposed Splash Pad

Lions Club representatives advised they are anxious to move forward with the pool project, or move their efforts and fundraising to another project, noting the discussions about the new pool have been ongoing for the last 10 years. They are prepared to financially support a splashplad to be constructed in 2018 and would like the pool shovel ready by 2020. Locations, municipal commitment, Lion Club commitment, and committee appointments were discussed. An Ad Hoc Pool Committee Terms of Reference was approved by the committee and Council in 2016.

RESOLUTION REC 2018-004

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the Recreation and Culture Committee of the Township of Wellington North recommend that Council approve the following appointments to the Mount Forest Pool Ad-Hoc Committee:

1 Municipal Staff member: Mike Givens

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1 Lion member: Marty Young
1 Lion member: Ray Tout
1 Lion member: Jim Andress
1 Public member: to be named
1 Public member: Lori Doney
1 Council rep: Sherry Burke, (as Chair) appointed
1 Council rep: Dan Yake

CARRIED

A Mount Forest Pool Ad-Hoc Committee meeting was set for Tuesday, February 27, 2018 at the Mount Forest Sports Complex at 7:00 p.m.

Committee meeting was recessed for five minutes.

MINUTES OF PREVIOUS MEETING

The minutes of the November 7, 2017 Recreation & Culture Committee meeting were received and adopted by Council at the Regular Meeting of Council held on November 20, 2017.

BUSINESS ARISING FROM MINUTES

None

CORRESPONDENCE

Claire Dyer, Grade 12 student at Wellington Heights Secondary School
- Community Garden Proposal

Direction was given to the Clerk to contact Ms. Dyer to get more details on the project including location, timing and to clarify the financial support being sought from the municipality and to provide contact information to Ms. Dyer for the Agricultural Society and Horticultural Society to encourage synergies.

Denise Shupe, Secretary/Treasurer, Mount Forest Minor Ball
- Outdoor Storage Correspondence dated January 5, 2018

The Clerk was directed to write to the Mount Forest Minor Ball to provide clarification as to how the invoice for storage in the amount of \$236.00 (+HST) was determined, who decided the new charge and to whom the charge is to be directed. The Clerk was also directed to provide history of the financial assistance the municipality has provided to Mount Forest Minor Ball.

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REPORTS

- a. RAC 2018-001 Patriots Alcohol Amendment Proposal

Resolution REC 2018-003 was passed earlier in the meeting.

- b. Proposed 2019 Rental Fees & Charges

It was noted that when 2020 rates are being reviewed, corkage fees will be an item for consideration as to whether to continue to provide this service or not, depending on contract negotiations with the current supplier.

RESOLUTION REC 2018-005

Moved by: Mayor Lennox

Seconded by: Councillor Dobreen

THAT the Recreation and Culture Committee of the Township of Wellington North approve the Proposed 2019 Recreation Fees & Charges.

AND FURTHER THAT the Recreation and Culture Committee of the Township of Wellington North recommend that the Council of the Corporation of the township of Wellington North enact a by-law adopting the 2019 Recreation Fees and Charges.

CARRIED

- c. Recreation Master Plan Steering Committee Minutes – January 18, 2018

Consensus was reached that a mission statement as to what recreation means to the community should be included in the Recreation Master Plan and promoted within all recreational facilities.

RESOLUTION REC 2018-006

Moved by: Councillor Dobreen

Seconded by: Mayor Lennox

THAT the Recreation and Culture Committee of the Township of Wellington North receive the minutes of the Township of Wellington North Recreation Master Plan Steering Committee meeting held on January 18, 2018.

CARRIED

- d. Facility Usage Reports:

- Mount Forest Sports Complex:
 - November 1, 2016 – January 31, 2017
 - November 1, 2017 – January 31, 2018
- Arthur Community Centre
 - November 1, 2016 – January 31, 2017
 - November 1, 2017 – January 31, 2018

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RESOLUTION REC 2018-007

Moved by: Councillor Dobreen

Seconded by: Councillor Yake

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information the Arthur and Mount Forest Facility Usage Reports for:

- November 1, 2016 – January 31, 2017
- November 1, 2017 – January 31, 2018

CARRIED

OTHER BUSINESS

- a. Facility managers Updates
- Mount Forest
 - Arthur

The Mount Forest Arenda Manager noted the High Schools have booked sledge hockey from 9 am to 3 pm February 13th and 16th in Mount Forest and February 21st and 23rd in Arthur.

- b. Shiny Ice Policy

Direction to staff to tweet, facebook and promote open ice times at non prime fees of \$106.00/hr Monday to Friday to fill gaps in bookings.

NEXT MEETING

Next meeting to be held at the Mount Forest Sports Complex on May 15, 2018 at 8:30 a.m.

ADJOURNMENT

RESOLUTION REC 2018-008

Moved by: Councillor Dobreen

Seconded by: Councillor Yake

THAT the Recreation and Culture Committee meeting of February 6,2018 be adjourned at 11:07 a.m.

CARRIED



093
ONTARIO HOCKEY ASSOCIATION

1425 Bishop St. Unit 2
Cambridge, On N1R 6J8
P: (519)-622-2402
F: (519)-622-3550

www.ohahockey.ca E:info@ohahockey.ca

TO: Attn: Mike Givens CAO, Wellington North Township
7490 Sideroad 7 W, PO Box 125
Kenilworth, Ontario, N0G 2E0

sent by email only

CC: Derek Bridgewater, Mount Forest Patriots
Karen Phibbs, OHA President

SUBJECT: Letter of Support – Blueline Club
DATE: February 1, 2018

Dear Mike,

This letter is advise Wellington North Township that the Mount Forest Patriots of the Pollock Division of the Provincial Junior Hockey League (PJHL) are in good standing and are a valued member team of the Ontario Hockey Association. (OHA)

The Patriots have participated in our ‘Blueline Club’ insurance program for several years and have been in compliance with smart servers, and all other mandatory provisions of the Association.

Their request for an additional licensed area within the Mount Forest & District Sportsplex arena bowl itself is not unique as our Association does have a number of other member teams representing all categories already doing so with success both benefiting the team and the fans attending games.

The team executive and volunteers are also committed to ensure they continue to meet or exceed all these standards with both licensed areas should you approve their application.

The OHA supports their application and thank you for your consideration on behalf of the team.

Should you have any questions please feel free to contact me.

Regards

Mark Ellis
Executive Director
mellis@ohahockey.ca
(226) 765-0403



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

www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.1119

094

Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 12, 2018**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2018-01 BUILDING PERMIT REVIEW
PERIOD ENDING DECEMBER 31, 2017**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2018-01 being the Building Permit Review for the period ending December 31, 2017.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. CBO 2017-16 Building Permit Review Period Ending November 30, 2017

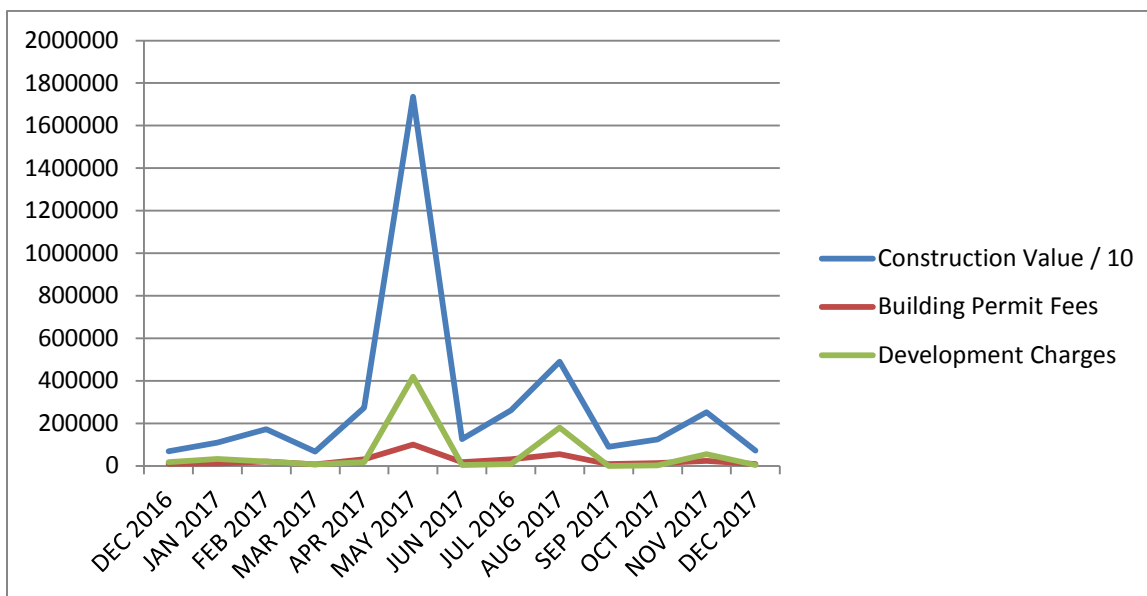
BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	1	225,000.00	2,617.14	4,228.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	1	2,000.00	255.00	0.00
Garages / Sheds	0	0.00	0.00	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00
Commercial	2	10,000.00	640.00	0.00
Assembly	2	52,000.00	254.00	0.00
Industrial	0	0.00	0.00	0.00

Institutional	0	0.00	0.00	0.00
Agricultural	1	400,000.00	4,535.00	0.00
Sewage System	1	22,000.00	509.00	0.00
Demolition	0	0.00	0.00	0.00

Total December 2017	8	711,000.00	8,810.14	4,228.00
Total Year to Date	229	37,306,395.00	328,456.21	751,121.11

12 Month Average	19	3,144,678.75	27,689.41	62,541.59
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10 Year Monthly Average	7	720,610.00	10,755.42	20,663.50
10 Year, Year to Date Average	225	23,536,619.40	241,748.25	436,359.77

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

PREPARED BY:	RECOMMENDED BY:
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Mike Givens

DARREN JONES CHIEF BUILDING OFFICIAL	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
---	--



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Plan to
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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 12, 2018**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2018-02 KENILWORTH ADMINISTRATION
OFFICE RENOVATION**

RECOMMENDATION

THAT Report CBO 2018-02 being a report on the Kenilworth Administration Office renovations be received;

AND FURTHER THAT the Council of the Township of Wellington North acknowledge that the approved budget for this project was \$220,000.00 however due to project expansion and unforeseen circumstances the total project cost is \$284,838.89;

AND FURTHER THAT the Council of the Township of Wellington North direct the Treasurer to fund the additional project cost of \$64,838.89 and the cost of temporarily relocating the municipal office to the Mount Forest Sports Complex of \$24,816.71 from the Administration Facility Reserve Fund.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. Report CBO 2017-03 Tender 2017-002 Municipal Office Renovation

BACKGROUND

Tender 2017-002 was awarded to Domm Construction Ltd. for a construction price of \$214,000.00. Domm's final invoice was \$257,746.00. In addition to the original tender specifications, a full IT rewire and upgrade as recommended by Frey Communications, renovation of the Public Works washroom, relocation of the Public Works lunchroom, replacement of rear entrance door, front reception desk and renovation of Council Chambers were completed.

During the restart of the HVAC system the technician was unable to restart one unit and placed a 90 day tag on the second. Due to the cost to repair the twenty year old units the decision was made to replace both units at a cost of \$15,083.88.

Township service providers (Frey Communications, ITS, Bluewater Fire and Security, K-W Glass Systems Inc. and Network Telecom) were required to do work as a result of the renovation totalling \$7,014.02.

Between the time the project was tendered and the tender closed it was decided to relocate staff to a temporary office location at the Mount Forest Sports Complex. Operating costs and preparing the space totalled \$24,816.71.

FINANCIAL CONSIDERATIONS

At the time the Township purchased the former Sacred Heart Catholic School there was an Administration Facility Reserve Fund set up to renovate that building into a new Administration Centre for the Township. The current balance of this account is \$349,164.45.

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

PREPARED BY:

RECOMMENDED BY:




DARREN JONES
CHIEF BUILDING OFFICIAL

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 12, 2018**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2018-03 EMERGENCY PURCHASE OF BOILER FOR
102 MAIN STREET SOUTH**

RECOMMENDATION

THAT Report CBO 2018-03 being a report on the emergency purchase of a boiler for 102 Main Street South be received;

AND FURTHER THAT the Council of the Township of Wellington North approve the purchase of the replacement boiler for 102 Main Street South at a cost of \$7,450.00 plus applicable taxes.

AND FURTHER THAT the Council of the Township of Wellington North direct the Treasurer to fund the purchase cost of \$7,450.00 plus applicable taxes as follows:

- \$6,150.00 surplus from the 2017 Mount Forest Archives Roof Painting Project
- Remainder from the Property/Equipment Maintenance Reserve.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None.

BACKGROUND

The two boiler system was installed in the subject building in 2005 and had a 10 year warranty. Estimated cost to replace the heat exchanger in the broken boiler would cost \$4,700.00. The new boiler will work in conjunction with the existing boiler that is in working condition.

Purchasing and Procurement Policy 15.15 states:

Where a situation arises requiring the immediate procurement of goods and services essential to prevent serious delays in the work of any Department or which might involve danger to life, health or safety of employees, or the public, or to prevent damage to property, a Department Head may purchase the required goods or services notwithstanding any other provision of this policy. The appropriate Department Head shall notify Council with a written report detailing the circumstances at the next regular meeting of Council.

FINANCIAL CONSIDERATIONS

The quote for the new boiler is attached as Schedule A.

Property/Equipment Maintenance Reserve (1-00-00-000-3015) estimated balance-\$28,544.

STRATEGIC PLAN

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 type="checkbox"/> Corporate Communication Plan |
| <input type="checkbox"/> Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| <input type="checkbox"/> Strategic Partnerships | |

PREPARED BY:	RECOMMENDED BY:
	
DARREN JONES CHIEF BUILDING OFFICIAL	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 12, 2018**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2018-04 BUILDING PERMIT REVIEW
PERIOD ENDING JANUARY 31, 2018**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2018-04 being the Building Permit Review for the period ending January 31, 2018.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. CBO 2018-01 Building Permit Review Period Ending December 31, 2017

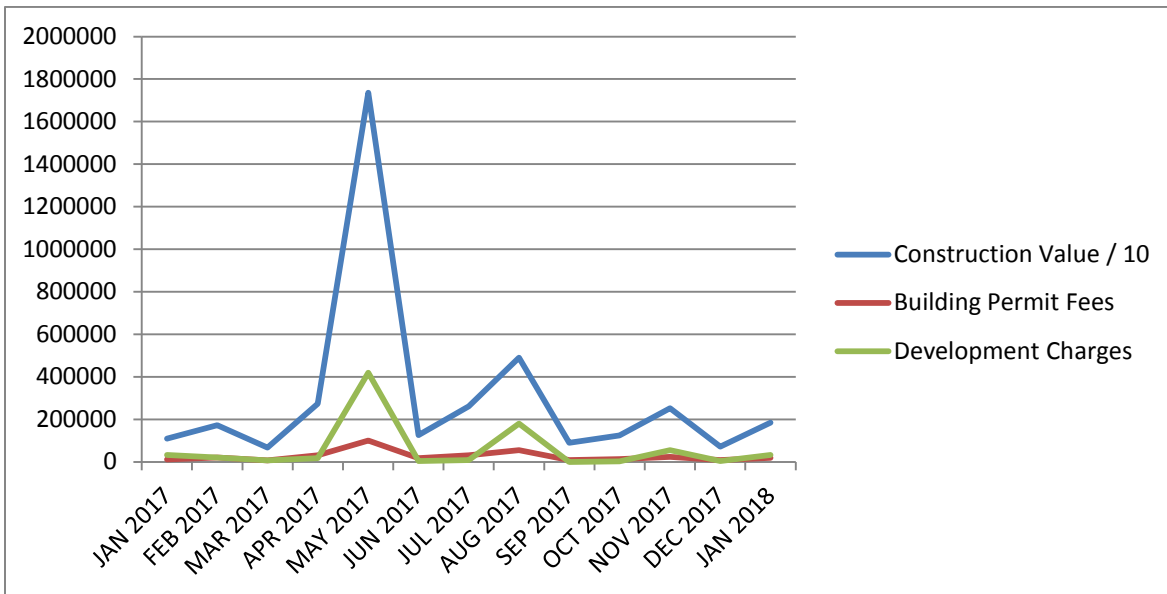
BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	3	1,200,000.00	8,464.55	30,688.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	3	235,000.00	3,118.87	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	3	158,500.00	2,525.56	2,651.22

Institutional	0	0.00	0.00	0.00
Agricultural	3	200,000.00	4,224.20	0.00
Sewage System	2	40,000.00	1,018.00	0.00
Demolition	1	10,000.00	127.00	0.00

Total January 2018	15	1,843,500.00	19,478.18	33,339.22
Total Year to Date	15	1,843,500.00	19,478.18	33,339.22

12 Month Average	20	3,207,553.75	28,351.21	62,628.69
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10 Year Monthly Average	6	568,588.30	6,106.55	9,660.17
10 Year, Year to Date Average	6	568,588.30	6,106.55	9,660.17

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?

- | | |
|---|--|
| <input type="checkbox"/> Community Growth Plan | <input type="checkbox"/> Community Service Review |
| <input type="checkbox"/> Human Resource Plan | <input type="checkbox"/> Corporate Communication Plan |
| <input type="checkbox"/> Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| <input type="checkbox"/> Strategic Partnerships | <input checked="" type="checkbox"/> None |

PREPARED BY:

RECOMMENDED BY:



Mike Givens

DARREN JONES
CHIEF BUILDING OFFICIAL

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



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519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 12, 2018**

FROM: ADAM MCNABB, DIRECTOR OF FINANCE & TREASURY

**SUBJECT: REPORT TR2018-002 BEING A REPORT ON DEBENTURES AND
DEBT SERVICING COSTS**

THAT Report TR2018-002 being a report on debentures and debt servicing costs be received by council;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to exercise the refundable portion of the 2018 bullet payment of \$808,000 (amortizer over the next 5 years);

AND FURTHER THAT Council direct staff to revisit debt servicing costs later in 2018 for the 2019 and 2020 bullet payment strategies allowing for Council direction on the debt servicing requirements for the 2019 -2020 time period to enable future budget preparation initiatives.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None.

BACKGROUND

The Township of Wellington North has taken on debt (in the form of Provincially administered debentures via the County) historically to fund large capital projects. Some of the debentures entered into were known as 'amortizers' where debenture payments are paid in regular equal intervals over the life of the debt, along with associated interest costs. Additionally, the Township had entered into other hybrid debentures which had both 'amortizer' and refundable 'bullet' attributes. These hybrid debt vehicles have a lower amortized annual principal component over the life of operating life, and a large terminating 'bullet' payment (with a refundable option) at the end of the debenture term – similar to a balloon payment. These hybrid debt vehicles are an attractive option because the debt servicing costs on an annual basis are

typically lower than a typical 'amortizer'; however, in the year of termination when the 'bullet' payment is due, the servicing costs increase significantly. Traditionally, when entering into a 'bullet' debt arrangement, the borrower would invest/reserve for the 'bullet' over the life of the debenture term to offset the terminating 'bullet' payment.

FINANCIAL CONSIDERATIONS

Current debt levels, and 2018 servicing costs are outlined below:

Township of Wellington North									
Debenture Summary									
2018									
Bylaw number	Year	Name	Amount	Rate (%)	Annual payment	2018 Debenture Payments			Closing Balance
						Opening Balance	Principal	Interest	
55-04	2004-2024	Mount Forest Sewage Plant	3,000,000	5.84	256,228	1,455,109	173,750	82,478	1,281,359
42-08	2008-2018	Mount Forest Arena	2,000,000	3.85 - 5.00	Various	949,000	949,000	47,450	-
92-08	2009-2019	Mount Forest Arena	2,000,000	1.65 - 4.90	Various	1,082,000	138,000	49,499	944,000
33-10	2010-2020	Mount Forest Durham St Pumping Station	900,000	1.60 - 4.85	Various	549,360	58,320	25,035	491,040
33-10	2010-2020	Mount Forest Cork St Pumping Station	600,000	1.60 - 4.85	Various	366,240	38,880	16,690	327,360
33-10	2010-2020	Mount Forest Egremont St Reconstruction	925,000	1.60 - 4.85	Various	564,620	59,940	25,730	504,680
33-10	2010-2020	Arthur Community Centre	75,000	1.60 - 4.85	Various	45,780	4,860	2,086	40,920
			12,500,000			5,012,109	1,422,750	248,968	3,589,359
Notes:									
	[1]	Principal balance of \$949,000 due in 2018, of which \$808,000 is refundable, at the option of the Township, for a further period not exceeding 5 years.							
	[2]	Principal balance of \$944,000 due in 2019, of which \$785,000 is refundable, at the option of the Township, for a further period not exceeding 5 years.							
	[3]	Principal balance of \$1,192,000 due in 2020, of which \$1,010,000 is refundable, at the option of the Township, for a further period not exceeding 5 years.							

As can be seen above, the Township of Wellington North has an opening debt balance (Jan 2018) of just north of \$5 Million dollars, with interest rates ranging from 4.55% - 5.84%. The first of 3 consecutive large bullet payment years begins in 2018 with a payment in the amount of \$949,000 due in July; however, Township of Wellington North has the opportunity to exercise a refundable option whereby a portion of the remaining bullet(s) can be refinanced for a further 5 years. Discussion with the County has revealed that there are no contracted rates associated with the refundable portion of the impending bullet payments, and any refundable options exercised (via the County) would be done at the prevailing market rate at time of refund – current rates are outlined below for informational purposes only.

Lending Rates: Municipalities

Indicative Lending Rates as of 16/01/2018

Term	Construction	Serial	Amortizer
1 Month	2.18%	-	-
5 Year	-	2.66%	2.67%
10 Year	-	3.02%	3.04%
15 Year	-	3.21%	3.24%
20 Year	-	3.33%	3.36%
25 Year	-	3.40%	3.44%
30 Year	-	3.45%	3.48%

<http://www.infrastructureontario.ca/Templates/RateForm.aspx?ekfrm=2147483942&langtype=1033§or=mun>

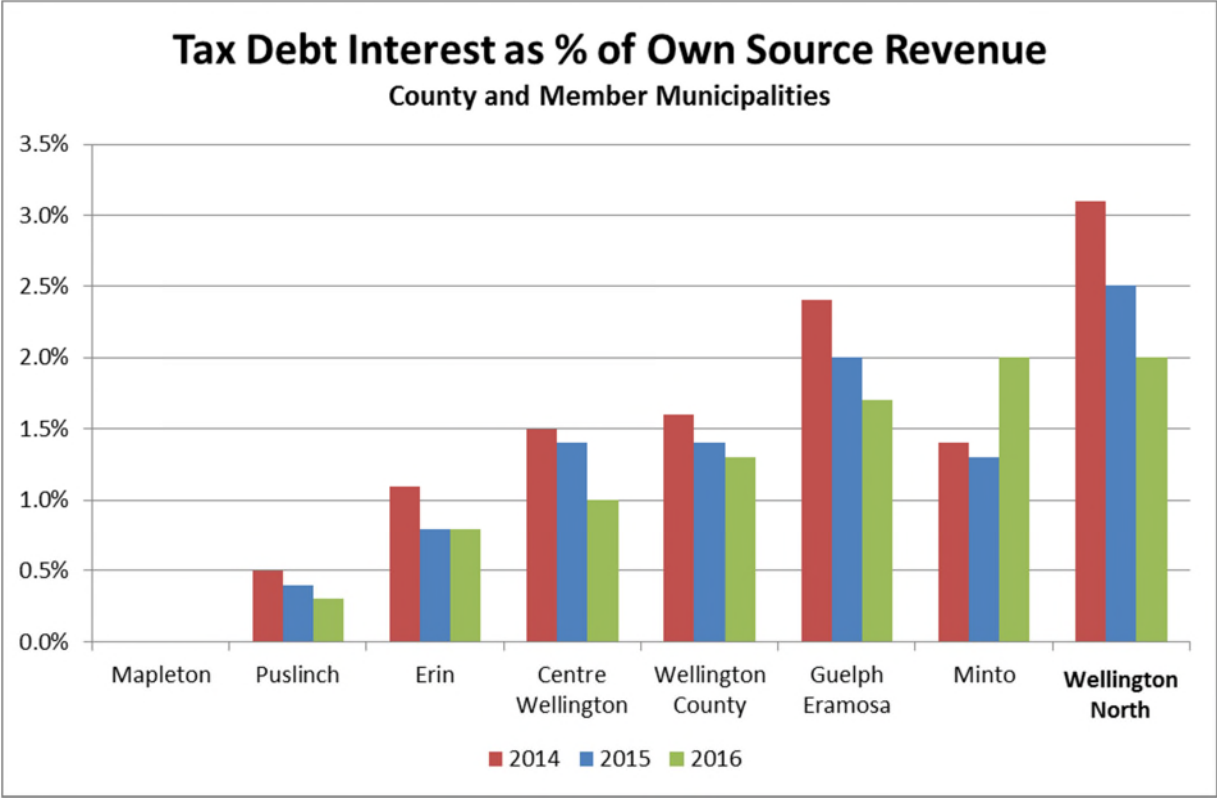
Refinancing Pros:

- Reduced in-year debt servicing costs (bullet repayment offset by new borrowing)
- Less stress on potential budget levy increase(s) or reserve depletion
- Lending rates are still favourable – may be advantageous to take advantage now in light of recent market interest rate increases

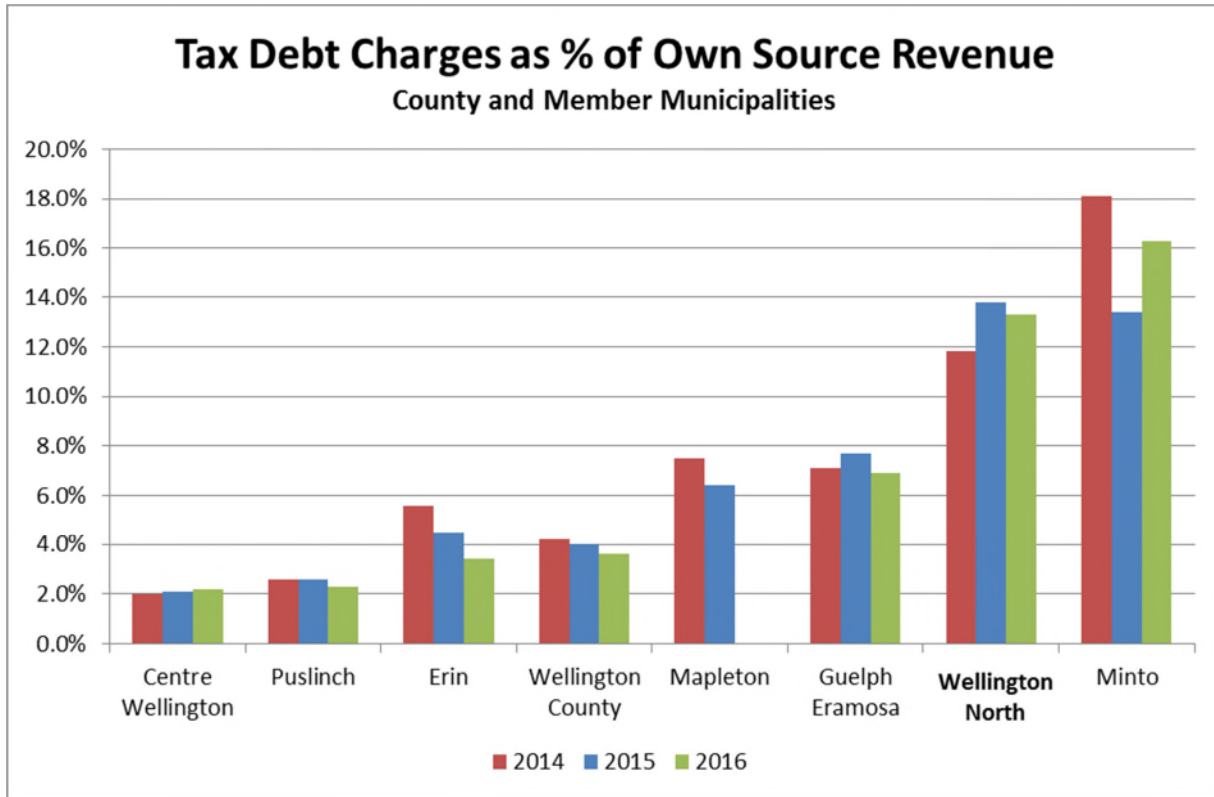
Refinancing Cons:

- Prolonged debt servicing costs
- Less opportunity for future borrowing
- Extended utilization of levy dollars for debt servicing vs. community growth initiatives

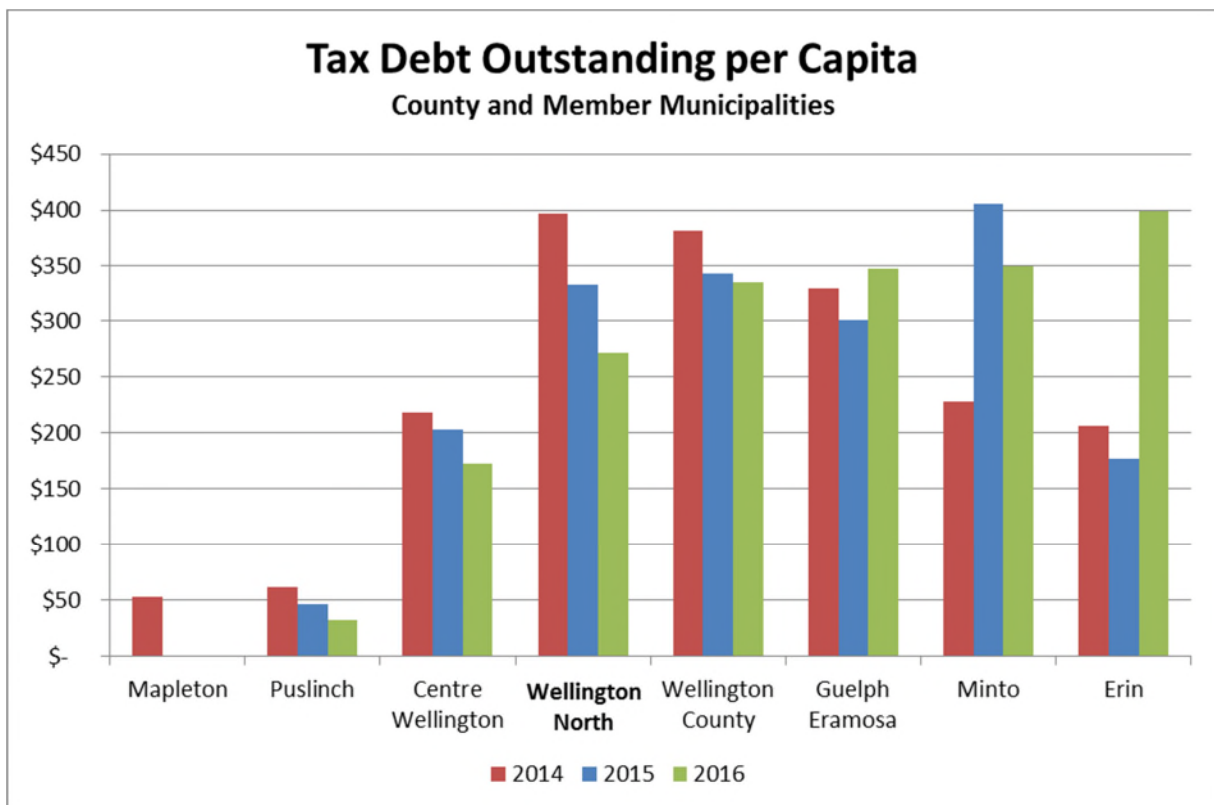
Other items to consider are depicted graphically below (Source: 2017 BMA Municipal Study):



Current tax debt interest as a percentage of own source revenue is currently on the high-end when compared to our neighbouring municipalities; however, this has been on the decline. Further erosion of this metric is possible with either full repayment of the 2018 bullet payment or refinancing at a more favourable interest rate.



Current tax debt servicing costs as a percentage of own source revenue is currently on the high-end when compared to our neighbouring municipalities. As above, opportunity to improve this metric is available with either full repayment of the 2018 bullet payment or refinancing at a more favourable interest rate.



Outstanding debt per capita has steadily been decreasing, and will continue in this fashion should Council decide to repay the 2018 bullet payment without exercising the refundable option; however, in light of the still reasonable market interest rates, and upcoming requirement for funds relating to the Arthur treatment plant, it might be advantageous exercise the refundable options of the upcoming bullet payments, and borrow additional funds (leveraging our strong reserve position) to fund this initiative.

STRATEGIC PLAN

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

- Yes
 No
 N/A

Which pillars does this report support?

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

The decision(s) made relative to this topic will have a significant impact on current and future debt servicing costs (which are, in large part, levy driven), thus it is imperative that the decision(s) made surrounding this topic coincide with the strategic plan for the Township.

Weighing the cash and reserve position of the Township, and prevailing market interest rates and trends, it is the recommendation of the Treasurer to exercise the refundable portion of the 2018 bullet payment of \$808,000 (amortizer over the next 5 years), and revisiting debt servicing costs again in late 2018 for the 2019 and 2020 bullet payment strategies. This will, in effect, reduce in-year debt servicing costs by virtue of a more beneficial interest rate, and offset the in-year bullet payment of \$949,000. Additionally, by not making impulsive decisions now on the longer-term debt, the Township will have a better understanding of future market interest rates and predictions.

PREPARED BY:	RECOMMENDED BY:
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Adam McNabb

Michael Givens, CAO

ADAM MCNABB DIRECTOR OF FINANCE & TREASURY	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF FEBRUARY 12, 2018**

FROM: ADAM MCNABB, DIRECTOR OF FINANCE & TREASURY

**SUBJECT: REPORT TR2018-003 BEING A REPORT ON RLB LLP 2017 AUDIT
PLAN**

THAT Report TR2018-003 being a report on RLB LLP 2017 Audit Plan be received for information;

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

On November 20, 2017 Council passed By-law Number 088-17 to appoint RLB LLP of Fergus as the Township of Wellington North's External Auditors for the years 2017 – 2018.

RLB's 2017 Pre-Audit Letter, attached as Appendix A, provides Management and Council with detailed communication of the 2017 audit plan. The year-end testing period is scheduled for the week of April 16 – 20, 2018.

FINANCIAL CONSIDERATIONS

The 2017 audit fee is \$27,900 which is exclusive of HST and inclusive of the preparation of the Financial Information Return (FIR), and all out of pocket expenses required to complete the engagement. RLB has also included a reasonable amount of time for reconciliations, support and entries for closing equity, WNP, and the BIA into

the above pricing based on their recent experience with the audit 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?

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

PREPARED BY:	RECOMMENDED BY:
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Adam McNabb

Michael Givens, CAO

ADAM MCNABB DIRECTOR OF FINANCE & TREASURY	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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January 12, 2018

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

Dear Members of Council:

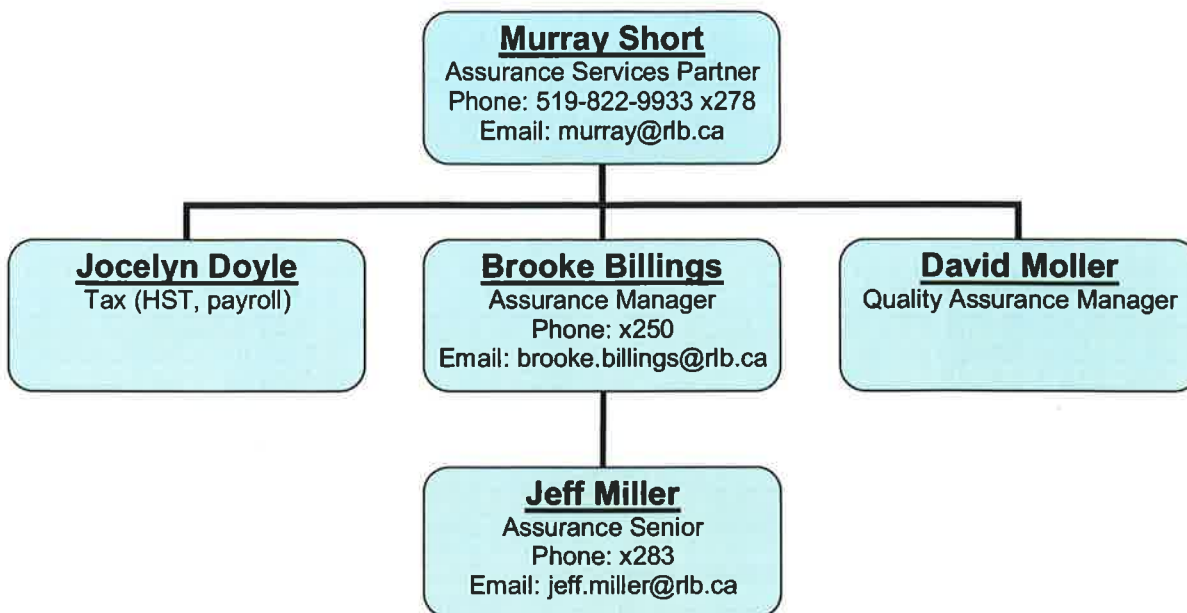
Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Wellington North for the year ended December 31, 2017. The purpose of this letter is to communicate our 2017 audit plan for The Corporation of the Township of Wellington North and to ensure that management and Council are aware of the following:

- Objectives and scope of our audit
- Planned approach for the 2017 financial statement audit
- Update on issues that may impact the audit in current and future years
- Areas of emphasis

RLB LLP's Objectives and Scope of our audit

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

RLB LLP's Assurance Service Team



Financial Reporting Responsibilities

Council

- Provide, as a part of financial process, effective corporate governance
- Regular oversight and review of financial information and management financial process
- Ensure accurate financial reporting and sound internal controls
- Review performance measures
- Approve the Audited Financial Statements

Management

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

RLB LLP

- Perform cost-effective risk based audits tailored for your organization's specific risks
- Review the effectiveness and reliability of key internal controls
- Assess accounting principles, estimates and financial disclosures in accordance with accounting standards
- Provide year end reporting to Council
- Provide our opinion in the audit report which we attach to management financial statements

Management Deliverables

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

RLB LLP Deliverables

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

Audit Approach

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

Audit Timeline

Interim Audit Testing	November 17, 2017
Communication of Audit Plan to Management/Council	January 15, 2018
Year-end Testing	April 16 – 20, 2018
Reporting to Council	TBD
Issuance of Audit Report and Financial Statements	To follow

Annual Inquiry Related to the Risk of Fraud

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

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

New Public Sector Accounting Standards

There are no significant impacts anticipated from this new standard on the financial reporting of your municipality for 2018:

These are effective for fiscal years beginning on or after April 1, 2017.

- PS3420: Inter-entity Transactions – relates to measurement of transactions between public sector entities

We will be working this year with your management team to consider the impact that the following new accounting regulations will have on the financial reporting of your municipality:

These are effective for fiscal years beginning on or after April 1, 2018.

- PS3430: Restructuring Transactions – defines characteristics of restructuring transactions, when recognition should occur, and how they should be measured, classified and disclosed

These are effective for fiscal years beginning on or after April 1, 2019.

- PS1201: Financial Statement Presentation – expands the requirements for financial statement presentation and disclosure for various categories: financial assets, non-financial assets, revenues, expenses, and losses arising from asset impairment and changes in valuation allowances
- PS3041: Portfolio Investments – defines portfolio investments, and describes accounting treatment and disclosure requirements; describes accounting treatment in specific situations such as sinking funds, loss in value, gain and loss on sale and when investments have concessionary terms
- PS3450: Financial Instruments – requires additional disclosure in the Notes to the Financial Statements to include the various risk components of financial instruments: credit risk, currency risk, interest rate risk, liquidity and market risk

2017 Audit Plan: Materiality

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

- Planning Materiality - \$675,000
- Materiality
 - Professional judgment that is made in the context of our knowledge, assessment of risk and reporting requirements
 - Very significant in determining the scope of our work
 - We will review all errors in excess of 2% of materiality

Areas of Emphasis

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

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

Yours truly,

RLB LLP

Per:

A handwritten signature in black ink, appearing to read "Murray Short". The signature is written in a cursive, flowing style.

Murray Short, MBA, CPA, CA
Engagement Partner



Visit us at: www.cimcorefrigeration.com

January 18, 2018

The Township of Wellington North
7490 Sideroad 7 W, PO Box 125
Kenilworth, Ontario
NOG 2E0

Attention: Andy Lennox, Mayor
Re: Mount Forest Arena

Dear Mr. Mayor Lennox,

Thank you for taking the time to meet with me to discuss the refrigeration issues at the Mount Forest Arena earlier this week. We have made a commitment to you and the Township to bring resolution to any issues relating to the ice making capability of Cimco's plant that was installed in 2008.

I have done a thorough review of the current system and can confirm that the plant capacity is within good industry standards for an ice rink that is capable of operating 12 months of the year. Cimco has installed thousands of ice rinks under these same design parameters. Our plant is guaranteed to make and hold good ice provided that the ice thickness does not exceed 1.5", the outdoor air temperature does not exceed 90°F and the air temperature at a point 4ft above the ice level is not over 40°F. These were the conditions that were stated in Cimco's proposal dated March 27th 2007.

Upon review of the current state of the refrigeration plant, we have noted that the glycol/water heat exchanger is not operating as designed and that there is insufficient flow of water to the cooling tower. In a separate report from Cimco dated December 2017, we recommended that this equipment be disassembled, cleaned and re-gasketed. The reduced flow rate is being attributed to scaling, fouling or both. This work is necessary to return/maintain the system as designed and installed and limits the ability to make and hold good ice. Cimco would expect the Township to make the repairs of this heat exchanger as this is not related to the design but rather is a maintenance issue. I've attached the recommended guidelines from the manufacturer along with test results of the tower tank water and the tap water that is being used for water make-up in the tank.

The refrigeration plant was designed with 2 x 60 HP compressor motors. Whilst these are the correct motors for the design, it is our opinion that 2 x 75 HP compressor motors could be installed. This would allow the Township to pull the floor down quicker during startup when there are peak loads and peak heat of rejection. It is Cimco's recommendation to change the compressor motors (original compressors remain) to 75 HP motors along with the required starters, wiring, overloads etc.

Cimco Refrigeration
65 Villiers Street, Toronto, Ontario M5A 3S1



Tel: (416) 465-7581 Head Office Fax: (416) 465-8815
Toronto Sales Fax: (905) 761-9794, U.S. Sales Fax: (416) 465-3584

Cimco will provide at our cost and no charge to the Township, the supply and installation of the motors, starters, overloads and wiring. We are offering this as a good will gesture and show of good faith to The Township of Wellington North. This change in no way implies a deficiency in the original design or latent defect in the system. Cimco will also provide at our cost a service mechanic who will work with your staff on start up for the upcoming 2018/2019 season.

It is our expectation that the Township will maintain the tower water quality within the manufacturer's guidelines (attached). In addition we are not committing any work/costs for the line side (incoming 3/60/575V) of the equipment should it be required. If so, it will be the Township's responsibility to verify and cover any costs as a result of this change if required.

Cimco values the long standing relationship that we have had with the Township. It is our intent to work with the Mount Forest Arena staff to bring resolution to the controversy surrounding the refrigeration plant and put these on-going issues to rest.

Yours truly,



David Sinclair
General Manager, (Ontario)

c. J. Berney, Cimco Branch Manager, Hamilton



MANUFACTURERS OF:
 COOLING TOWERS
 CLOSED CIRCUIT COOLERS
 EVAPORATIVE CONDENSERS
 65 VILLIER STREET, TORONTO, ONTARIO M5A 3S1 (416) 465 - 7581

WATER QUALITY GUIDELINES

page 1 of 2

MAINTAINING THE RECIRCULATED WATER SYSTEM

The cooling in an evaporative condenser, closed circuit cooler or cooling tower is accomplished by the evaporation of a portion of the recirculated spray water. As this water evaporates, it leaves behind the mineral content and impurities. These impurities can lead to scaling, corrosion, accumulated sludge and biological fouling. Therefore, it is important to bleed off an amount of water equal to that which is evaporated to prevent the build up of impurities. ie. (a rate that will maintain approximately two cycles of concentration in the recirculating water). In many localities, this constant bleed and replacement with fresh water will keep the concentration of impurities in the system at acceptable levels. If this is not done, the mineral content in the water will continue to increase until it starts to deposit out in the unit causing heavy scaling and corrosion. Water quality should be checked regularly for biological contamination. If biological contamination is detected, a more aggressive water treatment and mechanical cleaning program should be undertaken. The water treatment program should be performed in conjunction with a qualified water treatment company.

WATER TREATMENT

In some cases, the make-up water will be so high in mineral content that a normal bleed-off will not prevent scaling. Water treatment will be required and a reputable water treatment company familiar with the local water conditions should be consulted.

Any water treatment system used in the unit must be compatible with all materials of construction. Although high quality galvanized steel is normally used in most units, alternate materials of construction, such as stainless steel and fiberglass, are available as optional equipment. The equipment specifications should be reviewed carefully for each installation and should be considered when selecting the water treatment program.

If a chemical water treatment system is used, the chemicals selected must be accurately metered and the concentration properly controlled. See Table 1 for the recommended levels.

TABLE # 1

RECOMMENDED RECIRCULATED WATER QUALITY GUIDELINES

PARAMETER	RANGE
pH	6.5 to 8.0*
Hardness as CaCO ₃	50 to 300 ppm
Alkalinity as CaCO ₃	50 to 300 ppm
Chlorides as Cl	< 125 ppm

* In order to prevent "White Rust" galvanized steel units may require routine passivation of the steel when operating with a recirculated pH of 8.3 or higher.



MANUFACTURERS OF:
COOLING TOWERS
- CLOSED CIRCUIT COOLERS
EVAPORATIVE CONDENSERS
65 VILLIER STREET, TORONTO, ONTARIO M5A 3S1 (416) 465 - 7581

Water treatment continued

page 2

In addition to the levels listed above the following guidelines should also be followed:

- Soft water systems should be avoided.
- Batch feeding of chemicals is not recommended since it does not provide the proper degree of control of the water chemistry.
- The use of acid should be avoided. If acid cleaning is required, only inhibited acids recommended for use with galvanized steel should be used.
- Water treatment chemicals used to treat Evapco products must also be compatible with galvanized steel, stainless steel, ABS and PVC plastics.
- Solvents must not be used in any Evapco products, as it will destroy the integrity of the butyl sealer used to seal the flanges and it can have detrimental affects on the PVC components.

CONTROL OF BIOLOGICAL CONTAMINATION

Water quality should be checked regularly for biological contamination. If biological contamination is detected, a more aggressive water treatment and mechanical cleaning program should be undertaken. The water treatment program should be performed in conjunction with a qualified water treatment company. It is important that all internal surfaces be kept clean of accumulated dirt and sludge. In addition, the drift eliminators should be maintained in good operating condition.

AIR CONTAMINATION

If the unit is located in an industrial area where there are chemical fumes, the impurities in the air will be washed out in the recirculated water and may cause scaling or corrosion. It is important not to locate a unit next to a smokestack because the unit will draw in these fumes and severe corrosive conditions may result. Bleed-off will help the situation, but if there is any sign of corrosion or scaling a reputable water treatment firm should be called immediately.

TOROMONT**CIMCO****Water Analysis****Lab # :17-144K****Location: Mt Forest Arena Cooling Tower Tank Water****Received from: London****Sample in:11/21/17****PO #:4500858395****Sample out: 11/24/17****Shipper #:83774**

Colour: colorless

Free Ammonia:Nil

Hardness:102 mg/L as CaCO₃

PH:8.8

Density: 0.9964 at 72.3 F

Sediments: Nil

Iron: 0.12 mg/L

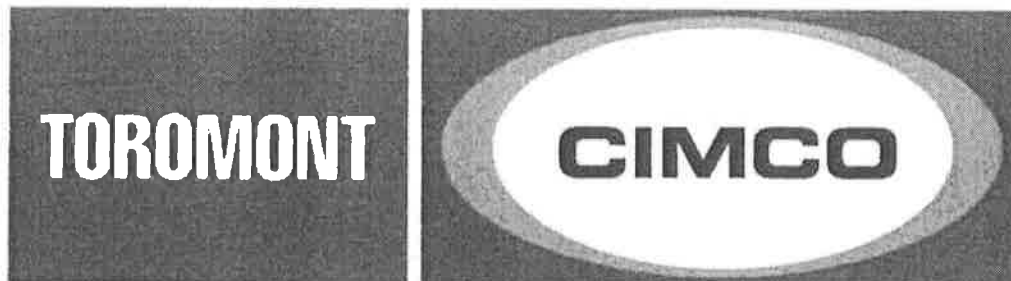
Chlorides:<28 mg/L

Conductivity: 958 uS/cm at 70.1 F

Comments: as aboveSat Anand
Quality Manager

WaterCimco.doc

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**Water Analysis****Lab # :17-143K****Location: Mt Forest Arena Tower Tap Water****Received from: London****Sample in:11/21/17****PO #:4500858395****Sample out: 11/24/17****Shipper #:83774**

Colour: colorless

Free Ammonia:Nil

Hardness:26 mg/L as CaCO₃

PH:7.9

Density: 0.9993 at 72.4 F

Sediments: Nil

Iron: 0.15 mg/L

Chlorides:34 mg/L

Conductivity: 691uS/cm at 71.4 F

Comments: as aboveSat Anand
Quality Manager

WaterCimco.doc

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Wellington North Power Inc. Quarterly Update

(Quarter 4: Period ending December 31st 2017)

Objective: A concise quarterly report for Municipal Councillors of Wellington North Power's initiatives and performance.

Table of Contents

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2. 2017 Priorities	2
3. Updates	2
4. Scorecard (year-to date ending December 31 st 2017).....	3
5. Major Projects for 2017	4
6. Outlook	4

1. Introduction

Welcome to Wellington North Power Inc.'s Quarterly Update. As your local electricity distribution company, we take pride in providing safe, reliable electricity distribution to consumers in the urban areas of Arthur, Holstein and Mount Forest.

Our Mission Statement is:

Wellington North Power Inc. (WNP) shall provide its customers with the most cost effective delivery of electricity safely, reliably and efficiently. This will be done while providing superior customer service and promoting customer education and green initiatives within its service area.

Our strategic objectives are to:

- Manage a safe and reliable distribution system in an efficient and cost effective manner
- Provide outstanding customer service
- Continue to increase shareholder value
- Meet all regulatory obligations

2. 2017 Priorities

- Maintain day-to-day activities: System reliability, safety and customer service;
- Promote Health & Safety to protect staff and the general public;
- Complete capital projects adhering to safety regulations with no reported injuries;
- Work with and support stakeholders with encouraging economic growth in our communities;
- Control and manage operating and capital budgets;
- Encourage Energy Conservation and continue to deliver energy-savings advice to customers;
- Comply with the Ministry of Energy and the energy regulator rules and codes; and
- Keep abreast of activities and speculation in the energy sector.

3. Updates

- WNP Directors and Officers submitted a report to Councillors of its majority shareholder regarding recommendations concerning the creation of a Holding Company. The report included responsibilities, recommended Director appointments, an operating budget and transfer of debt. The Councillors at the November Council meeting passed a resolution approving the recommendations.
- In November 2017, the Directors approved WNP's operating and capital investment budget for 2018. Operating budget is \$2,517,807 (includes labour, consultants, IS maintenance, fees, licenses, property taxes, amortization and interest/loan repayments) and capital expenditure is \$2,196,470 which includes replacement of a municipal substation (estimated at \$1,700,000).
- WNP launched its new e-bill notification service substituting paper bills in November 2017. Customers receive an e-mail advising their electricity bill is available and can view / download it from a secure website. Social media messages and bill inserts promoted this new service offering the chance for residential customers who signed-up to be entered into a draw to win one of five \$50 credit to their hydro bill.
- At September's Arthur Fall Fair, the line crew and staff delivered over 200 bucket truck rides and gave members of the community an opportunity to get up close with the vehicles and chat with the crews face-to-face. Residents often see crews working behind traffic cones in a work zone and this event provided an opportunity for the customers to engage with the crews and the trucks in a safe environment.
- The energy regulator, the Ontario Energy Board, issued a Decision and Order to all electricity distributors prohibiting the disconnection of residential customers for non-payment of account effective November 15th 2017 until April 30th 2018. Furthermore, the OEB demanded all Residential customers that were disconnected for non-payment should be reconnected immediately and any load-limiter devices removed. At the time, WNP had no residential customers disconnected for non-payment and no load-limiters installed.
WNP works with customers to manage their account using disconnection as the absolute last resort and considered only when all other options have been exhausted. Options include payment arrangements, referrals to support programs and the use of load limiters. WNP will proactively telephone and send letters to customers who have overlooked payment of their electricity account.
- WNP continues to promote and assist customers in applying for the Ontario Energy Support Program (OESP) initiative. The OESP program provides financial assistance to eligible low-income households and seniors in our community.

4. Scorecard (year-to date ending December 31st 2017)

Wellington North Power Inc. uses a Scorecard as an indicator to measure and monitor monthly performance in the four core areas of:

- a) Financial control - income, revenue and operating expenses;
- b) Reliability and safety - planned and unplanned power outages and events;
- c) Customer Service - telephone answer rate, scheduling of work; new connection rate;
- d) Conservation - energy savings in our community against a mandated Ministry of Energy set target.

Below is a summary of the key elements of the Scorecard as at (year-to-date):

Indicator	Measure	Variance (YTD/2017 Target)	Notes (Summary of variance between Year-to-Date versus 2017 Plan).
Financial Value	Net Income	+14%	Income for Q4 2017 is 9% above budget (\$36k).
	Revenue	+1%	Revenue for Q4 2017 is 1% above budget (\$27k).
	Expenses	0%	Total operating expenses for Q4 2017 is 0.4% below budget (\$9k).
Reliability	Power Outages due to WNP	-26%	No major outages reported in latest quarter. 50% below WNP's 5-year average as set by the OEB. [Note: this excludes upstream outages – i.e. outages caused by others that can affect WNP's distribution system.]
Service Quality	Customer Services indices <small>(calls answered, appointments scheduled and completed)</small>	+15%	Services indices targets are set by the energy regulator. WNP is performing ahead for each of the measured service indices in 2017.
Energy Conservation	kWh Energy Savings	22.39%	WNP's "Conservation First Framework" energy savings target is 5,890,000 kWh for the 6-year period of 2015-2020 as set by the Independent Electricity Systems Operator. <i>(5,890,000 kWh of electricity is the equivalent of powering 654 homes a year.)</i> As at the end of 2016, WNP is 22.39% towards meeting its target, with verified savings of 1,318,667 kWh. There is no verified data available for 2017. A contract was signed in January 2016 for GreenSaver to deliver and manage energy conservation for 2016 and onwards on behalf of WNP. Customers have commented on the excellent service offered by GreenSaver.

Legend	Green	On plan / ahead of target
	Amber	Slightly behind plan – to monitor closely
	Red	Behind plan – remedial action required

Note: The "Financial Value" amounts shown are unaudited numbers. Audited 2017 values will be available at in April 2018

5. Major Projects for 2017

Project	Scope
Pole line rebuild in Holstein	Our largest infrastructure project in 2017 was the pole line rebuild along Grey County Road 109 in Holstein. Work started in June and was completed in October including configuring the connection of a business customer.
System Access Projects	WNP worked on a number of smaller projects that facilitated the connection of new customers; for example the pole line extension on Sligo Road in Mount Forest.
Metering (MIST)	WNP is required to complete the regulatory requirement to upgrade GS>50kW customers to MIST (Metering Inside Settlement Timeframe) meters. This involved the replacement of approximately 36 interval type meters that will be monitored over a cellular network. Switching of meters started in October 2017 and is on schedule to be completed in January 2018.

6. Outlook

- a) MS3 substation in Mount Forest is planned for replacement in 2018 due to its age and condition. Plans are underway to manage the demolition of the “old” substation and construction of the “new” substation. Completion and energization of the “new” MS3 substation is scheduled for Q4 2018.
- b) WNP continues to actively encourage growth and development in our community. This includes meeting with developers to understand electricity servicing requirements as well as participating on the Community Growth Plan Steering Committee.
- c) WNP’s Smart meters are reaching their “seal dates” or theoretical end of life. WNP has developed a plan which will involve a combination of recertification and replacement of meters. This plan will be implemented in 2018.
- d) In December 2017, under the “Ontario Fair Hydro Plan Act”, the government passed legislation for dynamic messaging to appear on all electricity invoices for consumers. Under this legislation, by March 31st 2018, all electricity distributors are required to inform consumers how much they have saved on their monthly hydro bill due to the “Fair Hydro Plan”. A solution is currently being tested and WNP plans to include dynamic messaging on all its customers’ bills in February 2018.
- e) The energy regulator has released a cyber-security framework for all utilities to follow. This will be a compliance requirement. WNP is currently reviewing the requirements and preparing a plan to address the necessary security requirement measures.

Thank you for taking the time to read the information. Should you have any questions or feedback or require further information, please contact Jim Klujber (COO) ijklujber@wellingtonnorthpower.com or Richard Bucknall (CAO) at rbucknall@wellingtonnorthpower.com or telephone 519-323-1710.

Wellington North Power Inc.

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

BY-LAW NUMBER 010-18

PROVISIONAL DRAIN REPAIR BYLAW

BEING a Provisional Drain Repair By-law to provide for the repair of the Wayne Cole Drainage Works.

WHEREAS the Township of Wellington North is required to undertake such repairs in accordance with Section 74 and Section 75 of *The Drainage Act*, R.S.O. 1990.

AND WHEREAS the work to be done is:

Repair tile, clean ditch and level spoil on Lots 26 & 27, Concession 9, former Township of Arthur.

AND WHEREAS the estimated cost of such repairs is:

\$4,000.00

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

AND WHEREAS the last revised Schedule of Assessment to be used for maintenance of the various drains is contained in a report by, and adopted as Township By-law No. as follows:

<u>Drain</u>	<u>Engineer/Surveyor</u>	<u>Bylaw No.</u>
Wayne Cole Drainage Works	K. A. Smart, P. Eng.	Arthur Township 2061

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

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

By-law No. 010-18
Page 2 of 2

READ A FIRST, SECOND TIME THIS 22nd DAY OF JANUARY, 2018.



DAN YAKE, ACTING MAYOR



KARREN WALLACE, CLERK

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

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

**WAYNE COLE DRAIN REPAIR 2013
TOWNSHIP OF WELLINGTON NORTH**

Con	Lot	Roll No.	1980 Owner	Current Owner	1980 Assess.	Repair Assess.	1/3 Grant	NET ASSESS.
Township of Arthur								
8	S½ 26 & WPt 27		W. Cole		2,272	792.62	264.21	528.41
8	E Pt 27		J. Gross		295	102.92	34.31	68.61
9	SE¼ 25		R. Little		310	108.15	36.05	72.10
9	E Pts 26 & 27		C. Cole		5,699	1,988.20	662.73	1,325.47
* 9	Pt 27		N. McFadden		17	5.93	0	5.93
9	W Pts 26 & 27		415176 Ontario Ltd.		1,630	568.65	189.55	379.10
Total Assessments on Lands:					10,223	3,566.47	1,186.85	2,379.62
Road Con 8 & 9			Township of Arthur		603	210.37	0	210.37
1/2 Highway 9			MTO		565	197.11	0	197.11
Total Assessments on Roads:					1,168	407.48	0	407.48
TOTAL ASSESSMENTS TOWNSHIP OF ARTHUR					11,391	3,973.95	1,186.85	2,787.10
Township of Maryborough								
16	10 & WPt 11		K. Reid		320	111.64	37.21	74.43
16	EPt 11 & NWPt 12		C. W. Cole		1,055	368.06	122.69	245.37
16 & 17	Pt 12		S. Ross		658	229.56	76.52	153.04
* 17	Pt 13 (Lot 12)		T. Romavtarsingh		2	0.70	0	0.70
* 17	Pt 13 (Lot 14)		E. Romavtarsingh		13	4.54	0	4.54
* 17	Pt 13 (Lot 16)		T. Romavtarsingh		20	6.98	0	6.98
* 17	Pt 13 (Lot 7&8)		E. Romavtarsingh		20	6.98	0	6.98
* 17	Pt 13 (Lot 20)		G. Petrinac		10	3.49	0	3.49
* 17	Pt 13 (Lot 22)		M. Bucz		10	3.49	0	3.49
* 17	Pt 13 (Lot 24)		P. Krasznai		10	3.49	0	3.49
* 17	Pt 13 (Lot 26)		A. Gyonygyosi		10	3.49	0	3.49
* 17	Pt 13 (Lot 28)		M. Bucz		10	3.49	0	3.49
* 17	Pt 13 (Lot 30)		A. Zolnay		13	4.54	0	4.54
* 17	Pt 13 (Lot 32)		L. Zolnay		15	5.23	0	5.23
* 17	Pt 13 (Lot 34)		A. Zolnay		17	5.93	0	5.93
* 17	Pt 13 (Lot 36)		K. Zolnay		17	5.93	0	5.93
* 17	Pt 13 (Lot 38)		M. Psutka		4	1.40	0	1.40
Total Assessments on Lands:					2,204	768.94	236.42	532.52
Road Lots 12 & 13			Township of Maryborough		129	45.00	0	45.00
Road Con 16 & 17			Township of Maryborough		43	15.00	0	15.00
1/2 Townline			MTO		565	197.11	0	197.11
Total Assessments on Roads:					737	257.11	0	257.11
TOTAL ASSESSMENTS TOWNSHIP OF MARYBOROUGH					2,941	1,026.05	236.42	789.63
TOTAL ASSESSMENTS WAYNE COLE DRAIN REPAIR:					14,332	5,000.00	1,423.27	3,576.73

* - Denotes non-agricultural properties, and therefore not eligible for grant.

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

BY-LAW NUMBER 015-18

BEING A BY-LAW TO PROVIDE FOR ACTUAL COST TO PROVIDE FOR A DRAINAGE WORKS IN THE TOWNSHIP OF WELLINGTON NORTH IN THE COUNTY OF WELLINGTON, KNOWN AS DRAIN 65 (LENNOX) DRAIN AND TO REPEAL BY-LAW NUMBER 011-18

WHEREAS, Township of Wellington North approved the engineer's report dated prepared by K. Smart Associates Limited dated September 30, 2016;

AND WHEREAS K. Smart Associates Limited issued an addendum 1 to the report on October 17, 2016;

AND WHEREAS the estimated cost in the report of executing and completing the said drainage works was \$146,580.00.

AND WHEREAS, the actual cost of the drainage works is \$127,224.97;

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

1. **THAT** the an actual cost of the drainage works is \$127,227.97 which is prorated as outlined in Appendix "A" attached hereto and forming part of this By-law.
2. **THAT** this By-law shall come into force and take effect upon the final passage hereof.
3. **THAT** By-law 011-18 is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 12th DAY OF FEBRUARY, 2018.**

DAN YAKE, ACTING MAYOR

KARREN WALLACE, CLERK

Original: Sept. 30/16
Actual: Nov. 30/17

SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW
WEST LUTHER DRAIN 65
Township of Wellington North

File No. 15-075

Con Lot	Roll No. (23-49-000-)	Estimated Gross Assessment	Estimated Net	Actual Gross Assessments	1/3 Grant	Allow- ances	ACTUAL NET
Lands							
F	5 E½ 3	6,333	4,222	5,017.07	1,672.36	0	3,344.71
F	5 W½ 3	3,438	2,292	2,723.62	907.87	0	1,815.75
F	6 Pts 1 & 2	3,562	2,375	2,821.86	940.62	0	1,881.24
F	6 E½ 2	21,917	11,711	17,362.90	5,787.63	2,900	8,675.27
F	6 Pt 3	58,622	38,881	46,441.02	15,480.34	200	30,760.68
F	Special Benefit to 015-03600	0	0	1,611.54	537.18	0	1,074.36
F	6 Pt 4	815	815	645.65	0.00	0	645.65
F	7 W½ 3	892	595	706.65	235.55	0	471.10
F	7 E½ 2	4,948	1,399	3,919.86	1,306.62	1,900	713.24
F	7 PW½ 2	18,361	2,741	14,545.79	4,848.60	9,500	197.19
F	7 PW½ 2	167	167	132.30	0.00	0	132.30
Total Assessments of Lands:		119,055	65,197	95,928.26	31,716.77	14,500	49,711.49
Roads							
Line 6	Twp of Wellington North	12,235	12,235	9,692.71	0	0	9,692.71
Special Assessment to Line 6		14,655	14,655	21,100.95	0	0	21,100.95
Sideroad 3	Twp of Wellington North	635	635	503.05	0	0	503.05
Total Assessments of Roads:		27,525	27,525	31,296.71	0	0	31,296.71
TOTAL ASSESSMENTS WEST LUTHER DRAIN 65:		146,580	92,722	127,224.97	31,716.77	14,500	81,008.20

Notes:

- The above lands marked "F" are currently classified as agricultural according to OMAFRA and are therefore entitled to a 1/3 grant.
- Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected. The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township. For convenience only, the owners' names as shown by the last revised assessment roll, has also been included.
- All lands shown above are in the geographic Township of West Luther in the Township of Wellington North.

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

BY-LAW NUMBER 016-18

**BEING A BY-LAW TO AMEND BY-LAW 053-07 BEING A BY-LAW
TO APPOINT A LIVESTOCK VALUATOR**

WHEREAS the Township of Wellington North enacted By-law Number 053-07, being a by-law to appoint a livestock valuator;

AND WHEREAS one of the livestock valutors is unable to continue acting in the capacity of valuator;

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

THAT By-law 053-07 be amended by removing Glenn O'Rourke as a livestock valuator for the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 12th DAY OF FEBRUARY 2018.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 017-18

**BEING A BY-LAW TO REPEAL BY-LAW 017-02 BEING A BY-LAW
TO APPOINT JO-ALAN ANIMAL CARE SERVICES AS DOG
CONTROL OFFICER**

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

THAT By-law 017-02 being a by-law to appoint Jo-Alan Animal Care Services as Dog Control Officer be repealed

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 12th DAY OF FEBRUARY 2018.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 018-18

BEING A BY-LAW TO AUTHORIZE A DEFERRAL AGREEMENT PURSUANT TO SECTION 27 OF THE *DEVELOPMENT CHARGES ACT*. – known as 205 Murphy Street, Mount Forest, ON (David Clutton and Sharon Clutton)

WHEREAS the Council of the Corporation of the Township of Wellington North passed By-law 51-13 under the provisions of the *Development Charges Act* (“the Act”)

AND WHEREAS Section 27 of the Act provides that the Township may enter into an Agreement with a person who is required to pay a development charge that provides for all or any part of the development charge to be paid after it would otherwise be payable;

AND WHEREAS it is deemed expedient to enter into such an Agreement with David Clutton and Sharon Clutton, the owners of the lands known as PART LOT 7 and 8, MOUNT FOREST MOUNT FOREST DESIGNATED AS PART 1 PL 61R7923; TOWNSHIP OF WELLINGTON NORTH (“the lands”)

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

1. The Corporation shall enter into an Agreement with David Clutton and Sharon Clutton in the form of the draft Agreement attached hereto as Schedule A.

2. The Mayor and the Clerk of the Corporation be and they are hereby authorized and directed to sign the Agreement on behalf of the Corporation when it has been signed by the owners of the lands and the Clerk is hereby directed to cause notice of the said Agreement to be registered on the title to the lands.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 12TH DAY OF FEBRUARY, 2018.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE A TO BY-LAW NO. 018-18
AGREEMENT
(Section 27 *Development Charges Act*)

THIS AGREEMENT made this 10th day of April, 2017.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(hereinafter called "the Township")
OF THE FIRST PART

- and -

David Clutton and Sharon Clutton

(hereinafter called "the Owners")
OF THE SECOND PART

WHEREAS:

- (A) The Owners are the owners of the following property known as PART LOT 7 and 8, MOUNT FOREST MOUNT FOREST DESIGNATED AS PART 1 PL 61R7923; TOWNSHIP OF WELLINGTON NORTH ("the lands")
- (B) The Owners propose to develop the lands by constructing a single family detached dwelling thereon and has made application to the Township for a building permit to enable construction to proceed.
- (C) Pursuant to the *Development Charges Act* and the Township's By-law 51-13 passed under it, the Owner must pay development charges to the Township prior to the issuance of a building permit for the construction and Section 27 of the Act provides that the Township may enter into an Agreement with the Owner providing for all or any part of the said development charge to be paid after it would otherwise be payable.
- (D) The Owners have requested the Township to defer the payment of that part of the development charges applicable to the development that pertain to sanitary sewer (wastewater), water service and water and wastewater vehicles.
- (E) The Township's By-law 51-13 provides that the Council of the Township may enter into deferral agreements with respect to all or any part of a development charge as authorized by Section 27 of the Act.

NOW THEREFORE IN CONSIDERATION of the terms of this Agreement and pursuant to Section 27 of the *Development Charges Act*, the parties hereto agree as follows:

1. The Owners acknowledge and agree that development charges are payable with respect to the development, which charges include a charge of \$8,822.00 for the sanitary sewer (wastewater), \$2,278.00 for the water services and \$16.00 for the water and wastewater vehicles components of the overall development charge and have requested the Township to defer the payment of that component and that sum until such time as the Township's sanitary sewer (wastewater) and water system is in place and available to service the lands.
2. The Township shall defer the requirement for the payment by the Owners of the sanitary sewer (wastewater), water services and water and wastewater vehicles components of the overall development charge for the development until the date when the Township's sanitary sewer (wastewater) and water system is in place and available to service the lands ("the payment date").
3. The deferred partial development charge in the amount of \$11,116.00 shall become due and payable on the payment date.

- 4. If the deferred partial development charge or any part of it has not been paid within 30 full days after the payment date, the Township shall be entitled to recover the unpaid amount by adding such amount to the property tax roll for the lands and the Township shall collect such amount as taxes pursuant to Section 32(1) of the *Development Charges Act*.
- 5. The Owners consent to the registration of this Agreement by the Township on the title to the lands.
- 6. This Agreement shall enure to the benefit of and shall be binding upon the parties hereto and their respective heirs, estate trustees, successors and assigns.

THIS AGREEMENT is executed by the Township this 26th day of February, 2018.

**THE CORPORATION OF
THE TOWNSHIP OF WELLINGTON NORTH**
Per:

Andrew Lennox – Mayor

Karren Wallace – Clerk
We have authority to bind the Corporation.

THIS AGREEMENT is executed by the Owners this day of , 2018.

Per:

Witness

David Clutton

Witness

Sharon Clutton



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

Our Cultural Moment this month celebrates the Community of Metz

Some may think the community of Metz is small, lost in time and archaic - it is anything but!!!! Many activities and events are based at St. Paul's United Church which is 1 of 5 buildings located at the corner of the 3rd Line and Sideroad 25 on the south side of the Township. The community was settled in 1864 and the name Metz was chosen by the government in 1919 when the Post Office was opened. This name was referenced to a battle in World War 1 being fought at the City of Metz in France. Along with a General Store and Post Office, there was a School, Church, Blacksmith Shop, Sawmill and an Orange Lodge. The Church, the same as it stands today was built in 1906 at a cost of \$2,600.00 with the land donated by Peter and Sarah McDougall.

Today there are many events hosted at the church with an invitation to anyone who wishes to make the trip out to the country. The most significant cultural event occurs on the last Saturday of most months (summer off and December) when there is a music night called Coffee House. A house band, called Down Home, gets together to share music and laughs. Recently the band hosted a tribute on Remembrance Day of war songs and stories which included the new Veteran's Book released on that day. In April, there is a church supper when the band again entertains people waiting to go to the basement to eat. They are sometimes reluctant to leave the music but the homemade biscuits and pies will eventually draw them to the food.

One of the most loved events is the last Saturday of September when we gather up our pumpkins, zucchini and squash, take them to Metz for our version of "Pumpkinfest". It is a great day for the family and more information will be available on this event later in the year as we work with the Cultural Roundtable and participate in Wellington North Culture Days from Sept 28th – 30th. So to the councillors and community goes the challenge to get your pumpkin plants started indoors in the next couple of months, nurture them and bring the result for the weigh in (tractor and loader is provided) and even if you are not successful, we can give you a pumpkin to test out our catapult when we good heartedly render attack on Centre Wellington! Check out St. Paul's United Church, Metz on facebook to keep informed.



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

BY-LAW NUMBER 020-18

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 FEBRUARY 12, 2018.

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 February 12, 2018 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 12TH DAY OF FEBRUARY, 2018.**

**ANDREW LENNOX,
MAYOR**

**KARREN WALLACE,
CLERK**