

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING AGENDA OF COUNCIL ; PUBLIC MEETING  
FEBRUARY 27 2017 @ 7:00 P.M.  
CLOSED MEETING SESSION @ 6:30 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

	<b>PAGE NUMBER</b>
<b>CALLING TO ORDER</b> - Mayor Lennox	
<b>ADOPTION OF THE AGENDA</b>	
<b>DISCLOSURE OF PECUNIARY INTEREST</b>	
<b>CLOSED MEETING SESSION</b> (starts ½ hour earlier than Council Meeting)	
The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically: (c) a proposed or pending acquisition or disposition of land by the municipality or local board (b) personal matters about an identifiable individual, including municipal or local board employees; and (d) labour relations or employee negotiations	
1. <b>REPORTS</b>	
a) Report EDO 2017-005 proposed or pending acquisition or disposition of land b) Report FIRE 2017-001 Fire Chief Work Plan Action Items Report	
2. <b>REVIEW OF CLOSED SESSION MINUTES</b>	
• January 23, 2017	
<b>RISE AND REPORT FROM CLOSED MEETING SESSION</b>	
<b>O ' CANADA</b>	
<b>PUBLIC MEETING UNDER THE PLANNING ACT</b>	
• Alette Holsteins	
• Martin, Maurice and Susannah	
<b>RESUME REGULAR MEETING OF COUNCIL</b>	
<b>PASSAGE OF BY-LAWS ARISING FROM THE PUBLIC MEETING</b>	
a. By-law Number 019-17 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (Lot 3, Concession 6, municipally known as 9531 Concession 6N, Geographic Arthur Township – Alette Holsteins Ltd.)	001
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a. Mount Forest Homecoming Committee	
• Request to declare May 19 to June 17, 2017 as “Beautify Mount Forest” month	008

<b>PRESENTATIONS</b>	
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<b>ADOPTION OF MINUTES OF COUNCIL</b>	
• Council Meeting of February 13, 2017	009
• Special Council meeting of February 13, 2017	016
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a. Correspondence dated January 12, 2017 from Paul Wideman, W0-S Feed & Supplies <ul style="list-style-type: none"> <li>• request for exemption to By-law 5001-05 being the Noise Control By-law</li> </ul>	018
b. Robert Park, 425 Durham Street West, Mount Forest <ul style="list-style-type: none"> <li>• Noise Complaint and request not to grant a noise exemption</li> </ul>	021
<b>ITEMS FOR CONSIDERATION</b>	
<b>1. Minutes</b>	
a. Recreation and Culture Committee meeting of February 14, 2017	022
b. Cultural Roundtable Committee meeting of February 16, 2017	026
c. Wellington North Power Inc., Quarterly Update <ul style="list-style-type: none"> <li>• Quarter 4: Period ending December 31, 2016</li> </ul>	029
d. Saugeen, Grey Sauble, Northern Bruce Peninsula Drinking Water Source Protection Committee meeting of September 23, 2016	033
<b>Business: Reports, recommendations, correspondence for direction</b>	
<b>2. ADMINISTRATION</b>	
a. Report CAO 2017-005 Sanitary Servicing – Durham Street East (Part of Park Lot 4)	039
<b>3. PLANNING</b>	
a. Correspondence from Mark Van Patter, dated February 9, 2017, regarding Stack Gravel Pit – Laverne & Erma Weber – Part Lot 4, Concession 5 – Official Plan and Zoning By-law Amendments	053
b. Report from Linda Dickson, Emergency Manager/CEMC, dated January 12, 2017, regarding Provincial Emergency Management Review PD 2017-01	062
<b>4. RECREATION</b>	
a. Report RAC 2017-003 being a report on an amendment to Municipal Alcohol Policy Section 2.1	065
<b>5. ECONOMIC DEVELOPMENT</b>	
a. Report EDO 2017-07 being a report Community Improvement Program	067
b. Report EDO 2017-08 being a report on Rural Fibre-Optic Connect to Innovate Program	070
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a. Cheque Distribution Report dated February 21, 2017	073

7. ADMINISTRATION	
a. Report CLK 2017-006 being a report on AMCTO Report's "Bearing the Burden"	075
b. Report CLK 2017-007 being a report on amending By-law 9-2008 being a by-law to provide for the sale and disposition of land	081
c. Report CLK 2017-008 being a report on alternate voting methods and ranked ballots	084
<b>IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION</b>	
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c. By-law Number 018-17 being a by-law to adopt a budget including estimates of all sums required during 2017 for operating and capital, for purposes of the Municipality	101
<b>CONFIRMATORY BY-LAW NUMBER 021-17</b>	104
<b>ADJOURNMENT</b>	

<b>MEETINGS, NOTICES, ANNOUNCEMENTS</b>		
February 26, 2017 to March 1	Ontario Good Roads Association Conference	
March 13, 2017	Regular Council	2:00 p.m.
March 16, 2017	Cultural Roundtable	12:00 p .m.
March 27, 2017	Regular Council	7:00 p.m.

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

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

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

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

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

**BY-LAW NUMBER 019-17**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01 BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH (Lot 3, Concession 6, municipally known as 9531 Concession 6 N, Geographic Arthur Township – Alette Holsteins Ltd.)**

**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 3 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 3, Concession 6 (former Township of Arthur), as shown on Schedule "A" attached to and forming part of this By-law from **Agricultural (A)** to **Agricultural Commercial Exception (AC-99)**.
2. THAT Section 33.99 – A-99 Zone is amended by adding the following words at the end of the paragraph: **and 9559 Concession 6N (Wideman)**.
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 27TH DAY OF FEBRUARY, 2017.**

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**ANDREW LENNOX, MAYOR**

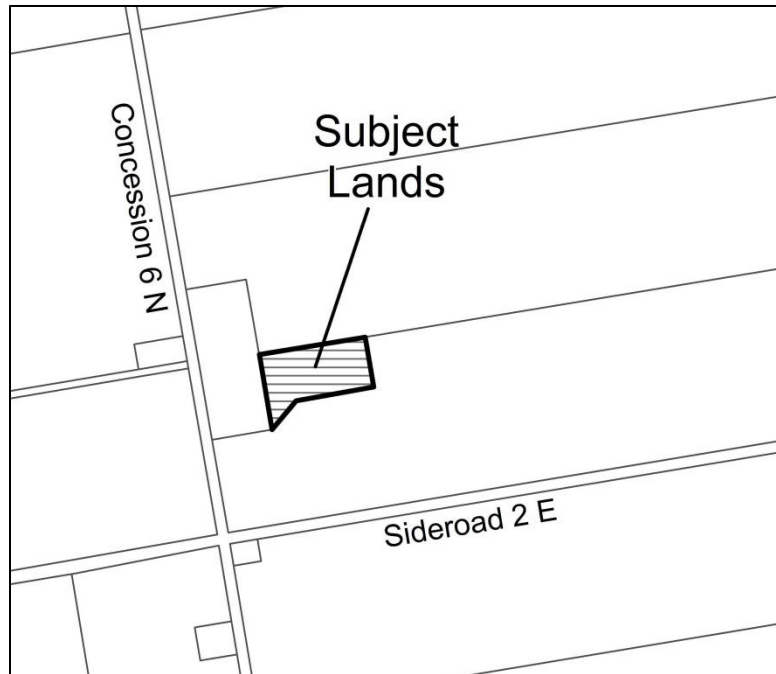
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**KARREN WALLACE, CLERK**

**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 019-17**

**Schedule "A"**



**Rezone from Agricultural (A) to Agricultural Commercial Exception (AC-99)**

This is Schedule "A" to By-law Number 019-17

**Passed this 27th day of February, 2017**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**

## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 019-17**

#### **THE LOCATION OF THE SUBJECT LANDS**

The subject lands are legally described as Lot 3, Concession 6, and municipally known as 9531 Concession 6 N, Geographic Arthur Township. The property is 1.97 hectares (4.9 acres) in size.

**THE PURPOSE AND EFFECT** of the rezoning is to rezone the subject lands from Agricultural (A) to an Agricultural (AC) Exception zone to allow the expansion of a farm equipment business and recognize that the use is located within the Minimum Distance Separation (MDS I) arcs generated by existing livestock facilities.

This rezoning is a condition of severance application B85/16, that has been granted provisional consent by the Wellington County Land Division Committee. Two of the conditions deal with zoning compliance and the satisfaction of MDS1 issues. This rezoning application is intended to address these issues.

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 020-17

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01 BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH (Part Lot 2, Concession 6, Geographic Township of Arthur, with a civic address of 9571 Concession 6 North – Maurice and Susannah Martin)**

**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 39 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 2, Concession 6 in the Geographic Township of Arthur as shown on Schedule "A" attached to and forming part of this By-law from:
  - **Agricultural (A) to "Agricultural Exception (A-190)**
2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

33.190 Lot 2, Con 6	A-190	<p><b>Notwithstanding any other provisions of this By-law, the lands may be used for the following specific uses in addition to the uses permitted in the Agriculture (A) zone:</b></p> <p style="margin-left: 20px;">a) <b>A Garden Suite</b></p> <p><b>Subject to the following regulations:</b></p> <p style="margin-left: 20px;">i) <b>Notwithstanding Section 6.12(a), a garden suite is permitted on the property in addition to an accessory residence.</b></p> <p style="margin-left: 20px;">ii) <b>Notwithstanding Section 60.12 (g), the garden suite may be attached to main dwelling with a breezeway.</b></p> <p style="margin-left: 20px;">iii) <b>That pursuant to Section 39.1(3) of the Planning Act, R.S.O. 1990, as amended, the garden suite is permitted for a 20 year period until February 27, 2037.</b></p>
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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.

**By-law Number 020-17**  
**Page 2 of 2**

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 27TH DAY OF FEBRUARY, 2017.**

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**ANDREW LENNOX, MAYOR**

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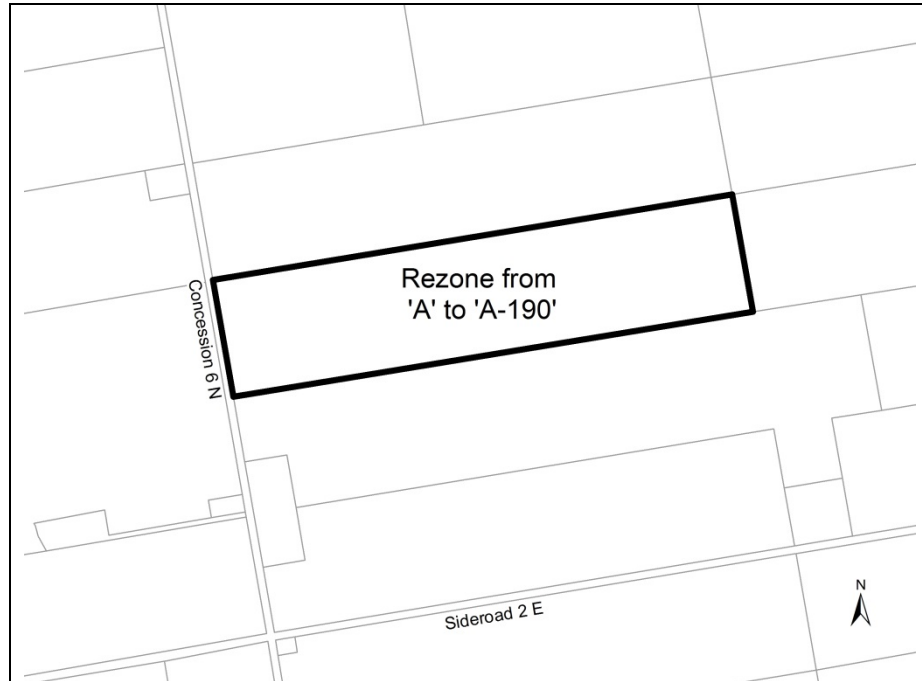
**KARREN WALLACE, CLERK**



**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 020-17**

**Schedule "A"**



**Rezone from Agricultural (A) to Agricultural Exception (A-190)**

**Passed this 27th day of February, 2017**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 020-17**

**THE LOCATION** being rezoned is Part Lot 2, Concession 6, Geographic Township of Arthur, with a civic address of 9571 Concession 6 North. The lands subject to the amendment are 40.46 ha (100 ac) in size and are currently zoned Agriculture (A) and Natural Environment (NE).

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands to permit a Garden suite for a period of up to 20 years. The By-law also permits the Garden Suite to exist on the subject property at the same time as an accessory residence, and permits the Garden Suite to be attached to the main dwelling.



January 9, 2017

Wellington North Council,  
Township of Wellington North,  
P.O. Box 125  
Kenilworth, Ontario  
N0G 2E0  
ATTN: Mayor Andy Lennox

Dear Mayor:

As you know, Mount Forest is celebrating Mount Forest Homecoming on June 23, 24 & 25, 2017. We anticipate thousands of people to descend on Mount Forest during this time to meet up and visit with old friends, renew old acquaintances and join in the festivities. The Homecoming committee are working diligently to ensure a spectacular event.

Leading up to our event, we are presenting "Curb Appeal" to the community to support a healthy, vibrant and clean Mount Forest. Our goal is for the community to work together on projects to clean up the parks as well as their own front yards. We are working with The Mount Forest Horticultural Society to ensure the town flower beds and parks are at their best for this weekend. Having previously won "Communities in Bloom" in 2004, we feel we can beautify our town the same way we did in 2004.

To initiate this program, we are asking you as Mayor to declare May 19 – June 17, 2017 as "Beautify Mount Forest" month.

With your proclamation and assistance in promoting this, we feel this would foster pride, environmental responsibility and beautification of their own yard do their part to beautify our community.

Should you have any questions, please do not hesitate to contact me.

Thanking you in advance for your support with our endeavours to beautify our community>

Ruth Penwarden

A handwritten signature in cursive script that reads "Ruth Penwarden".

Mount Forest Homecoming Committee

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF COUNCIL  
FEBRUARY 13, 2017 @ 2:00 P.M.**

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

**Members Present:**

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

**Absent:**

**Councillor:** Sherry Burke

**Staff Present:**

**CAO:** Michael Givens  
**Clerk:** Karren Wallace  
**Executive Assistant:** Cathy Conrad  
**Treasurer:** Kimberly Henderson  
**Chief Building Official:** Darren Jones  
**Director of Recreation, Facilities and Parks:** Barry Lavers

**CALLING TO ORDER**

Mayor Lennox called the meeting to order

**ADOPTION OF THE AGENDA****Resolution 2017-044**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Agenda for the February 13, 2017 Regular Meeting of Council and addendum be accepted and passed, with the following additions.*

6. **PUBLIC WORKS**

d. *Report PW 2017-006 being a report on the award of two pick-up trucks for the Water/Sewer Department*

7. **RECREATION**

a. *Report RAC 2017-001 being a report on the award of 1 pick-up truck for the Recreation Department*

*be accepted and passed.*

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST****O' CANADA****AWARDS / RECOGNITION/ DECLARATIONS**

## **PRESENTATIONS**

- a. Phil Beard, General Manager/Secretary-Treasurer and David Turton, Wellington North Representative
- Maitland Valley Conservation Authority, 2017 Draft Budget Presentation

Mr. Beard and Mr. Turton presented the three-year work plan, and priorities, 2017 draft budget summary, key 2017 activities and highlights from 2016.

- b. Joe Farwell, CAO, Keith Murch, Secretary Treasurer and Pat Salter, Wellington North Representative
- Grand River Conservation Authority, 2017 Draft Budget Presentation

Mr. Farwell, Mr. Murch and Mrs. Salter presented the 2017 draft budget and information regarding the Grand River Watershed.

- c. Steve McCabe, Councillor and Wellington North Representative
- Saugeen Valley Conservation Authority, Environmental Planning and Regulations Policies Manual Engagement

Councillor McCabe informed Council that SVCA's Environmental Planning and Regulations Department has drafted an Environmental Planning a Policies Manual. The Board will vote to adopt the manual at their April meeting. The manual provides staff guidelines for dealing with public and assist in educating the public to understand what can and cannot be done.

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

### **Resolution 2017-045**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the minutes of the Public Meeting and the Regular Meeting of Council held on January 23, 2017 be adopted as circulated.*

**CARRIED**

## **BUSINESS ARISING**

None

## **DEPUTATIONS**

- a. Sandra Craigie
- Dog tag amnesty and enumerating
- Mrs. Craigie was not present

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

Items 2a, 3b, 6a, 6b, 6c, 6d, 7a

**ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION****Resolution 2017-046**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT all items listed under Items for Consideration on the February 13, 2017 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:*

*Minutes*

- a. *Cultural Roundtable Committee meeting of January 19, 2017*
- b. *Team Building/Wellness Committee meeting of December 20, 2016*
- c. *Wellness Committee meeting of January 25, 2017*
- d. *Maitland Source Protection Authority meeting of April 20, 2016*

*Business, Reports, recommendations, correspondence*

- 1 a. *THAT CLK Report 2017-005 being a report on Consent Applications B1-17 be received;*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B1-17 with the following conditions:*

- *THAT Payment be made of the fee of \$125.00 (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 applicant satisfy all the requirements of the local municipality, financial and otherwise;*
- *THAT the applicant and adjoining landowner enter into an agreement for reapportionment of the municipal drain costs.*

*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.*

- 2 b. *Thank you letters from Arthur Food Bank and The Mount Forest and District Christmas Bureau – received for information*
- 2 c. *THAT Report CAO 2017-003 being a report on Rural Ontario Municipal Associations Conference be received for information.*
- 3 a. *THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2017-01 being the Building Permit Review for the period ending December 31, 2016.*
- 4 a. *THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated February 7, 2017.*
- 5 a. *THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communiqué #033 dated July, 2016.*

**CARRIED**

**CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION****Resolution 2017-047**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report JHSC 2017-001 being the 2016 Annual Report on the activities of the Wellington North Joint Health & Safety Committee.*

**CARRIED****Resolution 2017-048**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North support the resolution from the Municipality of Bluewater regarding Bill 7, amendments to Residential Tenancies Act, 2006.*

**CARRIED****Resolution 2017-049**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive, accept and approve Report PW 2017-005 being a consolidated report on the Township's 2016 drinking water annual and summary report'*

*AND FURTHER THAT Council directs staff to submit the approved report to the applicable agencies and make the report publically available.*

**CARRIED****Resolution 2017-050**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2017-004 being a report on the 5<sup>th</sup> Annual #GetInTouchForHutch Run in Arthur;*

*AND FURTHER THAT the Council of the Township of Wellington North grant permission to Susan O'Neill to conduct a 1 and 5 kilometre run in memory of Steven Hutchison on Saturday July 1, 2017, from 9:30am to 11:30am in Arthur, in conjunction with the Optimist's Canada Day celebrations;*

*AND FURTHER THAT the Council of the Township of Wellington North direct staff to inform Susan O'Neill indicating the passing of this resolution.*

**CARRIED**

**Resolution 2017-051**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive correspondence from Mary and Robert McIntee, dated January 8, 2017, regarding safety concert re: intersection of Kings Street and Main Street, Mount Forest;*  
*AND FURTHER THAT Council direct staff to investigate the feasibility and costs of painting a crosswalk at the intersection of Main Street and King Street in Mount Forest and bring a report to a future meeting of Council.*

**CARRIED****Resolution 2017-052**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2017-006 being a report on award of 2 (two) pick-up trucks for the Water/Sewer department;*  
*AND FURTHER THAT the Township of Wellington North award the purchase of 2 (two) pick-up trucks for the Water/Sewer Department to Trillium Ford Lincoln at a total cost to the Township of \$76,754.47*

**CARRIED****Resolution 2017-053**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report RAC 2017-001 being a report on the award of 1 (one) pick-up truck for the Recreation Department;*  
*AND FURTHER THAT the Township of Wellington North award the purchase of 1 (one) pick-up truck for the Recreation Department to Trillium Ford Lincoln at a total cost to the Township of \$29,000.58.*

**CARRIED****NOTICE OF MOTION**

No notice of motion tabled.

**COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Hern announced that Tish Green is the new President of the Arthur & District Chamber of Commerce. The Arthur Chamber is working to coordinate ideas for Canada 150. Dan McCallum is a new director on the Mount Forest District Chamber of Commerce Board of Directors.

Councillor Yake informed Council that the Blacksmith Shop Committee is meeting on February 15 and are preparing a presentation for a future Council meeting.



Councillor McCabe announced that the Green Legacy Committee recently met. Last year 11,690 trees were distributed in Wellington North. This year Green Legacy Tree Day will be held on May 6 at the Kenilworth Works Yard.

CAO, Michael Givens, informed Council that the Mount Forest Homecoming Committee is providing a report for the February 27, 2017 Council meeting to update Council on their activities.

Mayor Lennox advised of the following meetings he will be attending:

- Tuesday, February 14, 2017 meeting with ministers from various Mount Forest Churches to discuss Emergency Management Plans and how they might plan a role in the event of a declared emergency and the Growth Plan
- Thursday, February 16, 2017 presenting the Growth Plan to the Cultural Roundtable Committee
- Thursday, February 16, 2017 meeting with the Mount Forest Lions Club to present the Growth Plan and discuss the process for the pool

## **CULTURAL MOMENT**

### **88.7 The River**

Celebrating 1 year live on-air bringing local radio the town of Mount Forest and Northern Wellington and Southern Grey!

88.7 The River provides a wide variety of music, local news, weather, community events, local advertising and cultural information important to residents and visitors. With an average of 30,000 listeners streaming online on a monthly basis, many local businesses are utilizing this medium to promote their business's products and services.

88.7 The River recently held a survey of listeners and the results have shown that more females listen to 88.7 The River than any other radio station in the area. The best time to advertise is between 6am-4pm, when over 60% of those surveyed say they listen on a regular basis. By advertising with the River, 70% of Mount Forest consumers can be reached.

Look for 88.7 The River's NEW permanent location at 238 Main St N in Mount Forest!

Tune in weekdays at 1pm for Township of Wellington North Municipal Updates!

Promoting local organizations and volunteer programming, community events and highlights + more!

Reach local consumers and promote all of the great offerings available in Wellington North!

**BY-LAWS****Resolution 2017-054**

Moved: Councillor Hern

Seconded: Councillor McCabe

*THAT By-law 009-17 to amend the Procedural By-law and By-law 013-17 to amend the Parking By-law be read a First, Second and Third time and enacted.***CARRIED****CONFIRMATORY BY-LAW****Resolution 2017-055**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT By-law Number 014-17 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on February 13, 2017 be read a First, Second and Third time and enacted.***CARRIED****ADJOURNMENT****Resolution 2017-056**

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the Regular Council meeting of February 13, 2017 be adjourned at 3:19 p.m.***CARRIED**

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**CLERK**

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**MAYOR**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF SPECIAL COUNCIL MEETING  
FEBRUARY 13, 2017 @ 7:00 P.M.**

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

**Members Present:**

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

**Staff Present:**

**CAO:** Michael Givens  
**Clerk:** Karren Wallace  
**Treasurer:** Kimberly Henderson  
**Executive Assistant:** Cathy Conrad

**Deputy Treasurer/Tax Collector:** Mary Jo Marshall  
**Road Superintendent:** Dale Clark  
**Water & Sewer Superintendent:** Barry Trood  
**Chief Building Official:** Darren Jones  
**Economic Development Officer:** Dale Small  
**Fire Chief:** Dave Guilbault  
**Director Recreation, Parks & Facilities:** Barry Lavers

**CALLING TO ORDER**

Mayor Lennox called the meeting to order

**ADOPTION OF THE AGENDA**

**Resolution 2017-057**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Agenda for the February 13, 2017 Special Meeting of Council be accepted and passed.*

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST**

No declaration of pecuniary interest

**ITEMS FOR CONSIDERATION**

**a. 2017 Budget Presentation**

Michael Givens, CAO, welcomed everyone to the meeting and introduced staff and outlined the presentation, which included:

- 2017 Budget Process
- 2017 Budget Guidelines
- Additional Impacts and Considerations
- 2017 Proposed Tax Levy Increase
- Growth vs. Reassessment
- A 4% Levy Increase
- Key Questions
- 2017 Draft Budget Overview:
  - Budget Changes
  - 2017 Tax Increase Comparisons
  - 2016 MPAC Assessment Update
  - Impact on Taxpayers – Wellington North Portion Only
  - Residential Tax Impact per \$100,000 of Assessment
  - Capital Trends

**Resolution 2017-058**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the 2017 Draft Budget Overview.*

**CARRIED**

**CONFIRMATORY BY-LAW****Resolution 2017-059**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT By-law Number 015-17 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on February 13, 2017 be read a First, Second and Third time and finally passed.*

**CARRIED**

**ADJOURNMENT****Resolution 2017-060**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Special Council meeting of February 13, 2017 be adjourned at 8:02 p.m.*

**CARRIED**

---

**CLERK**

---

**MAYOR**



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

**Mount Forest**  
Bus. 519.323.1880  
Fax 519.323.3183

**Tavistock**  
Bus. 519.655.3777  
Fax 519.655.3505

• www.wsfeeds.ca • 1.800.265.2203 •

Township of Wellington North

7490 Sideroad 7 W.

P.O. Box 125

Kenilworth, Ontario

NOG 2E0

January 12, 2017

To Whom It May Concern:

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

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

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

Sincerely,

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

Paul Wideman

Owner

W-S Feed & Supplies Ltd.

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

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

Applicant Name Last First  
WIDEMAN PAUL

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

Applicant's Phone Number  
519-664-2237

Group or Organization  
N-S FEED & SUPPLIES LTD.


Event Title

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

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

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

JAN 12, 2017  
Date

  
Signature  
President  
Title

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

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

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

Applicant Name Last First  
WIDEMAN PAUL

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

Applicant's Phone Number  
519-664-2237

Group or Organization  
W-S FEED & SUPPLIES LTD.

Event Title

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

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

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

Date JAN 12, 2017

Signature  
President  
Title

Submit to:  
Clerk's Office  
Township of Wellington North  
7490 Sideroad 7 West  
P.O. Box 123  
KENILWORTH, ON N0G 1P0  
(519) 848-3620



# Township of Wellington North

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

JAN 17 2017

TOWNSHIP OF WELLINGTON NORTH

## Delegation Request Form

Name of Delegate(s) ROBERT PARK

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

Name of Group/Organization/Business

### Contact Information

Mail: 425 DURHAM ST. W

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

Telephone: 519 - 323 - 2982

### Type of Meeting

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

Date of Meeting JAN 23 / 17

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

NOISE COMPLAINT MIDDLE OF THE NIGHT  
2:00 AM

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

NOT TO GRANT A NOISE EXEMPTION

SIGNATURE: Robert T. Park.

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



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
FEBRUARY 14, 2017 AT 8:30 A.M.**

022

The meeting was held in the Meeting Room 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:**

- **Barry Lavers, Director of Recreation, Parks & Facilities**
- **Michael Givens, Chief Administrative Officer**
- **Mark McKenzie, Mount Forest Facilities Manager (9:00 a.m.)**
- **Tom Bowden, Arthur Facilities Manager**
- **Cathy Conrad, Executive Assistant**
- **Karren Wallace, Clerk**

**CALLING THE MEETING TO ORDER**

Chairperson McCabe called the meeting to order.

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION REC 2017-001**

Moved by: Councillor Yake

Seconded by: Mayor Lennox

*THAT the agenda for the February 14, 2017 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

**MINUTES OF PREVIOUS MEETING**

The minutes of the December 6, 2016 Recreation & Culture Committee meeting were received and adopted by Council at the Regular Meeting of Council held on December 19, 2016.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
FEBRUARY 14, 2017 AT 8:30 A.M.**

023

**BUSINESS ARISING FROM MINUTES**

No business arising from minutes was tabled.

**DELEGATIONS**

No delegations

**REPORTS**

RAC 2017-002

- Request For Proposal (RFP) for Township of Wellington North Recreation Master Plan

**Resolution REC 2017-002**

Moved by: Mayor Lennox

Seconded by: Councillor Yake

*THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2017-002 being a report on the terms of a Request for Proposal for the Recreation Master Plan for the Township of Wellington North;*

*AND FURTHER THAT the Recreation and Culture Committee recommend that Project RFP-WNR-01-2017 be approved as outlined upon approval of the 2017 Wellington North Budget.*

**CARRIED**

CAO 2017-004

- Arthur Walking Trail-Pedestrian Bridge

**Resolution REC 2017-003**

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 2017-004 being a report on the Arthur Walking Trail-Pedestrian Bridge;*

*AND FURTHER THAT the Recreation and Culture Committee direct the Director of Recreation, Parks and Facilities to arrange a meeting of the Arthur Lions Club to continue the discussion on the Arthur Trail-Pedestrian Crossing and subsequently contact the GRCA to ensure all required applications/permits required are provided.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
FEBRUARY 14, 2017 AT 8:30 A.M.**

024

Facility Usage Reports:

- Arthur Community Centre:
  - December 2016
  - December 2015
  - January 2017
  - January 2016
- Mount Forest Sports Complex:
  - December 2016
  - December 2015
  - January 2017
  - January 2016

**Resolution REC 2017-004**

Moved by: Mayor Lennox

Seconded by: Councillor Yake

*THAT the Recreation and Culture Committee receive for information the Arthur and Mount Forest Facility Usage Reports for:*

- *December 2016*
- *December 2015*
- *January 2017*
- *January 2016*

**CARRIED**

**OTHER BUSINESS**

Chair, Councillor Steve McCabe

- Discussion regarding online facility booking

Barry Lavers, Director of Recreation, Parks & Facilities, reported that former Treasurer, Paul Dowber, submitted a report to the Administration and Finance Committee regarding online facility booking. There would be a onetime setup and training fee of \$15,000 and a monthly fee of \$1,000. Credit card payments would need to be accepted. Mr. Lavers checked the Town of Minto online booking system. Facility calendars are checked and a request form is completed and submitted to the Recreation Department, who then must follow up on the inquiry. Mr. Lavers commented that the system is very expensive and wouldn't make much of a change in the way facilities are currently booked since the renter must be contacted to complete the booking, similar to our current process.

Mark MacKenzie, Mount Forest Facility Manager, advised that he was contacted by a group that planted trees in memory of deceased family members at Murphy Park. Twenty trees have been planted. They have requested permission to install a board with names on it. He has asked them to submit a proposal and suggested that an area be designated for planting trees. Committee suggested that Mark request the group submit a proposal for the Committee to review. A policy regarding species and where trees are to be planted may be needed.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
FEBRUARY 14, 2017 AT 8:30 A.M.**

025

Karren Wallace, Clerk, informed the Committee that the Township now has a minimal scent policy and requested the Facility Managers let her know how many entrance signs are needed. It was noted that this is for public education and that individuals cannot be banned from a facility for wearing scents.

Mayor Lennox informed the Committee that the Patriots have contacted him to request an expansion of their liquor licence to a corner of the walking track. The Committee requested that the Patriots submit a proposal to the Recreation Department and the Director bring a report to Committee.

Michael Givens, CAO, announced that renovations will take place at the Kenilworth office sometime between April and September and staff will need to move during the eight weeks of renovation. He will be consulting the Facility Managers regarding relocating office staff.

Tom Bowden, Arthur Facility Manager, advised that he has been working with the Arthur Historical Society to place display cases along a wall in the area where the elevator is located.

**NEXT MEETING**

Next meeting April 11, 2017 at 8:30 a.m. at the Mount Forest & District Sports Complex.

**ADJOURNMENT**

**Resolution REC 2016-005**

Moved by: Mayor Lennox

Seconded by: Councillor Yake

*THAT the Recreation and Culture Committee meeting of February 14, 2017 be adjourned at 9:48 a.m.*

**CARRIED**

**TOWNSHIP OF WELLINGTON NORTH****CULTURAL ROUNDTABLE COMMITTEE MINUTES**

Thursday, February 16, 2017 - 12:00 pm  
Council Chambers, Kenilworth

**Members Present:** Chair Jim Taylor  
Robert Macdonald  
Trish Wake  
Bonny McDougall  
Penny Renken  
Gail Donald  
Linda Hruska

**Others Present:** Mayor Andy Lennox

**Staff Present:** April Marshall, Tourism, Marketing & Promotion Manager

**Absent:** Karen Armstrong  
Gary Pundsack  
Councillor Dan Yake  
Dale Small, Economic Development Officer

**CALLING THE MEETING TO ORDER**

Chair Jim Taylor called the meeting to order at 12:03 p.m.

**PASSING AND ACCEPTANCE OF AGENDA****RESOLUTION WNCR 2017-004**

Moved: Bonny McDougall

Seconded: Robert Macdonald

***THAT THE*** Agenda for the February 16, 2017 Wellington North Cultural Roundtable Committee Meeting be accepted and passed.

**CARRIED**

**DECLARATION OF PECUNIARY INTEREST**

Gail Donald noted her inclusion in submitting the Arthur & Area Historical Society Program Funding and Sponsorships Application.

**DELEGATIONS**

Mayor Andy Lennox, Community Growth Program Presentation

The Mayor presented on growth predictions for Wellington North and how the community has an opportunity to shape our future. Further discussion was had on enhancing culture, quality of life, transportation, housing and the demographics we can aim to attract. The theory to build relationships utilizing infrastructure development was introduced.

**MINUTES OF PREVIOUS MEETING****RESOLUTION WNCR 2017-005**

Moved: Linda Hruska

Seconded: Gail Donald

***THAT THE Cultural Roundtable Committee receive the minutes of the January 19, 2017 Cultural Roundtable meeting.***

**CARRIED**

**BUSINESS ARISING FROM MINUTES**

- Cultural Significant Naming of Streets – the requested list of existing street names was provided to ease the process of suggested new names for consideration. Members will create a minimum of ten new suggested names and provide a brief history for future consideration.
- An updated contact list of members was distributed.

**NEW BUSINESS**

- Report from the Chair Jim Taylor  
Jim thanked Mayor Lennox for his presentation and encouraged the committee to bring back ideas to our next meeting on how we can influence growth and have in input into the Growth Strategy being conducted by the Township of Wellington North. Jim updated the committee on the letter of support he had developed in support of the upcoming Lynne's Blacksmith Shop group presentation to Council. He provided a template developed by Penny and him for listing historic properties and came up with a few examples of candidates. Further information needs to be acquired in relation to the description of architecture, former use, etc. Mayor Lennox noted the importance of this inventory for future planning. April encouraged utilizing the cultural map to garner input from the public.
- Youth Action Council Trish Wake / April Marshall  
The YAC is now meeting at the New Growth Family Centre in Mount Forest. It is their hopes to be able to facilitate drop in programs at the New Growth Family Centre in the future. Recruitment and commitment is an ongoing hurdle. A letter from the Adult Allies has been sent to all existing faith based youth groups in Wellington North to consider sending a representative to join the YAC to help collaborate and advance individual efforts.
- Doors Open Registration April Marshall  
April reminded the committee that Doors Open registration is open and that the first batch of participating sites needs to be submitted to Doors Open Ontario by the end of February.
- Arthur & Area Historical Society Program Funding All  
and Sponsorship Application  
The committee discussed the application and plans for the book that will profile some 373 local veterans and will share stories and photos for Canada's 150<sup>th</sup> birthday. It is a way to honour Arthur's designation as "Canada's Most Patriotic Village." There will be 500 copies produced to start.
- Canada 150 2017 Promotional Booklet EDO-2017-06  
**RESOLUTION WNCR 2017-006**  
Moved: Gail Donald  
Seconded: Penny Renken  
***THAT THE Tourism, Marketing & Promotion Manager Report EDO-2017-06 being a report on the Cultural Roundtable's special Canada 150 promotional booklet be received;***  
***AND FURTHER THAT the Cultural Roundtable of the Township of Wellington North approve the creation of the special Canada 150 promotional booklet to feature 2017 events and attractions, highlight celebrations for Canada's 150<sup>th</sup>, stories of cultural significance, a showcase of heritage buildings and community member profiles to be distributed to all Wellington North residents and visitors at a cost of approximately \$3,500.00.***  
**CARRIED**

**MOTIONS FOR COMMITTEE APPROVAL****RESOLUTION WNCR 2017-007**

Moved: Bonny McDougall

Seconded: Linda Hruska

**THAT THE** *Township of Wellington North Cultural Roundtable Committee will promote local veteran's stories delivered thru sponsorship of the Arthur & Area Historical Societies newest book publication furthering Canada 150 celebrations and promotion of the "Canada's Most Patriotic Village" brand for a total of \$400.00 consistent with vision of the Wellington North Cultural Roundtable Committee in exchange for placement of the Cultural Roundtable logo on the front cover.*

**CARRIED**

**ANNOUNCEMENTS**

- Youth Action Council – 2nd and 4th Thursday of each month
- Bowl for Kids Sake – Big Brother Big Sisters Fundraiser (Feb 26 – Mount Forest & March 5 for Arthur)
- Wellington North Showcase – March 27 & 28<sup>th</sup> at the Mount Forest Sports Complex
- Mayor's Lunch and Learn on Mental Health in the Workplace, March 28<sup>th</sup> part of Showcase

**MEMBERS PRIVILEGE**

- Bonny shared her ideas for proposed day trips and the listings she has put together.
- Trish shared that the Mount Forest Chamber of Commerce has a co-op student starting soon that the committee will be able to utilize for help with our storytelling projects.

**NEXT COMMITTEE MEETING**

The next meeting will be on Thursday, March 16, 2017 and will be held in Kenilworth.

**RESOLUTION WNCR 2017-008**

Moved: Penny Renken

**THAT THE** *Cultural Roundtable Committee meeting be adjourned at 2:03pm.*

**CARRIED**



## Wellington North Power Inc. Quarterly Update

### (Quarter 4: Period ending December 31<sup>st</sup> 2016)

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

#### Table of Contents

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4. Scorecard (year-to date ending December 31 <sup>st</sup> 2016).....	3
5. Major Projects for 2016 .....	4
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### 1. Introduction

Welcome to Wellington North Power Inc.'s Quarterly Newsletter. 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



## Quarterly Update for Shareholders

## 2. 2016 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;
- Control and manage operating and capital budgets;
- Encourage Energy Conservation and continue to deliver energy-savings advice to customers;
- Obtain approval from the energy regulator for new electricity rates for May 2016 (*completed*);
- Work with and support stakeholders with encouraging economic growth in our communities;
- Keep abreast of activities and speculation in the energy sector.

## 3. Updates

- Wellington North Power's (WNP) Operations department completed the construction of the 2<sup>nd</sup> line feed to Mount Forest, increasing electricity capacity to ensure future customer demand is met. This major project involved installing or replacing over 50 hydro poles, setting-up primary metering equipment and working with Hydro One to connect 11km of a new pole line linking Palmerston transformer station to Wellington North Power's service boundary in Mount Forest. The project was completed within budget and on time with the line being energized at 9am on December 23<sup>rd</sup> 2016.
- WNP's Operations department continues to assist the Township of Wellington North with location options and connection solutions for the proposed Electric Vehicle charging stations.
- WNP was one of the 1<sup>st</sup> distribution companies in the province to achieve a 100% rating for accuracy and completeness for uploading additional Smart Meter data as required by the Independent Electricity System Operator (IESO) and as mandated by the Ontario Energy Board. This is a great achievement by WNP's Customer Service team who worked on this initiative.
- Following the Minister of Energy's announcement and subsequent government legislation, effective January 1<sup>st</sup> 2017, Residential and Small Business consumers will receive an 8% rebate (equivalent to the provincial HST portion) on their electricity bills. WNP has contacted business customers who, under the Act, also qualify for this rebate (e.g. nursing homes) and have mailed self-declaration certificates to be completed. WNP's Customer Service team are relentlessly testing billing systems to ensure the rebate is applied correctly with the first bills being mailed to customers in February 2017 together with bill inserts as prescribed by the Ministry of Energy.
- There has been increased media coverage regarding electricity disconnections for non-payment during winter. WNP released the following statement to "Global News":  
*"Wellington North Power Inc.'s disconnection policy allows for winter disconnections and adheres to the Ontario Energy Board's (the province's energy regulator) disconnection rules. Wellington North Power Inc. works very hard to avoid disconnections, which are 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 continues to promote and assist customers applying for the Ontario Energy Support Program (OESP) initiative providing financial assistance to eligible low-income households and seniors in our community.
- In December, WNP's Secret Santa saw staff giving and receiving toys. The toys were donated to local children's charities in Arthur, Holstein and Mount Forest just in time for Christmas.

#### 4. Scorecard (year-to date ending December 31<sup>st</sup> 2016)

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) December 31<sup>st</sup> 2016:

Indicator	Measure	Variance (YTD/2016 Target)	Notes  (Summary of variance between Year-to-Date versus Year-to-Date Target).
Financial Value	Net Income	<b>+37%</b>	Income for 2016 is 37% above plan (\$109k) due to higher revenue as noted below.
	Revenue	<b>+5%</b>	Revenue for 2016 is 5% above plan (\$134k) due to inclusion of regulatory income of \$136k earned in 2014/2015 from the MS2 substation replacement project which can be realized in 2016 Financial Statements.
	Expenses	<b>+1%</b>	Total operating expenses for 2016 are 1% above plan (\$25k) attributable to unplanned overtime and repairs due to the Easter 2016 ice-storm, unavoidable billing overtime costs, lawyer fees and interest payments.
Reliability	Power Outages due to WNP	<b>-12%</b>	No major outages reported in latest quarter. 12% 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>	<b>+15%</b>	Services indices targets are set by the energy regulator. WNP is performing ahead for each service indices measure in 2016.
Conservation	kWh Energy Savings	<b>-50%</b>	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 and support offered by GreenSaver.  2016 results have not been published by the governing body - <u>unverified data</u> from Greensaver indicate 50% of the annual kWh energy savings target has been achieved.

<b>Legend</b>	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 2016 values will be available at in April 2017

## Quarterly Update for Shareholders

## 5. Major Projects for 2016

Project	Scope
2nd line feeder to Mount Forest	Hydro One constructed approx. 11 km of pole line for a 44kV line to Mount Forest. WNP constructed a pole line of 54 poles to connect the boundary of Mount Forest (Hydro One 44kV feeder) to the utility's substation MS1. This project will provide additional load demand to meet future customer electricity demand of Mount Forest. <b>Update:</b> Project completed on time and within budget. Line was energized on December 23 <sup>rd</sup> 2016. This is a great achievement for the utility, the Township and our community. This second feeder increases our electricity capacity servicing Mount Forest and prepares us for future growth and economic development in the area.
System Upgrade	Customer Information System upgrade and migration to a virtual server. <b>Update:</b> Software testing completed and upgrade implemented in mid-August.

## 6. Outlook for 2017

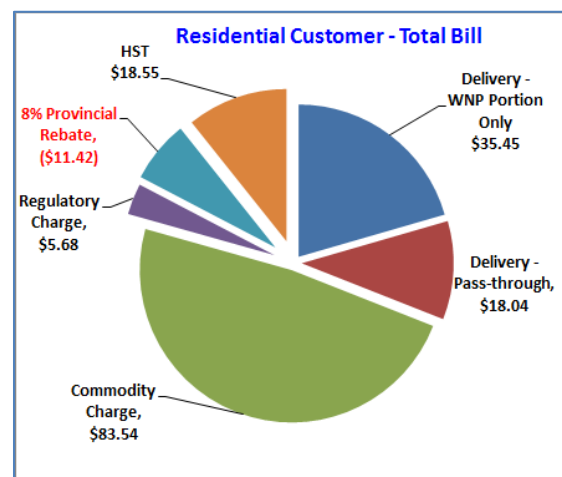
- 2017 Capital and Operating budgets have been approved by WNP's Directors.
- Finalizing details of 2017 capital projects within the approved 2017 Capital budget.
- Preparing for a cyber-security audit with penetration testing to be conducted by a 3<sup>rd</sup> party.
- Pending decision from the OEB to adjust distribution rates effective May 1, 2017. This is a standard annual application to adjust rates by an inflation index.
- WNP continues to actively encourage growth and development in our community. For example, meeting with developers to understand electricity servicing requirements and completion of the new 2<sup>nd</sup> line feed to Mount Forest will provide the capacity to meet projected future energy demands.

## 7. Did you know...

Wellington North Power controls and retains only **24%** (\$35.45) of all the charges found on an average residential electricity bill. The remaining **76%** comprises of the following:

- The cost of generating the electricity accounts for 56% of the bill (\$83.54);
- The cost of transmitting the generated electricity across the province represents 12% (\$18.04);
- Regulating the system for reliability is 4% (\$5.68);
- An 8% rebate (equivalent to the provincial portion of HST and effective from January 1<sup>st</sup> 2017) gives a credit of \$11.42;
- HST of 13% is applied at \$18.55.

For a Small Business customer, WNP retains **20%** of the monthly electricity bill (based on monthly average usage of 2,000 kWh).



Based on a typical residential consumer using 750 kWh per month to give a bill total of \$149.85

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

*Wellington North Power Inc.*

## SOURCE PROTECTION COMMITTEE

### MINUTES – MEETING #72

**MEETING:** SOURCE PROTECTION COMMITTEE  
**DATE:** FRIDAY, SEPTEMBER 23, 2016  
**TIME:** 1:30 P.M.  
**LOCATION:** GREY SAUBLE CONSERVATION, OWEN SOUND ON

#### CALL TO ORDER

Project Manager Carl Seider asked for a motion to name an Acting Chair in the absence of an appointed Chair.

**Motion No.** Moved by **Bill Twaddle**  
**SPC-16-261** Seconded by **Les Nichols**

**THAT Mitch Twolan serve as Acting Chair for the duration of this meeting, pursuant to O.Reg. 288/07 s. 12(2) of the *Clean Water Act, 2006.***

**Carried**

Acting Chair Mitch Twolan called the meeting to order at 1:35 p.m.

**In Attendance:** Acting Chair, Mitch Twolan  
 Andrew Barton, David Biesenthal, Bruce Davidson, Robert Emerson,  
 Mark Kraemer, Les Nichols, Bill Twaddle

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

**Also in Attendance:** John Cottrill, CAO, Grey Sauble Conservation (GSCA)  
 Wayne Brohman, General Manager/Secretary-Treasurer, Saugeen Conservation (SVCA)  
 Emily Vandermeulen, Program Supervisor, DWSP  
 Karen Gillan, Communications Specialist, DWSP

**Regrets:** Carolyn Day, Ken Furlong, Kathie Hughes, Brent Lanktree

**Proxy Appointed By:** Carolyn Day, Kathie Hughes, Brent Lanktree

The Acting Chair introduced and welcomed Bart Toby, Manager of Development Services and Chief Building Official for the Town of Saugeen Shores, Jay Pausner, Development Coordinator for the Town of Saugeen Shores, Wayne Brohman and John Cottrill.

### **1. Adoption of Agenda**

**Motion No.  
SPC-16-262**

**Moved by Mark Kraemer  
Seconded by Robert Emerson**

**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-16-263**

**Moved by Les Nichols  
Seconded by Bruce Davidson**

**THAT the Minutes of the May 27, 2016 Source Protection Committee meeting be adopted as distributed.**

**Carried**

### **4. Matters Arising from the Minutes**

#### **Meaford Tank Range**

The Project Manager noted the hand-out provided to each member showing correspondence sent to National Defence Canada addressing risk management of the Meaford Tank Range. To date, no reply has been received.

#### **Source Protection Committee Configuration Report 4a**

The Project Manager reviewed Report 4a and advised that the Management Committee has endorsed reducing the number of members on the Source Protection Committee from fifteen to twelve which would result in reallocation of municipal representatives and rearrangement of municipal groupings. SPC member Mark Kraemer put forward a motion to choose Option B from the report with respect to municipal representation. Discussions followed respecting the allocation of municipal representatives, the status of each SPC member and representation of each sector.

**Motion No.  
SPC-16-264**

**Moved by Mark Kraemer  
Seconded by Robert Emerson**

**THAT the Source Protection Committee opt for Option B presented in Report 4a: Source Protection Committee Configuration.**

**Carried**

## **5. Correspondence**

Letter from The Hon. Glen Murray dated June 2, 2016 respecting approval of all Ontario Source Protection Plans was **noted and filed**.

Letter from The Hon. Glen Murray dated July 14, 2016 respecting approval of the amendments to the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan was **noted and filed**.

## **6. Reports**

### Administration Report 6a

The Project Manager reviewed Report 6a and advised that the GIS Specialist position is vacant and will be managed by the Program Supervisor.

The amendments to the Source Protection Plan (SPP) were approved by the MOECC on July 15, 2016 and all policies in the SPP are now in effect.

An information session was held for members of the Realtors Association for Grey Bruce Owen Sound to discuss the implications of the Source Protection Plan policies respecting the purchase and sale of properties.

SPC agricultural representatives are working with DWSP staff to plan an agricultural workshop for crop advisors and nutrient management consultants to share program information and address potential source water program implications for farmers.

A consultant has been selected to conduct a technical study respecting the proposed Ripley well located in the Township of Huron-Kinloss. A portion of this study will include delineating the wellhead protection area for the new well.

The MOECC has asked all water treatment plant (WTP) operators in Ontario to conduct a self-assessment of fuel storage threats to the WTP and DWSP staff has been working with municipalities to support this request with phone discussions and site assessments.

### Communications Report 6b

The Communications Specialist reviewed Report 6b and advised that media outlets were informed of the Source Protection Plan approval and consequently, there had been coverage from a local newspaper. Blackburn News reported on the Drinking Water Source Protection Zone road signs that have been posted in the Region.

The Communications Specialist tended a booth at the Keady Market with Saugeen Conservation to interact with the public and provide literature and also attended the International Plowing Match near Harriston, Ontario in September, which she reported was a good networking opportunity.

The Communications Specialist reported on the Realtors' workshop and also advised of the upcoming agricultural workshop and a municipal workshop being planned for the winter of 2016/2017 that will review implementation progress and policies.

### Source Protection Plan Amendments Report 6c

The Project Manager reviewed Source Protection Plan policies that had been reviewed by the SPC at its May 27, 2016 meeting and discussions followed respecting the wording and intent of these policies. With respect to the Application of Road Salt policy 12-01, the Committee requested more information and feedback from Ministry of Transportation, County and municipal road superintendents.

The Project Manager reviewed the list of newly proposed Source Protection Plan amendments. Discussions followed respecting the wording and intent of these policies and staff was asked to provide more information at the next meeting with respect to policies numbered 02-05, 12-01 and TP-04.

**Motion No.  
SPC-16-265**

**Moved by Mark Kraemer  
Seconded by Bill Twaddle**

**THAT: the Source Protection Committee for the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region approve the amendments to the Source Protection Plan for the Saugeen Valley Source Protection Area, the Grey Sauble Source Protection Area and the Northern Bruce Peninsula Source Protection Area as agreed to by the Source Protection Committee during its meeting on September 23, 2016;**

**SUBJECT TO policies numbered 02-05, 12-01 and TP-04 being pulled pending more information;**

**SUBJECT TO housekeeping changes, as agreed; and further,**

**THAT Drinking Water Source Protection staff be directed to continue with updated Source Protection Plan consultation activities as applicable.**

**Carried**

## 7. New Business

### Contaminated Sites & New Concerns Report 7a

The Project Manager reviewed Report 7a and advised that, pursuant to the wishes of the SPC, a pilot project would be commenced to identify possible contaminated sites in the vicinity of Great Lakes communities. Discussions followed respecting undocumented closed landfills, the Owen Sound harbour, old gas stations and other concerns.

**Motion No.**  
**SPC-16-266**

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

**THAT: Pursuant to Technical Rule 126, Drinking Water Source Protection Staff be directed to conduct a pilot study of possible historical contaminated sites around Great Lakes communities to determine if there is any records or past studies of contaminated surface soils or groundwater that exceeds Ministry of the Environment and Climate Change standards and to report back to the Source Protection Committee with the results.**

**Carried**

### Transportation of Fuel and Hazardous Waste Report 7b

The Project Manager reviewed Report 7b and the Committee discussed the viability of adding transportation of fuel and hazardous materials, including untreated septage as local threats.

**Motion No.**  
**SPC-16-267**

**Moved by Bill Twaddle**  
**Seconded by Bruce Davidson**

**THAT: Pursuant to rules 119-121 of the Technical Rules, it is recommended that Drinking Water Source Protection Staff be directed to conduct further analysis to determine whether the transportation of fuels and other hazardous materials, including untreated septage, could potentially be a threat to municipal drinking water sources and to report back to the Source Protection Committee with the results.**

SPC member, Mark Kraemer, asked for a recorded vote. The results were as follows:

Andrew Barton	Aye	David Biesenthal	Nay
Bruce Davidson	Aye	Carolyn Day by proxy	Aye
Robert Emerson	Aye	Ken Furlong	Absent
Kathie Hughes by proxy	Aye	Mark Kraemer	Nay
Brent Lanktree by proxy	Aye	Les Nichols	Nay
Bill Twaddle	Aye	Mitch Twolan	Abstained as Acting Chair

**Carried**



## 8. Other Business

The Project Manager announced the retirement of Grey Sauble Conservation Chief Administrative Officer John Cottrill effective September 30, 2016 and thanked him for his unequivocal support of the source protection program. Mr. Cottrill acknowledged the work and dedication of the Source Protection Committee and thanked all for the constructive collaboration.

There was no other business.

## 9. Confirmation of Next Meeting and Adjournment

The date of the next Committee meeting will be held on Friday, January 27, 2017\* at the Grey Sauble Conservation administrative offices at 237897 Inglis Falls Road, RR4, Owen Sound, Ontario.

There being no further business, Bill Twaddle made a motion to adjourn at 3:55 p.m.




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Bill Twaddle  
Interim Chair




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Nancy Guest  
Recording Secretary

**\*The date of January 27, 2017 is not practicable and it is likely the meeting date will be changed to Friday, February 3, 2017. This revised date will be confirmed as soon as possible.**



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

519.848.3620  
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF FEBRUARY 27, 2017**

**FROM: MICHAEL GIVENS, CAO**

**SUBJECT: REPORT CAO 2017-005 SANITARY SERVICING - DURHAM  
STREET EAST (PART OF PARK LOT 4)**

#### **RECOMMENDATION**

**THAT** Report CAO 2017-005 being a report on Sanitary Servicing – Durham Street East be received for information.

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

N/A

#### **BACKGROUND**

The Township has been approached by an interested developer (Brad Wilson) about proposed severances along the south side of Durham Street. Mr. Wilson has been in contact with Township staff and the Township engineer considering multiple options to service the proposed severances.

In 2011 the Township had BMROSS complete a Servicing Master Plan Update for Mount Forest. The Servicing Master Plan was carried out in accordance with the MEA Class Environmental Assessment process. That Servicing Master Plan addressed the preferred servicing options for the “London Road corridor”. 2 alternates were identified in the Master Plan.

- Extending sewers east on the unopened Birmingham Street to London Road
- Extending sewers east on Sligo Road to London Road and south on London Road

At the Township's request, BMROSS reviewed all the possible servicing options including Mr. Wilson's preferred alternative. A copy of BMROSS's draft preliminary servicing comments are attached as Appendix A for Council's information.

Mr. Wilson has asked for Council to give due consideration to allowing for him to proceed with Alternative #2, to reduce the cost impact of servicing the proposed severances.

Ideally from a servicing perspective, Township staff would like to see a proposal that developed the entire parcel, Part of Park Lot 4, and have all services proceed for a larger scale development. From a planning perspective, we continue to see applications requesting 3 or 4 severances and that is considered "good planning". Developers do not want to invest significant servicing dollars.

### FINANCIAL CONSIDERATIONS

In the Township's 2013 Development Charges Background Study new sewers were identified and included in the calculation of the Development Charges. These charges coincide with the Master Plan.

<b>INCREASED SERVICE NEEDS-WASTEWATER SEWERS</b>	<b>GROSS CAPITAL COST ESTIMATE (2013)</b>	<b>BENEFIT TO EXISTING DEVELOPMENT</b>	<b>TOTAL ELIGIBLE FOR D.C.'S</b>
Birmingham St. (London rd. Westerly)	375,000	187,500	187,500
Durham St. (London rd. Westerly)	46,000	23,000	23,000
London rd. (Sligo to Wellington)	692,000	346,000	346,000
Sligo Rd. (Church st to London rd.)	467,000	93,400	373,600

The costs associated with Alternative #2 as identified in BMROSS's servicing comments are significantly less than the other alternatives. This alternative was not identified in the Master Plan and is an alternative that is very specific to the proposed severances.

### STRATEGIC PLAN

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

Yes

No

N/A

Which pillars does this report support?

- X Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships

- X Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment

Decisions around servicing of current proposed developments not only impact this development proposal but also has a significant impact on future development proposals as well as long-term operations of the Township's sanitary system. The short term gain of straying from the Township Master Plan must be weighed against the long-term maintenance and operation costs associated.

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

*Michael Givens*

*Michael Givens, CAO*

<b>MICHAEL GIVENS CAO</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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**B. M. ROSS AND ASSOCIATES LIMITED****Engineers and Planners**

Box 1179, 206 Industrial Drive

Mount Forest, ON, Canada N0G 2L0

p. (519) 323-2945 • f. (519) 323-3551

[www.bmross.net](http://www.bmross.net)

File No.16321

February 22, 2017

**Mike Givens, CAO**

Township of Wellington North

7490 Sideroad 7 W, PO Box 125

Kenilworth, ON N0G 2E0

**Re: Proposed Durham Street East development (Mount Forest)  
Part of Park Lot 4, South Side of Durham Street  
Preliminary Servicing Considerations**

An interested developer has approached the Township regarding servicing requirements for proposed severances along the south side of Durham Street immediately west of London Road. These severances would encompass approximately 0.46ha of the 2.5ha Site. The retained portion would front on London Road and the unopened Birmingham Street road allowance. The Township has asked us to provide preliminary servicing comments, primarily in regards to sanitary servicing.

Five sanitary servicing alternatives were considered. Figure 1 provides a conceptual depiction of Alternatives #1, #2, #4 & #5. **Only high level opinions of probable cost are provided**, for comparison purposes. It is noted that the severances are at/near the upper end of relatively costly planned future gravity sanitary sewer extension alternatives.

**Alternative #1: Connect to the existing Durham Street sanitary sewer – new SPS**

The east end of the existing 200mm dia. sanitary sewer on Durham Street is located approximately 45m west of the northwest corner of the proposed severances. It is located at the high point on Durham Street and is relatively shallow, having 1.7m of cover which is less than the Township minimum standard cover depth of 2.4m desired to service basements. Since the grade along the frontage of the severances is lower, there is insufficient cover available to extend that sewer along Durham Street to the east to provide gravity service to the severances. The developer has proposed the construction of a manhole-sewage pumping station within the centre of the Township roadway that would be turned over to the Township to operate and maintain.

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The Township's 2011 Servicing Master Plan identified servicing of the subject site would be achieved either by an extension of the deep Sligo Road sanitary sewer from Church Street or by an extension of the Birmingham Street sanitary sewer (see the following Alternatives #4 & #5 discussions). The Master Plan demonstrates that gravity servicing of the severances is possible but would require significant extensions to the existing gravity sewer infrastructure.

If a sewage pumping station (SPS) alternative is to be considered further, it is our opinion it should be built in accordance with the pending revised Township Servicing Standards, including standby power, and be located on a block of land deeded to the Township (may affect the layout and number of severances). The overall future development service area limits would need to be established, and downstream receiving sewer capacity checked.

Costs, for a new SPS and Durham Street sanitary (including restoration, engineering and contingency):

- Class Environmental Assessment work for a new SPS: \$25,000, including an allowance for archaeological Stage 1 work.
- New SPS on a block of land provided by the Developer and deeded to the Township: \$325,000
- New Durham Street sanitary sewer, from the SPS up to the existing terminal sanitary manhole on Durham Street (assuming full width gravel road restoration): \$160,000
- Total: \$510,000

Alternative #1 will benefit other properties along the new sanitary sewer route and any other future development that may be serviced by the new SPS.

There will be ongoing operational and maintenance costs associated with a SPS (e.g., energy; pump repairs/replacement). If the Township permits a small SPS for these severances that may set a precedent for other future developments and result in additional small SPSs that the Township would need to operate and maintain. It is our opinion this is not the best long-term servicing strategy for the north-easterly development areas of the community of Mount Forest, and not in accordance with the current Servicing Master Plan Update.

### **Alternative #2: Connect to the existing Durham Street sanitary sewer – low pressure sewer**

A low pressure sewer collection system requires the installation of a small diameter (75-100mm dia.) pressure pipe sewer line with service connections to each property that have individual privately-owned sewage grinder pumps with battery backup pumps. The common pressure sewer line would discharge to the existing Durham Street sanitary sewer. This option may be undesirable from the Township's perspective since it would not follow the Master Plan concept of having gravity sanitary servicing for this general area and it may set a precedence for other future development interests in the London Road sanitary sewer extension catchment area.

Costs, for a pressure sewer system (including restoration, where applicable, engineering and contingency):

- Pressure sewer collection system (assuming up to 100mm dia.): \$96,000
- Private sewage pump systems installed by the Builders (supply & install in basements, for 10 lots): \$50,000\*
- Private factory sewage grinder pump package (supply & install external to the existing dwelling): \$14,000
- Total: \$160,000

*\*Price based on information provided by the developer (\$4,500 per lot; excludes cost of service line from street line to the house; added 10% contingency (\$500); excludes engineering or any other costs) + for the existing dwelling assuming an external factory system installed at a total cost of \$14,000.*

### **Alternative #3: Connect to the existing London Road sanitary sewer**

The existing London Road sanitary sewer was constructed to service the H. Bye development that is south of Birmingham Street. That sewer is connected to the Wellington Street East sewer. Based on available information, there is limited additional surplus sewer capacity in the downstream Wellington Street and Church Street sewers. It is our opinion that remaining surplus should be reserved for future development areas along Wellington Street to the east of London Road, and for possible redevelopment of properties within the existing serviced Wellington Street East sewer catchment. Furthermore, the north end of the existing London Road sanitary sewer, that is approximately 55m south of the unopened Birmingham Street road allowance, has approximately 2.0m of cover. The ground elevation along London Road to the north is lower and, therefore, this sewer cannot be extended to provide gravity service to the severances. No further consideration was given to this alternative.

### **Alternative #4: Connect to the existing Birmingham Street sanitary sewer**

This alternative would require the extension of the existing Birmingham Street sewer to London Road, then north on London Road to Durham Street, and then west on Durham Street. Available information indicates a cover depth of approximately 2.8m would be achieved at the intersection of Birmingham/London, 1.8m at Durham/London and ranging from 1.8m to 2.5m along the severance frontages. It may be possible to slightly increase the cover depth on Durham Street by raising the road profile. The developer would need to determine if servicing is suitable where a minimum 2.4m sewer cover depth is not achievable. If this option is to be considered further, we recommend some survey be completed to confirm existing sewer elevations, to obtain some topographic information along the planned sewer routes and for the Site, and to complete conceptual design work for the new sewer.

The Birmingham Street sewer flows by gravity through the community to the Main SPS on North Water Street (old WWTP).

From a capacity standpoint, the sanitary sewer does not likely need to be larger than 200mm dia. for most of the area that can be serviced by the Birmingham Street sewer, but a larger sewer must be installed at a flatter grade to maximize the depth of the sewer which, for some of the

proposed severances, is expected to end up being <2.4m but expected to be >2.4m for the retained lands (may need some minor filling). Larger sewers at minimum grades with low sewage flows can be expected to require additional maintenance efforts (e.g., extra sewer flushing). The extension of the Birmingham Street sewer to the east to service the retained portion of the Site, and other future development properties along the unopened Birmingham Street road allowance, appears to be the best option along Birmingham Street, but it does not appear to be the best long-term option or provide the depths required to service the proposed severances and other future development areas in the north-easterly part of Mount Forest.

The routing of a sanitary sewer along London Road from Durham Street to the existing Birmingham Street sewer outlet could service future lots that front along the east side of London Road (Birmingham to Durham) but it will have limited benefit to the lower area further east of London Road unless there is significant filling on that property. It is expected that much of those future development lands on the east side of London Road and north of Wellington Street will require the extension of the deep Sligo Road sanitary sewer (Alternative #5).

Costs, for a new sanitary sewer only (including restoration, engineering and contingency):

- Class Environmental Assessment work for new sewer in an unopened road allowance: \$25,000, including an allowance for archaeological Stage 1 work.
- Extend Birmingham Street sanitary sewer from 100m east of Church Street to London Road (including a gravel lane for maintenance access, and restoration): \$375,000.
- New London Road sanitary sewer from Birmingham Street to Durham Street (assuming full width gravel road restoration): \$215,000.
- New Durham Street sanitary sewer from Durham Street to the existing terminal sanitary manhole on Durham Street (assuming full width gravel road restoration): \$160,000
- Total: \$775,000

Alternative #4 will benefit other properties along the new sanitary sewer route.

#### **Alternative #5: Connect to the existing Sligo Road sanitary sewer**

This alternative would require the extension of the deep (6m) Sligo Road sewer from Church Street to London Road, then south on London Road to Durham Street, and then west on Durham Street. Sewer depths in excess of the minimum desired 2.4m are achievable. The Sligo Road sewer outlets to the Durham/Foster Street SPS.

Based on available information, this alternative is required to provide gravity servicing for much of the future development property that is located further east of London Road, to service properties from Durham Street to Sligo Road, and properties along Sligo Road. It could also be used to service properties along the unopened Birmingham Street road allowance but an extension of the existing Birmingham sewer eastwards towards London Road appears to be more practical for those properties.

Costs, for a new sanitary sewer only (including restoration, engineering and contingency):

- Extend Sligo Road sanitary sewer from Church Street to London Road (deep sewer; assuming full width restoration of the County paved road): \$1,000,000



- New London Road sanitary sewer from Sligo Road to Durham Street (assuming full width gravel road restoration): \$390,000
- New Durham Street sanitary sewer, from London Road westerly to the existing terminal sanitary manhole on Durham Street (assuming full width gravel road restoration): \$160,000
- Total: \$1,550,000

Alternative #5 will benefit other properties along the new sanitary sewer route.

The Sligo Road cost estimate includes full width County road reinstatement, which is in the order of 2/3rds of the Sligo Road sewer installation cost. If proceeding with this alternative, consideration should be given to full urbanization of Sligo Road (i.e., sanitary sewer; watermain; storm sewer; curb & gutter) which is expected to cost in the order of \$1,800,000. The County would need to be consulted prior to any construction on Sligo Road (Wellington Road 6) and to establish any cost sharing amounts.

The foregoing costs exclude sanitary sewer on London Road, from Durham Street to Birmingham Street, and on Birmingham Street.

Given the much higher cost of this alternative, and if there are no other known development interests in this part of the community, Alternative #4 could be considered further as a means to service current development interests, subject to survey and developer confirmation that the required depths can be achieved on Durham Street.

### **Budget considerations**

The method of financing would need to be determined by the Township, including what portion would be paid by the developer, from charges to future benefiting properties, through development charges, by the County (Sligo Road option), or other revenue sources. We note that portions of the foregoing costs were included in the calculated 2013 DC rates. The Township may wish to obtain legal advice regarding charges to future benefiting properties.

The foregoing high level opinions of cost exclude other external infrastructure costs if completed simultaneously, such as watermain, drainage/SWM, new/upgraded roadways, trunk storm sewer (Birmingham Street), major storm overland flow route, and it excludes all internal servicing costs (where applicable), utilities, etc. These additional works would significantly increase the total project costs.

### **Schedule considerations**

All alternatives require MOECC approvals for sewers, which can take 4-6+ months, plus 3 months for design. Alternatives #1 & #3 would require an additional 4+ months to complete Class EA work. Therefore, it could take 7-13+ months to complete sewer planning, design and approvals work prior to commencing with construction.

### **Preferred Alternative**

In summary, it is our opinion that gravity sanitary servicing is the best long-term strategy for future development areas in this north-easterly part of the community of Mount Forest, as identified in the Servicing Master Plan. Subject to survey and downstream sewer capacity confirmation, and based on costs, further consideration could be given to servicing current development interests through an extension of the Birmingham Street sanitary sewer. However, it is our opinion that the best long-term strategy for servicing the north-easterly area of the community of Mount Forest is the extension of the Sligo Road sanitary sewer to and along London Road. Consideration should be given to the simultaneous construction of other municipal services along the selected sanitary sewer route (e.g., watermain; road/drainage).

### **Other servicing considerations**

In addition to sanitary sewer extensions, other works required to service the severances includes:

- Watermain extension.
- If required by the Township, stormwater management (SWM).
- A rear yard drainage system may be required.
- Roadway urbanization (i.e. storm sewer, curb & gutter, pavement; consideration for sidewalk).
- Sanitary, water and storm services

The existing 150mm dia. watermain would be extended to London Road. It is noted that normal water pressures should be 350 to 550kPa (50-80psi), with pressures during peak hour demand conditions not falling below 275kPa (40psi). During fire flow + maximum day demand conditions, pressures throughout the distribution system should remain at or above 140kPa (20psi). Based on the 2011 Servicing Master Plan and the related distribution system modeling results, the watermain extension should provide satisfactory normal demand flows and pressures. However, the available fire flow was calculated to be <40L/s which is below the 50L/s minimum target level for residential areas used in the Master Plan. The Township may wish to obtain comments from the Fire Department about fire protection for these severances.

The existing 150mm dia. ductile iron Durham Street watermain is a 385m long dead-end line, and it will become a 475m long dead-end line. The normal Township practice is to minimize dead-end sections of watermain. Looping of watermain is desirable to help prevent water stagnation and the resultant aesthetic and low chlorine residual issues that can often occur, and to maximize available flows and pressures. It is recommended that consideration be given to looping the Durham Street watermain to the existing dead-end London Road watermain just south of Birmingham Street. Subject to Fire Department comments, the Township could consider deferring completion of this loop until the retained portion of the site or other adjacent properties are developed. Aside: there does not appear to be any intermediate water valves along Durham Street, and the Township may want to consider installing one or two such valves in accordance with its servicing standards.

The Site lies within the sensitive London Road trunk storm sewer drainage area. Past flooding on Wellington Street East (e.g., in Yr. 2000) culminated in the reconstruction of the London

Road trunk storm sewer. The Township selected the 25-year design storm for storm sewer sizing due to the lack of a major storm overland spill route. There is still some risk associated with flooding during major storm events, and this risk will increase as changes in land use occur within the drainage catchment. It is preferable that conceptual servicing and preliminary SWM design work be completed for the entire site prior to granting severances, to ensure the appropriateness of the lot layout and the inclusion of any servicing or drainage easements within the severances. Consideration should be given to interim or permanent SWM control. If the Township does not require SWM for the severances, then we recommend the SWM design for future development of the retained portion be oversized to compensate for that.

The Township's standards require a rear yard catchbasin be placed at every 3<sup>rd</sup> single family lot and an inline drain for every 2<sup>nd</sup> townhouse unit. For the proposed severance layout, it is anticipated there will need to be a rear yard swale with a storm sewer routed to the London Road trunk storm sewer. A rear yard easement would be required.

Ultimately there should be consideration given to a major storm overland drainage pathway in this area of town. Completion of a drainage study should be considered prior to there being significant further developments within the London Road catchment.

The Township's servicing standards require daylighting be deeded to the Township at intersections. The Township should decide if this is required for the proposed corner lot. It would impact on the building envelope for that lot. We note that the Zoning By-Law restricts uses within a 9.0m x 9.0m daylighting area without the need to deed such property to the Township. It is our opinion the deeding of daylighting is not normally necessary for low volume local streets.

Attached is an opinion of the probable cost to reconstruct Durham Street, to a full urban section. The assumed developer's contribution is also shown, for discussion purposes only. Some of these works (i.e. roadway urbanization) could be deferred at the discretion of the Township (e.g., until development occurs on the north side of Durham Street). However, if the roadway is not urbanized (curb & gutter) along with the construction of a storm sewer, then there will be the need for up to 10 driveway culverts and a ditch in front of the severed lots. We note that the \$160,000 sanitary sewer cost shown in the attached is already included in the applicable foregoing sewage servicing alternative comparison.

There is no sidewalk in this area of the community. The cost for the extension of sidewalk to these severances would be extra. The Township would need to decide when sidewalk would be required and how it would be financed.

We note the corner lot width needs to conform to the Township's Zoning By-Law setback distance for exterior side yards.

It is our understanding #486 Durham Street (existing single family dwelling) is on septic. This lot should be connected to the future sanitary sewer with appropriate connection charges applied.


The developer should refer to the Township's pending revised Municipal Servicing Standards.

If you require additional information, please contact us.

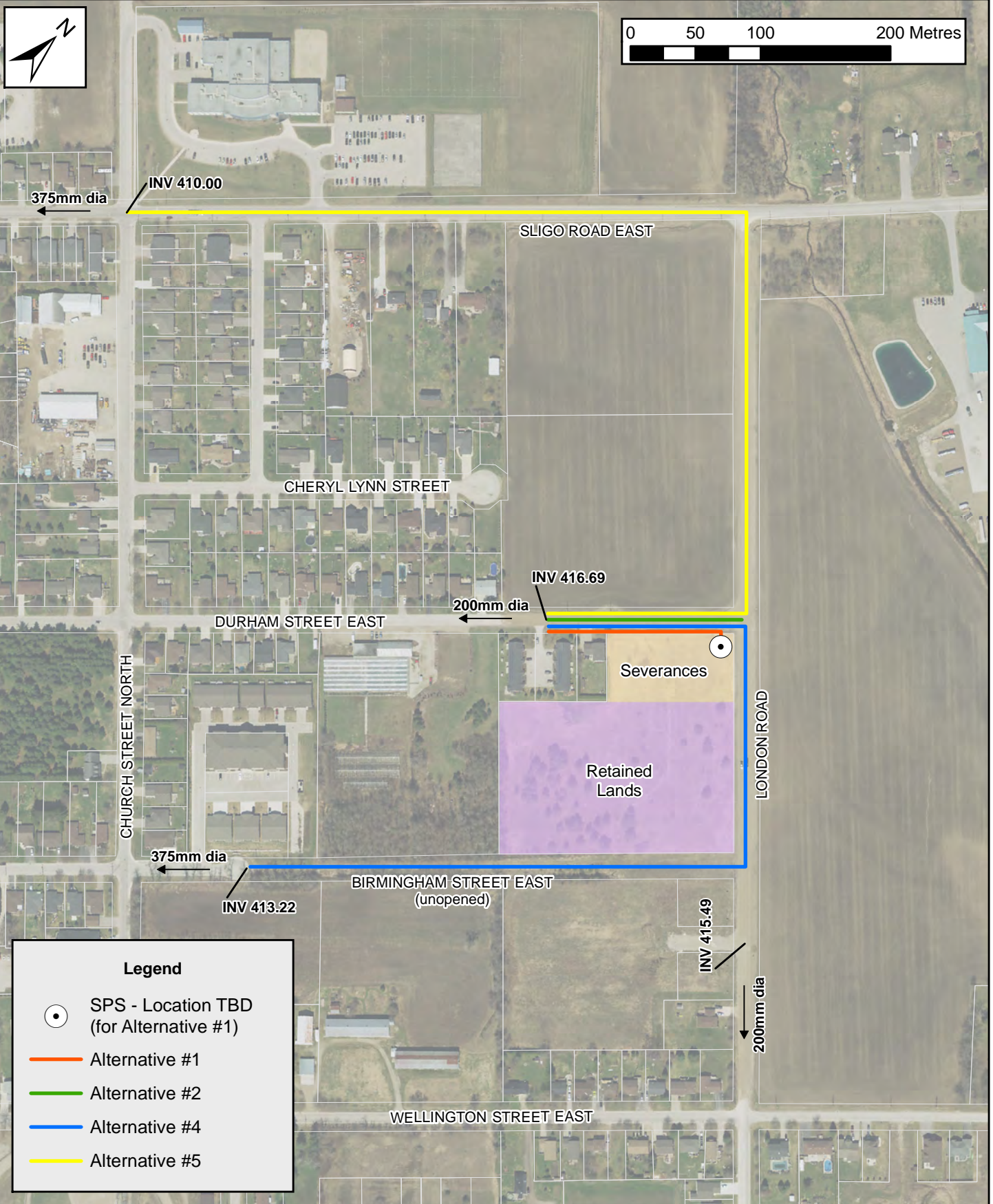
Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per

  
\_\_\_\_\_  
Frank C. Vanderloo, P. Eng.

FCV:klt  
Encls



**Legend**

- SPS - Location TBD (for Alternative #1)
- Alternative #1
- Alternative #2
- Alternative #4
- Alternative #5



**TOWNSHIP OF WELLINGTON NORTH**  
**DURHAM STREET SEVERANCES**  
**SANITARY SEWAGE SERVICING ALTERNATIVES**

DATE  
JAN. 27, 2017

PROJECT No.  
16321

SCALE  
AS SHOWN

FIGURE No.  
1

**16321 - Durham Street Reconstruction**

Date: Jan. 27, 2017

**London Road west to west limit of Kopp townhouse property****Servicing assumed 10 severances on south side immediately west of London Road****Township of Wellington North****Opinion of Probable Cost - PRELIMINARY**

## Road Work

Item	Quantity	Unit	Unit Price	Amount	Severances Share	TWP. Share	Road	Sanitary	Watermain
Earth excavation (grading)	1860	cu.m.	\$17.00	\$31,620.00	\$8,221.20	\$23,398.80	\$7,905.00	\$15,810.00	\$7,905.00
Water	130	cu.m.	\$10.00	\$1,300.00	\$338.00	\$962.00	\$325.00	\$650.00	\$325.00
Calcium chloride	1.2	t	\$1,100.00	\$1,320.00	\$343.20	\$976.80	\$330.00	\$660.00	\$330.00
Granular "A" (150mm)	710	t	\$15.50	\$11,005.00	\$2,861.30	\$8,143.70	\$2,751.25	\$5,502.50	\$2,751.25
Granular "B" (450mm)	1940	t	\$9.50	\$18,430.00	\$4,791.80	\$13,638.20	\$4,607.50	\$9,215.00	\$4,607.50
Hot mix HL4 (50mm)	220	t	\$115.00	\$25,300.00	\$6,578.00	\$18,722.00	\$6,325.00	\$12,650.00	\$6,325.00
Hot mix HL3 (40mm)	170	t	\$120.00	\$20,400.00	\$5,304.00	\$15,096.00	\$5,100.00	\$10,200.00	\$5,100.00
Hot mix miscellaneous	15	sq.m.	\$25.00	\$375.00		\$375.00	\$375.00		
Maintenance hole lift rings	2	ea.	\$400.00	\$800.00	\$200.00	\$600.00	\$800.00		
Water valve lifters	1	ea.	\$125.00	\$125.00	\$62.50	\$62.50	\$125.00		
Adjust existing MH & CB	1	ea.	\$450.00	\$450.00		\$450.00	\$450.00		
Concrete curb and gutter	350	m	\$40.00	\$14,000.00	\$3,640.00	\$10,360.00	\$14,000.00		
Topsoil	1300	sq.m.	\$7.00	\$9,100.00	\$2,366.00	\$6,734.00	\$9,100.00		
Sod	1300	sq.m.	\$5.50	\$7,150.00	\$1,859.00	\$5,291.00	\$7,150.00		
<b>Subtotal</b>				<b>\$141,375.00</b>	<b>\$36,565.00</b>	<b>\$104,810.00</b>	<b>\$59,343.75</b>	<b>\$54,687.50</b>	<b>\$27,343.75</b>

## Storm Sewer

Item	Quantity	Unit	Unit Price	Amount	Severances Share	TWP. Share	Road	Sanitary	Watermain
300mm dia. storm sewer	17	m	\$200.00	\$3,400.00	\$1,700.00	\$1,700.00	\$3,400.00		
375mm dia. storm sewer	110	m	\$225.00	\$24,750.00	\$12,375.00	\$12,375.00	\$24,750.00		
600 x 600mm catchbasin	3	ea.	\$1,800.00	\$5,400.00	\$2,700.00	\$2,700.00	\$5,400.00		
1200 mm dia. manhole	2	ea.	\$3,600.00	\$7,200.00	\$3,600.00	\$3,600.00	\$7,200.00		
150mm dia. perforated subdrain	267	m	\$25.00	\$6,675.00	\$1,735.50	\$4,939.50	\$6,675.00		
100mm dia. PDC	65	m	\$125.00	\$8,125.00	\$7,393.75	\$731.25	\$8,125.00		
PDC cleanout	11	ea.	\$200.00	\$2,200.00	\$2,002.00	\$198.00	\$2,200.00		
<b>Subtotal</b>				<b>\$57,750.00</b>	<b>\$31,506.25</b>	<b>\$26,243.75</b>	<b>\$57,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Sanitary Sewer

Item	Quantity	Unit	Unit Price	Amount	Severances Share	TWP. Share	Road	Sanitary	Watermain
200mm dia. P.V.C. SDR35	145	m	\$210.00	\$30,450.00	\$11,266.50	\$19,183.50		\$30,450.00	
1200 mm dia. manhole	2	ea.	\$5,000.00	\$10,000.00	\$5,000.00	\$5,000.00		\$10,000.00	
125 mm dia. sanitary services	110	m	\$175.00	\$19,250.00	\$17,517.50	\$1,732.50		\$19,250.00	
Sanitary service cleanout	11	ea.	\$200.00	\$2,200.00	\$2,002.00	\$198.00		\$2,200.00	
<b>Subtotal</b>				<b>\$61,900.00</b>	<b>\$35,786.00</b>	<b>\$26,114.00</b>	<b>\$0.00</b>	<b>\$61,900.00</b>	<b>\$0.00</b>

## Watermain

Item	Quantity	Unit	Unit Price	Amount	Severances Share	TWP. Share	Road	Sanitary	Watermain
150mm dia. PVC DR18	105	m	\$150.00	\$15,750.00	\$7,875.00	\$7,875.00			\$15,750.00
150mm gate valve	2	ea.	\$1,200.00	\$2,400.00	\$1,200.00	\$1,200.00			\$2,400.00
150mm Tee	1	ea.	\$650.00	\$650.00	\$325.00	\$325.00			\$650.00
Fire Hydrant	1	ea.	\$4,000.00	\$4,000.00	\$2,000.00	\$2,000.00			\$4,000.00

Connection to existing	1	ea.	\$2,500.00	\$2,500.00	\$1,250.00	\$1,250.00			\$2,500.00
19mm dia. main stop	10	ea.	\$150.00	\$1,500.00	\$1,500.00				\$1,500.00
19mm dia. curb stop	10	ea.	\$320.00	\$3,200.00	\$3,200.00				\$3,200.00
19mm dia. saddle	10	ea.	\$125.00	\$1,250.00	\$1,250.00				\$1,250.00
19mm dia. tubing	140	m	\$125.00	\$17,500.00	\$17,500.00				\$17,500.00
Swabbing, disinfection, etc.	1	L.S.	\$3,500.00	\$3,500.00	\$1,750.00	\$1,750.00			\$3,500.00
<b>Subtotal</b>				<b>\$52,250.00</b>	<b>\$37,850.00</b>	<b>\$14,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$52,250.00</b>

**Miscellaneous Items**

Item	Quantity	Unit	Unit Price	Amount	Severances Share	TWP. Share	Road	Sanitary	Watermain
Traffic Control	1	L.S.	\$2,500.00	\$2,500.00	\$1,125.00	\$1,375.00	\$625.00	\$1,250.00	\$625.00
Material and Compaction testing	1	L.S.	\$3,000.00	\$3,000.00	\$1,350.00	\$1,650.00	\$3,000.00		
Street Light	2	ea.	\$2,500.00	\$5,000.00	\$2,500.00	\$2,500.00	\$5,000.00		
<b>Subtotal</b>				<b>\$10,500.00</b>	<b>\$4,975.00</b>	<b>\$5,525.00</b>	<b>\$8,625.00</b>	<b>\$1,250.00</b>	<b>\$625.00</b>

**Summary**

Item	Quantity	Unit	Unit Price	Amount	Severances Share	TWP. Share	Road	Sanitary	Watermain
Road Construction				\$141,375.00	\$36,565.00	\$104,810.00	\$59,343.75	\$54,687.50	\$27,343.75
Storm Sewer				\$57,750.00	\$31,506.25	\$26,243.75	\$57,750.00	\$0.00	\$0.00
Sanitary Sewer				\$61,900.00	\$35,786.00	\$26,114.00	\$0.00	\$61,900.00	\$0.00
Watermain				\$52,250.00	\$37,850.00	\$14,400.00	\$0.00	\$0.00	\$52,250.00
Miscellaneous Items				\$10,500.00	\$4,975.00	\$5,525.00	\$8,625.00	\$1,250.00	\$625.00
<b>Subtotal</b>				<b>\$323,775.00</b>	<b>\$146,682.25</b>	<b>\$177,092.75</b>	<b>\$125,718.75</b>	<b>\$117,837.50</b>	<b>\$80,218.75</b>
Lump Sum to cover all other requirements (2.0%)				\$6,475.50	\$2,933.65	\$3,541.86	\$2,514.38	\$2,356.75	\$1,604.38
<b>Subtotal</b>				<b>\$330,250.50</b>	<b>\$149,615.90</b>	<b>\$180,634.61</b>	<b>\$128,233.13</b>	<b>\$120,194.25</b>	<b>\$81,823.13</b>
Bonding and Insurance (3%)				\$9,907.52	\$4,488.48	\$5,419.04	\$3,846.99	\$3,605.83	\$2,454.69
<b>Subtotal</b>				<b>\$340,158.02</b>	<b>\$154,104.38</b>	<b>\$186,053.65</b>	<b>\$132,080.12</b>	<b>\$123,800.08</b>	<b>\$84,277.82</b>
Contingency (10%)				\$34,015.80	\$15,410.44	\$18,605.36	\$13,208.01	\$12,380.01	\$8,427.78
<b>Total Construction</b>				<b>\$374,173.82</b>	<b>\$169,514.81</b>	<b>\$204,659.01</b>	<b>\$145,288.13</b>	<b>\$136,180.09</b>	<b>\$92,705.60</b>

**Engineering**

Item	Quantity	Unit	Unit Price	Amount	Severances Share	TWP. Share	Road	Sanitary	Watermain
Design, tendering, construction review and contract administration, incl. geotechnical investigation (15%)				\$56,126.07	\$25,427.22	\$30,698.85	\$21,793.22	\$20,427.01	\$13,905.84

**Total Construction and Engineering**

Item	Quantity	Unit	Unit Price	Amount	Severances Share	TWP. Share	Road	Sanitary	Watermain
<b>Total</b>				<b>\$430,299.90</b>	<b>\$194,942.03</b>	<b>\$235,357.86</b>	<b>\$167,081.35</b>	<b>\$156,607.10</b>	<b>\$106,611.44</b>
H.S.T. (13%)				\$55,938.99	\$25,342.46	\$30,596.52	\$21,720.57	\$20,358.92	\$13,859.49
<b>Subtotal</b>				<b>\$486,238.88</b>	<b>\$220,284.50</b>	<b>\$265,954.38</b>	<b>\$188,801.92</b>	<b>\$176,966.02</b>	<b>\$120,470.92</b>
Less rebatable HST (11.24%)				\$48,365.71	\$21,911.48	\$26,454.22	\$18,779.94	\$17,602.64	\$11,983.13
<b>Total (Incl. Net H.S.T.)</b>				<b>\$437,873.17</b>	<b>\$198,373.01</b>	<b>\$239,500.16</b>	<b>\$170,021.98</b>	<b>\$159,363.39</b>	<b>\$108,487.80</b>

Note: **Rounded: \$440,000      \$200,000      \$240,000      \$170,000      \$160,000      \$110,000**

1. Assume granular backfill of storm sewer.
2. Assuming existing gravel driveways are paved from the sidewalk to property line.
3. Excludes storm sewer west of severances and storm/san/water services for north side of street since how it will be developed is not known.
4. Township share includes any contributions to be made by other vacant development property.
5. Rear yard storm sewer excluded from above costs.



## COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT  
 GARY A. COUSINS, M.C.I.P., DIRECTOR  
 T 519.837.2600  
 F 519.823.1694  
 1.800.663.0750

ADMINISTRATION CENTRE  
 74 WOOLWICH STREET  
 GUELPH ON N1H 3T9

February 9, 2017

Mike Givens, C.A.O.  
 Township of Wellington North  
 7490 Sideroad 7 W Kenilworth, ON N0G 2E0

Dear Mr. Givens:

**Re: Stack Gravel Pit – Laverne & Erma Weber - Part Lot 4, Concession 5  
Official Plan and Zoning By-law Amendments**

### PLANNING OPINION

The main issue arising out of the public meeting was truck traffic on the haul route – cumulative impacts with neighbouring pits, dust, traffic safety for Mennonite horses and buggies and the capacity of Concession 4 North to handle the traffic. With the signing of the Aggregate Haul Route Agreement between the Township and the owner, I would consider the issue to have been addressed. I have provided a draft official plan amendment for the Township's consideration. Once Council has made a decision on the Official Plan Amendment, I would ask that the resolution be forwarded to the County. The County could possibly deal with the application at its March 9 meeting. We will be providing a draft Zoning By-law Amendment in the near future. This should not be dealt with by the Township, until the County has dealt with the Official Plan Amendment. In my opinion the proposed Official Plan and Zoning By-law Amendments are consistent with the Provincial Policy Statement and in conformity with the Official Plan. The similar Ghent Pit was recently approved by the Ontario Municipal Board.

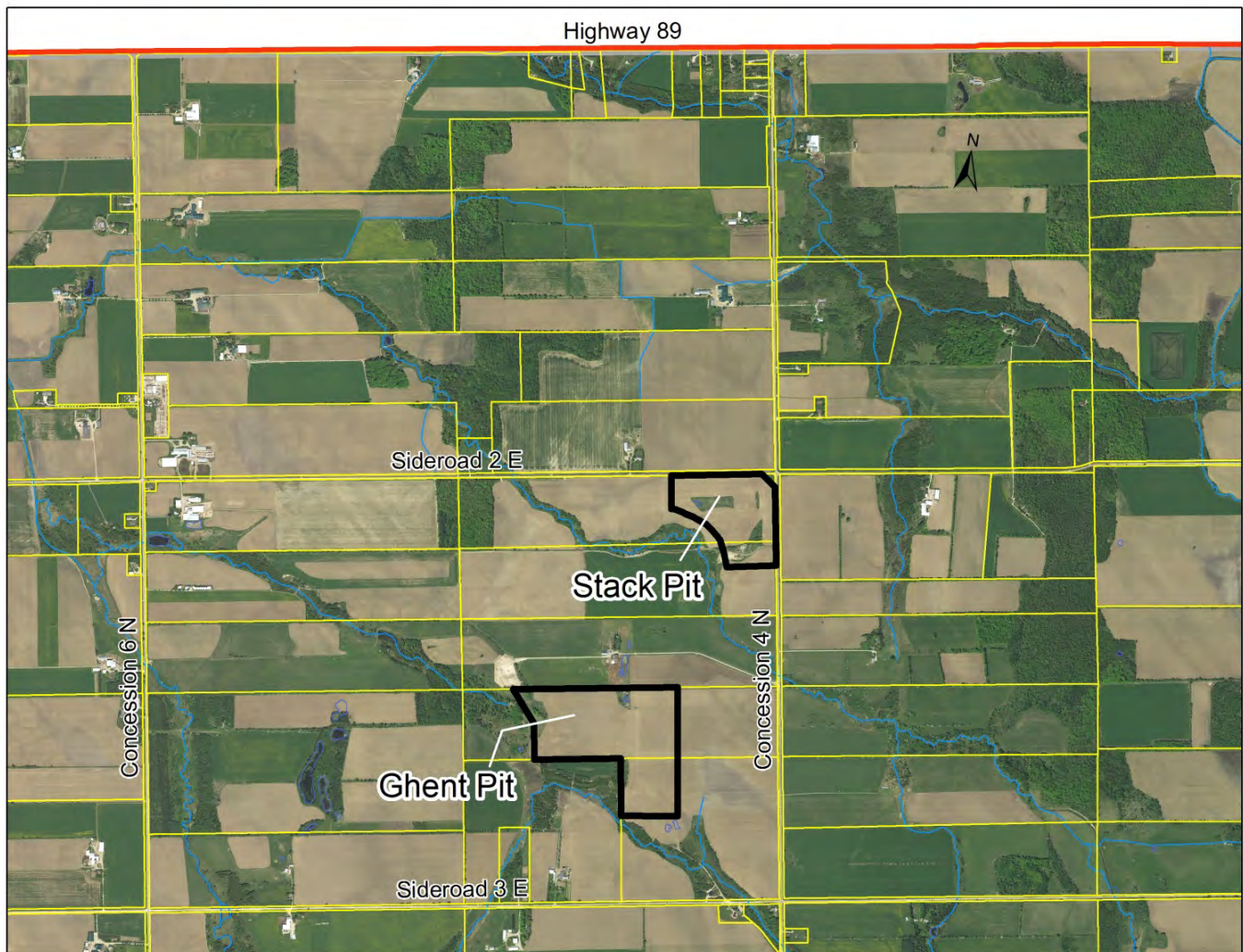
### LOCATION

The amendments relate to Part Lot 4, Concession 5, Geographic Township of Arthur, southwest corner of Sideroad 2E and Concession 4N. The subject lands are approximately 80.94 ha. (200 acres) in size. An airphoto of the property is shown on the following page. The photo also shows the proposed Ghent Pit to the south.



## PURPOSE

The purpose of the application is to amend Schedule A6 of the County Official Plan, by adding a Mineral Aggregate Area designation 13.31 ha. (32.89 acres) in size. At the same time, Schedule C – the Mineral Aggregate Resource Overlay designation is to be amended to show this same area. The adjacent Core Greenlands designation remains the same. The proposed Zoning By-law Amendment is to rezone this same area from Agricultural (A) to Extractive Industrial (EI).



## BACKGROUND

A pit license application was filed in 2015 with the Ministry of Natural Resources and Forestry (MNR). The licensed area is proposed to be 13.31 hectares and the area of extraction would be 11.10 hectares. The proposal is for a Category 3 Class "A" pit, meaning it will maintain a distance of 1.5 metres above the ground water level which is estimated to be at 442.5 metres. The maximum annual volume to be extracted in the license application is 75,000 tonnes per year. It is estimated that approximately 1 million tonnes of aggregate are present. The pit is to operate 7:00 am to 6:00 pm, Monday to Friday and from 9:00 am to

2:00 pm on Saturday. No processing equipment shall be located within 300 metres of a residence. The primary haul route shall be east on Sideroad 2E, then north on Concession 4N to Highway 89. The final rehabilitation of the site will mainly be to agricultural land with some environmental improvements provided along the watercourse.

### **SUPPORTING STUDIES**

- Executive Summary (Bruce Fulcher)
- Summary Statement (April, 2015) GM Blueplan Engineering
- Planning Report (May, 2016) Cuesta Planning Consultants Ltd.
- Level 1 Hydrogeology Study (April 14, 2015) GM Blueplan Engineering
- Level 1 & 2 Natural Environment Technical Report (March, 2015) SPL Consultants Ltd.
- Stage 1-2 Archeological Assessment (May, 2015) York North Archeological Services
- Acoustic Assessment Report (April, 2016) WSP Canada Inc.
- Transportation Review (July, 2015) CC Tatham & Associates Ltd.
- Transportation Review Addendum (March, 2016) CC Tatham & Associates Ltd.
- Site Plans for Class A Pit License (August, 2016) GM Blueplan Engineering

### **CURRENT PLANNING STATUS**

The site is currently designated Prime Agricultural and Core Greenlands in the Wellington County Official Plan. These areas are zoned Agricultural and Natural Environment in the Wellington North Zoning By-law. The site is not in a Well Head Protection Area – Schedule B6 of the Official Plan.

### **PUBLIC MEETING**

The public meeting was held by the Township of Wellington North on August 15, 2016.

### **PUBLIC AND AGENCY COMMENTS**

The Public                      Ms. Joanne Booi provided a written submission at the public meeting concerned about truck traffic, safety and dust from the haul route. She requested that the route be paved and a road agreement required. She also felt that the need for gravel should be demonstrated, given the other pits in the area.

There were three other oral submissions by the public:

- Mr. Brett McHugh noted some of the above road issues and also asked if pit operations could be prohibited on Saturdays.
- Mr. Gerald Booi noted the road issues and was concerned about the impacts on good farmland.
- Ms. Victoria McHugh's concerns focused on the road maintenance, pedestrian safety and dust.

Upper Grand School Board	No objections (August 26, 2017).
Saugeen Valley Cons. Authority	The SVCA provide letters on October 23, 2015, and August 10, 2016 indicating no objections. The mitigation measures outlined in the Level 1 and 2 Natural Environment Technical Report should be implemented.

## PLANNING CONSIDERATIONS

### Aggregate Resources

While the subject land is not identified as “Primary” or “Secondary”, the GM Blueplan Summary Statement indicates that the quality and quantity of the aggregate resource has been estimated through testhole excavations and lab analysis. The volume of aggregate is estimated to be approximately 1,050,037 metric tonnes and there is “...good potential for coarse-grained and sorted outwash (i.e. sand and / or gravel)”.

The Provincial Policy Statement in Section 2.5.2 makes it clear that “need” for the resource does not have to be demonstrated: *“As much of the mineral aggregate resources as is realistically possible shall be made available as close to markets as possible. Demonstration of need for mineral aggregate resources, including any type of supply/demand analysis, shall not be required, notwithstanding the availability, designation or licensing for extraction of mineral aggregate resources locally or elsewhere.”*

The proponent, however, does have to demonstrate that extraction can occur in a manner whereby social, economic and environmental impacts can be mitigated to acceptable levels.

### Ground Water

A Hydrogeological Study was prepared by GM Blueplan. The study estimates that the high water table elevation is 442.5 metres above sea level. The investigation has determined that:

*“there will be no impacts to or interference with groundwater resources. Based on a set-back of 30 m. or more and standard operational design requirements (including no water pumping or discharge), no impacts to Bethel Creek are expected.”*

### Core Greenlands

SPL Consultants Limited have provided a Level 1 and 2 Natural Environment Technical Report. There are no provincially significant areas, just a creek feature and nearby forest. *“We set back the natural areas from pit development in varying dimension based on the area and linkage needs of individual species observed.”* The reclamation plan proposes to enhance habitat for Snapping Turtles, Grassland Birds, Bats, Belted Kingfishers and Bank Swallows. The above requirements are to be contained in the MNRF site plan, which is part of the license approval and controls the operation of pit.

### **Noise - Neighbourhood Compatibility**

The closest sensitive receptor (dwelling) is to the west at 7552 Sideroad 2E, approximately 200 m. from the nearest extraction boundary. The applicant's consultant WSP found that *"the noise assessment indicated that the sound emissions of the Weber Aggregate Extraction Pit are within applicable MOECC sound level limits during the predictable worst-case hours of operation for all the applicable points of receptions"*.

### **Traffic Impacts**

C.C. Tatham & Associates Ltd. prepared a Transportation Review on behalf of the applicants. The proposed entrance to the site is on Sideroad 2E, about 350 m. west of Concession 4N. Once trucks leave the site, the preferred haul route is to proceed to Concession 4N and then go north to Highway 89. The distance from the Sideroad 2E / Concession 4N intersection to Highway 89 is approximately 1.8 km., as measured by our air photo. The Review calculates that the average number of loads leaving the site in Peak Season will be 1.6 per hour, with a peak number of loads being 3 to 4 per hour. These numbers are doubled to include both, trucks coming as well as going.

The County requested that the applicants' consultant prepare an Addendum to review the cumulative truck traffic from both the neighbouring Ghent Pit and the Stack Pit. It estimates a total of 20 trucks during peak hours (10 trucks in, 10 trucks out). This is based on both pits extracting 100% of their annual license limits, 75,000 tonnes per year each. This may not be the case. The report goes on to note that both Highway 89 and Concession 4N are operating well below their capacities.

### **Aggregate Haul Route Agreement – Stack Pit**

The owners Laverne and Erma Weber have entered into an agreement with the Township of Wellington North, to use the specified haul route and to contribute financially to the costs of regular road improvements / maintenance. The agreement also addresses signage, trucker driver education and the pit entrance.

### **Stage 1 – 2 Archaeological Assessment**

York North Archaeological Services Inc. found that *"there were no archaeological resources of either a historic or prehistoric nature with any significance ... no further archaeological assessment is warranted..."*.

### **Ghent Pit – OMB Decision**

The Ontario Municipal Board heard the appeal of the neighbouring Ghent pit on January 24, and made an oral decision to refuse the appeal, and to approve the Official Plan and Zoning amendments. The Stack Pit is of similar nature and uses the same haul route to the north.

**DRAFT OFFICIAL PLAN AMENDMENT**

The draft Official Plan amendment is appended to this report for Council's review. Please note that the Mineral Aggregate Area shown reflects the proposed license boundary.

**ZONING BY-LAW AMENDMENT**

The owner has also applied to rezone the same area from Agricultural (A) to Extractive Industrial (EI). The Extractive Industrial zoning would limit extraction to 1.5 metres above the water table. As per the Planning Act, the Township should not approve the zoning until adoption of the Official Plan Amendment by the County occurs. A separate draft zoning amendment will be prepared in the near future.

Sincerely,



Mark Van Patter, RPP, MCIP  
Manager of Planning and Environment  
[markv@wellington.ca](mailto:markv@wellington.ca)  
519.837.2600 Ext. 2080

C: Bruce Fulcher, applicants' agent  
Don Scott, Cuesta Planning  
Gary Williamson, County Ward 3

## DRAFT OFFICIAL PLAN AMENDMENT

### *PART B - THE AMENDMENT*

*All of this part of the document entitled Part B - The Amendment, consisting of the following text and Schedule "A" constitutes Amendment No. \_\_\_\_ to the Wellington County Official Plan.*

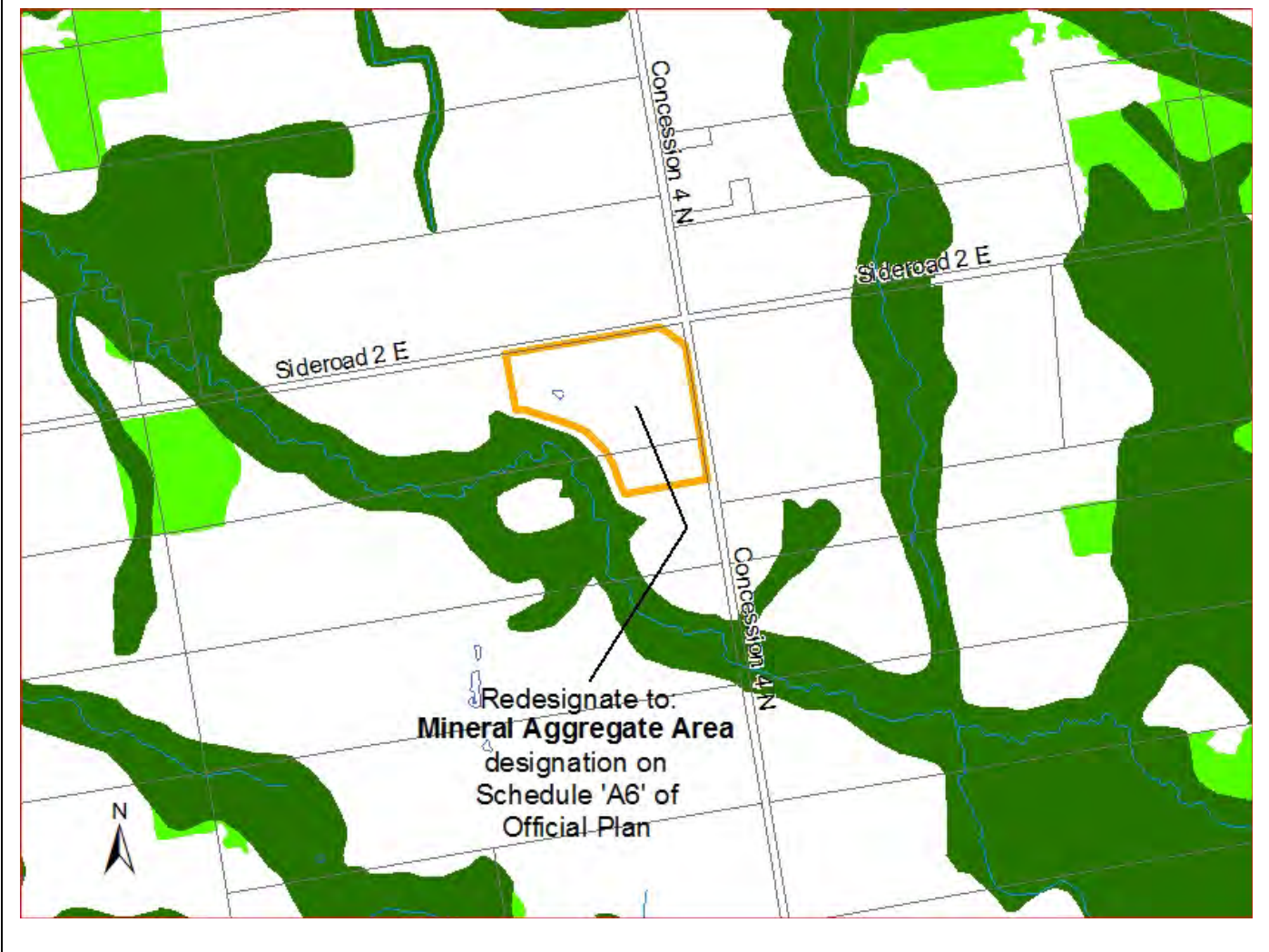
### DETAILS OF THE AMENDMENT

The Official Plan of the County of Wellington is hereby amended as follows:

1. THAT **Schedule A6 (Wellington North)** is amended on Part Lot 4, Concession 5 (Geographic Township of Arthur) by:
  - adding a "Mineral Aggregate Area" designation, as is shown on Schedule "A" attached to and forming part of this amendment.
  - Adding the text "Mineral Aggregate Area" to the legend.
  
2. THAT **Schedule C (Mineral Aggregate Resource Overlay)** is amended on Part Lot 4, Concession 5 (Geographic Township of Arthur), by adding a new "Mineral Aggregate Resource Overlay" designation, as is shown on Schedule "B" attached to and forming part of this amendment.

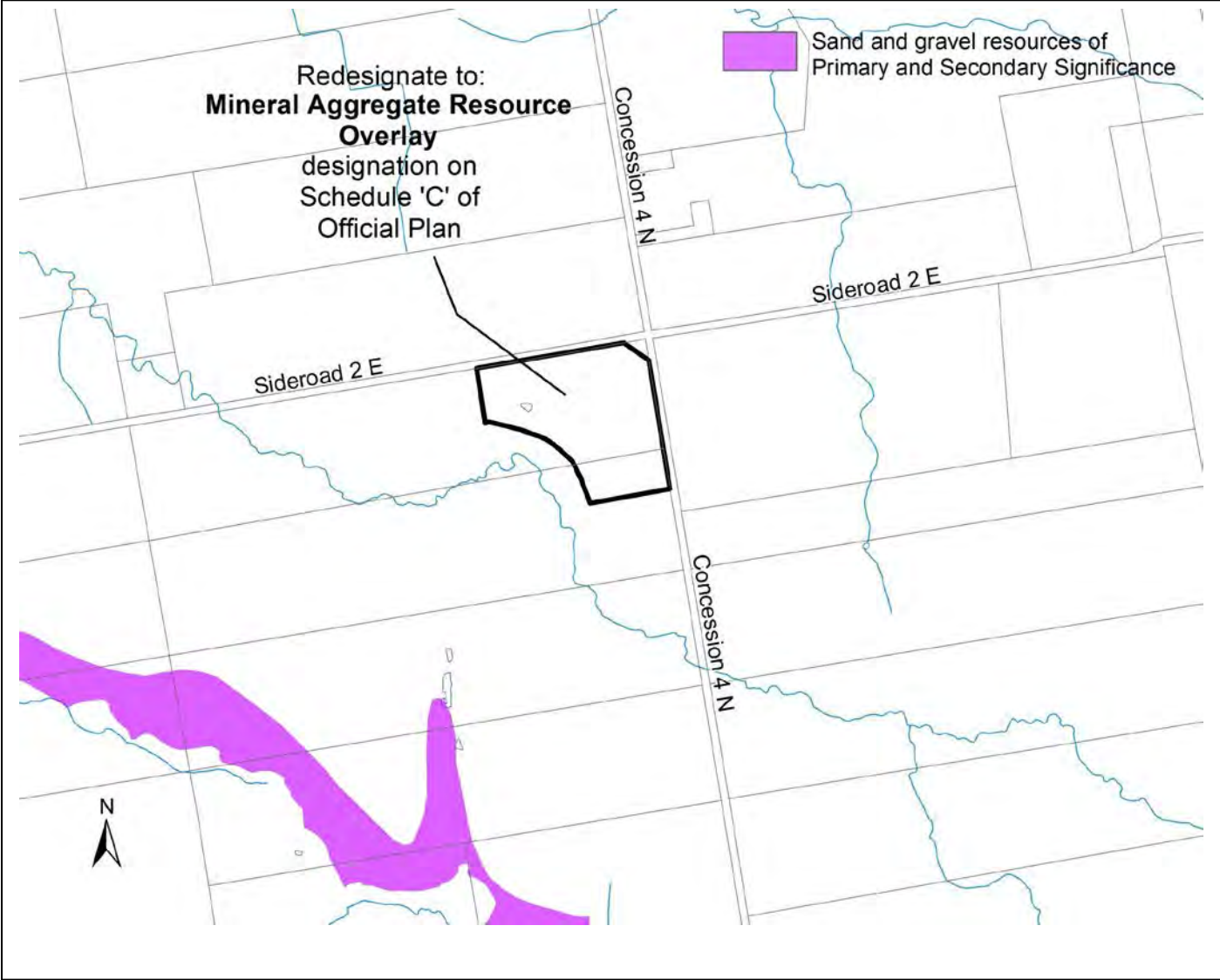
WELLINGTON COUNTY OFFICIAL PLAN AMENDMENT NO. \_\_\_\_\_

SCHEDULE "A"



WELLINGTON COUNTY OFFICIAL PLAN AMENDMENT NO. \_\_\_\_\_

SCHEDULE "B"







# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** **Linda Dickson, Emergency Manager/CEMC**  
**Date:** Thursday, January 12, 2017  
**Subject:** **Provincial Emergency Management Review PD 2017-1**

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### **Background:**

The Office of the Fire Marshall and Emergency Management (OFMEM) is conducting a review of emergency management in Ontario. The review will be comprehensive and will identify opportunities for improvements to the way that emergency management currently functions in the Province of Ontario. The Emergency Management and Civil Protection Act (EMPCA) along with related provincial and federal legislation will be considered to ensure alignment with organizational and broader government priorities.

OFMEM has contracted a third party consultant to undertake the review. The consultant will engage provincial, municipal, and other key emergency management stakeholder groups as the Province believes that "Stakeholder consultation is a vital component of this review. Those consulted will be determined between MCSCS Corporate Services Division and the review consultant."

At this time, it is not known who the province will identify for the review consultation. However, should Wellington be asked to comment, a coordinated response is preferred given the coordination of our municipal programmes in Wellington. The Emergency Manager/CEMC is organizing a meeting early in the New Year with all of the alternate CEMCs to discuss the review process and to prepare comments for the Province's Consultant should we be contacted.

The Consultant's review is expected to last until the second quarter of 2017 at which time the Province will undertake their process to develop their own strategies and plans. OFMEM would like to have their strategy/plans in place during the third/fourth quarter of 2017. Should the Province consult with municipalities during this process, we will review and provide comments to the municipal Emergency Management Programme Committees and Councils for review and consideration.

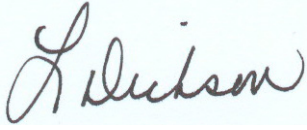
### **Attachments**

Attached is a letter sent from Ross Nichols, Fire Marshall and Chief, Emergency Management (OFMEM) explaining the Provincial Review.

**Recommendation:**

That County Council receives this report for information purposes only.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "L. Dickson", is placed on a light blue rectangular background.

Linda Dickson, Emergency Manager/CEMC, MCIP, RPP,  
CMMIII Emergency Management Professional

**Ministry of  
Community Safety and  
Correctional Services**

Office of the  
Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère de la  
Sécurité communautaire et  
des Services correctionnels**

Bureau du  
commissaire des incendies et  
de la gestion des situations d'urgence

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1143



Date: September 22, 2016

To: **Emergency Management Stakeholders**

From: Ross Nichols  
Fire Marshal and Chief, Emergency Management  
Office of the Fire Marshal and Emergency Management

Re: **Provincial Emergency Management Review**

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The Minister of Community Safety and Correctional Services is undertaking a comprehensive review of emergency management in Ontario with a focus on ongoing improvement, protecting public safety and adapting to the impacts of climate change. For the review, the ministry expects to collaborate with stakeholders and this will include Community Emergency Management Coordinators, Ministry Emergency Management Coordinators and Ministry Continuity of Operations Coordinators.

An independent, third party consultant with expertise in emergency management will be secured to bring a neutral perspective to the review, reaffirm the government's commitment to transparency and accountability, and ensure the successful completion of the review within a short timeframe. The Emergency Management Review will begin shortly and we anticipate that the majority of the consultant's work will be completed by the spring.

More information on the Provincial Emergency Management Review will follow in the coming weeks.

In the interim, if you have any questions please contact Aileen Cassells at [Aileen.Cassells@ontario.ca](mailto:Aileen.Cassells@ontario.ca) / (647) 329-1135 or Trevor Sinker at [Trevor.Sinker@ontario.ca](mailto:Trevor.Sinker@ontario.ca) / (647) 329-1136.

Sincerely,

Ross Nichols  
Fire Marshal and Chief, Emergency Management  
Office of the Fire Marshal and Emergency Management



# Township of Wellington North

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

**TO: MAYOR & MEMBERS OF COUNCIL  
MEETING OF FEBRUARY 27, 2017**

**FROM: Barry Lavers  
Director of Recreation Parks & Facilities**

**SUBJECT: REPORT RAC 2017-003 BEING A REPORT ON AN  
AMENDMENT TO MUNICIPAL ALCOHOL POLICY SECTION 2.1**

## RECOMMENDATION

**THAT** Report 2017-003 being a report on an amendment to the Municipal Alcohol Policy Section 2.1 for the Wellington North Showcase event to be held on March 27, 2017 be received for information;

**AND FURTHER THAT** the Township of Wellington North approve an amendment to the Municipal Alcohol Policy Section 2.1 for approval of a Special Occasion Permit (SOP) to include the Meeting Room, East Lobby and Washrooms and Coat check of the Mount Forest & District Sports Complex on March 27, 2017 for the purpose of a Business Networking Reception to be held as part of the Wellington North Showcase event.

## PREVIOUS REPORTS PERTINENT TO THIS MATTER

Wellington North Showcase Report March 4, 2013 Amendment  
Wedding Reception Report July 26, 2014 Amendment  
RAC 2015-001

## BACKGROUND

On March 27, 2017 the Wellington North Economic Development Committee (EDC) will be hosting the 8<sup>th</sup> Annual Wellington North Showcase at the Mount Forest & District Sports Complex. The Business Networking Reception will run from 4:00 – 9:00 pm. A Special Occasion Permit (SOP) will be applied for from the Alcohol & Gaming Commission of Ontario.

<b>DISCUSSION</b>
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Dale Small, Business Economic Manager has provided the following information:

- The Licence will operate from 4:00 – 9:00 pm and include the sales of wine and beer only.
- Attendance will be from the business community and persons attending will register upon entry at the east entrance.
- The event will be restricted from entry/exit from the Arena portion of the Complex by members of the general public via the east lobby access doors which will be locked off.

The EDC is asking that the Municipal Alcohol Policy licensed area which currently includes the Community Auditorium and Lower Leisure Hall under Section 2.1 be amended to include the Meeting Room, East Lobby and washrooms, and Coat Check Room of the Mount Forest Sports Complex on March 27, 2017 for the purpose of a Networking reception.

<b>STRATEGIC PLAN</b>
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Do the report's recommendations advance the Strategy's implementation?

Yes                       No                      x 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 |  |

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<i>Barry Lavers</i>	<i>Mike Givens</i>
<b>BARRY LAVERS</b> DIRECTOR OF RECREATION	<b>MICHAEL GIVENS</b> CHIEF ADMINISTRATIVE OFFICER



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Kenilworth, ON N0G 2E0  
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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF FEBRUARY 27<sup>TH</sup>, 2017**

**FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER**

**SUBJECT: REPORT EDO-2017-07 COMMUNITY IMPROVEMENT PROGRAM**

### **RECOMMENDATION**

**That** the Economic Development Officer report EDO-2017-07 dated February 27<sup>th</sup>, 2017 with regards to the Community Improvement Program be received;

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

There have been numerous reports on the Community Improvement Program since the program was approved by Wellington North council in May 2012.

The one report related to this update was EDO 2016-21 dated August 17<sup>th</sup>, 2016

### **BACKGROUND**

Our Community Improvement Program (C.I.P.) was approved in 2012 and has established a framework for the Township support and implementation of programs to encourage the maintenance and rehabilitation of commercial buildings, their facades as well as associated signage and green spaces. Through this framework the Municipality is able to provide incentives for individuals, businesses, Community Groups and organizations, etc. to enhance their building presentation to the public and/or to support Public Art, in an effort to help beautify and stimulate pride in our downtowns.

This ten year program has proven quite popular and since 2012 thirty two applicants have submitted applications to the Community Improvement Program. The total dollar value of the overall improvements made to our Main Streets is conservatively estimated at \$328,161.

Of this amount:

- \$ 65,433 (20%) has been covered by grants from the C.I.P.
- \$ 22,500 ( 7%) has been advanced in interest free loans repayable over 5 years
- \$240,228 (73%) has been the applicants contributions

In August 2016, utilizing the findings from our 2015-2016 Business Retention & Expansion Program along with the recommendations from the Municipal Development Forum, Wellington North council approved the utilization of BR+E Implementation funding to undertake a complete review of the Wellington North Community Improvement Program. Stempski Kelly and Associates, (SKA) who assisted the municipality in the completion of our original C.I.P. were contracted in December to complete this review and to obtain the necessary approvals from the Ministry of Municipal Affairs and Housing.

Stempski Kelly and Associates commenced the review in January. The intent of the review is to enhance our existing program and to ensure that we have the right programs in place to support the future growth projections for the Municipality. Amongst other things the direction we provided SKA was as follows:

- Consider the expansion of the **Community Improvement Program Areas** (CIPA) and programs to cover all areas of Wellington North. We expect the new CIP to reflect the following CIPA and that incentive programs will be tailored/established for each area:
  - Urban Community Improvement Program Area
  - Rural Community Improvement Program Area
  - Hamlet Community Improvement Program Area
- A complete review of existing incentive programs and recommendations to revise these programs and/or add additional funding programs to our Community Improvement Program.
- Analysis of the recent Wellington County Official Plan amendment and recommendations on how the Township of Wellington North can best leverage County involvement in the CIP process.
- Research and report on current programs in other municipalities having a focus on incentives targeting absentee landlords/landowners to rent their vacant buildings and/or develop their vacant land and/or refurbish buildings in disrepair.
- Review, simplify and revise grant application forms to permit in-house editing/reformat by the Township and provide recommendations on future Municipal Funding Limits to support the CIP over the next five years

## NEXT STEPS

We wanted to keep you current on the planned schedule moving forward in order that council has an opportunity to review and provide input into any revisions that will be made to the Community Improvement Program.

Staff will be receiving a draft of the first report from Stempski Kelly and Associates by the end of February and will be providing input back early March. In partnership with Wellington North Showcase on March 28<sup>th</sup> from 2:00pm – 4:00pm we will be running an Open House in order to gain public input into the Community Improvement Program.

At the April 24<sup>th</sup> Wellington North council meeting it is our plan to hold a Public Meeting to present the revised Community Improvement Program to council. After the mandatory twenty day “cooling” period we will then forward our Community Improvement Program to the Ministry of Municipal Affairs and Housing for their review and concurrence.

Should council have any questions or comments please let me know and if you are able to attend the Open House at Wellington North Showcase it would be appreciated.

<b>FINANCIAL CONSIDERATIONS</b>
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In 2017, \$15,000 in funding has been approved in the 2017 Economic Development operating budget to cover applications under the Community Improvement Program. Expenditures in 2016 totalled \$15,858.

The cost for Stempski Kelly and Associates to complete the review of our Program is \$5,130 plus disbursements and this was covered utilizing 2016 BR+E Implementation Plan Funding.

As part of the review of the Community Improvement Program we will be providing council with recommendations on what the future funding limits should be for the next five years.

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

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

X Yes                       No                       N/A

Which pillars does this report support?

<p>X Community Growth Plan  <input type="checkbox"/> Human Resource Plan  X Brand and Identity  X Strategic Partnerships</p>	<p><input type="checkbox"/> Community Service Review  <input type="checkbox"/> Corporate Communication Plan  <input type="checkbox"/> Positive Healthy Work Environment</p>
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<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Dale Small*

*Michael Givens*

<b>DALE SMALL ECONOMIC DEVELOPMENT OFFICER</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF FEBRUARY 27<sup>TH</sup>, 2017**

**FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER**

**SUBJECT: REPORT EDO 2017-08 RURAL FIBRE-OPTIC CONNECT TO INNOVATE  
PROGRAM**

**RECOMMENDATION**

**THAT** Report EDO 2017-08 being a report on the Rural fibre-optic Connect To Innovate Program be received for information:

**AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North support Packetworks application to the Connect To Innovate Program in an effort to bring fibre-optic internet service to the Communities of Conn and Damascus

**AND FURTHER THAT** The Council of the Corporation of the Township of Wellington North direct the Mayor and C.A.O. to sign a letter of support for the project and to provide this letter and other requested documentation to Packetworks to accompany their funding application.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

None

**BACKGROUND**

The Connect To Innovate (CTI) Program will invest \$500 million to bring broadband internet access to 300+ rural and remote communities across Canada. Funding from Connect to Innovate is to be directed to new backbone infrastructure and building this infrastructure is the modern equivalent of building roads or railway spurs into rural areas, connecting them to the global economy.

The CTI program is sponsored by Innovation, Science and Economic Development Canada with emphasis on extending new backbone connections to enhance broadband service in rural communities. The Government of Canada's goal is to ensure that as many rural and remote

communities as possible benefit from better access to high speed internet while maintaining a competitive and fair process. Given the complexity of some of these projects the Government of Canada recently announced that the applications deadline would be extended from March 13<sup>th</sup>, 2017 to April 20<sup>th</sup>, 2017.

The communities of Conn and Damascus are 2 of the 300+ rural communities that have been identified by the Government of Canada to be eligible for funding under the “Connect to Innovate” (CTI) program. Recently Packetworks, located in Kitchener, reached out to us indicating they intend to apply for this funding and build the network. Packetworks would then build out the last mile Fiber to the Home/Business/Farm in these communities to connect our residents and businesses to the network in these communities and to homes, farms, and business passed during the build.

Packetworks began designing, building, and managing broadband networks in 1996 and are now a Fiber to the Home (FTTH), Fiber to the Business (FTTB) provider throughout Southwestern Ontario. Packetworks is working to improve connectivity in rural Ontario and has or is deploying FTTH in five rural communities such as Alma & Pike Lake (Wellington County), Embro (Oxford County), Maryhill & Wallenstein (Waterloo Region), and FTTB in Tillsonburg (Oxford County) that was and extended to service Courtland (Norfolk County) and Hollinger Industrial Park in Kitchener.

Packetworks offers:

- 1 Gbps capacity networks providing high transmission rates and capacity that ensure quality & reliability with scalability for the future
- No data caps
- Symmetrical, Active Ethernet technology for future scalability beyond 1 Gbps
- Internet, Telephone and Television services and bundles. Packetworks is an ISP (Internet Services Provider), a CLEC (competitive local exchange carrier) and a BDU (exempt Broadcast Distribution Undertaking)

Packetworks client base includes the public and private sector including Hospitals, School Boards, Municipalities, small and medium businesses as well as multi-national clients for whom they provide Internet, voice, WAN, and network management and monitoring services. Based on discussions with local business Packetworks have a very good reputation. For more information on the company you can go to [www.packetworks.net](http://www.packetworks.net)

To assist with the completion of the Connect To Innovate funding application Packetworks has asked the Municipality to assist them by providing various information and documentation. Amongst other items this includes:

- Community Impact Statement
- List of “Anchor” institutions
- Summary of any potential in-kind contributions
- Population and number of households and businesses
- Letter of Support from council

The Economic Development Office is in the process of putting together the required documentation and providing council is supportive we intend to provide the information to Packetworks in early March.

<b>FINANCIAL CONSIDERATIONS</b>
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Wellington North is not being asked for any financial contribution towards the program however we might consider some in-kind contributions to support the application. This might include:

- Municipally owned land in both communities might be made available to Packetworks to lease and to place a pre-fab shelter on to support the program
- Other support, through a partnership with the local communities, might be available through the Community Initiated Project or the Community Improvement Program

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

This report relates directly to the implementation of many of the Wellington North Strategic Plan objectives. Particularly our objectives to, *enhance Strategic Partnerships & Community Services*.

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

Yes                       No                       N/A

Which pillars does this report support?

**X Community Growth Plan**

Human Resource Plan

Brand and Identity

**X Community Service Review**

Corporate Communication Plan

Positive Healthy Work Environment

**X Strategic Partnerships**

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

*Dale Small*

*Michael Givens*

<b>DALE SMALL ECONOMIC DEVELOPMENT OFFICER</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0

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**TO: MAYOR AND MEMBERS OF COUNCIL  
FEBRUARY 27, 2017 MEETING**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2017-006 BEING A REPORT ON AMCTO REPORT  
BEARING THE BURDEN**

### RECOMMENDATION

**THAT** Report CLK 2017-006 being a report on AMCTO Report's "Bearing the Burden" be received for information.

### PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

### BACKGROUND

The Association of Municipal Clerks and Treasurer's of Ontario (AMCTO) has produced a report title *Bearing the Burden, a review of municipal reporting to the Province*.

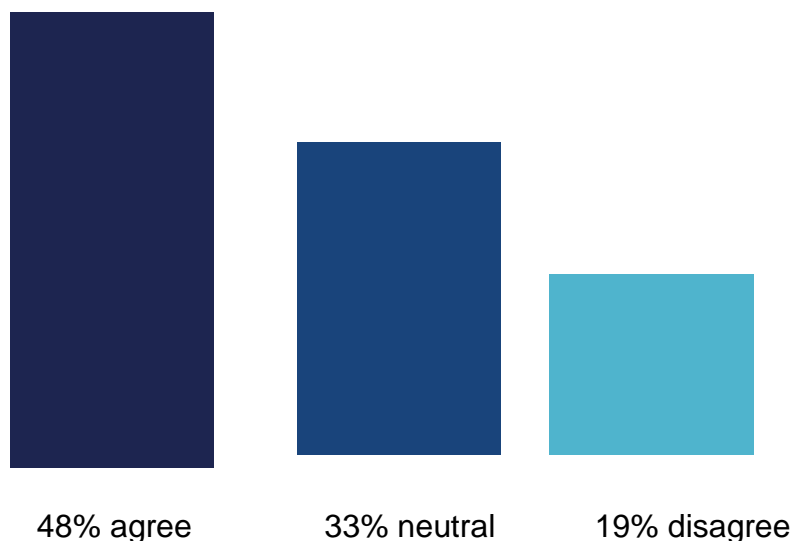
Twenty 29 local government professionals were interviewed or participated in focus groups from the following six municipalities:

- Municipality of Bayham, lower tier Elgin County, population 6,989
- County of Grey, upper tier Grey County, population 92,568
- City of Oshawa, lower tier, Region of Durham, population 141,590
- Municipality of Wawa, single tier, Algoma District, population 2,975
- Township of Puslinch, lower tier, Wellington County, population 7,029
- Region of York, upper tier Region of York, population 1.03 million

Additional data was supplied through an online survey of municipal public servants from across the province with 300 responses. This data does not include reporting requirements to the federal government (which is extensive) or the effect of regulations, either provincial or federal, on municipalities. These are both important topics in their own right. For example there are 55 regulation under the Municipal Act, 2001. If any of those regulations have reporting requirements, they would be not included in this study. Nor does the study include data on one off or application based reporting.

**Key findings of the report include:**

1. Reporting to the province is negatively impacting the ability of municipalities to effectively deliver services to the citizens of their communities, and to plan, prepare and innovate for the future.

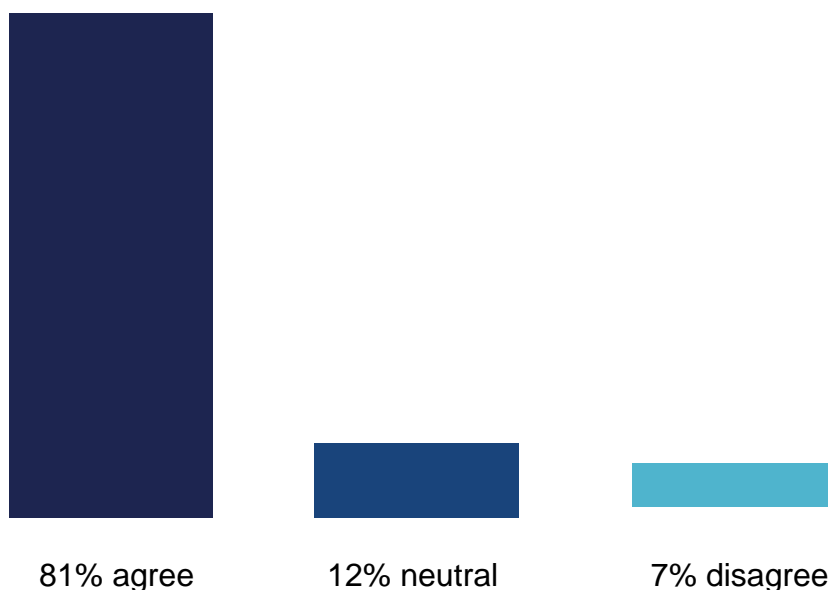


2. Reporting is excessive, onerous, time consuming and complex. It is estimated there are 422 reports required from municipalities every year (225 separate reports, collected monthly, quarterly, biannually, and annually). The amount of reporting a municipality completes generally depends on the set of services they are responsible for (e.g. social services and housing are upper tier). Some are required to complete as few as 90 reports, while others complete more than 200.

Schedule "A" attached shows the reporting requirements for Wellington North.

3. The purpose of reporting is often unclear with many municipalities reporting they derive little to no value from the reporting they do, rarely have a good sense of what it is being used for, and are deeply sceptical that the information is actually being used.

Many respondents indicated that the information reported to the province is rarely shared back with them and if it was, there would be a mutual benefit between themselves and the province and they would be more enthusiastic about reporting.



4. Municipal-provincial reporting is highly fragmented with at least 34 different ministries and agencies requiring municipal reports. Reports are due at various times throughout the year, much of the information in reports to different ministries contain duplicate submitted to other ministries and there is no standard reporting format.
5. Despite the challenges, municipalities think reporting is important, however the benefits of reporting that are useful, are vastly outweighed by the challenges listed above.

#### **Recommendations for the Province:**

- Establish and maintain a comprehensive list of provincially required reporting for municipalities
- Explore more effective forms of reporting
- Recognize the burden and look for opportunities to streamline and reduce the regulatory and reporting regime for Ontario's municipalities

- Communicate the purpose and value of reporting and look for opportunities to share aggregated reporting data with municipalities.

The technical report can be accessed here:

[http://www.amcto.com/imis15/content/GOVT\\_RELATIONS\\_ISSUES/Bearing\\_the\\_Burden--An\\_Overview\\_of\\_Municipal\\_Reporting\\_to\\_the\\_Province\\_Technical\\_Report\\_.aspx](http://www.amcto.com/imis15/content/GOVT_RELATIONS_ISSUES/Bearing_the_Burden--An_Overview_of_Municipal_Reporting_to_the_Province_Technical_Report_.aspx)

The executive summary report can be accessed here:

[http://www.amcto.com/imis15/content/GOVT\\_RELATIONS\\_ISSUES/Bearing\\_the\\_Burden\\_-\\_An\\_Overview\\_of\\_Municipal\\_Reporting\\_to\\_the\\_Province\\_Summary\\_Report\\_.aspx](http://www.amcto.com/imis15/content/GOVT_RELATIONS_ISSUES/Bearing_the_Burden_-_An_Overview_of_Municipal_Reporting_to_the_Province_Summary_Report_.aspx)

A listing of reporting requirements can be accessed here:

[http://www.amcto.com/imis15/content/GOVT\\_RELATIONS\\_ISSUES/AMCTO\\_Municipal-Provincial\\_Reporting\\_Inventory.aspx](http://www.amcto.com/imis15/content/GOVT_RELATIONS_ISSUES/AMCTO_Municipal-Provincial_Reporting_Inventory.aspx)

### FINANCIAL CONSIDERATIONS

There are no financial considerations in receiving this report.

### STRATEGIC PLAN

Which pillars does this report support?

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

PREPARED BY:

RECOMMENDED BY:

*Karren Wallace, Clerk*

*Michael Givens, CAO*

KARREN WALLACE  
CLERK

MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A

Program (e.g. Strong Communities Rent	Name of Report (e.g. Service Manager Annual	Provincial Ministry/Agency (e.g. Ministry of	Reporting Frequency				Method of Submission			Estimated Business Days to Complete	Internal Certification Requirement				Audit Certification	
			Monthly	Quarterly	Annually	Other	Electronic	Hardcopy	Both		Division Manager	City Manager	CFO	Other	External Auditor	Provincial Auditor
Accessibility	Accessibility Compliance Report	Accessibility Directorate of Ontario			x		x			0.5				x		
Asset Management Plan	Asset Management Plan	Ministry of Infrastructure				x	x									
Cemeteries License	Cemetery License	Bereavement Authority of Ontario			x				x	5		x				
Corporate Energy	Broader public sector energy reporting	Ministry of Energy			x		x							x		
Council Remuneration	Annual Report	Ministry of Municipal Affairs & Housing														
Development Charges Reporting	Annual report	Ministry of Municipal Affairs & Housing			x		x			4				x	x	
Drinking Water	Drinking Water Quality Management Standard (DWQMS) / Integrated Management System (IMS) Financial Plan	Ministry of Environment & Climate Change				x			x					x		
Drinking Water	Drinking Water Quality Management Standard (DWQMS) / Integrated Management System (IMS) Operational Plan	Ministry of Environment & Climate Change			x		x				x				x	x
Drinking Water	Drinking Water System Schedule 22 Summary Report	Ministry of Environment & Climate Change			x				x		x				x	
Drinking Water	Annual Water Quality Report	Ministry of Environment & Climate Change			x				x		x				x	
Drinking Water	Permit to Take Water (PTTW) Report (XML Reporting)	Ministry of Environment & Climate Change			x		x							x	x	
Employer Health Tax (EHT)	Employer Health Tax (EHT) Annual Return	Ministry of Finance			x											
Energy Reporting	Energy Consumption and Demand Management	Ministry of Energy	x		x		x			12						
Financial and statistical data collection	Financial Statements	Ministry of Municipal Affairs & Housing			x		x			30		x			x	
Fire Protection Program	Fire Protection & Prevention Act	Ministry of Community Safety & Correctional Services			x		x			3				x		
Freedom of Information	Information and Privacy Commission				x		x			1	x					
Funeral, Burial and Cremation Services Act	Report on Care and Maintenance Fund Account	Bereavement Authority of Ontario			x				x	1	x					
Funeral, Burial and Cremation Services Act	List of Cemetery/Crematorium Sites	Bereavement Authority of Ontario			x				x	1	x					
Gasoline Fuel Tax Refund	Gasoline Used in Unlicensed Business Equipment	Ministry of Finance			x				x	10	x					x
HST\RST	HST\RST	Ministry of Finance	x					x						x		



Industrial, Commercial and Institutional Water Usage - O. Reg. 450/07	Charges for Industrial & Commercial Water Users	Ministry of Environment & Climate Change			x		x									
Lottery Licensing	Municipal Lottery Licence Report	Alcohol and Gaming Commission of Ontario		x			x		1	x						
Municipal Property Assessment Corporation	Property Income and Expense Return	Municipal Property Assessment Corporation			x	x			1				x			
Municipal Property Assessment Corporation (MPAC)	Rental Data Request	Municipal Property Assessment Corporation			x	x			1							
Ontario Community Infrastructure Fund (OCIF)	Annual Project Information Update	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x							x			
Ontario Community Infrastructure Fund (OCIF)	Proposed Project Reporting Table	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x							x			
Ontario Community Infrastructure Fund (OCIF)	Copy of Asset Management Plan and Updates	Ministry of Municipal Affairs & Housing			x											
Ontario Community Infrastructure Fund (OCIF)	Annual Financial Report - Formula Reporting	Ontario Ministry of Agriculture, Food & Rural Affairs			x		x		2		x					
Ontario Community Infrastructure Fund (OCIF) Formula Based Funding	Project Reports	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x			1							
Public Sector Salary Disclosure	Public Sector Salary Disclosure	Ministry of Municipal Affairs & Housing			x	x			0.5							
Reduce Impaired Driving Everywhere (RIDE) Program Funding	Annual Statistical Report	Ministry of Community Safety & Correctional Services			x	x			1	x						
Financial Information Return (FIR)	Financial Information Return (FIR)	Ministry of Municipal Affairs & Housing			x	x							x			



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

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

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1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL  
FEBRUARY 27, 2017 MEETING**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2017-007 BEING A REPORT ON AMENDING BY-LAW  
9-2008 BEING A BY-LAW TO PROVIDE FOR THE SALE AND  
DISPOSITION OF LAND**

#### **RECOMMENDATION**

**THAT** Report CLK 2017-007 being a report on amending the By-law 9-2008 being a By-law to provide for the Sale and Disposition of Land be received;

**AND FURTHER THAT** By-law 9-2008 and the sale and disposition of land policy 21.15 be amended as follows:

6. That unopened roads allowances the municipality wishes to close and sell shall be offered to all adjacent landowners for purchase. The adjacent landowners shall have 30 days to respond to the offer. Should there be no mutual interest shown by adjacent landowners regarding the purchase of the land, any adjacent landowner or combination thereof may be given the opportunity to purchase the property. The entire tract of land must be conveyed and must merge with the adjoining property. All costs related to the purchase of land, including legal and surveying cost shall be at the expense of the purchaser.

**AND FURTHER THAT** the Clerk be directed to amend Policy 21.15 being the Sale and Disposition of Land Policy.

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign the by-law to amend By-law 9-2008.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

PW 2015-032, Public Works Committee meeting May 26, 2015

PW 2015-038, Council meeting June 8<sup>th</sup>, 2015

**BACKGROUND**

At the May 26, 2015 meeting the Public Works Committee recommended to Council they declare an unopened road allowance know as Sideroad 10 West, commencing approximately 300 metres west of Concession 6 South to Concession 7, to be surplus, provide notice to the public of the proposed sale and proceed with all necessary processes to complete the permanent closure, surplus and sale of the subject lands. (Report PW2015-032)

At the June 8, 2015 meeting, Council declared the land surplus, directed the Clerk to provide public notice of the proposed sale and proceed with all necessary processes in order to complete the permanent closure, surplus and sale of the lands. (Report PW2015-038)

Notice was provided pursuant to our notice by-law and the property was offered to three adjoining landowners, although there was no specific policy directing that be done. In December 2016, after a series of meetings, telephone calls, emails and letters, the adjoining landowners decided not to purchase the lands and leave the situation as status quo.

As a result of that exercise staff became aware of problems in selling unopened road allowances to adjoining landowners as well as to the general public as outlined below.

**Offering unopened road allowances to adjoining landowners**

In this particular situation, there were three adjoining landowners who, for various reasons, found it difficult to reach an agreement as to the way the road allowance would be split between them. Issues included land locking, trespassing, easements for rights of way and liability issues.

Additionally any adjoining landowner who may have a mortgage registered against their property would have to get consent for the addition of the land to their holdings or to have an easement registered against or in favour of their property.

The biggest hurdle was if all three adjoining landowners couldn't agree, there was no policy in place permitting the municipality to consider offers from one or two of the remaining two landowners or to impose any timelines around their decision making.

This process started May of 2015 and was finally settled with no tangible results after almost 18 months, however it consumed considerable staff time.

### Offering unopened road allowances to the public at large

By offering unopened road allowances to the public at large can create situations where long tracks of land divide farm fields held in the same title (see picture below).



It is recommended by municipal and County of Wellington staff that By-law 9-2008, being a by-law for the sale and disposition of land, as well as policy 21.15 be amended to restrict sales of unopened road allowances to adjoining land owners.

#### FINANCIAL CONSIDERATIONS

There are no financial considerations in receiving this report.

#### STRATEGIC PLAN

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

Yes                       No                       N/A

Community Growth Plan

Human Resource Plan

Brand and Identity

Strategic Partnerships

Community Service Review

Corporate Communication Plan

Positive Healthy Work Environment

PREPARED BY:

*Karren Wallace, Clerk*

KARREN WALLACE  
CLERK

RECOMMENDED BY:

*Michael Givens, CAO*

MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER



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Kenilworth, ON N0G 2E0  
www.wellington-north.com

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1.866.848.3620 FAX 519.848.3228

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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF FEBRUARY 27, 2017**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2017-008 BEING A REPORT ON ALTERNATE  
VOTING METHODS**

### **RECOMMENDATION**

**THAT** Report CLK 2017-008 being a report on the use of alternate voting methods be received;

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign a by-law permitting the use of vote by mail method for the 2018 municipal election;

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign a by-law permitting the use of tabulators for the 2018 municipal election.

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

CLK 2016-075 being a report on Municipal Election Act amendments

### **BACKGROUND**

In 2016 the Municipal Election Act was amended and report CLK 2016-075 was submitted to the November 21, 2016 meeting of Council outlining the most significant changes in the legislation.

The 2018 municipal election date has been set for Monday October 22, 2018. In order to meet the first timeline related to the 2018 election, Council must pass a by-law on or before May 1, 2016, to permit alternate voting methods one indicating they they wish to use ranked ballots.

In 2014, there were approximately 3,400 ballots cast (38.24%) using a traditional paper ballot method with tabulators. In the 2015 Ward 3 by-election 517 votes (48.27%) were cast using vote by mail with a manual count.

It is difficult to analyze if voter turnout was up in 2015 because there was such interest in the by-election as evidenced by eight candidates seeking election or if it was the result of using a vote by mail method.

### **Alternate Vote Method**

There are numerous voting methods available with respect to conducting municipal elections including the traditional method of paper ballots and polls, internet voting, vote by mail or a combination of any methods. Staff are recommending a vote by mail method for the 2018 election.

Proxy voting and advance polls in a traditional paper ballot election provide an opportunity for individuals who are not available on the day of the election to vote. With a vote by mail election, there is no need for proxy voting or advance polls.

Using a Vote by Mail method would ensure that weather would not play a role in the voter turn-out in November election in Ontario.

Additionally, no outside election staff would need to be hired as municipal employees would be able to handle the count on election night, using tabulators, themselves.

### **Traditional Paper Ballot Method**

The traditional paper ballot system is where the voter attends at a polling location at either an advance vote or election days, marks their choice of candidate(s) onto a paper ballot, which is then placed into a ballot box.

The public is very familiar to this type of voting so it would require no education component.

A paper ballot system is labour intensive, requiring advanced poll, hiring outside election staff and training. The Municipal Elections Act is complicated legislation and with minimal training provided to election worker, there is more risk of human error related to misunderstanding or misinterpreting the legislation and possible disenfranchising an elector.

Schedule B sets out the pros and cons of each method.

The County of Wellington municipalities have opted for the following alternate voting methods:

	VOTE BY MAIL	TABULATORS	PAPER BALLOT	MANUAL COUNT
Mapleton	X	X		
Erin	X	X		
Guelph Eramosa	X	X		
Minto	X			X
Puslinch		X	X	
Centre Wellington*	X	X		

\*Centre Wellington will make a decision on March 20, 2017

### **Accessibility**

Provincial legislation provides that accessibility must be provided for in an election, including facilities and voting equipment and staff training on accessible service standards.

One extremely important benefit of a Vote by Mail system is accessibility issues are addressed in the elector's home. There is no need for the municipality to provide accessibility measures. Individuals with mobility issues are not forced to leave their homes to attend a poll to vote. Individuals with visual impairment will have their own assistive devices in their home. Others with less visible issues, (e.g. social anxiety) will be afforded the opportunity to vote in the comfort and security of their home, not to mention individuals who may be too ill to leave their home or hospital. The cost and training of providing all the accessible devices that may be required (sight, mobility, hearing) are costly.

If we use a traditional paper ballot method accessibility devices that may be required are:

- **The Audio Tactile Interface or ATI controller:** It includes large raised buttons and bright colours and has Braille inscriptions. The controller is also described by audio.
- **Paddles:** For voters who cannot use the keypad, there are red and blue paddles which can be pressed using hands, feet or even elbows. The paddles are labeled L for left and R for right.
- **Sip and Puff Technology:** The Sip and Puff technology is a method used to send signals to a device using air pressure by "sipping" (inhaling) or "puffing" (exhaling) into a straw.

## **Ranked Ballots**

Historically, municipal elections in Ontario have been conducted using the first past the post system, where the candidate who receives the highest number of votes wins. This system does not require a certain percentage of votes to be achieved to win a contest.

Ranked ballots allow a voter to rank candidates in order of preference, instead of just voting for one candidate in the traditional first past the post system.

There are no Canadian municipalities using ranked ballots and there are only 10 jurisdictions in the United States that use ranked ballots. If ranked balloting is employed, it should be noted the school board election must be conducted in the traditional first past the post method.

In 2009 Minneapolis (population 400,000) opted for a ranked ballot method of election using paper ballots and a manual count. There were 230,000 electors and it took 15 days for the election results to be announced.

In 2013, using tabulators and with a 33% turnout, it took Minneapolis 3 days to announce the results, 2 days of which were solely to determine the Mayoral race. They spent \$1.8 million on their communications/public outreach campaign to explain the voting and counting process.

An example of ranked balloting is shown at the following links, produced by Minneapolis Public Radio:

Single member election ranked ballot (e.g. 1 Mayor, 1 Ward Councillor):

<https://www.youtube.com/watch?v=oHRPMJmzBBw>

Multi member election ranked ballot (e.g. 2 Ward Councillors in a ward)

<https://www.youtube.com/watch?v=INxwMdl8OWw>

Staff do not recommend using the ranked ballot method for three main reasons:

- There would be increased costs associated with running a ranked ballot method and then a traditional first past the post for school board trustees;
- The complexities related to ranked ballots is considerable;
- Increased costs related to staff training and public education;
- There is no experience in Ontario using ranked ballots in a municipal election (Cornwall and London are holding the legislated public meetings now to consider it for the 2018 election)



## **Voter Fraud**

It is important to note that Section 89 of the *Municipal Elections Act* provides that individuals have certain responsibilities and can face penalties if they:

- vote without being entitled to do so;
- vote more times than this allowed;
- induces or procures a person to vote when that person is not entitled to do so,
- without authority, supplies a ballot to anyone;
- delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- takes a ballot away from the voting place;

Voter fraud is a serious crime and the general penalties as set out in Section 94.1(1) of the *Municipal Election Act* are as follows:

- for any offence, a fine of not more than \$25,000.
- for any offence other than a corrupt practice, the penalties described in subsection 80 (2) as it applies directly to candidates
  - the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
  - until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies
- for an offence under section 90, imprisonment for a term of not more than six months.
- for any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than six months.

Additionally it is an offence under the Criminal Code of Canada to steal mail or open mail that does not belong to the individual who opens it.

Voter impersonation, coercion and fraud are concerns which are mitigated through the design of any voting system, regardless of whether it is supervised or unsupervised\ through an alternate voting method.

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

There are no financial implications by receiving this report. There is an annual amount budgeted each year for the municipal election.

A traditional paper ballot method with tabulators is estimated to cost \$57,250.00. A vote by mail method with tabulators is estimated to cost \$65,450.00.

Calculations are set out in Schedule “A” attached.

**STRATEGIC PLAN**

Which pillars does this report support? N/A

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

*Karren Wallace, Clerk*

*Michael Givens, CAO*

**KARREN WALLACE  
CLERK** **MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**

**SCHEDULE A**

	ACTUAL COSTS			ESTIMATED 2018 COSTS	
	2010	2014	2015	TRADITIONAL	VOTE BY MAIL
Salaries/wages	\$6,610.28	\$2,107.01	n/a	n/a	n/a
Election officials	\$15,936.50	\$6,030.00	\$1,050.00	\$18,000.00	\$1,000.00
Custom printing	\$1,806.00	\$1,926.97		\$2,000.00	\$2,000.00
Office Supplies	\$6,623.00	\$34.93	\$18.32	\$1,000.00	\$1,000.00
Advertising	\$5,891.40	\$404.94	\$1,417.89	\$4,000.00	\$4,000.00
Post & Courier *	\$3,763.00	\$4,850.94	\$1,781.74	\$9,000.00	\$38,000.00
Conf & Training	\$1,532.09	\$1,188.82		\$1,000.00	\$1,000.00
Travel	\$290.60	\$46.91		\$200.00	\$200.00
Facility rental **	\$1,282.17	\$655.33	\$101.76	\$1,300.00	n/a
Tabulators		\$17,908.94	N/A	\$18,000.00	\$18,000.00
Miscellaneous	\$477.00		\$145.01	\$250.00	\$250.00
Accessibility devices & training				\$2,500.00	
<b>TOTAL</b>	<b>\$44,212.04</b>	<b>\$35,154.79</b>	<b>\$4,514.00</b>	<b>\$57,250.00</b>	<b>\$65,450.00</b>
<b>STATISTICS</b>					
Eligible voters		8,896	1,017	9,000 (est)	
Votes cast		3,402	517		
% turnout		38.24%	48.27%		
Cost per elector		\$3.95	\$4.43	\$6.36	\$7.27

2010-full election, paper ballot, manual count and recount

2014-full election, paper ballot, tabulator

2015-by-election Ward 3, vote by mail, manual count

\*including voter notification cards for traditional method \$1.00 each - voting kits & return postage for vote by mail method \$4.25)

\*\* (including advance polls for traditional election 2 days in both Mount Forest & Arthur)

**SCHEDULE “B”**

<b>TRADITIONAL PAPER BALLOT</b>	
<b>PROS</b>	<b>CONS</b>
Familiarity with the traditional method of voting	Weather could be a factor in voter turnout
Central voting location on election day	Accessibility requirements must be met
Supervised voting	Increased costs including rental of facilities, training, staffing, advance voting days, etc.
Standard roles for candidates and scrutineers	Possibility of voter fraud
<b>VOTE BY MAIL</b>	
<b>PROS</b>	<b>CONS</b>
No proxy voting	Unsupervised voting
Anytime, anywhere voting	Possibility of mail fraud
Audit trail as paper ballots used	Reliance on Canada Post to ensure timely delivery of ballots
Electors may deliver their ballot to the municipal office on election day	Possibility of voter confusion with the process
Resolves accessibility issues	Ballots returned by mail too close to election day may not be received in time to count
Ballots counted in a central location by municipal staff	No central voting location on election day
No polling stations, outside election staff or advance voting required	Accurate voter’s list essential
Positions staff for a full vote by mail election in 2018	Will require one permanent polling station at the municipal office for those who require assistance
Could increase voter turnout	Roles of candidates/scrutineer changes
Not dependent on weather	

325 Main St South

Mount Forest, Ontario

N0G 2L3

(519) 323- 2367

Feb. 1, 2017.

Dear Mr. Lennox:

In the November issue of the Biz Bull, you stated you would like feed back from the people of Mount Forest, on how we want our community to look in ten to twenty years.

Where do you begin? There are so many things that, as a senior, our community does not have for us. The list is long, so please make sure you are comfortable as you hopefully read this.

- No decent clean place to walk to to have a meal at
- No where to buy personal under clothing.

As seniors, a lot of us lose the means to go out of town to buy our every day needs, and there is not always someone to take us. We need to think ahead as to what should be brought to town to make these things available to us.

- Not many benches to sit on as you stroll down the unkept main street of our town
- Nothing pleasant to look at as most of the buildings on Main Street are in very poor condition ( apartment building roof caving in as you look to the back of the empty lot between the Scotiabank and the variety store, as one example ).
- Nothing for seniors to do unless they like playing cards or going to bingo

Remembering to take a blanket and to keep your coat on as the Sportscenter is not very warm, and is very expensive to have an event in the building. It is not appealing to me as a comfortable way to enjoy your evening.

A seniors center would be more than welcome to a lot of seniors as a place to meet friends, have a coffee and conversation and to go to events at.

- No big events put on except for the July car show and the Santa Clause parade
- The sidewalks in town were very unsafe for a lot of seniors this past winter.

Between the sidewalks not being cleared well enough, to the ice under foot and down to the

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FEB - 8 2017

TWP. OF WELLINGTON NORTH

roadways not being cleared well enough where we have to park our cars when going into local businesses on Main Street, the streets were in very poor condition. It went from climbing over snowbanks to get to the sidewalks, to watching under foot, to climbing over snow not cleared a good foot or more from the store fronts, to getting stuck when we got back into our car to leave.

- No industry coming to town, probably because of the expensive building permits

I asked a new Giant Tiger store manager if one would ever come to Mount Forest, and he told me no because the permits to build a facility for business was just too expensive here.

- Large shortage of places for a lot of us to live in that we can comfortably afford, or where we would WANT to live, as we get to the point in our lives that we can not look after our homes the way we would like to. Then we have to look for our new living quarters, and those are far and few between in Mount Forest.

There are so many of us that are widowed, and on one income, and to be able to afford an apartment that is clean, healthy for us to live in and up to date, is just not there to be had. Again, the cost of building permits -- is this why no new affordable housing is being built ??

I have only lived here since 2008, and when I go down the street in early afternoon, our small town is dying in so many ways, because of most of the things I have already mentioned. When you drive north or walk, up the main street of our town, say at noon, there is just not the people on the street that you think would be there. I can walk from Hwy 89 north on Main St. at almost any time of the business day, and down to the other side of Wellington, I would be lucky if I passed 4-5 people. On that walk you usually have to step over tossed aside items, and sometimes if a garbage can is available, I will pick it up and dispose of it.

-Our youth -- what is available for them?

We need more things to keep our youth active and not bored, as that is when vandalism sets in. We need more things for our youth to keep them occupied in a positive manner, with them having a gathering place to meet and socialize other than Tim Hortons.

Down at the bridge at the bottom of Main Street, we could have a barge built out over the water where we could have music in the summer, with donations being given by those who chose to go and sit and listen with other folk from town. Donations that could be used to bring special people into the event to entertain, or put towards the town festivities.

-Police presence -- where is it ??

Before the OPP station was closed at the north end of the business section of town, the police were more evident in town. Now, you hardly see them at all. With the concerns happening in

today's world, most of us seniors would like to see more evidence of the police being around.

- Question -- Why is an empty store front owner rewarded with a grant for an empty store front? Why, instead, isn't the grant given to the store owner to fix up the facility so it would be attractive for someone to open a business there ?

I have been told this was once a bustling community, so what happened to change things? What can be done to bring life back into the town of Mount Forest? It will take work, but anything worth having usually is. It was once mentioned to me on how so many of the local people wanted to keep the town small, but did they mean dead? The larger box stores has not harmed Hanover, Listowel or Fergus, but only helped to bring business to town from surrounding areas. Those three towns are bustling concerns, while we are severely lagging behind. I go to these towns to shop for things you can't buy in Mount Forest, and I know so many others do too. We don't need more second hand shops, as we have enough already. We need businesses in town who can also bring employment spots for the local people.

Where do we go to live ?? OUT OF TOWN !!

Where do we go to shop ?? OUT OF TOWN !!

Where do the young people find work full time ?? OUT OF TOWN !!

Where do we go to eat ? OUT OF TOWN!!

Where are other businesses building ?? OUT OF TOWN !!

We desperately need a new Canadian Tire facility. Why are roadblocks being put up so that in the end, CT might just say, "OK, we can't deal with all of this so we will build somewhere else." We need businesses to come to town, not lose more than we have already. Do we even have the land available for a new business to come to town that the town can offer them?? Is our town even attractive to businesses to WANT to come??

These are some of the concerns that a lot of us as seniors here have.

With hope that this will be read and taken with an open mind, as it will only get worse as our community grows, so why not try fixing the problems that we can before more businesses close up and move - OUT OF TOWN ??

if you could acknowledge the receipt of this letter, and let me know that you have read it, and will consider what I have contained in it, it would be greatly appreciated.

Sincerely

*Elizabeth Moore*  
ELIZABETH MOORE



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

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

519.848.3620

1.866.848.3620 FAX 519.848.3228

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February 16, 2017

Elizabeth Moore

325 Main Street, South

Mount Forest ON N0G 2L3

Dear Elizabeth,

Thank you making the time and effort to share your thoughts about the future of our community. As you have heard, I put out a call to open a community conversation with a view to shaping our future for all members of our community.

Rapid growth is pressuring communities very close to ours, and combined with our current growth projections, I believe that significant growth is poised to come to our Township as well. I am hopeful that by having this discussion now, that we can avoid some of the pitfalls associated with rapid growth experienced in other communities, and try to shape the growth to maximize the benefits for our community. That is the reason that I am working to initiate this community conversation.

Council and staff at the Township see our role as trying to set the stage for private sector businesses and volunteer organizations, allowing them to have the confidence to invest their time and resources to make our community even more dynamic and vibrant.

In recent years, we have made significant progress in our efforts to focus on providing the best possible core services with the resources available. With our proposed 2017 budget, it will mark six consecutive years with local taxes for residences rising at a rate close to the rate of inflation while maintaining core service levels. Additionally, for the last five years, Council and staff, working





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together have been able to increase the amount annually that is reinvested in our existing infrastructure such as streets, bridges, water mains, sewers and buildings.

Like you, we believe that having an attractive downtown helps make our town more desirable for visitors and residents alike. It is for this reason that several years ago, we instituted a Community Improvement Plan to support local downtown businesses by providing access to some grants and loans. This program has allowed numerous businesses to improve their building facades and led to the installation of some public art of which we can all be proud.

Additionally, two years ago, the Township initiated a program, now known as Renew Northern Wellington. This program received start up Trillium Grant funding which has resulted in the creation of a non-profit corporation that works with building owners of vacant store fronts to provide an easier transition for new businesses to set up shop in our downtown. Currently we are also working with our neighbours in Minto to ask the province to change some policy that currently allows owners of vacant store fronts to get property tax relief.

Looking forward, some issues are becoming clearer. Discovered through talking to businesses, workforce availability is a challenge that our businesses are experiencing today. Lack of workforce makes it difficult for existing businesses, and makes it even more difficult to attract new industry if there isn't the available workforce to be employed. This issue also leads to the concern that we don't have adequate affordable housing to buy or rent for people of employment age as well as for seniors, as you have identified. This is an issue I continue to hear about again and again. Youth retention and engagement in our community is also an issue that has been raised a number of times. I am encouraged that progress will be made because I have been hearing about more community groups that want to get involved in developing our youth. The Township is currently helping to fund a Youth Action Council. It is early days in this initiative, but it is exciting to see the energy youth have to give to our community.



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Kenilworth, ON N0G 2E0

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

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Your reference to recreational and cultural ideas is very timely. As a part of our overall Community Growth Plan, in 2017 we are planning to complete a Recreation Master Plan that will help to shape how the Township can facilitate recreational, social and cultural needs for the future. Your suggestion of a seniors centre is one I find interesting, but I don't yet have an idea of ways to fund it, while keeping taxes and fees stable and modest. I encourage all community members to get involved in this process when it gets rolling for it will shape our collective future. Also in 2017, we will be looking more closely at our infrastructure requirements to accommodate and facilitate growth. This is a critical step in helping us minimize the costs of development and ensure fees levied will accurately reflect appropriate costs. A full review of development land and its availability for various types of development will be a part of the plan.

You raised a few other concerns about some core services that I would like to address separately.

1. Policing- Are there specific issues or concerns you have about policing? I would be happy to pass along those concerns to the Police Services Board on your behalf, or you may also contact them directly.
2. Winter Street and Sidewalk Maintenance- Winter is always a difficult time for getting around and this winter has been particularly difficult with the amount of ice that has formed. The comments I usually receive regarding streets and sidewalks usually involve comments about what a great job our staff do, or are notes of thanks for the high level of service we enjoy relative to neighbouring communities. I even get some people telling me that we spend too much on winter maintenance. If you have specific areas of concern, please let us know.
3. Big Box Stores. The decision to establish a big box store is one made in the Boardroom, not the Council Chamber. The Township of Wellington North can only continue to work to eliminate barriers, ensure fees associated with development are fair and competitive and continue to be



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Kenilworth, ON N0G 2E0

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

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accommodating to any enquiries. A new Canadian Tire store is planned to be constructed in Mount Forest. As far as I know, there are no remaining barriers to its construction. It is my expectation that it will get underway this year.

Again, thank you for your letter. I apologise for the length of my reply, but I do get enthusiastic about the possibilities for the future of our community.

Sincerely,

Andy Lennox

Mayor

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

**BY-LAW NUMBER 016-17**

**BEING A BY-LAW TO AUTHORIZE VOTE BY MAIL FOR THE 2018  
MUNICIPAL ELECTION**

**AND WHEREAS** Council deems it appropriate and in the public interest to conduct the 2018 Municipal Election using a Vote By Mail method;

**AND WHEREAS** Council deems it appropriate to employ the services of DataFix for the 2018 election.

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

1. The "Vote By Mail" method is hereby authorized for the 2018 municipal election to be held on October 22, 2018.
2. The Clerk shall by December 31, 2017 prepare procedures and rules for the Vote By Mail municipal election and provide these procedures and rules to the public by posting them on the municipal website.
3. This By-law shall take effect on the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
27TH DAY OF FEBRUARY, 2017.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 017-17**

**BEING A BY-LAW TO AUTHORIZE THE USE OF OPTICAL  
SCANNING VOTE TABULATORS AT THE 2018 MUNICIPAL  
ELECTION**

**WHEREAS** the Council of the Corporation of the Township of Wellington North deems it appropriate and in the public interest to conduct the 2018 municipal election using optical scanning vote tabulators for the purpose of counting votes:

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

1. That the Council of the Corporation of the Township of Wellington North hereby authorizes the use of optical scanning vote tabulators for the purpose of counting votes at municipal elections.
2. The Clerk shall by December 31, 2017 prepare procedures and rules for the Vote By Mail municipal election and provide these procedures and rules to the public by posting them on the municipal website.
3. This By-law shall take effect on the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 27TH DAY OF FEBRUARY, 2017**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 018-17**

**BEING A BY-LAW TO ADOPT A BUDGET INCLUDING ESTIMATES OF ALL SUMS REQUIRED DURING 2017 FOR OPERATING AND CAPITAL, FOR PURPOSES OF THE MUNICIPALITY.**

**AUTHORITY:** *Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 290.*

**WHEREAS** Section 290 of the *Municipal Act, 2001, S.O. 2001, Chapter 25, as amended*, requires that the Council of a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

**AND WHEREAS** the Council of the local municipality may require that the current year's estimates of every board, commission, or other body for which the Council is required to levy a tax rate or provide money, be submitted to the Council each year;

**AND WHEREAS** the Council of the Corporation of the Township of Wellington North has in accordance with the *Municipal Act* considered the estimates of all sums required during the year, including the estimates of all its boards, commissions, and other bodies;

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

1. **THAT** the estimates of the Corporation of the Township of Wellington North as set out in Schedule "A" and Schedule "B" attached hereto and forming part of this by-law be adopted; and
2. **THAT** By-law 019-16 and By-law 020-16, being By-Laws to adopt the Estimates of all Sums required during 2016 for purposes of the municipality is hereby repealed.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 27TH DAY OF FEBRUARY, 2017.***

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

TOWNSHIP OF WELLINGTON NORTH  
2017 OPERATING BUDGET (By Account Groupings)  
BY-LAW 018-17  
SCHEDULE "A"

	2015 ACTUALS	2016 BUDGET	2017 BUDGET	NET BUDGET CHANGE	
				\$	%
<b>REVENUE</b>					
General Expenses/revenues (Surplus fwd)	-	-	-	-	-
Tax Levy Requirement	6,491,055	6,750,776	6,750,776	-	0.0%
PIL'S and Supplementary Taxes	543,924	454,075	458,291	4,216	0.9%
OMPF Allocation	1,088,700	1,176,200	1,379,700	203,500	17.3%
Tax Write/Offs	(54,091)	(51,510)	(52,540)	(1,030)	2.0%
Grants and Subsidies	155,277	71,800	47,300	(24,500)	-34.1%
Municipal Recoveries	163,923	151,900	161,900	10,000	6.6%
Licences, Permits and Rents	470,789	511,509	499,516	(11,993)	-2.3%
Fines and Penalties	210,818	201,635	205,000	3,365	1.7%
User Fees and Charges	5,363,402	5,391,193	5,401,511	10,318	0.2%
Sales Revenue	111,824	145,590	139,289	(6,301)	-4.3%
Other Revenue	548,417	260,383	231,500	(28,883)	-11.1%
Internal Recoveries	117,200	117,220	117,520	300	0.0%
Capital Project Recovery	-	-	-	-	0.0%
Transfer from Reserves/Reserve Funds	3,500	-	361,409	361,409	0.0%
<b>Total Revenue</b>	<b>15,214,738</b>	<b>15,180,771</b>	<b>15,701,172</b>	<b>520,401</b>	<b>3.4%</b>
<b>EXPENDITURES</b>					
Salaries, Wages and Employee Benefits	3,948,422	4,146,214	4,223,670	77,456	1.9%
Long Term Debenture Charges	1,227,381	1,247,191	1,246,896	(295)	0.0%
Materials, Supplies and Equipment	2,941,501	3,179,156	3,327,984	148,828	4.7%
Contracted Services	1,492,256	1,939,922	1,922,273	(17,649)	-0.9%
Rents, Insurance and Financial Expenses	828,186	426,465	419,308	(7,157)	-1.7%
External Transfers	191,521	176,865	204,151	27,286	15.4%
Internal Charges	117,200	117,220	117,520	300	0.3%
<b>Total Expenditures</b>	<b>10,746,467</b>	<b>11,233,033</b>	<b>11,461,802</b>	<b>228,769</b>	<b>2.0%</b>
<b>Net Revenue Before Transfers</b>	<b>4,468,271</b>	<b>3,947,738</b>	<b>4,239,370</b>	<b>291,632</b>	<b>7.4%</b>
Transfer to Reserves	854,986	854,984	388,707	(466,277)	-54.5%
Transfer to Reserve Fund	879,846	953,752	27,000	(926,752)	-97.2%
Transfer to Capital Fund	2,031,996	2,139,000	4,059,940	1,920,940	89.8%
Surplus (for transfer to reserves)	701,443	-	-	-	0.0%
	<b>4,468,271</b>	<b>3,947,736</b>	<b>4,475,647</b>	<b>527,911</b>	<b>13.4%</b>
<b>Net Operating Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>(236,277)</b>	<b>(236,277)</b>	

\*1% tax rate = \$67,508

Tax Levy Increase	236,277
% Tax Levy Change	3.50%

TOWNSHIP OF WELLINGTON NORTH  
2017 CAPITAL BUDGET  
BY-LAW 018-17  
SCHEDULE "B"

	2015 BUDGET	2016 BUDGET	2017 BUDGET
<b>Project Expenditures</b>			
Roads & Drainage	2,372,662	4,658,403	3,093,788
Waterworks	1,250,280	933,367	1,096,800
Sanitary Sewers	1,055,453	1,138,101	2,501,100
Fleet	452,000	462,000	485,000
Parks & Recreation	57,900	159,382	435,830
Fire	50,000	45,176	660,600
Admin & Property	52,000	293,750	116,750
Cemetery	7,000	-	-
<b>Total Expenditures</b>	<b>5,297,295</b>	<b>7,690,179</b>	<b>8,389,868</b>
<b>Funding</b>			
Revenue (levy, user fees, etc)	2,210,196	2,327,351	4,237,940
Grants	529,122	1,487,112	1,801,792
Devt Chrgs & Reserves	706,440	2,094,473	1,352,665
External Debt	-	-	-
Gas Tax	161,520	503,294	497,000
Sustained OCIF	294,841	294,841	500,471
Prior Year CarryFwd	1,395,176	571,284	-
Unfunded Amounts	-	411,824	-
<b>Total Funding</b>	<b>5,297,295</b>	<b>7,690,179</b>	<b>8,389,868</b>



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

**BY-LAW NUMBER 021-17**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON FEBRUARY 27, 2017.**

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on February 27, 2017 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 27TH DAY OF FEBRUARY, 2017.**

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**ANDREW LENNOX  
MAYOR**

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**KARREN WALLACE  
CLERK**