

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL; PUBLIC MEETING
MARCH 13, 2017 @ 2:00 P.M.
CLOSED MEETING SESSION @ 1:30 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE
NUMBER**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

DISCLOSURE OF PECUNIARY INTEREST

CLOSED MEETING SESSION (starts ½ 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

1. REPORTS

- a) Report CLK 2017-009 proposed or pending acquisition or disposition of land
100 South Water Street, Mount Forest

2. REVIEW OF CLOSED SESSION MINUTES

- February 27, 2017

RISE AND REPORT FROM CLOSED MEETING SESSION

O ' CANADA

RECESS TO MOVE INTO PUBLIC MEETING

PUBLIC MEETING UNDER THE PLANNING ACT

- 2164913 Ontario Inc.

RESUME REGULAR MEETING OF COUNCIL

PASSAGE OF BY-LAWS ARISING FROM THE PUBLIC MEETING

- a. By-law Number 022-17 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 17, Concession 4 E,
Geographic Township of West Luther, with a civic address of 8711 Highway 89 – 2164913
Ontario Inc.) 001

AWARDS / RECOGNITION / DECLARATIONS

PRESENTATIONS

ADOPTION OF MINUTES OF COUNCIL

- Public Meeting of February 27, 2017 005
- Council meeting of February 27, 2017 011

BUSINESS ARISING

DEPUTATIONS

ITEMS FOR CONSIDERATION

1. Minutes

- a. Wellness Committee meeting of February 15, 2017 020

Business: Reports, recommendations, correspondence for direction

- 2. BUILDING
 - a. Report CBO 2017-03 Tender 2017-002 Municipal Office Renovation 023
 - b. Township of McNab/Braeside, Resolution – 86-2017 dated February 21, 2017 regarding Mandatory Septic Pumping 026
- 3. FIRE
 - a. February, 2017 Communiqué #040 027
- 4. FINANCE
 - a. Report TR2017-004 being a report on RLB LLP 2016 Audit Plan 034
 - b. Report TR2017-005 being a report on the results of the Canada 150 Community Infrastructure Program Grant Applications 041
 - c. Cheque Distribution Report dated February 21, 2017 043
- 5. ADMINISTRATION
 - a. Report CAO 2017-006 Sanitary Servicing – Durham Street East (Part of Park Lot 4) Follow-up 046
 - b. Report CAO 2017-008 Ontario Clean Water Agency (OCWA) Professional Project Management Services Proposal 062
 - c. Report CAO 2017-009 Arthur Wastewater Treatment Plant Aeration System replacement and Return Activated Sludge Flow Meter Installation 067
 - d. Report CLK 2017-010 being a report on amending the Speed Limit By-law 071
 - e. Report CLK 2017-011 being a report on awarding the tender for Drain 65 (Lennox) 075
 - f. ONReady – Emergency Management Ontario, Issue 3 – Feb/Mar 2017 078
 - g. Minister of Seniors Affairs, correspondence dated March 2017, regarding 2017 Senior of the Year Award nominations 090

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

BY-LAWS

- a. By-law Number 023-17 being a by-law to amend By-law Number 009-2008, being a by-law to adopt policies with respect to the sale or other disposition of land 091

CULTURAL MOMENT

“8TH Annual Wellington North Showcase

- CONFIRMATORY BY-LAW NUMBER 024-17** 092

ADJOURNMENT

MEETINGS, NOTICES, ANNOUNCEMENTS

March 27, 2017	Regular Council	7:00 p.m.
March 27, 2017	Wellington North Showcase Networking Reception	4:30 p.m. to 7:30 p.m.
March 28, 2017	Wellington North Showcase Open to the Public	1:00 p.m. to 8:00 p.m.
April 10, 2017	Regular Council	2:00 p.m.
April 21, 2017	Mount Forest Chamber Awards Gala and Banquet	
April 24, 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 22-17

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 17, Concession 14 E, Geographic Township of West Luther, with a civic address of 8711 Highway 89 – 2164913 Ontario Inc.)

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

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

1. THAT Schedule "A" Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 17, Concession 14 E in the Geographic Township of West Luther as shown on Schedule "A" attached to and forming part of this By-law from:
 - **Agricultural (A) to "Agricultural Exception (A-191)**
2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

33.191 Part Lot 17, Con 14 E	A-191	Notwithstanding any other section of this by-law to the contrary, a Kennel may be permitted on the lands in addition to the uses permitted under the Agriculture (A) zone, and shall operate in accordance with the regulations set out in the Townships Dog Licencing By-law, as amended;
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4. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
5. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

By-law Number 022-17
Page 2 of 2

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 13TH DAY OF MARCH, 2017.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 022-17

Schedule "A"



Rezone from Agricultural (A) to Agricultural Exceptions (A-191)

Passed this 13th day of March, 2017

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

EXPLANATORY NOTE**BY-LAW NUMBER 022-17**

THE LOCATION being rezoned is Part Lot 17, Concession 14 E, Geographic Township of West Luther, with a civic address of 8711 Highway 89. The lands subject to the amendment are 41.1 ha (101.1 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 Kennel to operate on the subject lands in accordance with the Townships Dog Licensing By-law 004-17, being a By-law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North.

PRESENTATIONS

Mark Van Patter, Manager of Planning and Environment, reviewed the report and draft by-law provided by Elizabeth Martelluzzi, Junior Planner, dated February 22, 2017.

Planning Opinion The purpose of this zone amendment is to permit a temporary Garden Suite on the property for a period of 20 years. The draft by-law attached will also address two requirements of the zoning by-law which have not been met by the proposed garden suite. We have no objections to implementing the zoning amendment. Both the PPS and County Plan provide for a temporary garden suite as an accessory residence in a Prime Agricultural area.

INTRODUCTION

The property subject to the proposed amendment is described as Lot 2, Concession 6, Geographic Township of Arthur, with a civic address of 9571 Concession 6 North. The property is 40.46 hectares (100 ac) and contains an existing single detached dwelling, barn, and equipment shed. Adjacent properties are used for agricultural purposes.

PROPOSAL

The purpose of the application is to permit a temporary garden suite for a period of up to 20 years. Consideration will also be given for the garden suite to exist concurrently with an accessory apartment on the subject property. The By-law does not permit both uses to exist on a property at the same time. Further, the By-law requires that the garden suite be located no closer than 3m (9.8 ft) to the main residence, whereas the applicants have proposed to attach the garden suite to the main residence (setback 0 m).

THE PLANNING ACT

Section 39.1 of the Planning Act defines a "Garden Suite" to mean "*a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary to an existing residential structure and is designed to be portable.*" A similar definition is present in the Township of Wellington North By-law. The Planning Act permits a garden suite for a period of up to 20 years, with possible extensions of 3 year periods thereafter.

The Planning Act further authorizes council to enter into an agreement with the owner to deal with such matters including the installation, maintenance and removal of the garden suite, the period of occupancy and the monetary or other form of security that council may require for actual or potential costs the municipality related to the garden suite.

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are designated PRIME AGRICULTURE. Section 6.4.3 permits a Garden Suite in the Prime Agricultural areas subject to the provisions of

Section 4.4.7 which states that garden suites are permitted provided they are established near the farm buildings and main residence.

ZONING BY-LAW

The subject lands are zoned Agricultural (A) and Natural Environment (NE). Garden suites are subject to the provisions of section 6.12 of the Zoning By-law. The proposed garden suite does not meet two of the criteria and will be addressed as exemptions in the draft by-law:

Section 6.12 – Garden Suite requirements	Proposed
a) Only one garden suite may be established per lot on which a single-detached residential dwelling exists. Where a lot already contains a single detached dwelling and an accessory apartment as defined in the By-law, a garden suite shall not permitted;	The subject lot contains a single detached dwelling and an accessory apartment, and the applicant has proposed one new garden suite.
g) No garden suite shall be located closer than 3.0 m (9.8 ft) to the main residence on the lot;	The proposed garden suite is to be attached to the main residence by way of a breezeway.

Draft By-law

We have attached a Draft By-law for council's review. The temporary use by-law would permit a garden suite for up to 20 years and address the garden suite provision deficiencies as identified above.

CORRESPONDENCE FOR COUNCIL'S REVIEW

Candace Hamm, Environmental Planning Coordinator
Saugeen Conservation

- Application is acceptable to SVCA staff

Emily Bumbaco, Upper Grand District School Board – tabled at the meeting

- Does not object

REQUEST FOR NOTICE OF DECISION

The by-law will be considered at the regular Council meeting following the Public Meeting. Persons wishing notice of the passing of the By-law must submit a written request.

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

The applicants were present.

COMMENTS/QUESTIONS FROM COUNCIL

None

OWNER/APPLICANT: Alette Holsteins Ltd.**LOCATION OF THE SUBJECT LAND**

The land subject to the proposed amendment is described as Part Lot 3, Concession 6, municipally known as 9531 Concession 6 N, Geographic Arthur Township. The property is 1.97 hectares (4.9 acres) in size.

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed amendment is to rezone the subject lands from Agricultural to Agricultural Commercial to permit the expansion of the existing farm equipment business and address Minimum Distance Separation (MDS 1) issues related to the use. This rezoning is a condition of severance application B85/16, that was granted provisional approval by the Wellington County Land Division Committee. The consent will sever 1.97 ha (4.86 acres) from the agricultural parcel and add it to the adjacent farm equipment business.

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on February 3, 2017 pursuant to the provisions in the *Planning Act*.

PRESENTATIONS

Mark Van Patter, Manager of Planning and Environment, reviewed report and draft by-law provided by Linda Redmond, Senior Planner, dated February 22, 2017.

Planning Opinion: The amendment would rezone the subject lands to an Agricultural Commercial (AC) Exception zone to allow the expansion of a farm equipment business and recognize Minimum Distance Separation 1(MDS1) deficiencies. The rezoning is required as a condition of provisional consent (B85/16) by the Wellington County Land Division Committee.

We do not have any concerns with implementing this decision. As a result of existing institutional and rural residential uses, the proposed rezoning will not further restrict the ability of surrounding livestock operations to expand.

This proposal is agricultural-related and will be providing products for sale from the local farming community. According to the Agriculture First policy of Section 6.4.2 which states that "As a general rule, land use activities that support agriculture will be encouraged and land use activities that do not support agriculture will be discouraged", we believe that the proposal is in keeping with

the intent of the Plan. The application would maintain the general intent and purpose of the Official Plan and Zoning By-law.

Location

The subject property is 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.

Proposal

The proposal is to rezone the subject lands from Agricultural to Agricultural Commercial (AC) to permit the expansion of the existing farm equipment business and address Minimum Distance Separation (MDS 1) issues related to the use. This rezoning is a condition of severance application B85/16, that was granted provisional approval by the Wellington County Land Division Committee. The consent will sever 1.97 ha (4.86 acres) from the agricultural parcel and add it to the adjacent farm equipment business.

PROVINCIAL PLANNING POLICY

Rezoning is subject to the Provincial Policy Statement and decisions of a Council are required to be “consistent” with it (Section 4.2). The subject property is considered to be within a PRIME AGRICULTURAL area. Section 2.3.3.1 of the PPS allows for agriculture-related uses provided those uses are compatible with, and shall not hinder surrounding agricultural operations. Agricultural-related uses include *“farm related commercial and industrial uses that are small scale and directly related to the farm operation and are required in close proximity to the farm operation”*.

Section 2.3.3.3 requires that new land uses, including the creation of lots, shall comply with MDS 1. We have been provided with completed MDS 1 calculations from the surrounding livestock facilities. These calculations have been based on assumptions and it would appear that MDS 1 can be met.

COUNTY OFFICIAL PLAN

The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. Section 6.4.3 (b) and (c), of the Plan provides consideration for secondary uses and agriculture-related uses. Agricultural-related uses include *“farm related commercial and industrial uses that are small scale and directly related to the farm operation and are required in close proximity to the farm operation”*.

Agriculture First policy of Section 6.4.2 states that “As a general rule, land use activities that support agriculture will be encouraged and land use activities that do not support agriculture will be discouraged”. We believe that the proposed uses meet this intent.

Zoning By-law Amendment

The draft by-law places the subject lands which are presently zoned Agricultural (A), within the Agricultural Commercial Exception zone (AC-99), that the existing farm implement use is currently zoned. The lands proposed for expansion are considered a Type A land use for the purpose of Minimum Distance Separation 1 (MDS1) calculations. The existing use expanded in 2010 and was given an exemption from the MDS 1 setbacks to the livestock facilities located at 9531 Concession 6N (Alette Holstein Ltd) and 9513 Concession 6N (Weber). The new not configuration will now require an exemption from the livestock facility located at 9559 Concession 6N (Wideman).

Site Plan

According to Site Plan by-law 27-15 this proposal would be subject to site plan approval prior to any site development.

CORRESPONDENCE FOR COUNCIL'S REVIEW

Michael Oberle, Environmental Planning Technician
Saugeen Conservation

- Application is acceptable to SVCA staff

REQUEST FOR NOTICE OF DECISION

The by-law will be considered a future regular council meeting. Persons wishing notice of the passing of the By-law must submit a written request.

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

The Applicant was not present.

COMMENTS/QUESTIONS FROM COUNCIL

None

ADJOURNMENT**RESOLUTION 002**

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the Public Meeting of February 27, 2017 be adjourned at 7:18 p.m.

CARRIED

CLERK

MAYOR

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MINUTES OF COUNCIL
FEBRUARY 27, 2017 @ 7:00 P.M.
CLOSED SESSION 6:30 P.M.**

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

Members Present:

Mayor: Andy Lennox
Councillors: Lisa Hern
Dan Yake

Absent:

Councillors: Sherry Burke
Steve McCabe

Staff Present:

CAO: Michael Givens
Clerk: Karren Wallace
Executive Assistant: Cathy Conrad
Economic Development Officer: Dale Small
Water & Sewer Superintendent: Barry Trood
Manager of Planning and Environment: Mark Van Patter

CALLING TO ORDER

Mayor Lennox called the meeting to order

ADOPTION OF THE AGENDA**Resolution 2017-061**

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Agenda for the February 27, 2017 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST**CLOSED MEETING SESSION****Resolution 2017-062**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT Council of the Corporation of the Township of Wellington North go into a meeting at 6:31 p.m. that is closed to the public under subsections 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. REPORTS

- 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. REVIEW OF CLOSED SESSION MINUTES

- January 23, 2017

CARRIED**Resolution 2017-063**

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 7:01 p.m.

CARRIED**Resolution 2017-064**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive report EDO 2017-05 being a report on a pending acquisition and/or disposal of land; AND FURTHER THAT the confidential direction provided in closed session to the Chief Administrative Officer and the Economic Development Officer be approved.

CARRIED**Resolution 2017-065**

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report FIRE 2017-001 being a report regarding Fire Chief Work Plan Action items.

CARRIED**Resolution 2017-066**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of January 23, 2017.

CARRIED**O' CANADA****PUBLIC MEETING UNDER THE PLANNING ACT**

- Martin, Maurice and Susannah
- Alette Holsteins

RESUME REGULAR MEETING OF COUNCIL**Resolution 2017-067**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North resume the February 27, 2017 Regular Meeting of Council at 7:18 p.m.

CARRIED**PASSAGE OF BY-LAWS ARISING FROM THE PUBLIC MEETING****Resolution 2017-068**

Moved: Councillor Yake

Seconded: Councillor Hern

THAT 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 be read a First, Second and Third time and enacted. (Lot 3, Concession 6, municipally known as 9531 Concession 6N, Geographic Arthur Township – Alette Holsteins Ltd.)

CARRIED**Resolution 2017-069**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT 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 be read a First, Second and Third time and enacted. (Part Lot 2, Concession 6, Geographic Township of Arthur, with a civic address of 9671 Concession 6 North – Maurice and Susannah Martin)

CARRIED**AWARDS / RECOGNITION/ DECLARATIONS****Resolution 2017-070**

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North hereby declare May 19, 2017 to June 17, 2017 as "Beautify Mount Forest" month in preparation of Mount Forest Homecoming on June 23, 24 & 25, 2017.

CARRIED**PRESENTATIONS**

a. Andrew Lennox, Mayor

- County Update
 - County Budget was passed at the end of January with a 2.9% increase in the levy
 - No operating changes
 - County Capital Projects in Wellington North include engineering for the replacement of the bridge at Gordonville, rehabilitation work on the Mallet river

bridge, two bridges on the East-West Luther Townline, resurfacing planned for Eliza Street from Tucker to Sideroad 9 and Upgrades to sidewalks and parking lot for Social Housing on Edward Street, Arthur

- The County works garage in Drayton will be replaced
- On behalf of all municipalities the SWIFT program will be funded to bring fibre-optic connectivity to everyone

ADOPTION OF MINUTES OF COUNCIL / PUBLIC MEETING(S)

Resolution 2017-071

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the minutes of the Regular Meeting of Council and the Special Meeting of Council held on February 13, 2017 be adopted as circulated.

CARRIED

BUSINESS ARISING

Resolution 2017-072

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North deny the request for exemption to Noise Control By-law 5001-05 for 535 Queen Street West and 625 Queen Street West, Mount Forest, as requested by Paul Wideman, W-S Feed & Supplies Limited, to permit snow removal for the winter months of November to March.

CARRIED

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 2a, 3a, 5b, 7a, 7b, 7c, By-law C,

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Resolution 2017-073

Moved: Councillor Hern

Seconded: Councillor Yake

THAT all items listed under Items for Consideration on the February 27, 2017 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

Minutes

- a. *Recreation and Culture Committee meeting of February 14, 2017*
- b. *Cultural Roundtable Committee meeting of February 16, 2017*
- c. *Wellington North Power Inc., Quarterly Update*
 - *Quarter 4: Period ending December 31, 2016*
- d. *Saugeen, Grey Sauble, Northern Bruce Peninsula Drinking Water Source Protection Committee meeting of September 23, 2016*

Business: Reports, recommendations, correspondence for direction

3 b. *Report from Linda Dickson, Emergency Manager/CEMC, dated January 12, 2017, regarding Provincial Emergency Management Review PD 2017-01 - received for information.*

4 a. *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.

5 a. *THAT the Economic Development Officer report EDO-2017-07 dated February 27th, 2017 with regards to the Community Improvement Program be received for information.*

6 a. *Cheque Distribution Report dated February 21, 2017 – received for information.*

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION

Resolution 2017-074

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2017-005 being a report on Sanitary Servicing – Durham Street East.

CARRIED

Council directed staff to bring a report regarding servicing to the March 13, 2017 Council meeting.

Resolution 2017-075

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive correspondence dated February 9, 2017 from Mark Van Patter, Manager of Planning and Environment, regarding Stack Gravel Pit – Laverne and Erma Weber – Part Lot 4, Concession 5, Official Plan and Zoning By-law Amendments.

AND FURTHER THAT the Council of the Township of Wellington North support the Official Plan Amendment Application related to Part Lot 4, Concession 5, Geographic Township of Arthur, to add a Mineral and Aggregate Area designation and a Mineral Aggregate Resource Overlay designation, on 13.31 hectares of the subject land.

CARRIED

Resolution 2017-076

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report EDO 2017-08 being a report on the Rural fibre-optic Connect To Innovate Program;

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.

CARRIED**Resolution 2017-077**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2017-006 being a report on AMCTO Report's "Bearing the burden".

CARRIED**Resolution 2017-078**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive 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;

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.

CARRIED

Resolution 2017-079

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-008 being a report on the use of alternate voting methods.

CARRIED**Resolution 2017-080**

Moved: Councillor Yake

Seconded: Councillor Hern

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.

CARRIED**Resolution 2017-081**

Moved: Councillor Yake

Seconded: Councillor Hern

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

CARRIED**NOTICE OF MOTION**

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Mayor Lennox met with the following groups

- Ministerial Group in Mount Forest to discuss emergency management and how their churches can participate with housing and feeding people. They are going to further discuss options and come back with a proposal. The Growth Plan was presented and youth involvement, housing and transportation were discussed.
- Presented the Growth Plan to the Cultural Roundtable Committee. The Committee discussed demographics and suggested we should be targeting our community as a retirement community. The Committee was encouraged help identify heritage buildings in Wellington North.
- Presented the Growth Plan to the Mount Forest Lions Club with discussion focused on the economic side of growth, land servicing, availability of land and attracting industry.

Mayor Lennox addressed the letter submitted by Elizabeth Moore and identified items relevant to issues the Township is working on. Council is setting the stage and putting policies in place for what they think the community wants. They can only try to shape the future in a way to meet the diverse needs of everyone. Meetings will be held as part of the process to ensure the public is able to participate.

Council granted Mrs. Moore the opportunity to present to Council. Mrs. Moore's comments included:

- People don't get involved because they feel they will not be heard.

- She has difficulty hearing and could not hear what Council was saying during the meeting.
- People do not know when Council meetings are being held.
- Dissatisfaction with retailers in Mount Forest and empty storefronts
- Need for seniors centre
- High cost of permit fees
- Difficulty parking and using sidewalks in winter

Councillor Yake announced that he and Lisa met with the Canada 150 group in Arthur to discuss initiatives for decorating the Village and provide information regarding his role and what can be done. He also commented that the Blacksmith Committee met and will be presenting to Council at the last March meeting.

Councillor Hern attended two Chamber of Commerce meetings. The Mount Forest Chamber reviewed their insurance policy. The Arthur Chamber has patriot bunting for sale to celebrate Canada 150.

CAO Michael Givens announced that the Township was unsuccessful with the OCIF funding application for the King Street and Elgin Street project. The Arthur Optimist Club will be holding a fundraising dinner on Thursday, March 30 for the splash pad with Assistant Crown Attorney, Michael Townsend as the guest speaker.

Mayor Lennox expressed his appreciation to Council for helping to raise money for the Bowl of Kids event.

BY-LAWS

Resolution 2017-082

Moved: Councillor Yake

Seconded: Councillor Hern

THAT By-law Number 016-17 being a by-law to authorize vote by mail for the 2018 Municipal Election be read a First, Second and Third time and enacted.

CARRIED

Resolution 2017-083

Moved: Councillor Hern

Seconded: Councillor Yake

THAT By-law Number 017-17 being a by-law to authorize the use of optical scanning vote tabulators at the 2018 Municipal Election be read a First, Second and Third time and enacted.

CARRIED

Resolution 2017-084

Moved: Councillor Yake

Seconded: Councillor Hern

THAT 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 be read a First, Second and Third time and enacted.

CARRIED

CONFIRMATORY BY-LAW**Resolution 2017-085**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT 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 be read a First, Second and Third time and enacted.

CARRIED**ADJOURNMENT****Resolution 2017-086**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Regular Council meeting of February 27, 2017 be adjourned at 9:36 p.m.

CARRIED

CLERK

MAYOR

WELLNESS COMMITTEE
 MINUTES February 15, 2017@ 2:00 p.m.
 Council Chambers, Kenilworth

Attendance: Melissa Irvine, Chair
 Cathy Conrad
 April Marshall
 Mary Jo Marshall
 Laura Rooney
 Barry Trood
 Karren Wallace
 Ed White

1. Budget Considerations / Draft Tentative Budget

- Christmas \$3500
- Lunch & Learns \$1000 for two speakers
- Earth Day BBQ \$ 500
- Recognition
- / Promotional Items \$2500
- Miscellaneous \$2500

2. Follow up Action Item from January 25, 2017 meeting: free usage for public swim, skating and walking track for staff.

The Director of Parks and Recreation agreed to provide free usage for public swimming, skating and walking track to employees on the condition that Council approve the request.

Recommendation: THAT the committee recommend the Township of Wellington North Council support the employee wellness initiative of employee free access for public swimming, skating and walking track.

The Clerk will identify this item in the Wellness Committee minutes out for separate discussion at the March 13, 2017 meeting requesting a resolution of support.

3. Lunch & Learn Topics & Tentative Schedule

The topic for the spring lunch n learn, to be held together with the Council barbecue, was decided and the date, to be confirmed with Council, is June 8. The cost of the speaker is approximately \$500.00.

TOPIC: Building Resilience: Learning to Roll with Life's Punches

Resilience training is the journey towards knowledge and mastery of the body, heart, mind, and spirit. This session will help you break negative thought patterns and find

healthier ways of thinking and behaving, by drawing on a series of effective practical strategies in the areas of looking after your physical health, respecting your mental/emotional health and building a strong social network.

4. Update on Progress of Draft Recognition Policy

Karren outlined some challenges associated with recognizing birthdays (some religions do not celebrate birthdays) and how to identify which employee is having a major event, how to recognize that in a non-monetary way, what type of event gets recognized and how far-step parents, uncles, aunts.

Recommendation: THAT the committee recommend the Township of Wellington North draft and implement an employee recognition policy.

5. Other Business

- Discussion ensued about the benefits of having Councillor Burke sit on the committee as Council liaison and a champion of the committee
- Offer up to 40 employees the opportunity to attend the breakout Puzzle Room in Fergus. Teams of 6 would be made up of 1 manager and one individual from each department and each session would last an hour. The Wellness committee, prior to recommending this to other Wellington North team members will check it out to ensure there is a level of professionalism and that it is worthwhile
- At the two barbecues per season, have people self identify their birthdays and enter a draw for a prize-spring barbecue those with birthdays from Jan 1 to June 30, if they wish, can enter their name in the draw, at the fall barbecue those with birthdays from July 1 to Dec 31, if they wish can enter their name in the draw
- Monthly email tips on wellness and team building
- It was suggested that the Wellness Committee offer a challenge to fellow employees. Ideas included Participaction Canada 150 activities-how many can you complete in 2017 and Salad jar Exchange – lunch in a jar, volunteer hour challenge.

ACTION ITEMS:

- *The Chair will forward an email to Councillor Burke*
- *The Chair will investigate the feasibility and date for the Wellness Committee members to attend the Puzzle Room team building event*

- *Each committee member to bring two topics to the March 21, 2017 meeting to consider for monthly emailing of tips on wellness and team building*
- *Put Participaction 150 on the March 21, 2017 agenda.*
<https://www.participaction.com/en-ca/programs/participaction-150-play-list>
- *April will draft a poster with the logo POW to be used on email and paper distribution by the Wellness Committee*

Next meeting date: Tuesday, March 21, 2017, 2:00pm at Kenilworth Council Chambers



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023

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 13, 2017**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: REPORT CBO 2017-03 TENDER 2017-002
MUNICIPAL OFFICE RENOVATION**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2017-03 being a report on the award of Tender 2017-002 for the Municipal Office Renovation;

AND FURTHER THAT the Council of the Township of Wellington North award Tender 2017-002 to Domm Construction Ltd. at a total cost to the Township of \$217,766.40 including applicable taxes.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

Detailed design work was completed by Vanderwoerd Drafting and Design during the fall of 2016. The request for tender was published in the Mount Forest Mirror and Arthur Enterprise on January 25, 2017 and posted on the Township's website. There was a mandatory site meeting held on February 1, 2017 and a follow up site meeting on February 8, 2017. Tender 2017-002 closed on February 24, 2017.

Domm Construction Ltd. was not the low bid, Vin General Contracting Inc. was the low bid at a total cost to the Township of \$198,400.00 plus HST. Vin General Contracting Inc. did provide references with a good recommendation however they were somewhat

vague on the work completed and the project value, review of the Vin General Contracting Inc. website showed no similar projects.

Domm Construction Ltd. has completed a number of similar municipal projects with budgets less than, equal to and greater than. The references provided are recent projects with a good recommendation.

Due to the nature of the Municipal Office Renovation and the importance of keeping on schedule, consideration was given to:

- a) The ability, capacity, and skill of the bidder to provide the goods and services requested;
- b) The ability of the bidder to perform the contract or provide the services promptly or at the time specified without delay, and;
- c) The reputation, experience and efficiency of the bidder.

FINANCIAL CONSIDERATIONS

A total of \$220,000.00 was approved for the Municipal Office Renovation through the 2016 Budget. The bid summary is included as Schedule A

STRATEGIC PLAN

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

Yes No N/A

Which pillars does this report support?

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

PREPARED BY:	RECOMMENDED BY:
	<i>Mike Givens</i>
DARREN JONES CHIEF BUILDING OFFICIAL	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER

**SCHEDULE A – BID SUMMARY
TENDER 2017-002 MUNICIPAL OFFICE RENOVATION**



Township of Wellington North

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

RFP 2017-002 - Municipal Office Renovation

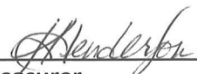
Feb 24, 2017 2:00pm - Township of Wellington North - Township Office - Kenilworth, ON.

	Contractor	Date/Time Received	Bid Amount Excluding HST	Deposit	Instrument #
1	MJK Construction	Feb 24/17 1:57pm	253,000.00	N/A	N/A
2	Vin General Contractors Inc	Feb 24/17 1:56pm	198,400.00	N/A	N/A
3	Al Langman Const	Feb 24/17 1:53pm	352,000.00	N/A	N/A
4	Domm Construction Ltd	Feb 24/17 1:47pm	214,000.00	N/A	N/A
5	Jackman General Const	Feb 24/17 1:35pm	246,895.00	N/A	N/A
6					

Budget \$220,000



Department Head



Treasurer

February 24, 2017

Date



Regular Council Meeting Resolution Form

Date: February 21, 2017

No: RESOLUTION - 86-2017

Moved by Councillor Brum

Disposition: CARRIED.

Seconded by Councillor Lang

Item No: 10.1

Description: Mandatory Septic Pumping**RESOLUTION:**

WHEREAS the MMAH has proposed a change to the Building Code, B-08-09-03, requiring mandatory five year septic tank pump out and records retention by the owner;

AND WHEREAS that same change requires Municipalities to administer and enforce this change;

AND WHEREAS the change document fails to identify the administrative costs to Municipalities;

AND WHEREAS the change document fails to identify any transfer of Provincial funding to offset these additional downloaded costs;


AND WHEREAS the majority of homeowners pump out their septic tanks on a regular basis whether regulated to or not;

AND WHEREAS there are many more important issues on which to spend taxpayer's money than "enhancing" maintenance on existing functioning systems;

AND WHEREAS adequate legislation already exists to correct malfunctioning systems;

THEREFORE BE IT RESOLVED THAT Council of the Township of McNab/Braeside encourage the Ministry of Municipal Affairs to take our concerns very seriously with regards to the proposed change to the Building Code B-08-09-03 and to ask that this proposed change be rescinded;

AND FURTHER THAT this resolution be sent to the Minister of Municipal Affairs and Housing, John Yakabuski, MPP, all rural Ontario municipalities, all northern Ontario municipalities, NOMA, ROMA, the City of Ottawa, the Rural Mayors Forum of Eastern Ontario and circulated to all municipalities in Renfrew County for support.


MAYOR

Recorded Vote Requested by: _____

Declaration of Pecuniary Interest: _____

	Yea	Nay
T. Peckett	_____	_____
B. Armsden	_____	_____
H. Lang	_____	_____
M. MacKenzie	_____	_____
S. Brum	_____	_____

Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote



Communiqué



From the desk of:

February, 2017 # 040

Fire Chief.

1. **WOW!** Too many **FIRES** in February. I really appreciate every ones efforts. 5th Line, Side Rd 7 W and County Rd. 9 in Dundalk. We were very fortunate there was no loss of life. Unfortunately though, two family pet's perished in the Side Rd.5 fire. **GREAT JOB** folks.
2. **Officer Course:** "*Beyond Helmets and Hoses*" will be presented to **all** WNFS Officers April 8th & 9th, 2017. We will be joined by other Ontario Fire Departments. We are the **HOST!**
3. **REMINDER:** Canadian Critical Incident Stress Foundation will be delivering CISM. Step two is "Supporting Individuals Through Trauma" (SITT). Training and Certification is in Mount Forest March 11/17 at 09:00 and Rockwood May 27/17 09:00. This is training and certification is mandatory. The course will be 4 hours. WNFS are one of the leaders in CISM for the fire service. There was a presentation to Wellington County Chiefs in February. **A SPECIAL THANK YOU to the Canadian Critical Incident Stress Foundation** for all their support. An amazing organization.
4. **REMINDER**, please use your IAM responding!! Your fellow firefighters are counting on you! We need to know who is responding. Hey folks. **TRUCK IS THE COMMAND POST. The Captain is the Incident Commander.**
5. **Tablets:** Now installed. Training will commence shortly. County Maps and Google Maps have been installed. The ERG 2016 and Incident Command is downloaded. Frey is still working on a process for instantly obtaining Burn Permits. FPO Marco has created a file for Burn Permits and the permits will be downloaded every Friday. This is a temporary measure for now. Turn them on and play with the units. You won't get hurt and they won't hurt you. **DO NOT DELETE** anything. Official Training will begin shortly.
6. The Annual Safety Checks on our vehicles are almost complete. The Tankers will be last and should be completed by mid-March.
7. An Interoperability Emergency Service Seminar (Police, Fire, and EMS) went very well. Lots of positive feedback. Another one is being planned for this fall. Six Officers from WNFS will be attending.
8. Three **NEW** firefighters have joined the Mount Forest Fire Station. Please welcome Jeremy Benn, Thomas Jamieson and Chaplain Michael Burns. Deb Farnell will start at a later date. All have been enrolled in Resource One. Deb has completed her Theory. Well done Deb!
9. We had the first meeting of the Auxiliary in Kenilworth. It was well attended and some great ideas were presented. This will be an awesome organization, not only supporting our firefighter, but the community in general. Thanks to President Tiff and her Arthur & Mount Forest team for all the food and refreshments at the recent fires. Your efforts are very much appreciated.



Communiqué



10. **CONGRATS!** What an amazing accomplishment for our firefighters in the **Lung Association Stair Climb in Hamilton**. Times are as follows: Joe Forbes 3:53. Arthur. Brad Cormack 5:08. Mount Forest. Maynard Weber 5:28. Arthur. Brad Bodz 6:06. Arthur. Sarah Cashmore 5:10. Arthur Fire Auxiliary. The firefighters climbed 26 storeys in full turn-out gear. Joe was number one in Ontario!!! WOW!! WNFS number one!!!!!!

“STAY SAFE”

FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to February 28 for the years 2016 and 2017				
	2016		2017	
	<i>Fatal fires</i>	<i>Fatalities</i>	<i>Fatal fires</i>	<i>Fatalities</i>
Ontario fatal fires (except Federal and First Nations properties) from January 1 to February 28.	8	11	14	17
Fatal fires on Federal or First Nations properties from January 1 to February 28.	0	0	0	0
Total	8	11	14	17

Respectfully;

Fire Chief

“Change is the law of life. And those who look only to the past or present are certain to miss the future.”

John F. Kennedy



Communiqué



February Fire Report 2017

ARTHUR STATION:

The Arthur Station responded to 10 calls for assistance during the month.

Practice/ Meetings:

February 7, 2017 (16) members were present

February 15, 2017 (15) members were present

February 28, 2017 (17) members were present

MOUNT FOREST STATION:

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

Practice/ Meetings:

February 7, 2017 (20) members were present

February 15, 2017 (15) members were present

February 28, 2017 (20) members were present

Respectfully submitted by

Bill Hieber



Communiqué



CALL TYPE	ARTHUR STATION	AREA	MOUNT FOREST STATION	AREA
Medical	1	Mapleton(1)	10	Town (6)
				Southgate(4)
Hay Bale Fire	1	Southgate (1)	1	Southgate (1)
Mutual Aid	1	Centre Wellington(1)		
Co/Smoke/ Alarm	2	Town (2)	1	Southgate (1)
Vehicle collision	3	Township(3)	2	Town (1)
				West Grey(1)
Fire Alarm			2	West Grey(1) Town(1)
Structure Fire	2	Township (2)	2	Township(2)
Natural Gas Leak			1	Town (1)



Communiqué



Fire Prevention/Public Education

FIRE SAFETY PRESENTATIONS

FIRE SAFETY INSPECTIONS

175 Colcleugh Ave. Mount Forest
9310 HWY 6 Arthur
156 Egremont Mount Forest
150 Queen St. Mount Forest

FIRE INVESTIGATIONS

7303 Line 5 Arthur
7234 Sideroad 7 Kenilworth

FIRE SAFETY COMPLAINT INSPECTIONS

FIRE SAFETY PLAN REVIEWS

VULNERABLE OCCUPANCY FIRE DRILLS

BURN PERMIT SITE INSPECTIONS

BURN COMPLAINTS



“TEST YOURS *TODAY*”



Communiqué



TRAINING DIVISION

Training Division

New training schedule will be out in early March.

**Public
Education**

Hello Everyone,

Spring is approaching. The Community Safety Books will be distributed to all of the schools in Wellington North very soon. We are also taking part in a career day at the Wellington Heights Secondary School.

Public Education is everybody's job. You would be surprised what we take for granted. From business owners to residence/land owners. Some are not aware of the basic fire safety requirements. It is our job to bring these safety requirements to their attention and educate. When we are on a scene, this is a great time to educate. This is when they will understand the most. This is when it becomes personal and really hits home. This is when it all starts to make sense. With the goal that they in return will tell two friends, that will tell two friends and so on, and so on.

“SAVING LIVES THROUGH EDUCATION”





Communiqué



Please have all monthly reports submitted by the 5th of each month to:

fpo@wellington-north.com

Next communiqué will be April 9th, 2017

Truck and Equipment





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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 13, 2017**

FROM: KIMBERLY HENDERSON, TREASURER

**SUBJECT: REPORT TR2017-004 BEING A REPORT ON RLB LLP 2016 AUDIT
PLAN**

THAT Report TR2017-004 being a report on RLB LLP 2016 Audit Plan be received for information;

PREVIOUS REPORTS PERTINENT TO THIS MATTER

TR2012-10 External Auditing Services – Award Recommendation

BACKGROUND

On December 12, 2012 Council passed By-law Number 101-12 to appoint RLB LLP of Fergus as the Township of Wellington North's External Auditors for the years 2012 – 2016.

Murray Short has replaced Matthew Venne as lead Assurance Services Partner for the Township's 2016 audit. RLB's 2016 Engagement Letter, attached as Appendix A, provides Management and Council with detailed communication of the 2016 audit plan. The year-end testing period is scheduled for the week of April 10 – 14, 2017.

FINANCIAL CONSIDERATIONS

The 2016 audit fee is \$26,800 plus applicable taxes, and exclusive of in-year specialized support requests.

STRATEGIC PLAN

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

- Yes
- No
- N/A

Which pillars does this report support?

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

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

Kimberly Henderson

Michael Givens, CFA

KIMBERLY HENDERSON TREASURER	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
---	--



February 6, 2017

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

Dear Members of Council:

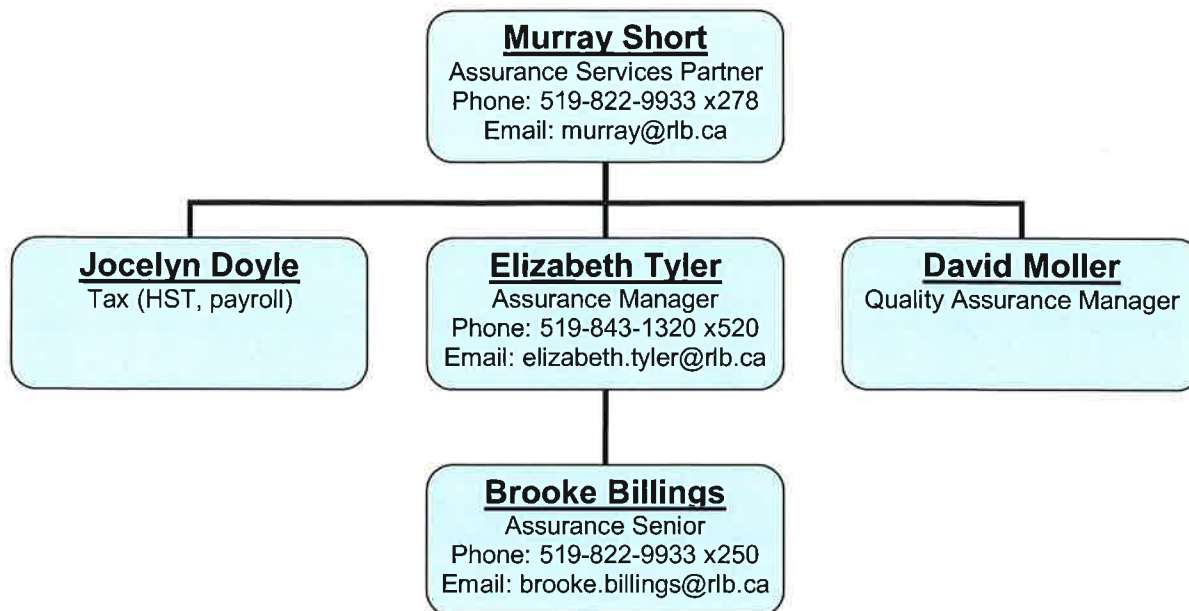
Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Wellington North for the year ended December 31, 2016. The purpose of this letter is to communicate our 2016 audit plan for The Corporation of the Township of Wellington North and to ensure that management and Council are aware of the following:

- Objectives and Scope of our audit
- Planned approach for the 2016 financial statement audit
- Update on issues that may impact the audit in current and future years
- Areas of emphasis

RLB LLP's Objective and Scope of our audit

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

RLB LLP's Assurance Service Team



Financial Reporting Responsibilities

Council

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

Management

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

RLB LLP

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

Management Deliverables

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

RLB LLP Deliverables

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

Audit Approach

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

Audit Timeline

Interim Audit Testing	December 6, 2016
Communication of Audit Plan to Management and Council	February 6, 2017
Year-end Testing	April 10 – 14, 2017
Reporting to Council	TBD
Issuance of Audit Report and Financial Statements	To follow

Annual Inquiry Related to the Risk of Fraud

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

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

New Public Sector Accounting Standards

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

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

- PS3380: Contractual Rights – defines contractual rights to future assets and revenue, which may require disclosure about their nature, extent and timing.
- PS2200: Related Party Disclosures – defines related parties, which will have to be identified and transactions with related parties may require disclosure.
- PS3210: Assets – expands the definition of assets as it relates to control, and may require disclosure for economic resources that are not considered assets.
- PS3320: Contingent Assets – defines contingent assets, which may require disclosure when occurrence of the event is likely.
- PS3420: Inter-entity Transactions – relates to measurement of transactions between public sector entities.

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

- PS3450: Financial Instruments – was previously effective for fiscal years beginning on or after April 1, 2012: requires additional disclosure in the Notes to the Financial Statements to include the various risk components of financial instruments: credit risk, currency risk, interest rate risk, liquidity and market risk.

2016 Audit Plan: Materiality

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

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

Areas of Emphasis

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

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

Yours truly,

RLB LLP

Per:

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

M. Short, CPA, CA
Engagement Partner



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041

Plan to
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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 13, 2017**

**FROM: KIMBERLY HENDERSON, TREASURER
BARRY LAVERS, DIRECTOR OF RECREATION, PARKS AND
FACILITIES**

**SUBJECT: REPORT TR2017-005 BEING A REPORT ON THE RESULTS OF
THE CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM
GRANT APPLICATIONS**

THAT Report TR2017-005 being a report on the Results of Canada 150 Community Infrastructure Program (CIP 150) Grant Applications be received;

AND FURTHER THAT Council endorses the approved CIP 150 project titled Rehabilitation of Kinsmen Ball Park;

AND FURTHER THAT Council authorize the Clerk and Mayor to sign the CIP150 contribution agreement with the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) for the approved grant amount of \$40,000.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

TR2016-005 Canada 150 Community Infrastructure Program Intake Two

BACKGROUND

On June 6, 2016, Council of the Township of Wellington North authorized and approved submitting an application under the Canada 150 Community Infrastructure Program (CIP 150) for the following three (3) projects:

1. Rehabilitation of Mount Forest Kinsmen Ball Park
2. Kenilworth Accommodation Review Renovation
3. Mount Forest Fire Station Renovation

Of the three applications submitted, only one was approved for federal funding – the Rehabilitation of Mount Forest Kinsmen Ball Park. The Federal Economic

Development Agency for Southern Ontario (FedDev Ontario) approved a non-repayable contribution of up to \$40,000, representing 33% of total eligible project costs for the above noted project.

On February 2nd, FedDev Ontario emailed staff the contribution agreement for signing by the Township's Clerk and Mayor, and required its return by February 10, 2017. Council's June 6, 2016 approval of the CIP 150 grant application for this project served as authorization for the Clerk and Mayor to proceed with signing the contribution agreement within the one-week deadline offered by FedDev Ontario.

As funding was conditional on the completion and signing of the contribution agreement, FedDev Ontario requested that any related announcements not take place until after the signed agreement was returned. The Contribution Agreement was signed and returned to FedDev Ontario on February 10th.

Rehabilitation work on the Mount Forest Kinsmen Ball Park will include:

- Replacing fencing/buffering
- Upgrading restrooms
- Replacing ball park lighting and bleachers
- Rehabilitating players' benches and dugouts

FINANCIAL CONSIDERATIONS

The Kinsmen Ball Park project is included in the Township's 2017 capital budget, which provides funding for costs up to \$120,000. Funding includes the FedDev Ontario contribution of \$40,000.

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

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

PREPARED BY:

RECOMMENDED BY:

Kimberly Henderson

Michael Givens, CAO

**KIMBERLY HENDERSON
TREASURER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 13, 2017**

FROM: MICHAEL GIVENS, CAO

**SUBJECT: REPORT CAO 2017-006 SANITARY SERVICING - DURHAM
STREET EAST (PART OF PARK LOT 4) Follow-up**

RECOMMENDATION

THAT Report CAO 2017-006 being a report on Sanitary Servicing – Durham Street East – (2) be received for information;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North fully endorses the requirement of having properties in the area of London Road and Durham Street serviced by gravity sanitary servicing consistent with the Township's 2011 Community of Mount Forest Servicing Master Plan and further recommended by BM Ross's February 22, 2017 preliminary servicing considerations letter.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

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

BACKGROUND

At the February 27th meeting of Council, Council was presented with information related to proposed severances along the south side of Durham Street. This proposal has been initiated by Brad Wilson.

Since the meeting, the Township engineer has offered some additional clarification.

1. The Birmingham Street sewer extension (Alternative #4) should only be utilized to service properties along Birmingham and not be routed north on London Road to Durham Street. 2.4m depths as required by the Municipal Standards cannot be achieved at/near Durham Street with this alternative.
2. A low pressure sewer system (Alternative #2), should not be considered unless the downstream existing sanitary sewer capacity at Durham Street, Church Street and Birmingham Street is checked and it is confirmed that capacity is sufficient to accept peak flows from the sewage pumps servicing the proposed severed properties.
3. Consideration has been given to an additional alternative (Alternative 4B). This would involve extending services easterly along Birmingham Street and then across the retained parcel to service the severances on Durham Street.
 - Advantages-
 - Costs compared to Alternative 4 may be less
 - Achieving gravity servicing for the severed lots
 - Flows can be redirected to Sligo/London Road sewer at a future date
 - May benefit development of the Retained Lands
 - Disadvantages
 - A conceptual plan including the Retained Lands would be required to ensure the servicing scheme makes sense.
 - Easements/encumbrances impact property value
 - Servicing of severances by easement(s) requires access. Access can be a challenge as ownership changes and fences, trees etc come into existence in and around the easement

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

As was indicated at the February 27th meeting the Township invested in the Servicing Master Plan to establish the servicing framework for Mount Forest. The Township engineer and staff support proceeding with servicing utilizing gravity sewers wherever possible. Technically, Mr. Wilson’s proposal can work but utilizing innovative solutions for servicing should only be explored when gravity is not an option.

Staff would suggest that Township Council has two options to consider related to Mr. Wilson’s proposal.

Option 1

THAT the Council of the Corporation of the Township of Wellington North fully endorses the requirement of having properties in the area of London Road and Durham Street serviced by gravity sanitary servicing as per the Township's 2011 Community of Mount Forest Servicing Master Plan and further recommended by BMROSS February 22, 2017 preliminary servicing considerations letter.

Option 2

THAT the Council of the Corporation of the Township of Wellington North support Alternative #2 identified in BMROSS February 22, 2017 letter regarding preliminary servicing considerations with the below requirements:

- 1. That the developer agrees that sanitary servicing of the remainder of Part of Park Lot 4, South Side Durham Street will be completed by gravity sanitary servicing via extension of the Birmingham Street Sewer or the extension of the Sligo Road sewer;**
- 2. That the developer would be responsible for the design and design costs of the proposed works within the Township road allowance to the satisfaction of the Township of Wellington North, and in conformance with the OBC for the works on private property, and responsible for obtaining all necessary approvals/permits;**
- 3. That the developer ensure there is adequate cover depth for the proposed private services to eliminate freezing concerns:**
- 4. That the developer be required to confirm with the Township of Wellington North that the downstream existing sanitary sewer (Durham→Church→Birmingham) has the required capacity to service peak flows associated with his proposed development;**
- 5. That the developer provides a conceptual layout and servicing scheme for the Retained Lands.**

At the Township's request, BMROSS reviewed all the possible servicing options including Mr. Wilson's preferred alternative. A copy of BMROSS's preliminary servicing comments are attached as Appendix A for Council's information. Consideration of Alternative 4B did not change BMROSS's position.

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.

Preferably 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 that are considered "good planning"

applications. Not surprisingly developers do not want to invest significant servicing dollars, where services do not currently exist.

Township Council and staff need to give specific and considerable consideration to proceeding with growth related serving needs and the associated capital costs. These projects involve a certain amount of speculation are expensive and take a significant length of time to complete (years not months). Ideally, these considerations would be part of the Community Growth Management Strategy process that the Township is currently undertaking. Waiting for the completion of the Community Growth Management Strategy may result in some missed short-term growth opportunities but will help ensure that growth and the associated servicing proceeds in a manner consistent with the agreed upon Strategy and the Township's Master Servicing Plan.

ATTACHMENTS-

- BMROSS Preliminary Servicing Considerations-February 22, 2017
- Sanitary Seage Serving Alternatives- Figure No. 1-March 2, 2017
- Sanitary Sewage Servicing Alternatives- Figure No. 1-March 6, 2017
- Brad Wilson Lots-Existing Servicing Sketch

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. The below table reflects the costs that were established in the Background Study and provide a very high level estimate of costs associated with Alternative 4B.

INCREASED SERVICE NEEDS- WASTEWATER SEWERS	GROSS CAPITAL COST ESTIMATE (2013)	BENEFIT TO EXISTING DEVELOPMENT	TOTAL ELIGIBLE FOR D.C.'S	ALTERNATIVE
Birmingham St. (London rd. Westerly)	375,000	187,500	187,500	4
Durham St. (London rd. Westerly)	46,000	23,000	23,000	2
London rd. (Sligo to Wellington)	692,000	346,000	346,000	5
Sligo Rd. (Church st to London rd.)	467,000	93,400	373,600	5
Birmingham St. (east to retained lands)	60% of 375,00= 225,000	60% of 187,500= 112,500	112,500	4B

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?

X Yes No N/A

Which pillars does this report support?

X Community Growth Plan	X 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	

A decision 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. Council must also consider establishing a precedent for future applications.

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

Michael Givens

Michael Givens, CAO

MICHAEL GIVENS CAO	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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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 3rd single family lot and an inline drain for every 2nd 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.

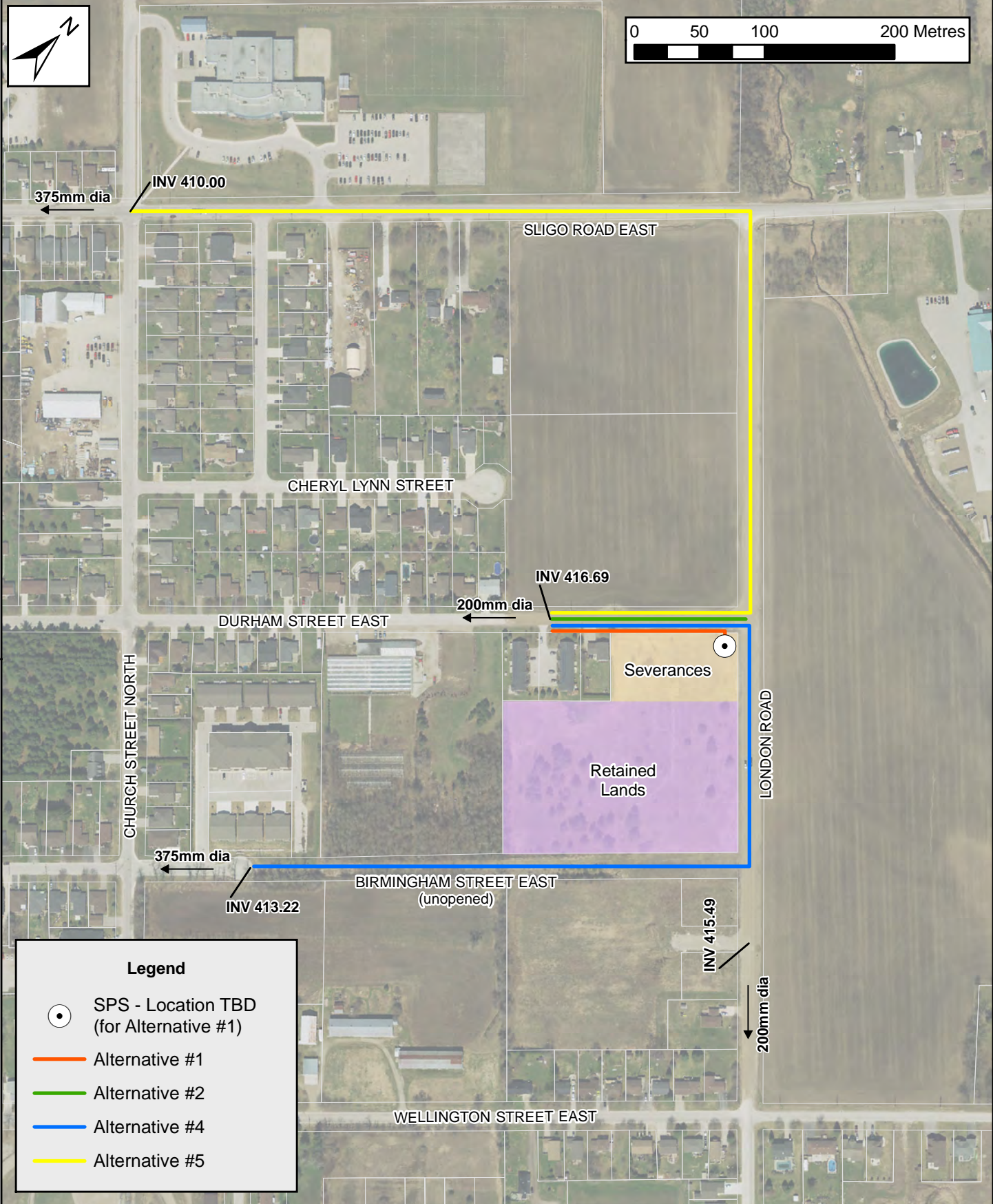
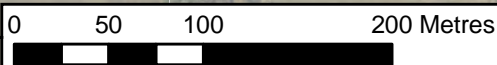
If you require additional information, please contact us.

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



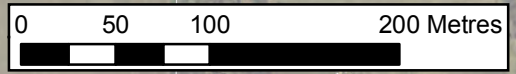
TOWNSHIP OF WELLINGTON NORTH
DURHAM STREET SEVERANCES
SANITARY SEWAGE SERVICING ALTERNATIVES

DATE
JAN. 27, 2017

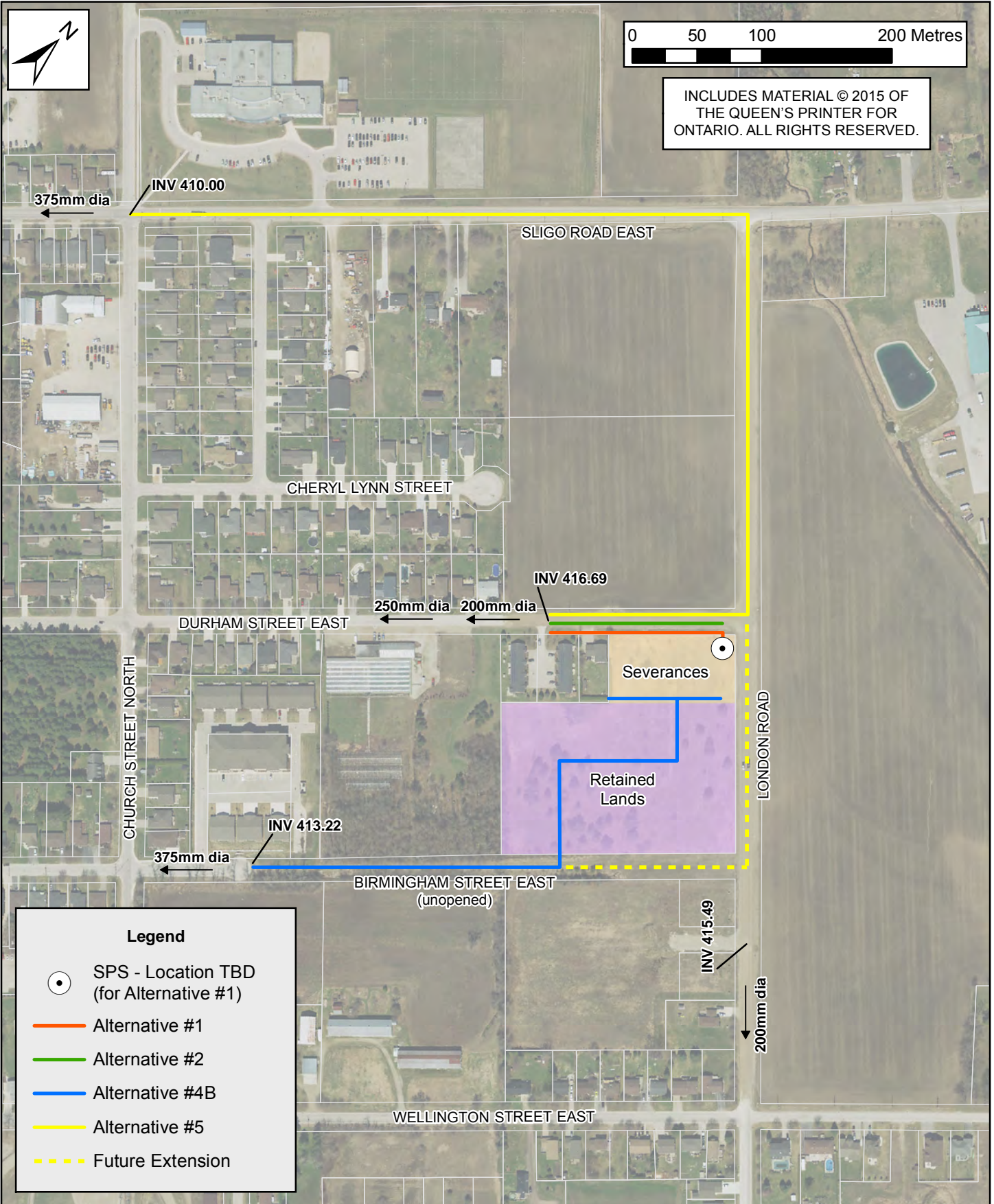
PROJECT No.
16321

SCALE
AS SHOWN

FIGURE No.
1



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Legend

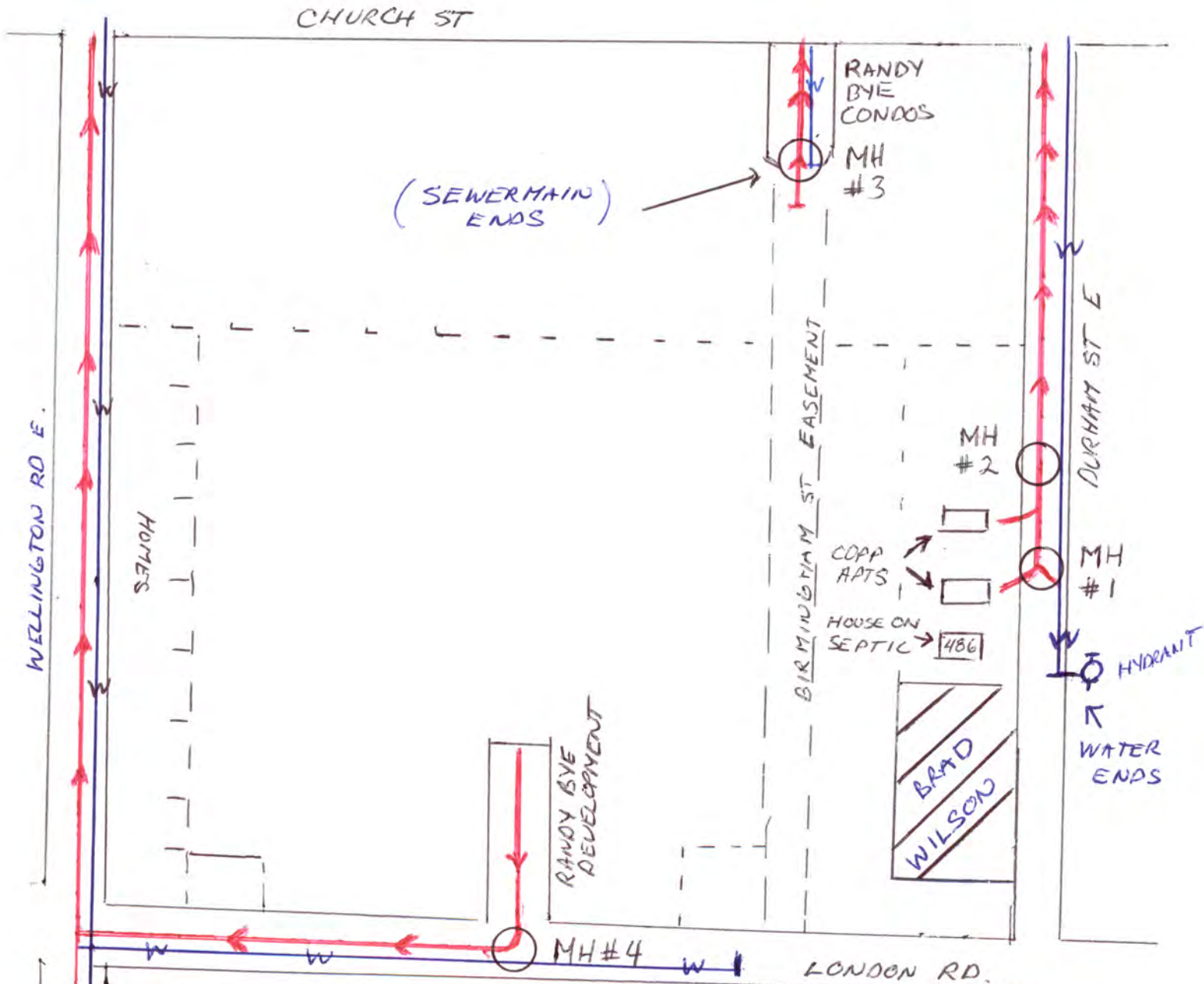
- SPS - Location TBD (for Alternative #1)
- Alternative #1
- Alternative #2
- Alternative #4B
- Alternative #5
- Future Extension



TOWNSHIP OF WELLINGTON NORTH
DURHAM STREET SEVERANCES
SANITARY SEWAGE SERVICING ALTERNATIVES

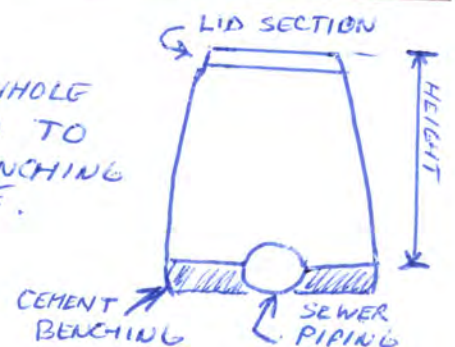
DATE MAR. 06, 2017	PROJECT No. 16321
SCALE AS SHOWN	FIGURE No. 1

BRAD WILSON LOTS (NOT TO SCALE)



- MH #1 - DEPTH - 5' 4"
- MH #2 - DEPTH - 6' 1"
- MH #3 - DEPTH - 6' 10"
- MH #4 - DEPTH - 6' 4"

TOP OF MANHOLE CASING/LID TO BOTTOM BENCHING IN MANHOLE.





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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 13, 2017**

FROM: MICHAEL GIVENS, CAO

**SUBJECT: REPORT CAO 2017-008 ONTARIO CLEAN WATER AGENCY
(OCWA) PROFESSIONAL PROJECT MANAGEMENT SERVICES
PROPOSAL**

RECOMMENDATION

THAT Report CAO 2017-008 being a report on OCWA's Professional Project Management Services is received for information;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to finalize a Professional Project Management Services Agreement for the Design and Construction of the Arthur Wastewater Treatment Plant Expansion with OCWA.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

PW 2016-015 Update on the AV WWTP Class EA-Feb.9, 2016
PW 2016-044 Update on the AV WWTP Class EA-June 21, 2016
PW 2016-075 Status Update AV WWTP Class EA-Nov. 30, 2016
PW 2016-082 Status Update AV WWTP, RFP Issuance-Dec.19, 2016

BACKGROUND

Council is aware that I have been in consultation with representatives from OCWA regarding the provision of Project Management Services related to the Design and Construction of the Arthur Wastewater Treatment Plant Expansion.

At my request, OCWA has submitted a proposal to my attention for the Township's consideration. OCWA proposes to direct and coordinate the efforts of the selected Consulting Engineer to ensure that the Township objectives for the project are met. OCWA has also proposed to oversee the construction phase of the project, post design. This would ensure a seamless transition from design to construction.

OCWA would provide a qualified project management team to manage all aspects of the project, maintaining the scope, schedule, budget, ensuring good reasoning behind design and constructability to ensure quality, safety and a successful project that will meet the Township's needs.

OCWA's project management team would include Professional Engineers, Certified Operators, Certified Construction Advisors and Operations Management. OCWA has access to significant resources and has considerable experience in delivering on these types of projects having provided project management services to over 250 municipalities over the last 60 years. OCWA would act as the Township's representatives and be tasked with protecting the Township's best interests throughout the project. Ensuring the resulting plant is not overdesigned, operator friendly and able to meet the needs of Arthur, now and in the future.

Included as Appendix 1 is OCWA's "Recent Project List" for Council information.

The proposal is broken into two parts, with two phases in each part. The financial considerations section of this report provides a brief description of the activities that will be covered in each of the phases.

OCWA's inherent knowledge of the current Arthur Wastewater Treatment Plant and the recently completed Class Environmental Assessment (EA) Environmental Study Report (ESR) puts them in a unique position to support the Township throughout the balance of this project. OCWA understands the approval role of the MOECC and the Grand River Conservation Authority and has relationships with both. OCWA has the ability to assign specific, experienced resources to this project to ensure that it proceeds without undue delays. The Township does not have these resources in house.

FINANCIAL CONSIDERATIONS

Proposed Project Management Fees		
PHASE	DESCRIPTION OF ACTIVITY	FEE
1	<ul style="list-style-type: none"> • Review of proposals • Recommendation on consulting engineer • Preliminary engineering 	23,715
2	<ul style="list-style-type: none"> • Management of 	53,280

	detailed design and all required approvals	
3	<ul style="list-style-type: none"> • Overall responsibility for tendering, construction and commissioning of facility 	99,805
4	<ul style="list-style-type: none"> • Management of post construction and warranty period 	21,730
TOTALS		198,530

The proposed fees will be considered an upset limit and will not be exceeded without written consent of the Township.

The Township has included \$1 million in the 2017 Budget for the detailed design of the Arthur WWTP. It is anticipated that Phase 1 and 2 of OCWA's Proposed Project Management Fees would be captured in this budget amount. Phases 2 and 3 would form part of the future capital construction budget.

STRATEGIC PLAN

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

Yes No N/A

Which pillars does this report support?

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

OCWA has, for a number of years, acted as the Township's wastewater operator in both Arthur and Mount Forest. Given OCWA's knowledge in the wastewater field and experience delivering on capital projects, building on this relationship and tapping into additional OCWA resources will further enhance this strategic partnership.

Township council has identified creating capacity at the Arthur Wastewater Treatment Plant as the number 1 priority. Capacity in Arthur is the primary hurdle to growth in that community. Having OCWA formally represent the interests of the Township will help to ensure that adequate resources are assigned to ensure that this project continues in a timely manner. Township resources are stretched and current staff do not have experience managing a wastewater project of this scale.

PREPARED BY:

RECOMMENDED BY:

Michael Givens

Michael Givens, CAO

MICHAEL GIVENS
CAO

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER

Recent Project List

OCWA is fully experienced in the project management services required for the Wellington North project. All of the projects listed below required project management services during detailed design, tendering, construction, commissioning and post construction – almost identical to the Wellington North project.

- **Kirkland Lake Wastewater Treatment Plant Upgrade & Decommissioning Old Plant**

Construction of a new extended aeration wastewater treatment plant in the Town of Kirkland Lake and decommissioning the old plant. Project management of the entire project from the planning phase (including Class EA) to the end of warranty period. *Awarded 2014 Project of the Year by the Ontario Public Works Association (OPWA)*. Project Value = \$36M

- **Iroquois Wastewater Treatment Upgrade**

Project management services were provided for a design, bid, build project that upgraded the Iroquois Wastewater Treatment Plant with a new secondary treatment system, an autothermal thermophilic aerobic digester (ATAD), UV disinfection, and sewer system rehabilitation. Project Value = \$18M

- **Cornwall Wastewater Treatment Plant Upgrade**

The Cornwall Wastewater Treatment Plant was upgrade in a design, bid, build project for which project management services were provided. Upgrades included a completely new secondary treatment process and a new UV disinfection system. Pervasive equipment and process upgrades were also required throughout the plant in order to bring the rated capacity from 54,000 m³/day to 108,000 m³/day. Project Value = \$56M

In addition to the above, the following wastewater projects in the last 10 years were successfully completed under OCWA's project management services including Class EA, design and construction stages:

- | | |
|---|-----------------------|
| • Hawkesbury Wastewater Treatment System Upgrade: | Project Value = \$35M |
| • Mississippi Mills Wastewater Treatment Plant Upgrade: | Project Value = \$28M |
| • L'Original Wastewater Treatment Plant Upgrade: | Project Value = \$11M |
| • Bancroft Wastewater Treatment Plant Upgrade: | Project Value = \$11M |
| • Barry's Bay Wastewater Treatment Plant Upgrade: | Project Value = \$9M |
| • Asphodel-Norwood Wastewater Treatment Plant Upgrade: | Project Value = \$7M |



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067

Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 13, 2017**

FROM: MICHAEL GIVENS, CAO

**SUBJECT: REPORT CAO 2017-009 ARTHUR WASTEWATER TREATMENT
PLANT AERATION SYSTEM REPLACEMENT AND RETURN
ACTIVATED SLUDGE FLOW METER INSTALLATION**

RECOMMENDATION

THAT Report CAO 2017-009 being a report on the Arthur Wastewater Treatment Plant Fine Aeration tender is received for information;

AND FURTHER THAT the Council of the Township of Wellington North award the contract for the installation of new fine bubble aeration equipment and return activated sludge flow meters at the Arthur WWTP to Wellington Construction Contractors Inc.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

PW 2016-048 Arthur WWTP Fine Aeration Project-Aug. 9, 2016
PW 2016-072 Arthur WWTP Fine Aeration-Dec. 5, 2016

BACKGROUND

The "request for tender" for the installation of new fine bubble aeration equipment and return activated sludge flow meters at the Arthur WWTP was advertised on February 3, 2017 and closed on February 22, 2017.

Triton Engineering Service Limited completed the required design work, finalized the Ministry of Environment and Climate Change (MOECC) approvals and oversaw the tender process. Two complete tenders were received for consideration.

Triton's tender report and recommendation is included as Appendix 1.

A move to fine aeration will provide more biological treatment capacity within the aeration process and additional flow meters will allow the plant operator to more effectively monitor and control the plant's process.

FINANCIAL CONSIDERATIONS

On December 5, 2016 Council approved via resolution a "budget estimate of \$250,000 for the installation of fine aeration equipment and flow meters at the Arthur Wastewater Treatment Plant". These funds are to come from the Sanitary Sewer Reserve Fund.

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

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

Township council has identified creating capacity at the Arthur Wastewater Treatment Plant as the number 1 priority. Capacity in Arthur is the primary hurdle to growth in that community. This project is a construction project for 2017 that works towards re-rating the existing plant. It's worth noting that this project is consistent with both the Class EA upgrade and an optimization solution to re-rating the plant.

PREPARED BY:

RECOMMENDED BY:

Michael Givens

Michael Givens, CAO

**MICHAEL GIVENS
CAO**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

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

ORANGEVILLE • FERGUS • GRAVENHURST

February 24, 2017

Township of Wellington North
Box 125, 7490 Sideroad 7 West
KENILWORTH, Ontario
NOG 2E0

ATTENTION: Kimberly Henderson
Treasurer

RE: TOWNSHIP OF WELLINGTON NORTH
ARTHUR WWTP
OUR FILE: W3617A

Dear Madam:

Tenders for the installation of new fine bubble aeration equipment and return activated sludge flow meters at the Arthur wastewater treatment plant (WWTP) were received and opened at the Municipal Office shortly after 2:00 p.m. on Wednesday, February 22, 2017.

Those present were Kim Henderson from the Township and Christine Furlong from Triton Engineering plus contractor representatives.

The Tenders received are summarized as follows:

<u>CONTRACTOR</u>		<u>TENDER PRICE</u> (Including HST)
Wellington Construction Contractors Inc.	Palmerston	\$ 211,875.00
Finnbilt General Contracting Limited	Stratford	\$ 286,747.67

The detailed tender breakdown for the tenders received have been checked for errors and omissions and no issues were found.

Wellington Construction Contractors Inc. (Wellington) have satisfactorily completed several municipal projects similar in scope. They are the contracting firm that built the Arthur WWTP in the early 1990's and completed the rehabilitation of the filtration system in 2011. Triton Engineering recommends that Council award the Contract to Wellington in the amount of \$211,875.00 which includes a contingency allowance of \$50,000 for unforeseen circumstances and 13% HST.

We trust that this information is satisfactory for your present requirements and should you have any questions, please do not hesitate to contact our office.



-2-

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Christine M. Furlong, P. Eng.

cc: Barry Trood, Water Superintendent, Township of Wellington North



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 13, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-010 BEING A REPORT ON AMENDING THE
SPEED LIMIT BY-LAW**

RECOMMENDATION

THAT Report CLK 2017-010 being a report on amending the speed limit by-law be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The Ontario Municipal Board (OMB) issued their written report on the decision delivered by J. V. Zuidema on January 24, 2017 in case PL160043 (Coalition of Concerned Citizens vs. Township of Wellington North) related to Alette Holsteins application for a permit for a gravel pit.

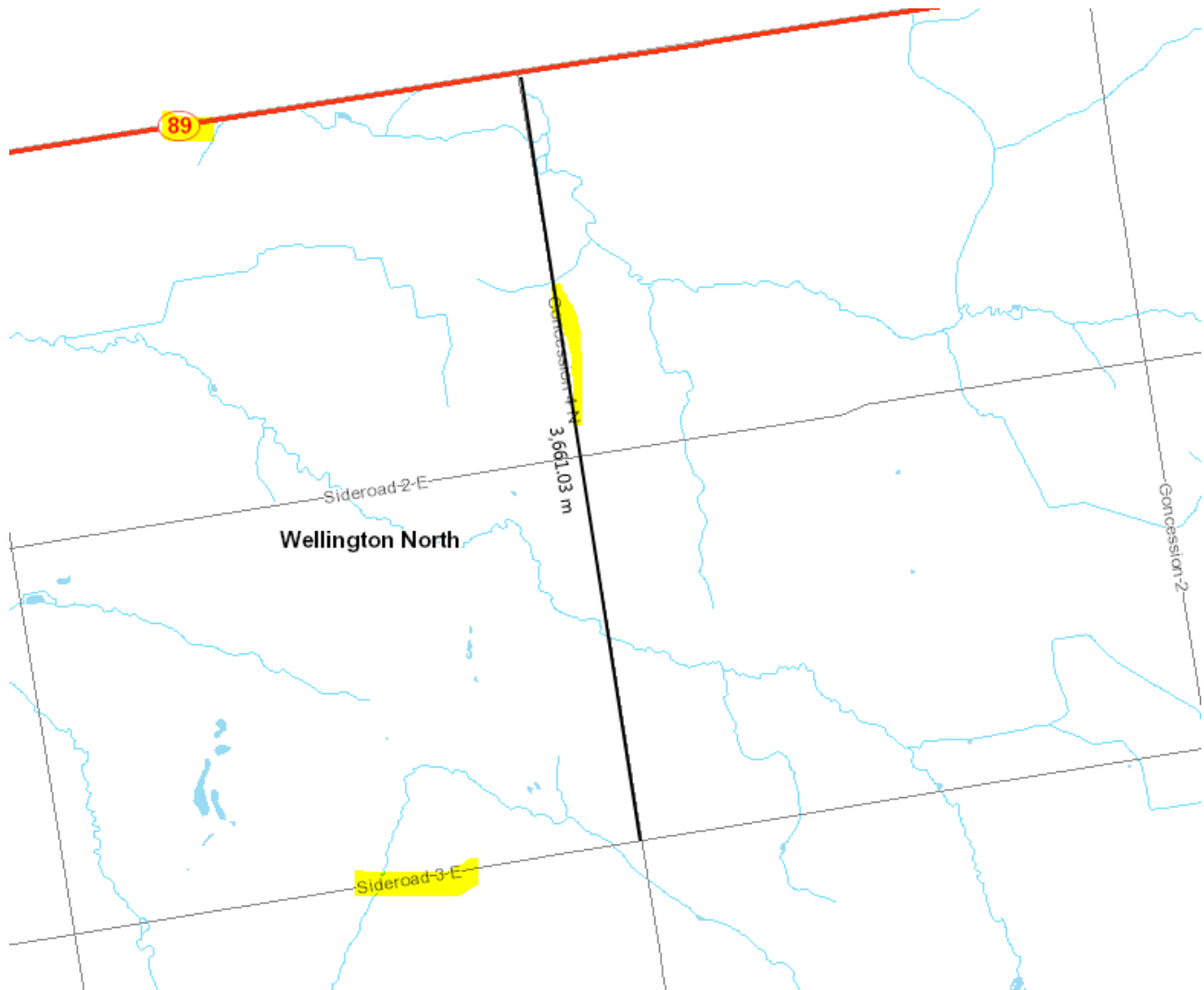
The following clauses are on page 7 of the report:

27. *But they did acknowledge that there may be an occasion whereby a truck travels south along Conc. 4 and then heads west along Sideroad 3 to meet Highway 6. However, they were of the view that those occasions would be few as it would be more expeditious and safer to connect to Highway 89 and then to Highway 6. Mr. Bye indicated that should the municipality wish to reduce the speed along Conc. 4 or Sideroad 3 from 80 km/h to 60 km/h, he would support the measure to ensure public safety.*

28. The Board encourages the municipality to look into this possibility.

The entire report can be accessed at the following link: <http://elto.gov.on.ca/omb/e-decisions-omb/>

Should Council wish to reduce the speed limit on Concession 4 North from Sideroad 3 E to Highway 89, a by-law amending the speed limit by-law would need to be passed, signage placed and notification sent to the Wellington County Ontario Provincial Police Service.



A draft of the proposed by-law is attached as Schedule "A".

Staff are requesting direction as to how Council wishes to proceed.

FINANCIAL CONSIDERATIONS

Approval of the draft by-law would result in signage costs. The Aggregate Haul Route Agreement – “Ghent Pit” included the below provision.

2.3 Haul Route Cost Sharing & Associated Works

- (a) **The parties will make the following contributions to the Ghent Pit Account which will be maintained and held by the Township:**
- (i) **The Operator will provide a one-time contribution of \$10,000.00 once the license is issued, to be used as the Operator’s share of haul road upgrades and maintenance activities. This one-time payment may be used by the Township to cover costs for the preparation and adjusting of this and/or any other agreement.**

STRATEGIC PLAN

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

No

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

SCHEDULE "A"
THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER XXX-17

BEING A BY-LAW TO AMEND BY-LAW NUMBER 060-15, BEING A BY-LAW TO PRESCRIBE SPEED LIMITS FOR VARIOUS HIGHWAYS UNDER THE JURISDICTION OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS the Council of The Corporation of the Township of Wellington North deems it expedient amend By-law 060-15

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

1. **THAT** By-law 060-15 be amended by adding Schedule "D" as follows:
Maximum rate of speed – 60 kilometres per hour along the following road:

Concession 4 North from the intersection of Sideroad 3 E to Highway 89.
2. **THAT** this by-law shall come into force and take effect, when properly worded signs have been erected.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED

THIS xxTH DAY OF XXXX, 201x.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF MARCH 13, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-011 BEING A REPORT ON AWARDING THE
TENDER FOR DRAIN 65 (LENNOX)**

RECOMMENDATION

THAT Report CLK 2017-011 being a report on awarding the tender for Drain 65 (Lennox) be received.

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North award the tender for the West Luther Drain 65 (Lennox) to Marquardt Farm Drainage in the amount of \$ 68,249.00 plus HST, as recommended by K. Smart Associates Limited, Drainage Engineers.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

BACKGROUND

Tender 2017-006 was issued for work on Drain 65, as designed by K. Smart Associates Limited was issued with a closing date of February 27, 2017. An addendum was issued by the engineer on February 23, 2017 and the closing date was extended to March 3, 2017.

Four tenders were received and are set out on Schedule "A". The engineers have recommended that Marquardt Farm Drainage be awarded the tender.

FINANCIAL CONSIDERATIONS

The municipality has been assessed \$27,525 for work on Line 6, a special assessment to Line 6 and Sideroad 3. The Road Superintendent has recommended that a jack and bore system be constructed rather than what was proposed in the engineer's report, which could result in increased costs of up to \$7,000.00.

STRATEGIC PLAN

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

No

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

SCHEDULE "A"



Township of Wellington North

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

TENDER 2017-006 - Drain 65 (Lennox)

March 3, 2017 - Township of Wellington North - Township Office - Kenilworth, ON.

	Contractor	Date/Time Received	Bid Amount	Deposit	Instrument #
1	Marquardt Farm Drainage Ltd	Feb 24/17 11:21am	\$68,249.00	\$6,825.00	
	RR 3 Palmerston, ON NOG 2P0				
2	A.G. Hayter Contracting Ltd	Mar 2/17 2:04pm	\$90,340.00	\$9,034.00	
	70098 Grand Bend Line RR 3 Parkhill On NOM 2K0				
3	Robinson Farm Drainage Ltd	Mar 3/17 1:37pm	\$73,401.00	\$7,340.00	
	34834 Cassidy Road Ailsa Craig, On NOM 1A0				
4	Martin Drainage	Mar 3/17 1:40pm	\$74,742.00	\$7,740.00	
	7213 Wellington Rd 86 Wallentstein, On NOB 2S0				

Department Head

Treasurer

Date

Welcome

With Spring just around the corner, the OFMEM Emergency Management Branch is amidst a flurry of activity – related both to the roll-out of projects associated with our 2017 business plan (shared in last month's newsletter) and an exciting number of discussions with partners.

Keeping with the themes of our business plan, here are some specific activities that may be of interest to you:

Goal 1:

Building the Next Generation Program Together

- We are working to evolve our advisory and governance structures.
 - To date, we've formed a Ministry EM Coordinators' group, committed to supporting a regular cycle of Sector meetings, created a Training Advisory Group (meeting this week), created a Public Education Advisory Group (please contact ryan.betts@ontario.ca to join), and aligned all of these meetings to culminate in Provincial Emergency Management Coordinating Committee (PEMCC) meetings twice annually. The dates for these meetings have been set (June 22 and October 26).
 - We're also keen to evolve the PEMCC format itself to ensure solution-based two-way discussions can occur. This would include us seeking input at sector meetings on current projects as well as having all sectors continue to flag ideas and issues for PEMCC discussion. The advisory groups would meet between sector meetings and PEMCC to help ensure PEMCC can truly be a provincial-level coordination body informed by its sub-groups.

- The EM Review is moving into its analysis phase, with all communities having hopefully completed either an interview or survey. We anticipate receiving the final report in June and will then work with stakeholders to develop a response, including program options to inform our direction for the coming years.
- We continue to have positive discussions with Indigenous and Northern Affairs Canada (INAC) regarding enhancement of the level of emergency management support available to Ontario’s First Nations communities. We look forward to meeting jointly with First Nations and INAC in the near future to discuss a way forward.

Goal 2:

Enhanced Engagement and Communications

- We have hired a Liaison Officer, Alex Lawless, who will be working to enhance our engagement with the federal government, associations, the Red Cross, NGOs and the private sector. Some quick highlights from her first weeks:
 - We attended the Ontario Association of Emergency Managers (OAEM) February meeting and are very encouraged by the many opportunities for OFMEM to work more closely with the association. We’ll continue to attend their meetings and I’m looking forward to speaking at the May 11-12 [OAEM Conference and Annual General Meeting](#). See below for more on the OAEM and how you can get involved!
 - Alex and I will be meeting with the NGO Alliance on March 8. We are looking forward to beginning discussions related to how NGOs can work with us to not only boost response capacity in Ontario, but also to greatly expand and enhance our operational recovery methodology.
 - At the end of March we are attending a two-day meeting with Public Safety Canada and our provincial counterparts to discuss closer cooperation on a variety of files. More to come!
- As most of you know, EP Week 2017 is May 7-13, 2017. This year’s focus will be personal preparedness. The theme is “Emergency Preparedness Starts With You. #PrepareYourSelfie.” Details are forthcoming including an EP Week Toolkit (available online mid-March) to support your local campaigns. You can access campaign specific promotional materials which are available for download at www.ontario.ca/beprepared.

Goal 3: Enhanced Response Capacity

- As you’ll read below, we have hosted to very successful spring flood/fire planning meetings. This year we are placing an emphasis on contingency planning and scenario development that is more closely informed by traditionally affected communities and those that have offered to provide evacuation hosting capacity. Early planning has shown that we do need more host communities. If you would like to learn more, please contact chris.pittens@ontario.ca.
- We are re-forming our internal IMS secretariat in March and are aiming to re-form the IMS steering committee in April. We are also working with MNRF to discuss the potential re-launch of the all-hazards Incident Management Team project piloted in 2011.
- We are working together with MTO to procure incident management software. An advisory group exists and we look forward to reconvening that group in the Spring to inform final requirements for a bid process this summer.

Goal 4: Internal Capacity and Business Practices

- We are hiring! We have twelve competitions either in progress or posting soon. All of our jobs are posted to Ontario.ca/careers and on the OAEM website. Please encourage your contacts to apply. All of our jobs now include open information sessions so candidates can learn more about us and the positions before they apply. Anyone can attend and session dates are listed in each job ad.
- Next month we’ll begin openly sharing a dashboard and progress report that will update you on how we are doing compared to the commitments made in our 2017 business plan. This will accompany this newsletter...and save space in this section!

Thank you so much to all of you for the many encouraging words shared with me and others in our team. We look so forward to actively engaging with as many of you as possible through 2017. In the meantime, please enjoy the stories below. They represent a wide variety of activities submitted from our branch, as well as communities. If your schedule allows, I look forward to seeing you either at the [Northwest Response Forum](#) (April 11-13), the OAEM meeting or a sector meeting.

Mike

Michael J. Morton

Director, Emergency Management



*EM news and
updates from OFMEM*

Partners Spring Ahead To Collaborate: 2nd Annual Spring Flooding & Forest Fire Symposium

By Dan Zakydalsky

The 2017 Flood and Forest Fire Symposium was held at the Ontario Fire College from February 7th to 9th. The Symposium was a planning session to prepare for the possibility of flooding and forest fires affecting First Nations communities. Over 80 people involved in emergency response participated including Community Emergency Management Coordinators from seven northern host communities; provincial ministries and federal departments as well as members of Kashechewan First Nation, Moose Cree First Nation and Mushkegowuk Council.

The Symposium allowed partners to clarify emergency response roles and responsibilities and share best practices and technological and operational improvements that have been made over the past year. The Symposium featured a lively panel discussion which helped identify best practices for communities hosting evacuees.

OFMEM will be working with response partners over the next month to incorporate recommendations made at the Symposium into a Contingency Plan which will be used to coordinate flooding and forest fire emergency response in First Nation communities in 2017.



2nd Annual Spring Flood & Forest Fire Symposium
February 7-9, 2017 Ontario Fire College, Gravenhurst
Hosted by the Office of the Fire Marshal and Emergency Management

Joint Emergency Management Steering (JEMS) Committee Update

By Chris Pittens

On Wednesday, February 1, 2017, members of the JEMS Committee met at the OFMEM Headquarters in Toronto to review the JEMS Evacuation Standards document. Attendees included members of First Nation communities and organizations, municipalities, and representatives from both the Provincial and Federal governments. This was the first time in many years that this committee met in person. The discussions around the table included many innovative ideas to address some of the challenges that have been faced during evacuations over the past few years. These changes will be incorporated into the JEMS Evacuation Standards document in time for this year's Flood and Forest Fire season.

OFMEM would like to thank all of the members of the JEMS Committee for their attendance and participation in this important discussion.

Don't forget your course evaluations!

The Emergency Management Training Unit reminds all Provincial Course Instructors of the importance of having Course Evaluation Forms completed and submitted to the OFMEM / EM Training Unit. Course Evaluation Forms are a valuable tool which allow participants to provide feedback. Information gathered assists the Training Unit Team in identifying opportunities for course revisions. Please submit scanned copies of Course Evaluation Forms to AskOFMEM@ontario.ca or forward the original completed forms via mail to the EM Training Unit, 5th floor, 25 Morton Shulman Avenue, Toronto, ON M3M 0B1

Save the Date

March 9-10, 2017: [CSA Z1600: Emergency Management & Business Continuity Course](#)

April 5, 2017: Deadline for applications for the 2017 Ontario Association of Emergency Managers (OAEM) Student Awards

May 7–13, 2017: [22nd Annual Emergency Preparedness \(EP\) Week](#)

May 11 & 12, 2017: [The OAEM Conference and Annual General Meeting](#)

October 24-25, 2017: Provincial Emergency Management Conference Resilient Communities and Organizations: “Building Comprehensive Emergency Management Programs in Ontario”

Northwest Response Forum is coming to Dryden!

This three-day conference will take place April 11-13, 2017 featuring dynamic speakers who will share successes and lessons learned through their work in disaster response, emergency management and relief efforts.

The Forum will also feature breakout sessions and training opportunities where conference delegates can choose the session that best suits their role in emergency preparedness, response and/or recovery.

Registration Fee \$250 includes HST (register three delegates from the same organization and receive a fourth registration free!)

For more information, check out the full conference agenda at www.northwestresponseforum.ca.

Community Hub

A glance at EM programs and initiatives across the province

An In-Depth Look at Unmanned Aerial Vehicles (UAVs) & Emergency Management

By Joe Eder, Ministry of Natural Resources & Forestry (MNR)

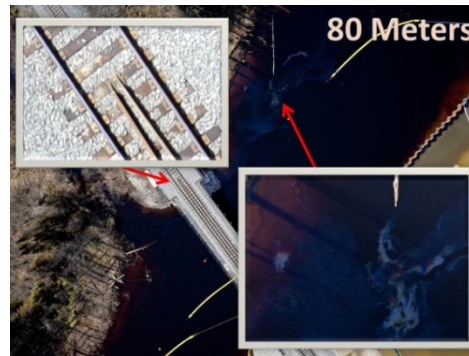
Over the last few years, the use of Unmanned Aerial Vehicles (UAVs) also known as Drones has increased dramatically. Furthermore, there has been a rapid uptake in the enthusiasm of new ways of potentially delivering many tasks safer and more efficiently with this new technology. The rules around operating UAVs have also been progressing. Currently in Canada there are **only three ways to fly a UAVs legally**:

- 1. Be a hobbyist:** If your aircraft weighs 35kg or less and is used for the fun of flying only, you don’t need permission from Transport Canada. You must follow the law and fly safely – read Transport Canada’s safety guidelines. *(Note: This does not apply for anyone using a UAV for or at work, you are considered a commercial operator.)*
- 2. Fly under a Special Flight Operating Certificate (SFOC):** To use your UAV for any form of work or research, you are legally required to apply for a SFOC. This applies to all UAVs used for anything but the fun of flying and regardless of how much they weigh. Transport Canada inspectors will review your SFOC application and determine what safety conditions are needed to reduce the risks.
- 3. Qualify for an exemption from the SFOC:** Most UAV operators must get Transport Canada’s permission to use a UAV for any type of work or research. However, under very specific, lower-risk circumstances, you may qualify for an exemption.

Along with operating the UAV lawfully, it must be operated safely. The UAV must be operated a safe distance from individuals, structures and wildlife that are not involved with the mission. The operator of the UAV must have training in air law, theory of flight, meteorology, navigation and flight operations. The UAV operator and the UAV itself also require Aviation Liability Insurance as standard liability insurance does not cover aircraft.

The Aviation, Forest Fire and Emergency Services (AFFES) Branch at Ontario’s MNRF has been leading a project to explore the use and applicability of UAVs within natural resource management. Over the last two years through trials, UAVs they have been proven to be an effective and efficient tool to conduct surveys, assess emergency situations like floods, fires and leaking / damaged wells, and for evaluating compliance.

Some examples of where UAVs have proven successful include:



Initial response to oil spills and monitoring clean up, can provide a rapid situational assessment, aid in locating oil booms, and assess the clean-up activities.



Dam failures and monitoring construction and operation, can remove people from potential dangerous and hazardous situations, able to assess the structure at a safe distance to aid in a situational assessment of the hazard.



Inspection of infrastructure such as bridges and other buildings, can remove people from having to repel or use specialized machinery to perform inspections and assess structures.

The OPS UAS Community of Practice was established by the Ministry of Transportation (MTO) and MNRF last year to allow for the other operators of UAS to collectively come together and share information, standardize processes and procedures and attempt to tackle the large OPS wide issues, such as privacy, security and Information Technology. Currently the group is made of the MNRF, MTO, Ontario Provincial Police, OFMEM, Ministry of Northern Development & Mines, Ministry of Environment and Climate Change, Ministry of Labour and Ontario Power Generation. For more information on the UAV trials conducted by the MNRF, the OPS UAS Community of Practice or any questions, please contact Joe Eder, Special Projects Coordinator at joe.eder@ontario.ca or at 705-779-4016.

Kudos to Hastings County!

By Lisa Harvey

Almost all 14 municipalities within Hastings County and the cities of Belleville and Quinte West have embraced IMS. A large majority of Hastings County CEMCs have received IMS 100 training. Throughout 2016, all training and exercises were IMS related. We have new IMS Instructors in Hastings County and IMS 200 training is ongoing throughout the County. Resolutions were presented and adopted by many councils approving the transition into IMS. By the end of 2017, the goal is for all Hastings County municipalities to have IMS emergency plans.

The Ontario Association of Emergency Managers (OAEM) - Home of the Ontario Emergency Management Community

By Jennifer Smysniuk

In May 2003, a small group of emergency managers created the Ontario Association of Emergency Managers (OAEM). Working under a common provincial structure and complying with the same provincial legislation, the association grew from forty to four hundred in a matter of a few years.

OAEM worked diligently to provide useful services to its members, and to fulfill its mission of promoting, supporting and enhancing the profession of emergency management in Ontario. Initially, the association was mainly composed of government officials from the municipal and provincial sectors. Over the years, this too has evolved and the membership now consists of a mix of:

- Emergency managers from both public and private organizations
- First responders
- Health professionals
- Risk management professionals
- Private consultants
- Business continuity coordinators
- IT professionals

Becoming a member of the Ontario Association of Emergency Managers has many benefits:

- Access to a network of emergency management contacts
- An excellent source of emergency management reference material
- Access to professional development and career-building workshops and educational materials
- Updates on Governmental legislation information
- Discounts on conferences and training opportunities

Whether you are new to the field or a lifetime emergency management professional, there is something here for everyone. For more information, contact membership@oaem.ca or visit our website at www.oaem.ca.



Take a Break

Entertain yourself with some trivia and fun facts!

Pick up the Pieces – Average White Band

By Jude Kelly

Fans of 70s jazz-funk will instantly recognize this groovy instrumental by the funkier band ever to come out of Scotland.

Pick up the Pieces isn’t about any specific emergency or tragic event, rather it’s a general call to action for emergency workers and volunteers for any emergency.

The six-piece band released their first album Show Your Hand in 1972, but Pick up the Pieces didn’t chart until 1974 when it was re-released under the moniker AWB. The crew’s roots date back to the mid-60s in Perth & Glasgow, Scotland, before moving to London to pursue more music opportunities.

Pick up the Pieces went to #1 on the Billboard Pop chart and climbed to #5 on the Billboard R&B chart. The track has been featured in a number of movies and TV series including Undercover Brother, Starsky & Hutch, Superman 2, That 70s Show, Ellen Degeneres Show and Jimmy Kimmel Live.

The song remains a favoured sample of hip hop producers and of course, emergency managers worldwide.

Way to Wellness: Emotion Regulation and Disclosure

By Katrina Grantis

In a crisis, you may spend a lot of time in close quarters with emotions running high. If you are in a leadership role, you are also under the spotlight, which often requires you to carefully regulate what you say and how you say it. Leaders, however, are as susceptible to strong emotions as any other individual and there are limits to the ability to suppress feelings of anxiety or turmoil in order to serve as an example to others. There are also circumstances in which it’s helpful for a leader to disclose such feelings and share their vulnerability. If you always present a stoic exterior to the world, you will miss opportunities to create closeness and connection and you may pay a personal cost in the process.

It’s essential to find the right balance between regulation and disclosure, as well as knowing when, how, and with whom certain thoughts and feelings should be expressed. People who lack the ability to regulate themselves in a crisis, may allow their fear or anger to get the best of them, which will overwhelm their team and result in sub-optimal decisions. Also, leaders who over-regulate in a crisis, may also under-perform. The goal isn't to suppress these difficult feelings, but rather to regulate them and find the right way to disclose them in a given situation.

Leaders, as with others, need to be able to simply vent and express themselves without worrying too much about self-regulation. This is even more important during a crisis. Candid conversations with trusted allies also makes it easier to manage difficult emotions in more public settings. Note that this can pose a challenge when we only turn to family and friends in the midst of a crisis. Although they are eminently trustworthy, they may also be attached to a given outcome that makes it difficult for them to be objective listeners.

Having access to people you trust, who are not personally invested in the success or failure of the organization, is essential so that we can fully acknowledge the stress and anxiety we feel.

(Excerpts from “How to Fight a Fire (Self-Coaching in a Crisis)”, written by Ed Batista, Executive Coaching, www.edbatista.com)

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March 2017

Dear Mayor, Reeve and Members of Council:

I am pleased to invite you to participate in the [2017 Senior of the Year Award](#). This annual award was established in 1994 to give each municipality in Ontario the opportunity to **honour one outstanding local senior**, who after the age of 65 has enriched the social, cultural or civic life of his or her community.

Pay tribute to a Senior of the Year award recipient and show how seniors are making a difference in your community!

Make a nomination for [Senior of the Year!](#)

Deadline is April 30, 2017.

A certificate, provided by the Ontario government, is signed by Her Honour the Honourable Elizabeth Dowdeswell, Lieutenant Governor, myself as Minister of Seniors Affairs, and the local Head of Council.

The Government of Ontario is proud to offer this partnership with the municipalities. Seniors have generously offered their time, knowledge, expertise and more to make this province a great place to live. It is important to recognize their valuable contributions.

If you have questions, please contact the Ontario Honours and Awards Secretariat:

Email: ontariohonoursandawards@ontario.ca
Phone: 416 314-7526
Toll-free: 1 877-832-8622
TTY: 416 327-2391

Thank you in advance for taking the time to consider putting forward the name of a special senior in your community.

Sincerely,

The Honourable Dipika Damerla
Minister

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

BY-LAW NUMBER 023-17

**BEING A BY-LAW TO AMEND BY-LAW NUMBER 009-2008,
BEING A BY-LAW TO ADOPT POLICIES WITH RESPECT TO THE
SALE AND OTHER DISPOSITION OF LAND**

WHEREAS the Council of The Corporation of the Township of Wellington North deems it expedient amend By-law 009-2008

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

1. **THAT** By-law 009-2008 be amended by adding:
 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.
2. **THAT** this by-law shall come into force and take effect on its passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 13TH DAY OF MARCH, 2016.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 024-17

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 MARCH 13, 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 March 13, 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 13TH DAY OF MARCH, 2017.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**