



# Township of Wellington North

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

## Regular Meeting of Council

Monday, March 25, 2013

Following Court of Revision

Municipal Office Council Chambers, Kenilworth

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TOWNSHIP OF WELLINGTON NORTH

PUBLIC MEETING - MINUTES

Monday, March 4, 2013

The Public Meeting was held Monday, March 4, 2013 at 7:00 p.m. at the Township of Wellington North Council Chambers, Kenilworth to consider two Zoning Amendment applications.

**Present:**

**Mayor: Raymond Tout**  
**Councillors: Sherry Burke**  
**Mark Goetz**  
**Andy Lennox**  
**Dan Yake**

**Also Present:**

**C.A.O./Clerk: Lorraine Heinbuch**  
**Executive Assistant: Cathy Conrad**  
**Township Planner: Linda Redmond**

**Mayor Tout called the meeting to order.**

**Declaration of Pecuniary Interest:**

None declared.

**Owner/Applicant: Grech Outdoors Inc.**

**Location of the Subject Land**

The property subject to the proposed amendment has a municipal address of 115 Fergus Street South in Mount Forest. The property is approximately 966.8 sq.m (0.4ac.) in size.

**The Purpose and Effect of the Application**

The purpose and effect of the proposed amendment is to rezone the subject lands to permit a site specific zoning to allow a gunsmithing repair shop and accessory retail sales. The proposed use is currently located at 153 Main Street South, Mount Forest (Grech Outdoors Inc.) and is relocating to the proposed location to accommodate growth in the business. The use will be located within the existing industrial building.

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## PUBLIC MEETING - MINUTES

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Please note – Section 34 (12) of the Planning Act.

Information – At a meeting under subsection (12), the Council shall ensure that information is made available to the public regarding the power of the Municipal Board under subsection (14.1) to dismiss an appeal if an appellant has not provided the Council with oral submissions at a public meeting or written submissions before a By-law is passed.

1. Notice for this public meeting was sent to property owners within 120 m and required agencies and posted on the property on February 11, 2013.

2. Presentation by:

Linda Redmond, Planner, reviewed her comments dated February 27, 2013.

This zoning by-law amendment would allow for a gunsmith operation including repair, custom assembly, cleaning and warranty service of firearms. Additional limited retail sales of new and used firearms, ammunition, firearm and hunting accessories would be permitted as accessory to the gunsmith operation.

The property is currently zoned Mixed Use (MU1) and is located within an area of mixed residential, commercial and some industrial. The County Official Plan has provisions which recognize legally established uses which do not conform with the policies of an Official Plan but may be recognized as a permitted use in the local Zoning By-law. It further provides direction that a Council may consider zoning the property to allow a similar or more compatible use. In this instance the historical use of the property has been more industrial in nature. The proposed use, although not directly permitted, would meet the intent of the service or repair shop definition, which is permitted within a MU1 area. Staff have no concerns with the proposal.

The property subject to the proposed amendment has a municipal address of 115 Fergus Street South in Mount Forest. The property is approximately 966.8 sq.m (0.4ac.) in size and is occupied by an existing industrial building.

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The purpose of the amendment is to rezone the subject lands to permit a gunsmithing repair shop and accessory retail sales on the subject lands. The proposed use is currently located at 153 Main Street South, Mount Forest (Grech Outdoors Inc.) and is relocating to the proposed location to accommodate growth in the business. The use will be located within the existing industrial building

The subject property is considered to be within the settlement area of Mount Forest. Section 1.1.3.1 of the Provincial Policy Statement states that "settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted." Settlement areas are encouraged to include a mix of densities and land uses.

Under the Wellington County Official Plan the subject lands are designated RESIDENTIAL TRANSITION (RT). This area is identified as an area to provide an opportunity for non-retail commercial uses as well as other community services. Permitted uses within the RT areas of urban centres include those uses permitted in the RESIDENTIAL designation including a variety of residential housing types and some commercial. The RT designation also allows a wide variety of "non-retail uses and service functions, including ancillary retail uses secondary to the main service function.

Section 8.5.2 of the Official Plan identifies objectives for the RESIDENTIAL TRANSITION areas of urban centres, stating that an effort be undertaken to ensure potential compatibility issues between residential and other land uses are minimized.

Section 13.8.2 of the plan deals with Status Zoning and states "A legally established use which does not conform with the policies of an Official Plan may be recognized as a permitted use in the Zoning By-law in accordance with its current use and performance standards. A Council may also consider zoning the property to allow a similar or more compatible use or to provide for a limited expansion of the current use". In this regard the property has been used historically for more industrial type uses such as electrical and building contractor's yards.



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Under the Zoning By-law the subject lands are zoned Mixed Use (MU1). This zone permits a variety of residential and service commercial uses. The applicants are proposing to relocate their existing gunsmith business to this location. The proposal is as follows:

- Primary use, 2000 sq.ft. - repair, custom assembly, cleaning and warranty service of firearms.
- Accessory/ancillary use, 400 sq.ft. - retail sales of new and used firearms, ammunition and firearm and hunting accessories.

Under the MU1 zone the proposed use as described is not directly permitted as described although would fit most closely with the service or repair shop category. The zoning by-law defines a service or repair shop as follows:

Service or Repair Shop, means a building or part thereof for the repair or service of household articles including radio, television and electronic equipment, and small household appliances, and may include small engine repair, but does not include an industrial use or automotive body repair shop or automotive service station.

The draft by-law attached places a site specific exemption on the property to allow the gunsmith operation as well as limited accessory retail sales.

To address neighbours concerns the following has been added to restrict a firing range:

*“Subject to all the above uses being located within the building and no outside sales permitted and further that a firing or gun range is not permitted.”*

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3. Review of Correspondence received by the Township:
  - Cherielyn Leslie, Environmental Planning Coordinator, SVCA
  - No objection
4. The by-law will be considered at the Regular Council Meeting following the public meeting. Mayor Tout asked those wishing to receive further notices regarding this application to make their request in writing.
5. Mayor Tout opened the floor for any questions/comments.

The Applicants, John Grech and Ellen McGaghey were present to answer any questions.

Ms. McGaghey explained that the gunsmithing side of the business has grown while the retail business has stayed the same. The business opened in August, 2006 at 183 Main Street South and then relocated to 152 Mains Street South in July, 2009 to accommodate growth of the gunsmithing business. The move to 115 Fergus Street South will accommodate further growth of the gunsmithing business. There are not a lot of buildings available for this type of business. There is external security lighting on this building that they intend to use. The Chief Licensing Officer of the Chief Firearms Office has okayed the building. By locating off the Main Street they hope to minimize the curiosity foot traffic and focus on the core gunsmithing business with retail operations remaining the same or being reduced. They do not intend to have a firing range. That would require Chief Firearms Office approval and is usually limited to locations in an industrial area.

6. Comments/questions from Council.

Councillor Yake felt that this was a good fit for the building, which has sat idle for a number of years.

Councillor Burke commented that she had been approached by a couple of residents with concerns; but, those concerns have now been addressed.

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Councillor Lennox stressed that security is probably important to this business as there is not the same travel on this street as there is on Main Street.

Ms. Redmond explained that the applicant can speak to security for the building. The zoning by-law addresses lighting for this type of property.

Adjourn 7:14 p.m.

### **7:15 p.m. - Owner/Applicant: The Corporation of the Township of Wellington North**

**DEFERRED FROM DECEMBER 17TH, 2012 AND JANUARY 28TH, 2013.**

- Public Meeting Minutes, December 17th, 2012
- Second Public Meeting Minutes, January 28th, 2013

**This third public meeting is to consider a zoning amendment for “housekeeping” revisions.**

Re: The changes are of a general nature and apply throughout the Township of Wellington North.

#### **The Purpose and Effect of the Application**

The purpose and effect of the proposed amendment is to provide for Township initiated “housekeeping” amendments to the Comprehensive Zoning By-law as itemized below:

- i) General typographical and mapping corrections.
- ii) Clarification of text for regulations such as non-complying uses, buffer areas, common amenity area, hobby barns, yard encroachments.
- iii) Amend provisions for accessory uses, including clarifying number, size and location of structures.
- iv) Provide regulations for accessory residential uses in a Highway Commercial zone.
- v) Add new provisions to restrict dog kennels unless a site specific zoning amendment is obtained.
- vi) Add and update definitions,
- vii) Modify parking requirements related to street townhouse uses.

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Please note – Section 34 (12) of the Planning Act.

(12) Information. – At a meeting under subsection (12), the council shall ensure that information is made available to the public regarding the power of the Municipal Board under subsection (14.1) to dismiss an appeal if an appellant has not provided the council with oral submissions at a public meeting or written submissions before a By-law is passed.

7. Notice for the original public meeting was sent to the required agencies and published in the Mount Forest Confederate and the Arthur Enterprise on November 21st, 2012 and in the Wellington Advertiser on November 23rd, 2012. Notice for the second public meeting was sent to those requesting notice in writing on January 16th, 2013. Notice for this public meeting was sent to those requesting notice in writing on February 20th, 2013.

8. Presentations by:

Linda Redmond, Planner, reviewed her comments dated February 27, 2013

The following changes have been made to the proposed housekeeping by-law as a result of the public meeting held at the January 28, 2013 Public meeting:

#### **Restricted Uses**

The changes proposed regarding the use of shipping containers or trailers for storage purposes has been removed from the amending housekeeping by-law. As per Council direction a comprehensive review is underway to address this issue more broadly and will come back to Council at a later date for discussion. The following sections have been removed:

#### **Section 5 Definitions**

**“OUTDOOR STORAGE, means the use of land for outdoor storage of equipment, goods or materials in the open air. It does not include storage in transport truck trailers”.**

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#### Section 6.35.2, Restricted Uses

**“The locating or storing on any land for any purpose whatsoever any disused railroad car, street car body, truck body, shipping container, or a trailer without wheels, whether or not the same is situated on a foundation;”**

9. Review of Correspondence received by the Township:

- None

10. 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.

11. Mayor opens floor for any questions/comments.

Phil Green spoke on behalf of Roxanne Caughill, owner of Roxanne's. Mr. Green thanked Council for slowing down their decision regarding storage trailers. However, they have concerns with zoning that does not permit them to place items or displays outside in front of the store. If they were selling items other than antiques or collectables they would be able to place items in the front yard. People come from many areas to shop there. When she placed tables and chairs out for people to sit at and tents for children to play in Darren Jones, CBO, brought a letter telling her to clear the front yard or face a \$27,000. fine. The Fire Prevention Officer shows up weekly with a pink slip to try and close her down. These visits are based on anonymous complaints received about her store. Lots of stores are allowed to have cardboard boxes and also keep accelerants. She has been told she can't have cardboard boxes on site. Ms. Caughill is an ambassador for the area, often telling customers about other shops and events in the area. Ms. Caugill feels she is being harassed and now feels sick everyday with the thought of going to the store. How far do we carry out the clean up part of this? Clean up might stop charity yard sales too.

Mayor Tout explained that the issues Mr. Green spoke to are not part of the issue being dealt with at this meeting.

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12. Comments/questions from Council.

None.

13. Adjournment 7:29 p.m.

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C.A.O./CLERK

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MAYOR

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, March 4, 2013

Following Public Meeting 7:30 p.m.

Members Present:

Mayor: Raymond Tout  
Councillors: Sherry Burke  
Mark Goetz  
Andy Lennox  
Dan Yake

Also Present: Chief Administrative Officer/Clerk: Lorraine Heinbuch  
Executive Assistant: Cathy Conrad

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

A. CALLING THE MEETING TO ORDER

Mayor Tout called the meeting to order.

B. O' CANADA

C. PASSING AND ACCEPTANCE OF AGENDA

Moved by: Councillor Goetz  
Seconded by: Councillor Burke

*THAT the Agenda for the March 4, 2013 Regular Meeting of Council be accepted and passed.*

**Resolution Number: 1**

**Carried**

D. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

THE CORPORATION OF THE  
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E. MINUTES

1. Public Meeting, February 11, 2013
2. Court of Revision, February 11, 2013
3. Regular Meeting of Council, February 11, 2013

Moved by: Councillor Goetz

Seconded by: Councillor Burke

*THAT the minutes of the Public Meeting, the Court of Revision and the Regular Meeting of Council held on February 11, 2013 be adopted as circulated.*

**Resolution Number: 2**

**Carried**

F. BUSINESS ARISING FROM MINUTES

None.

G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS

1. Pat Brown, National Farmers Union of Waterloo Wellington  
Re: The Sustainable Farming Awards

Mr. Brown appeared before Council on behalf of the National Farmers Union to invite Council members to attend the Sustainable Farming Awards Banquet on Thursday, March 28, 2013. This event will bring together farmers of all generations. Students will be catering the meal. Mr. Brown asked the Mayor and Councillor to challenge other municipalities to also consider attending this event.



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G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS  
(continued)

2. Alex Burnett  
Re: Severance Application for Part Lot 15, Concession 4, former  
Township of West Luther

Mr. Burnett and Mr. Rod Finnie appeared before Council to discuss support for an existing farm dwelling severance for property at Part Lot 15, Concession 4 in the former Township of West Luther. There is interest from someone wanting to purchase it and restore the home.

Two options for severance were presented. One option would sever 11.23 hectares, which would include an area that is unlikely to be used for farming. It includes a treed area and an old gravel pit.

The other option would sever 3.39 hectares and leave the unusable land with the farm.

Linda Redmond, Township Planner, stated that this application has already been submitted to Land Division and preliminary comments have been presented. Under the surplus farm dwellings, severances should be enough to maintain the residential dwelling. The farm contains trees and areas not currently under cultivation. The severance of the smaller parcel is closer to what land division and policies want to see. Another issue with this proposal is that the house is currently uninhabitable. The biggest issue with the proposed severance is the size of the lot.

Mr. Burnett explained that the hydro is still on and there is a well and septic system. Tenants have destroyed the inside of the house but the basic structure is okay.

The general consensus of Council was that the smaller lot would be best.

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H. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND  
RECOMMENDATIONS

1. Report from Barry Lavers, Director Recreation Parks & Facilities
  - Amendment Municipal Alcohol Section 2.1 March 25, 2013

Moved by: Councillor Burke

Seconded by: Councillor Goetz

*THAT the Council of the Corporation of the Township of Wellington North amend the Municipal Alcohol Policy Section 2.1 for approval of a Special Occasion Permit to include the east lobby, washrooms and coat check area of the Mount Forest & District Sports Complex on March 25, 2013 for the purpose of the Wellington North Showcase event as recommended by Barry Lavers, Director of Recreation, Parks & Facilities.*

Resolution Number: 3

Carried

2. Wellington North Fire Service
  - Arthur Station
    - January 2013 Fire Prevention Officer Report
  - Mount Forest Station
    - January 2013 Fire Prevention Officer Report

Moved by: Councillor Goetz

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive the January 2013 Fire Prevention Officer Reports for the Arthur and Mount Forest Stations.*

Resolution Number: 4

Carried

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H. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND  
RECOMMENDATIONS (continued)

3. Building/Property Committee  
- Minutes, February 20, 2013

Moved by: Councillor Yake  
Seconded by: Councillor Lennox

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Building/Property Committee meeting held on February 20, 2013.*

**Resolution Number: 5**

**Carried**

4. Economic Development Committee  
- Minutes, February 20, 2013

Moved by: Councillor Lennox  
Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Economic Development Committee meeting held on February 20, 2013.*

**Resolution Number: 6**

**Carried**

Moved by: Councillor Yake  
Seconded by: Councillor Lennox

*THAT the Council of the Corporation of the Township of Wellington North contract Authenticity a Division of Millier Dickenson Blais Inc. to assist in the completion of the Municipal Cultural Plan as recommended by the Economic Development Committee.*

**Resolution Number: 7**

**Carried**

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H. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS (continued)

5. Finance Committee  
- Minutes, February 4, 2013

Moved by: Councillor Lennox  
Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Finance Committee meeting held on February 4, 2013.*

Resolution Number: 8

Carried

I. CORRESPONDENCE FOR COUNCIL'S INFORMATION

1. Grand Valley Wind Farms  
Re: Grand Valley Wind Farms -Phase 3 Wind Project  
Notice of Final Public Meeting, Revised Draft Site Plan and 60 Day  
Public Review of REA Documents  
- Received as information
2. Steve Chambers, Mount Forest Renegades Mixed Slo-Pitch Softball Team  
Re: Request for Approval of Beer Gardens at 3-Pitch Tournament June 14  
and 15, 2013

Moved by: Councillor Burke  
Seconded by: Councillor Goetz

*THAT the Council of the Township of Wellington North have no objection to the Mount Forest Renegades Slo-Pitch Softball Team hosting a baseball tournament with a beer gardens on June 14<sup>th</sup> and 15<sup>th</sup>, 2013 at the Mount Forest agricultural building and ball diamonds provided the required approvals are obtained for this community event and the necessary approvals are in place from the Agricultural Society.*

Resolution Number: 9

Carried

THE CORPORATION OF THE  
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I. CORRESPONDENCE FOR COUNCIL'S INFORMATION (continued)

3. Saugeen Conservation  
Re: Reporting of Remuneration & Expenses  
- Received as information

J. BY-LAWS

1. 6-13 Being a By-law to Amend Zoning By-law Number 66-01 Being the Zoning By-law for the Township of Wellington North. (Wellington North Housekeeping 2012)

Moved by: Councillor Goetz

Seconded by: Councillor Burke

*THAT By-law Number 6-13 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 finally passed. (Wellington North Housekeeping 2012)*

**Resolution Number: 10**

**Carried**

2. 12-13 Being a By-law to temporarily close a Portion of Francis Street East between George Street and Charles Street, in the former Village of Arthur for the purpose of holding a Rubber Duck Race.

Moved by: Councillor Goetz

Seconded by: Councillor Burke

*THAT By-law Number 12-13 being a by-law to temporarily close a portion of Francis Street East between George Street and Charles Street, in the former Village of Arthur, for the purpose of holding a rubber duck race be read a First, Second and Third time and finally passed.*

**Resolution Number: 11**

**Carried**

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J. BY-LAWS (continued)

3. 13-13 Being a By-law to Authorize a Garden Suite under the provisions of the Planning Act. (Part of Lot 6, Concession 5, 7514 Sideroad 3 East, Allan M. Martin and Diane Marie Frey)

Moved by: Councillor Burke

Seconded by: Councillor Goetz

*THAT By-law Number 13-13 being a by-law to authorize an agreement for a garden suite under the provisions of the Planning Act be read a First, Second and Third time and finally passed. (Part of Lot 6, Concession 5, 7514 Sideroad 3 East, Allan M. Martin and Diane Marie Frey)*

**Resolution Number: 12**

**Carried**

4. 14-13 Being a By-law to Authorize the Sale of Real Property at 455 Dublin Street, Mount Forest (Murray Townsend, Michelle Gross. Renate Gross)

Moved by: Councillor Burke

Seconded by: Councillor Goetz

*THAT By-law Number 14-13 being a by-law to authorize the sale of real property at 455 Dublin Street, Mount Forest be read a First, Second and Third time and finally passed. (Murray Townsend, Michelle Gross, Renate Gross)*

**Resolution Number: 13**

**Carried**

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J. BY-LAWS (continued)

5. 15-13 Being a By-law to Authorize Recreational Trail Agreements with Property Owners (Arthur Walking Trail)

Moved by: Councillor Goetz  
Seconded by: Councillor Burke

*THAT By-law Number 15-13 being a by-law to authorize Recreational Trail Agreements with property owners be read a First, Second and Third time and finally passed. (Arthur Walking Trail)*

**Resolution Number: 14**

**Carried**

6. 16-13 Being a By-law to Authorize the Sale of Surplus Lands (Part Lot 18, Concession 12, Parts 5, 6, 7, 8, 9, 10 and 11, RP 60R2399 – Dale Ross)

Moved by: Councillor Yake  
Seconded by: Councillor Lennox

*THAT By-law Number 16-13 being a by-law to authorize the sale of surplus lands be read a First, Second and Third time and finally passed. (Part Lot 18, Concession 12, Parts 5, 6, 7, 8, 9, 10 and 11, RP 60-2399 – Dale Ross)*

**Resolution Number: 15**

**Carried**

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J. BY-LAWS (continued)

7. 17-13 Being a By-law to Amend Zoning By-law Number 66-01 Being the Zoning By-law for the Township of Wellington North. (Part of Lot 14 & 15, RP60R2290, 115 Fergus Street South, former Town of Mount Forest – Grech Outdoors)

Moved by: Councillor Yake  
Seconded by: Councillor Lennox

*THAT By-law Number 17-13 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 finally passed. (Part Lot 14 & 15, RP60R2290, 115 Fergus Street South, former Town of Mount Forest – Grech Outdoors Inc.)*

Resolution Number: 16

Carried

K. ITEMS FOR COUNCIL'S INFORMATION

Cheque Distribution Report dated February 28, 2013

L. NOTICE OF MOTION

None.



THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, March 4, 2013

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M. CULTURAL MOMENT

**Louise Lefebvre**  
*The Vibrations of the Seasons*

Louise Lefebvre, owner and operator of The Spotted Moose Emporium in Mount Forest is a multi-media artist. Her oil and watercolours have been sold internationally, as well as her photography and published novels and poetry.

This piece, called The Vibrations of the Seasons, is inspired by the Tibetan flags that surrounded her home when she lived in India and worked for His Holiness the Dalai Lama.

She has returned from BC to Mount Forest, after a 15-year absence and she looks forward to being involved first-hand in the arts for Wellington North.

For more information on this piece, or to contact Louise, visit The Spotted Moose Emporium "a uniquely Canadian store" 224 Main Street N., Mount Forest, 519-509-5529.

N. ANNOUNCEMENTS

Mayor Tout commented that the OGRA/ROMA Conference was an excellent event with many very good workshops. The Township attended a meeting with the Minister of Environment.

Mayor Tout announced that the Mount Forest Fireworks Festival has once again made the Top 100 Festivals in Ontario.

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, March 4, 2013

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O. CONFIRMING BY-LAW

Moved by: Councillor Lennox

Seconded by: Councillor Yake

*THAT By-law Number 18-13 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on March 4, 2013 be read a First, Second and Third time and finally passed.*

Resolution Number: 17

Carried

P. ADJOURNMENT

Moved by: Councillor Lennox

Seconded by: Councillor Yake

*THAT the Regular Council meeting of March 4, 2013 be adjourned at 8:21 p.m.*

Resolution Number: 18

Carried

---

C.A.O./CLERK

---

MAYOR



# Arthur Area Fire Department

103 Smith Street, P.O. Box 99, Arthur, Ontario N0G 1A0  
Ph: 519-848-3500 • Fax: 519-848-6656

## ARTHUR FIRE DEPARTMENT REPORT FOR FEBRUARY 2013

The Arthur Fire Department responded to six calls for assistance during the month of February 2013.

Arthur	- 1 MVC - 1 Ambulance Assist
West Luther	- 2 MVC
Peel Township	- 1 MVC
Mapleton	- 1 Hydro Pole Fire

There were four practices held during the month February. On February 6<sup>th</sup>, Practice # 13, eight members attended; on February 13<sup>th</sup>, Practice # 14, thirteen members attended; on February 20<sup>th</sup>, Practice # 15, thirteen members attended, and on February 27<sup>th</sup>, Practice # 16, twelve members attended.

On February 2<sup>nd</sup>, Arthur Station received their 2013 First Aid/CPR/De-Fib/HCP Training Certification. Twenty members were in attendance.

Fire Chief Morrison attended a budget meeting in Kenilworth on February 4<sup>th</sup>.

On February 5<sup>th</sup>, the Wellington Dufferin Mutual Aid Association met in Mount Forest and Fire Chief Morrison and one fire fighter attended.

Fire Chief Morrison, Deputy Chief Lawlor, Captain Andy Morrison, Captain Chad Woods, Fire Fighter Rob Hillis and Captain/Training Officer David Hodgkinson wrote the OFC Incident Safety Officer exam in Aboyne.

The OAFS Sponsored Occupational Health and Safety Workshop was held on February 20<sup>th</sup> and 21<sup>st</sup> in Toronto. Fire Chief Morrison attended. Some of the topics presented were Section 21: OHS; MOL and the Office of the Fire Marshall Compliance Obligation; and Protecting Management from Criminal Code.

Fire Fighter Chad Woods and Training Officer David Hodgkinson were promoted to Captains on February 20th. Both have completed the Company Officer Training and the ISO exam.

On February 27<sup>th</sup>, the winner of "two ways out" E.D.I.T.H. Plan Your Escape Route Pizza Contest was Cayden Kennedy, a homeschooled student in Arthur. Fire Chief Morrison and four members of the Fire Prevention/Public Education Committee delivered the prize of pizza and pop to the Kennedy Family in Pumper 91 with "Sparky" also attending. The Kennedy family was thrilled to have the firefighters deliver their pizza and of course the fire truck was an added bonus.

On February 28<sup>th</sup>, Fire Chief Morrison attended the Wellington County Fire Chief's Association meeting held in Centre Wellington, Fergus Station. OFM Advisor Thom Evered and Linda Dickson, County CEMC were also in attendance.

The total number of Burn Permits issued by the Township for the Arthur Fire area in the month of February was four.

Submitted by:  
Fire Chief Jim Morrison  
CMM III Fire Service Professional

**Fire Prevention Report  
Wellington North Fire Service**

**Feb-13  
Arthur Station**

<b>Evac. Procedures</b>	0
<b>Telephone Calls</b>	39
<b>Business/Personal Service</b>	11
<b>Residential</b>	1
<b>Assembly Occ.</b>	1
<b>Misc.</b>	13
<b>Industrial</b>	2
<b>Meetings</b>	1
<b>Complaints</b>	0
<b>Mercantile</b>	3
<b>Letter/Reports</b>	4
<b>Institutional</b>	2
<b>Burn Permits/info</b>	2
<b>New Construction/Plan Review</b>	0
<b>Occupancy Permits</b>	0
<b>FE Ext. Training/Talks</b>	0
<b>Emerg. Planning</b>	0
<b>Inspection Follow Up</b>	4
<b>Pub. Ed. Lectures/Tours</b>	2
<b>Pre Incident Planning</b>	0
<b>Fire Safety Plan Review</b>	2
<b>Administration</b>	8
<b>Court/Documents/Serving</b>	0
<b>Training (OFC/Local)</b>	1

**Notes:**

**Away on training at the Waterloo Fire Training facility  
the first week of February. Achieved a certificate as a  
Juvenile FireSetting Intervention Specialist.**



# MOUNT FOREST FIRE DEPARTMENT

Township of Wellington North

## WELLINGTON NORTH FIRE SERVICES

### MOUNT FOREST FIRE STATION REPORT FEBRUARY 2013

The Mount Forest Fire Station responded to fourteen calls for assistance during the month of February 2013

- |                      |  |
|----------------------|--|
| 5 in Mount Forest    | - 1 Illegal Burn   |
|                      | - 4 Ambulance Assists (3 cancelled before left hall)         |
| 4 in Arthur Township | - 1 Chimney Fire   |
|                      | - 1 MVC - # 6 and Sideroad 2                                 |
|                      | - 2 Ambulance Assist – 1 snow blower accident; 1 chest pains |
| 2 in Southgate       | - 2 Ambulance Assist -1 VSA; 1 Domestic                      |
| 2 in West Grey       | - 1 Structure Fire   |
|                      | - 1 Ambulance Assist (cancelled enroute)                     |
| 1 in Minto Township  | - 1 Snowmobile Accident – used ATV to rescue patient         |

There were two meeting/practice sessions held during the month of February 2013. On February 4<sup>th</sup>, 2013 sixteen members were present and on February 18<sup>th</sup>, 2013 fifteen members were present.

On February 5<sup>th</sup>, 2013 the Mount Forest Fire Station hosted the Wellington County Mutual Aid Meeting with forty-three firefighters and five guests in attendance.

Two Members attended the Grey County Mutual Aid meeting in Durham on February 12<sup>th</sup>, 2013

The Fire Chief attended the Grey County Fire Chiefs Meeting in Markdale on February 13<sup>th</sup>, 2013.

On February 27<sup>th</sup>, 2013 the Fire Chief, Fire Prevention Officer and three Firefighters as well as Sparky attended at the Driscoll residence to deliver their prize of pizza and pop for their winning submission in the Fire Safety Plan Contest.

On February 28<sup>th</sup>, 2013 the Fire Chief attended the Wellington County Fire Chiefs meeting in Fergus.

Respectfully Submitted,  
Ron MacEachern  
Mount Forest Fire Chief

**Fire Prevention Report  
Wellington North Fire Services**

**Feb-13  
Mount Forest Station**

<b>Evac. Procedures</b>	<b>2</b>
<b>Telephone Calls</b>	<b>17</b>
<b>Business/Personal Service</b>	<b>7</b>
<b>Residential</b>	<b>1</b>
<b>Assembly Occ.</b>	<b>2</b>
<b>Misc.</b>	<b>13</b>
<b>Industrial</b>	<b>1</b>
<b>Meetings</b>	<b>2</b>
<b>Complaints</b>	<b>0</b>
<b>Mercantile</b>	<b>2</b>
<b>Letter/Reports</b>	<b>7</b>
<b>Institutional</b>	<b>1</b>
<b>Burn Permits</b>	<b>2</b>
<b>New Construction/Plan Review</b>	<b>0</b>
<b>Occupancy Permits</b>	<b>0</b>
<b>FE Ext. Training/Talks</b>	<b>1</b>
<b>Emerg. Planning</b>	<b>3</b>
<b>Inspection Follow Up</b>	<b>4</b>
<b>Pub. Ed. Lectures/Tours/House</b>	<b>3</b>
<b>Pre Incident Planning</b>	<b>0</b>
<b>Fire Safety Plan Review</b>	<b>4</b>
<b>Administration</b>	<b>11</b>
<b>Court/Documents/Serving</b>	<b>0</b>
<b>Training (OFC/Local)</b>	<b>1</b>

**Notes:**

**away at training first week of February in Waterloo**

**Achieved a certificate as a**

**Juvenile Firesetter Intervention Specialist**

# WATER/SEWER COMMITTEE MEETING

*March 19, 2013*

**Members:** Sherry Burke, Councillor, Chair  
Barry Trood, Water & Sewer Superintendent  
Andy Lennox, Councillor  
Corey Schmidt, Foreman

**Start:** 8:30 am                      **End:** 9:30 am

**Declarations of Pecuniary Interest – none reported**

**Minutes from the January 22<sup>nd</sup>, 2013 committee meeting were previously circulated and approved by Council**

**Business from January 22<sup>nd</sup>, 2013 meeting**

- Updated severances on Francis St., in Arthur.

**1. Golden Valley Farms Semi Annual Report (July - December 2012)**

Barry reviewed with the committee Golden Valley Farms Inc. Semi-annual report reviewed by Dale Murray of Triton Engineering. Golden Valley requested that they be allowed to reduce sampling from bi-monthly to monthly and that reporting to the Township be annually rather than bi-annually. It was recommended by Mr. Murray to the Township that the sampling frequency remain bi-monthly, and that the frequency of reporting be reduced to annually from bi-annually with the exception of the requirement for reporting Average Daily Flows (ADF). The existing agreement permits a maximum ADF of 181 m<sup>3</sup>/day and the Average Daily Flow for July - December 2012 was 176 m<sup>3</sup>/day with three months exceeding 181m<sup>3</sup>/day. Data is showing that ADF's are approaching the limit on a consistent basis. Golden Valley Farms has only 3 equivalent residential units remaining.

**Moved by:** Andy Lennox  
**Seconded:** Corey Schmidt

The Committee recommends to the Council of the Township of Wellington North that Golden Valley Farms Inc. have frequency of sampling remain at bi-annually and that the frequency of their reporting be reduced to annually with the exception of Average Daily Flows (ADF).

Carried



## 2. Arthur/Mt Forest Water Pumping Flows

Barry gave the Committee graphs showing Water Pumping totals for the past 6 years (2007-2012) for the Arthur and Mt. Forest Water Systems as well as a daily graph for the month of July 2012 in which a water restriction period took place. Water pumping totals indicate that the amount of water pumped in Mt. Forest has gone up 4 straight years while it has increased in 4 of the last five years in Arthur. Last year Mt. Forest pumped 546,755 m<sup>3</sup> as compared to 536,795 m<sup>3</sup> in 2011 for an increase of 9,960 m<sup>3</sup> (1.86 %) while Arthur pumped 358,251 m<sup>3</sup> in 2012 as compared to 341,285 in 2011 for an increase of 16,966 m<sup>3</sup> (4.97%). It should be noted that weather conditions can play a factor in the amount of water pumped.

## 3. Staff Reports (attached)

## 4. Unpaid water Bills

Discussion took place in regards to payment of Water/Sewer bills at Hwy 6 and Hwy 109 plaza. The plaza is fed though one line and from that line each unit within the plaza will have a separate meter and backflow which are individually set up with their own account. The issues arise from when the plaza owner or any of the individual renters do not pay their water/sewer bills. There is only one line into the plaza and the Township can only shut off the whole plaza not individual units. The By-law indicates that the Township may turn the water off after 60 days of unpaid balance. Councillor Lennox suggested that we look into unpaid water/sewer bills being added to the taxes and that we follow up with Mike Givens, Treasurer, in this regards.

## General information

- Updated severances at corner of Princess St. / Cork St.. Barry is attending a meeting on March 27<sup>th</sup> to further discuss options with the property owner.
- Barry brought up the issue of Frederick St. and how to proceed with reconstruction in light of the recent funding grant application for the project which was turned down. The Water/Sewer related items were to total approx. \$1,270,000 on the project. Watermain is 80 plus years old while the Sewer forcemain is near 50 years old and both will need to be replaced. The committee suggested Barry follow up with Mike Givens, Treasurer, as it relates to how or if funding may be available for the project in 2014.

- Barry updated the committee on Waterloo St. Day-lighting was completed in early March to locate the forcemain. MOE submissions look to be submitted by BM Ross later in the week or early next week. Tendering should be out by March 25<sup>th</sup> and look to close by April 9<sup>th</sup>. Plans are to have the approval by Council on April 22<sup>nd</sup> if possible.
- Next Meeting: May 28, 2013 @ 8:30am

# Water and Sewer Committee Meeting

March 19, 2013

## Foreman Report

- Corey and Barry attended Confined Space training in Waterloo
- Dug and repaired break on 6" cast iron water main on Frederick Street East in Arthur
- Completed regulation 450-07 report for industrial and commercial usage and sent to the Ministry of the Environment
- Located water main, sewer main, sewer force main, and water services on Waterloo Street between Cork Street and Dublin Street for upcoming reconstruction
- Dug and repaired service leak near 164 Fergus Street in Mount Forest
- Completed January and February SCADA compliance reports for Arthur and Mount Forest
- Completed nitrates/nitrites and trihalomethane samples (quarterly samples) for Arthur and Mount Forest
- Completed all water meter reads and visual verification in Arthur and Mount Forest for the month of February
- Took PH and alkalinity samples for lead sampling program in Arthur and Mount Forest
- All staff attended repair clamp and mechanical joint training in Harriston
- Attended pre construction meeting for Waterloo Street at BM Ross
- Burnside completed monitoring of wells 3 and 5 in Mount Forest
- Health and Safety inspections completed in well houses
- Water service leak on private property at Tim Horton's/Pioneer in Arthur (MOH issued a boil water advisory for the two locations)
- Meeting in Kenilworth to discuss development agreement for Terry Martin property at corner of Cork Street and Princess Street Mount Forest

- Reviewed all flow data for 2012 and submitted water taking report for both systems
- Completed Section 22 summary report for Arthur and Mount Forest
- Completed Section 11 reports for Arthur and Mount Forest
- Reviewed flow data, distribution chlorine residuals, and lab data for January and February for Arthur and Mount Forest
- Dug and repaired service leak at 260 Francis Street in Arthur



**TRITON  
ENGINEERING  
SERVICES  
LIMITED**

Consulting Engineers

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

ORANGEVILLE • FERGUS • GRAVENHURST

January 30, 2013

RECEIVED

FEB 4 2013

TOWNSHIP OF WELLINGTON NORTH

Township of Wellington North  
Box 125, 7490 Sideroad 7 West  
KENILWORTH, Ontario  
N0G 2E0

Attention: Ms. Lori Heinbuch  
Chief Administrative Officer/Clerk

RE: GOLDEN VALLEY FARMS INC.  
SEMI ANNUAL REPORT  
JULY - DECEMBER 2012  
OUR FILE: A5510(13)R08

Dear Lori:

We have completed our review of Golden Valley Farms Inc. July/December 2012 Waste Water Treatment Report. Our comments on the report are as follows:

- 1) The data presented indicates that all parameters listed in the Sanitary Sewer Use Agreement Section 2.7(a) (As Amended) are generally within the allowable limits, the exception being periodic failure of Ammonia and Ph.
- 2) Golden Valley have requested that they be allowed to reduce sampling from bi-monthly to monthly, and that reporting to the Township be annually rather than bi-annually.

We would recommend that the sampling frequency remain bi-monthly, however we would support their request to reduce the reporting frequency from bi-annually to annually with the exception of the requirement for reporting Average Daily Flows (ADF). The existing agreement permits a maximum ADF of 181 m<sup>3</sup>/day and the average reported ADF for July/December 2012 was 176 m<sup>3</sup>/day with three months during that period exceeding 181 m<sup>3</sup>/day. The data indicates that their discharge remains within the permitted six month average, however ADF's are approaching the limit on a consistent basis. Currently Golden Valley has only three equivalent residential units available (see attached). We therefore recommend the reporting of discharge flows (ADF) to the Township remain on a bi-annual basis.

Should you have any questions or require any further information, please contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED

Dale B. Murray, P.Eng.

DBM/tah  
Encl:  
cc: Barry Trood, Water and Sewer Superintendent

## Golden Valley Reserve Capacity

2012, from July – December, Golden Valley discharged an average of 176m<sup>3</sup>/day

The remaining capacity available to Golden Valley is:

= (181 m<sup>3</sup>/day less 2012 ADF for July to December of 176 m<sup>3</sup>/day)

= 4 m<sup>3</sup>/d x 1/0.467 m<sup>3</sup>/d x 1/2.76 ppu

= 3 remaining equivalent residential units

---

## **Section 1 – Introduction**

This is the summary report for the Arthur drinking water system, as required by Schedule 22 of O.Reg. 170/03. For purposes of that regulation, the Arthur Drinking Water System is considered to be a large municipal residential system.

The Summary Report for the preceding year is to be issued by March 31 of the following year. Distribution of the Summary Report is a function of ownership. When a municipality owns a water supply, then all members of council are to receive this report.

## **Section 2 – Background**

The reporting period for this report is January 1 to December 31, 2012.

During the reporting period, the Arthur Drinking Water System was operated pursuant to the approval, license and permit listed below.

1. Certificate of Approval No. 4010-&XEQQF, issued January 4, 2010
2. Permit to Take Water No. 5237-6PGLHF, issued June 8<sup>th</sup>, 2006  
Permit to take Water No. 7811-63JP8A, issued September 8<sup>th</sup>, 2004
3. Municipal Drinking Water License (MDWL) No. 113-101, issued August 4<sup>th</sup>, 2011
4. Drinking Water Works Permit (DWWP) No. 113-201, issued August 3<sup>rd</sup>, 2011

The DWWP and MDWL were issued in accordance with Sections 40 and 44, respectively, of the Safe Drinking Water Act (SDWA), 2002. The Certificate of Approval expired upon issuance of the DWWP and MDWL.

Under authority of the SDWA, the Ministry of Environment is transitioning the approvals process for the drinking water systems from one based on certificates of approval to one based on municipal licenses and permits.

The summary report is required to provide the following:

1. A list of any instances when the system failed to meet the requirements of the Safe Drinking Water Act, the regulations, the system's approval, MDWL, DWWP and any order;
2. Descriptions of the measures taken to correct the failure;
3. A summary of the quantities and flow rates of water supplied during the reporting period;
4. The monthly average and maximum daily instantaneous peak flow rates;
5. A comparison of data summarized above to the rated capacities and flow rates in the system's approval and/or MDWL.

**Section 3 – Failure to Meet Requirements**

There has been no real instance of when the system failed to meet the requirements of the regulations, the system’s approval, MDWL, DWWP, or any order that has been issued.

**Section 4- Summaries of Flow Rates and Water Supply Capacities**

The following tables list the quantities and flow rates of the water supplied during this reporting period, including monthly average and maximum daily flows, daily instantaneous peak flow rates and a comparison to the rated capacity and flow rates specified in the system approval:

**Approved Volume (m3/day): 1961**  
**Approved Flow Rate (L/sec): 22.7**

<b>Well 7b</b>	<b>Avg Daily Volume (m<sup>3</sup>)</b>	<b>% of Approved Volume</b>	<b>Max Daily Volume (m<sup>3</sup>)</b>	<b>% of Approved Volume</b>	<b>Peak Flow Rate (L/sec)</b>	<b>% of Approved Flow Rate</b>
<b>January</b>	315.88	16.11	821.04	41.87	22.13	97.49
<b>February</b>	305.25	15.56	518.87	26.46	22.28	98.15
<b>March</b>	378.11	19.28	943.43	48.11	22.42	98.77
<b>April</b>	366.25	18.68	656.04	33.46	22.34	98.41
<b>May</b>	543.17	27.70	859.00	43.80	22.33	98.37
<b>June</b>	505.51	25.78	841.11	42.89	22.16	97.62
<b>July</b>	400.07	20.40	630.15	32.13	22.17	97.67
<b>August</b>	355.49	18.13	636.63	32.46	22.31	98.28
<b>September</b>	410.52	20.93	705.16	35.96	22.29	98.19
<b>October</b>	374.75	19.11	694.36	35.41	22.03	97.05
<b>November</b>	351.30	17.91	619.28	31.58	22.07	97.22
<b>December</b>	343.92	17.54	759.22	38.72	22.11	97.40



Approved Volume (m3/day): 2255  
 Approved Flow Rate (L/sec): 26.09

Well 8a	Avg Daily Volume (m <sup>3</sup> )	% of Approved Volume	Max Daily Volume (m <sup>3</sup> )	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	297.25	13.18	586.19	25.99	22.03	84.44
February	276.15	12.25	587.51	26.05	22.56	86.47
March	280.61	12.44	594.06	26.34	22.49	86.20
April	409.68	18.17	908.04	40.27	22.20	85.09
May	481.90	21.37	869.69	38.57	22.05	84.52
June	481.50	21.35	872.06	38.67	21.91	83.98
July	360.10	15.97	706.18	31.32	21.49	82.37
August	324.00	14.37	641.11	28.43	21.45	82.21
September	392.06	17.39	790.93	35.07	21.21	81.30
October	323.38	14.34	714.64	31.69	21.11	80.91
November	317.47	14.08	646.96	28.69	21.62	82.87
December	317.46	14.08	672.19	29.81	21.20	81.26

Approved Volume (m3/day): 2255  
 Approved Flow Rate (L/sec): 26.09

Well 8b	Avg Daily Volume (m <sup>3</sup> )	% of Approved Volume	Max Daily Volume (m <sup>3</sup> )	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	273.06	12.11	588.12	26.08	21.79	83.52
February	266.91	11.84	635.50	28.18	21.90	83.94
March	247.16	10.96	547.94	24.29	22.19	85.05
April	261.84	11.61	414.10	18.36	22.17	84.98
May	Well off line except for sampling – transducer needed to be replaced					
June	404.24	17.93	443.39	19.66	22.07	84.59
July	339.78	15.07	694.66	30.80	21.96	84.17
August	319.43	14.17	562.94	24.96	21.98	84.25
September	287.99	12.77	524.09	23.24	21.88	83.86
October	328.47	14.57	647.21	28.70	21.62	82.87
November	345.36	15.32	623.25	27.64	21.62	82.87
December	284.06	12.60	555.66	24.64	21.66	83.02

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## **Section 1 – Introduction**

This is the summary report for the Mount Forest drinking water system, as required by Schedule 22 of O.Reg. 170/03. For purposes of that regulation, the Mount Forest Drinking Water System is considered to be a large municipal residential system.

The Summary Report for the preceding year is to be issued by March 31 of the following year. Distribution of the Summary Report is a function of ownership. When a municipality owns a water supply, then all members of council are to receive this report.

## **Section 2 – Background**

The reporting period for this report is January 1 to December 31, 2012.

During the reporting period, the Mount Forest Drinking Water System was operated pursuant to the approval, license and permit listed below.

1. Certificate of Approval No. 5887-7XEL4K, issued January 4<sup>th</sup>, 2010
2. Permit to Take Water No. 8787-7AAQF6, issued December 31, 2007
3. Municipal Drinking Water License (MDWL) No. 113-102, issued August 4<sup>th</sup>, 2011
4. Drinking Water Works Permit (DWWP) No. 113-202, issued August 3<sup>rd</sup>, 2011

The DWWP and MDWL were issued in accordance with Sections 40 and 44, respectively, of the Safe Drinking Water Act (SDWA), 2002. The Certificate of Approval expired upon issuance of the DWWP and MDWL.

Under authority of the SDWA, the Ministry of Environment is transitioning the approvals process for the drinking water systems from one based on certificates of approval to one based on municipal licenses and permits.

The summary report is required to provide the following:

1. A list of any instances when the system failed to meet the requirements of the Safe Drinking Water Act, the regulations, the system's approval, MDWL, DWWP and any order;
2. Descriptions of the measures taken to correct the failure;
3. A summary of the quantities and flow rates of water supplied during the reporting period;
4. The monthly average and maximum daily instantaneous peak flow rates;
5. A comparison of data summarized above to the rated capacities and flow rates in the system's approval and/or MDWL.

**Section 3 – Failure to Meet Requirements**

There has been no real instance when the system failed to meet the requirements of the regulations, the system’s approval, MDWL, DWWP, or any order that has been issued.

**Section 4- Summaries of Flow Rates and Water Supply Capacities**

The following tables list the quantities and flow rates of the water supplied during this reporting period, including monthly average and maximum daily flows, daily instantaneous peak flow rates and a comparison to the rated capacity and flow rates specified in the system approval:

**Approved Volume (m<sup>3</sup>/day): 1637**

**Approved Flow Rate (L/sec):22.7**

Well 3	Avg Daily Volume (m <sup>3</sup> )	% of Approved Volume	Max Daily Volume (m <sup>3</sup> )	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
<b>January**</b>	331.80	20.27	960.20	58.66	24.08	106.08
<b>February</b>	267.26	16.33	442.97	27.05	16.08	70.84
<b>March</b>	281.01	17.17	520.44	31.79	15.90	70.04
<b>April</b>	285.56	17.44	1093.89	66.82	15.79	69.56
<b>May</b>	284.09	17.35	822.68	50.26	22.48	99.03
<b>June</b>	305.76	18.68	530.89	32.43	19.45	85.68
<b>July</b>	324.52	19.82	892.92	54.55	16.19	71.32
<b>August</b>	315.34	19.26	535.03	32.68	16.62	73.22
<b>September</b>	357.19	21.81	552.38	33.74	16.40	72.25
<b>October</b>	298.89	18.26	510.11	31.16	16.33	71.94
<b>November</b>	316.44	19.33	526.42	32.16	16.24	71.54
<b>December</b>	321.39	19.63	706.46	43.16	16.35	72.03

\*\*Erratic flows for January due to flow meter issues.

Approved Volume (m<sup>3</sup>/day): 1964  
 Approved Flow Rate (L/sec): 22.7

Well 4	Avg Daily Volume (m <sup>3</sup> )	% of Approved Volume	Max Daily Volume (m <sup>3</sup> )	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	341.77	17.40	691.51	35.21	18.45	81.28
February	287.41	14.63	620.86	31.61	18.43	81.19
March	331.16	16.86	626.05	31.88	18.26	80.44
April	353.45	17.99	828.73	42.20	18.23	80.31
May	400.02	20.37	1071.91	54.58	18.19	80.13
June	308.66	15.72	623.71	31.76	18.44	81.23
July	282.07	14.36	666.72	33.95	18.03	79.43
August	202.40	10.31	575.17	29.29	18.07	79.60
September	Well off line for the entire month due to maintenance					
October	346.31	17.63	601.49	30.63	17.98	79.21
November	285.81	14.55	509.59	25.95	21.06	92.78
December	341.97	17.41	755.31	38.46	18.00	79.30

Approved Volume (m<sup>3</sup>/day): 3928  
 Approved Flow Rate (L/sec): 45.46

Well 5	Avg Daily Volume (m <sup>3</sup> )	% of Approved Volume	Max Daily Volume (m <sup>3</sup> )	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	351.62	8.95	804.05	20.47	41.32	90.89
February	418.42	10.65	784.50	19.97	41.29	90.83
March	345.88	8.81	592.06	15.07	40.22	88.47
April	310.92	7.92	648.42	16.50	40.48	89.05
May	344.97	8.78	766.47	19.51	40.53	89.16
June	451.69	11.49	1023.89	26.07	39.45	86.78
July	670.39	17.07	1172.32	29.85	40.00	87.99
August	603.07	15.35	990.09	25.21	40.62	89.35
September	676.70	17.23	1028.40	26.18	42.01	92.41
October	478.08	12.17	788.40	20.07	39.60	87.11
November	451.61	11.50	832.15	21.19	39.89	87.75
December	396.86	10.10	774.30	19.71	39.53	86.96

Approved Volume (m<sup>3</sup>/day): 3928  
 Approved Flow Rate (L/sec): 45.46

Well 6	Avg Daily Volume (m <sup>3</sup> )	% of Approved Volume	Max Daily Volume (m <sup>3</sup> )	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	302.74	7.71	714.17	18.18	35.72	78.57
February	313.99	7.99	538.14	13.70	35.16	77.34
March	322.23	8.20	561.52	14.30	34.03	74.86
April	393.67	10.02	681.26	17.34	35.19	77.41
May	511.28	13.02	1031.21	26.25	35.09	77.19
June	594.86	15.14	932.17	23.73	36.37	80.00
July	684.00	17.41	1202.42	30.61	35.36	77.78
August <sup>1</sup>	580.66	14.78	900.40	22.92	35.83	78.82
September	578.06	14.72	1130.90	28.79	36.01	79.21
October	440.92	11.23	1076.87	27.42	38.22	84.07
November	479.39	12.20	872.59	22.21	37.06	81.52
December	330.46	8.41	693.92	17.67	36.61	80.53

**WORKS COMMITTEE MEETING**  
**March 19th, 2013**

Committee: Andy Lennox, Councillor, Chairman  
Sherry Burke, Councillor  
Dale Clark, Road Superintendent

Start: 9:30 am End: 10:00 am

Minutes of the January 22/2013 meeting were previously circulated and approved by Council.

**1) Dust Control Tender**

Tenders have been received for dust control products on Township roads from three suppliers. Each year the Township requires approximately 410 flake tonnes of product to complete this task. The tender required 250 flake tonne of 35% Calcium Chloride and the balance of 160 flake tonne to consist of 35% Calcium Chloride or 20% Brine or Magnesium Solution applied at double rate. This is accomplished in a two part tender. Da-Lee Dust Control submitted a tender for 35% product at .192/litre and Cliff Holland Trucking at .084/litre for the 20% product. A savings of \$6300 has been achieved by splitting of the tender. Committee recommends Council split the tender between Da-lee Dust Control and Cliff Holland Trucking. A report will be sent to Council for approval.

**2) Crushing Quotes**

Crushing quotes have been received from five contractors. The following quotes have been received:

Donegan's Haulage Limited	\$1.75/tonne
Joe Kerr Construction Limited	\$1.74/tonne
Hanna & Hamilton Construction Limited	\$1.93/tonne
The Murray Group Limited	\$1.84/tonne
B & B Custom Crushing	\$1.73/tonne

The Committee recommends to Council that B & B Custom Crushing be awarded the crushing at the quoted price of \$ 1.73/tonne plus HST. A report will be sent to Council for approval.

### 3) Stump Removal Quotes

Stump removal quotes have been requested from two contractors. The following quotes have been received:

Lange Bros Limited	\$40.95
Broadline Rentals	\$36.00

**Note:** HST extra.

Broadline Rentals is a local rental company that the Township has rented equipment from in past years. Committee recommends proceeding with the quote received from Broadline Rentals at \$36.00/stump plus HST.

### 4) Term/Task Employees

Winter term/task employees have finished for the 2013 spring season. The works department needs extra staff to help complete summer operations. Consideration needs to be given to an extra term/task operator being hired during the summer months to help with completing summer operations and allowing full time staff to use vacation time. Past years a term/task employee has been hired for a variety of operations to assist with the completion of scheduled work. Committee discussed cost for a term/task to be hired, duties included, and movement of staff when necessary. Committee recommends deferring this issue until the Director of Public Works has been hired.

### 5) Fall Tree Planting

Trees for the fall tree planting program need to be ordered to insure proper varieties and size can be obtain. Trees have been purchased at Pine Corner tree Farm which is a local company on Highway 109. Prices for the trees range from \$75 to \$105 depending on species and range in size from 7-9ft tall and are potted. Planting of the trees in the fall of 2012 worked well and conditions for planting were favourable. Committee agreed to proceed with the purchase of the required trees from Pine Corner Tree Farm for the 2013 season.

## 6) General Information/Next Meeting

- Dan McNabb and Dan Farrelly will be attending Road School in Guelph from May 6<sup>th</sup> to 8<sup>th</sup>
- Spring grading and patching operations have begun when weather conditions allow
- CPR and Dangerous Goods Training to be taken by staff in April
- Roadside brushing and tree removal and trimming continuing as weather conditions allow
- Winter road operations including patrolling and equipment maintenance continue
- Truck tender being completed for purchase of truck and equipment

**Next Meeting: May 28/2013**





# Township of Wellington North

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

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## Report

**TO: Lori Heinbuch CAO/Clerk**

**FROM: Dale Clark, Road Superintendent**

**DATE: March 19, 2013**

**RE: Dust Control Tender**

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Tenders have been received for Dust Suppressants on February 21, 2013. This work is included in the 2013 road operations budget. The tender is split into two parts, requiring 250 flake tonne of 35% product and the balance asking for 160 flake tonne of 35% or 20% product for a total of 410 flake tonne. The 35% product is applied on heavier travelled roads and the 20% applied on the less travelled roads. The 20% product is applied at double rate.

### **Dust Control Tenders**

Da-Lee Dust Control - .192/litre (35%)

Pollard Highway Products - .201/litre (35%) & .092/litre (20%)

Cliff Holland Trucking - .084/litre (20%)

Budget Amount - \$118,000

**Note:** HST extra.

The Works Committee recommends accepting the tenders from Da-Lee Dust Control for the 35% product and from Cliff Holland Trucking for the 20% product. A \$6300 savings can be achieved from splitting the tender. Total cost for the product is 122,205 with balance being funded from the maintenance gravel budget.

Respectfully submitted,

Dale Clark  
Road Superintendent



# Township of Wellington North

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## Report

**TO: Lori Heinbuch CAO/Clerk**

**FROM: Dale Clark, Road Superintendent**

**DATE: March 19, 2013**

**RE: Gravel Crushing Quotes**

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The works committee reviewed tenders for the Gravel Crushing in the Excel Pit at the March 19<sup>th</sup> meeting. The quote requires 25,000 tonnes +/- of crushing and is included in the 2013 operating budget.

### **Crushing Tenders**

Donegan's Haulage Limited	\$1.75/tonne
Joe Kerr Construction Limited	\$1.74/tonne
Hanna & Hamilton Construction Limited	\$1.93/tonne
The Murray Group Limited	\$1.84/tonne
B & B Custom Crushing	\$1.73/tonne

**Note:** HST extra

The committee recommends excepting the quote from B & B Custom Crushing at \$1.73/tonne plus HST.

Respectfully submitted,

Dale Clark  
Road Superintendent



# Township of Wellington North

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

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## MEMORANDUM

**Date:** March 19, 2013

**To:** Mayor and Council

**From:** Lori Heinbuch,  
Chief Administrative Officer/Clerk

**RE: Director of Public Works Position**

- **Applications received**
- **Appointment of Interview Committee**

---

Please be advised that 16 applications were received for the position of Director of Public Works

In accordance with Personnel Policy No. 12 – Hiring Procedure

*Council has the authority to hire Department Heads. The Chief Administrative Officer in co-operation with Council will co-ordinate the recruiting activities for the positions of Department Heads. The final decision shall be made by Council*

Establishment of an interview committee is required in order to commence the hiring process.

I would recommend that the Director of Public Works Interview Committee be composed of the following members:

Councillor Burke as Chair of Water and Sewer Committee

Councillor Lennox as Chair of Works Committee

Councillor Yake previous experience and expertise with respect to Works and Water/Sewer

Chief Administrative Officer Lori Heinbuch

THE TOWNSHIP OF WELLINGTON NORTH

REPORT TO COUNCIL

**TO:** Mayor Tout and Members of Council

**DATE:** March 3, 2013

**SUBJECT:** Risk Management Official – Source Protection Plan Implementation (CAO 2013-03)

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**SUMMARY:**

The purpose of this report is to seek Council approval to commence the process of identifying the Risk Management Official (RMO) to implement Source Protection Plans under the *Clean Water Act*. The RMO will implement Source Protection Plans for all seven local municipalities within Wellington County. The RMO will be an employee of the Township of Centre Wellington, but would service all seven local municipalities.

**BACKGROUND:**

Clean Water Act

The *Clean Water Act* (2006) provides the framework for the development and implementation of watershed-based Source Protection Plans. The Source Protection Plans identify the risks to municipal drinking water sources and establishes actions and policies to protect current and future sources of drinking water.

Source Protection Plan

The draft *Source Protection Plan - Grand River Source Protection Area* was released on August 16, 2012 for comment. The public comment period ended on January 16, 2013. The Source Protection Plan identifies the following:

- Vulnerable areas where drinking water sources are at risk of contamination;
- Significant drinking water threats with vulnerable areas; and
- Policies and programs to address the risk of contamination and prevent new contamination threats from occurring.

Source Water Protection Plans have been submitted to the Ministry of the Environment for final approval. Once the plans are approved by the MOE, the lower tier municipalities are required to implement the plan through a Risk Management Official and eventually a Risk Management Inspector.

On January 24, 2013, Wellington County hosted a meeting with lower tier municipalities to discuss the implementation of Source Protection Plans under the *Clean Water Act*.

Representatives from the following municipalities were in attendance:

- Town of Erin;
- Town of Minto;
- Township of Wellington North;
- Township of Guelph-Eramosa;
- Township of Puslinch;
- Mapleton Township; and
- Township of Centre Wellington.

The discussion topics included the types of significant drinking water threats, mechanisms to address significant drinking water threats, the role and responsibilities of the Risk Management Official (RMO) and Risk Management Inspector (RMI) related to the protection of municipal drinking water sources, implementation and options timing for Source Protection Plans.

The purpose of the meeting was to discuss how we are going to implement the three (3) Source Water Protection Plans for all seven local municipalities in the County.

#### **FINANCIAL IMPACT:**

Under the Act, the County has no authority to hire a Risk Management Official or Risk Management Inspector but it has offered to fund the hiring of a Risk Management Official, therefore there will be no direct financial impact to the local municipalities for the hiring of a Risk Management Official in 2013.

#### **SUMMARY COMMENTS:**

As this individual cannot be an employee of the County, the Township of Centre Wellington has offered that the Risk Management Official be an employee of Centre Wellington. (similar to the arrangement with respect to the county training officer for all fire departments).

There would need to be an arrangement with Centre Wellington and the other municipalities to allow for this.

**RECOMMENDATION:**

**THAT** the Council of the Township of Wellington North receive CAO Report 13-03;  
and

**THAT** Council authorizes the CAO to enter into discussions with the Township of Centre Wellington, the 5 other lower tier municipalities and the County of Wellington to negotiate a shared arrangement related to the position of a Risk Management Official.

Respectfully submitted

Lorraine Heinbuch,  
A.M.C.T., C.M.C., C.E.M.C.,  
Chief Administrative Officer/Clerk

THE TOWNSHIP OF WELLINGTON NORTH

REPORT TO COUNCIL

**TO:** Mayor Tout and Members of Council

**DATE:** March 3, 2013

**FROM:** Lorraine Heinbuch, Chief Administrative Officer  
Mike Givens, Treasurer

**SUBJECT:** Development Charges Study required for new 5 year By-law  
(current Development Charges By-law is in effect until June 16, 2013)

---

**BACKGROUND:**

Council requested our Consultant Gary Scandlan, Associate Director, Watson & Associates Economists Ltd. prepare a proposal with respect to the completion of a Development Charges (DC) Background Study update and proposed by-law.

A copy of the proposal received is attached to this report. The material to be provided will be clear, comprehensive, and consistent with the provisions of the *Development Charges Act (DCA)*, acceptable to Council and resulting in a by-law which adequately funds development-related servicing needs.

**FINANCIAL IMPACT:**

The cost of completing the Development Charges Study in 2008 was \$20,000.00; as per the proposal based on inflation this amount today would be approximately \$23,000.00.

The proposal to continue using the consulting services of Watson & Associates Economists Ltd. includes the previous DC Update completed last year at a cost of \$6,000.00, and completing the DC Study Update and By-law at a cost this year of \$15,000.00. Should Council decide to continue with the consulting services of Watson & Associates this will result in a cost savings of approx. \$8,000.00.

This would also allow the study to proceed in a timely manner. Watson and Associates are familiar with the operations of Wellington North, bringing in a new firm would undoubtedly require more time for completion of the project.

It should also be noted that Watson & Associates also provide consulting services with respect to determination of the Water and Sewer Rates which will also require five year update late 2014.

**RECOMMENDATION:**

**THAT** the Council of the Township of Wellington North receive CAO Report 13-04; and

**THAT** consideration be made by the Council of the Township of Wellington North to continue the consulting services of Gary Scandlan and the firm of Watson & Associates Economists Ltd. and the preparation of the Development Charges Study Update as set out in their proposal dated March 5<sup>th</sup>, 2013.

Respectfully submitted



Lorraine Heinbuch,  
A.M.C.T., C.M.C., C.E.M.C.,  
Chief Administrative Officer/Clerk



March 5, 2013

Ms. Lori Heinbuch  
Chief Administrative Officer/Clerk  
Township of Wellington North  
7490 Sideroad 7 West  
PO Box 125  
Kenilworth, ON N0G 2E0

Dear Ms. Heinbuch

**Re: Letter Proposal for Township of Wellington North Development Charges Study Update**

Further to our discussions, regarding a consulting proposal for the preparation of a Development Charges (DC) Background Study update, we are providing the following for your consideration.

**1. Objective**

To prepare a Background Study Update and proposed by-law(s) which represents an appropriate update to the Background Study and by-law 52-08 passed in 2008. This material needs to be clear, comprehensive, consistent with the provisions of the *Development Charges Act (DCA)*, acceptable to Council and resulting in a by-law which adequately funds development-related servicing needs, is defensible and ideally will not elicit (significant) OMB appeals from the development industry.

**2. Approach**

The primary steps involved, include:

- 2.1 Finalization and documentation with Planning of the underlying municipal wide and urban area growth forecasts (population, households, employees and non-residential floor area) for the planning period. It is noted that with the Places To Grow policies, significant development within the existing "Built-up Area" is required. Special attention will be given in discussing these issues with Planning in order to clearly define the development anticipated to occur along with the potential servicing needs which may arise.
- 2.2 Finalization and documentation with Finance and the operating departments, of a growth-related capital forecast for the planning period for each individual service, which corresponds in timing and scope, with the location and needs generated by the growth forecast.

- 2.3 Broadly assist staff with the transition of the 2008 DC capital program to the new program, in terms of:
- projects completed or altered;
  - new project requirements;
  - committed capital expenditures;
  - appropriate cost inflation benchmarks;
  - DC reserve fund status.
- 2.4 For the revised capital program, establish appropriate assumptions by project category and, in some cases, by individual project, with respect to:
- level of service cap;
  - benefit to existing development;
  - committed and uncommitted excess capacity;
  - post-period benefit;
  - grants, subsidies and other contributions.
- 2.5 Translate these overall development charges into an appropriate schedule of individual charges by type of residential unit and type of non-residential floor space.
- 2.6 Address policy issues with respect to credits, exemptions, user definitions, DC discounts and phase-ins, reserve funds, indexing, timing of collection, possible area-specific charges, tax funding shares, etc.
- 2.7 Draft a Background Study and a proposed by-law and review with staff, the development industry and ultimately with Council in a workshop format.
- 2.8 Present the Background Study and By-law to Council at a formal public meeting under the DCA. Assist staff in responding to any questions or concerns resulting there from and in obtaining approval by Council of the by-law and the underlying Background Study.

### **3. Consulting Team**

The assignment will be carried out by the undersigned, as project manager and lead individual for the assignment. Mr. Scandlan will be assisted by Jamie Cook and Erik Karvinen for undertaking the growth forecast portion of the study, and by Nancy Neale for all other aspects of the undertaking.

**4. Consulting Budget**

4.1 The proposed allocation of the budget by task is as follows:

**Development Charge Background Study  
Detailed Estimate For Each Major Study Component**

Watson & Associates Economists Ltd.	Gary Scandlan Associate Director	Jamie Cook Associate Director	Erik Karvinen Senior Consultant	Nancy Neale Senior Consultant	Support Staff	Total Resource
Hourly Rates	\$250	\$250	\$170	\$170	\$95	
1 Growth Projection Development		6	4		1	11
2 DC Calculation & Rules and Staff Interviews	10					10
3 Data Collection				8	6	
4 Rate Survey & Comparison Analysis (Surrounding Municipalities)					2	2
5 Prepare draft DC Background Study	3			6	2	11
6 Council Workshop	5				2	7
7 Finalize DC Background Study	3			10	5	18
8 Public Consultation Process & Public Meeting	5				2	7
Total Number of Hours	26	6	4	24	20	80
<b>Sub-total (excluding disbursements and taxes)</b>	<b>\$6,500</b>	<b>\$1,500</b>	<b>\$680</b>	<b>\$4,080</b>	<b>\$1,900</b>	<b>\$14,660</b>
Disbursements (travel, telephone, courier)						\$300
<b>Total (excluding taxes)</b>						<b>\$14,960</b>
					Rounded	<b>\$15,000</b>

- 4.2 Out-of-pocket disbursements for travel, long distance, copying and related expenses, are invoiced at cost. Budget does not include GST.
- 4.3 Our billings are submitted on a monthly basis for time worked on the project during the previous month. Billings are on a net 30 day basis.
- 4.4 Our estimated budget is an "upset," with invoicing only to the extent of time spent on the project, and not to exceed the upset limit.
- 4.5 In addition to the above process, additional meetings (eg. Council meeting to adopt by-law) would be billed at approximately \$1,500 for preparation, research and travel.
- 4.6 We would note that the prior DC Study identified a proposed budget of \$20,000 (in 2008 \$). Based upon inflation, this would be approximately \$23,000. Our DC Update last year provided a cost of about \$6,000 leaving a potential residual budget of \$17,000. Our proposed budget for this assignment is somewhat less at \$15,000.

**5. Timing**

During our discussions, the timelines were not clearly articulated however we are aware that the Township's bylaw will expire on June 16<sup>th</sup>, 2013. However we expect that the process may proceed at a reasonable pace upon completion of the planning growth assessment.

Please advise if this proposal is acceptable to you as the schedule indicates that work should get underway in the near future. Otherwise we would be pleased to discuss any aspect of it with you.

## 6. Terms and Conditions

6.1 Reliance on drafts – you acknowledge draft reports or advice, whether oral or written, issued by us may be subject to further work, revisions and other factors which may mean that such drafts are substantially different from any final report or advice issued.

6.2 Timely and accurate information – you agree to use reasonable skill, care and attention to ensure that all information we may reasonably require is provided on a timely basis and is accurate and complete. You agree to notify us if you subsequently learn that the information provided is incorrect or inaccurate or otherwise should not be relied upon.

6.3 Changes to Service – either party may request changes to the Services. We shall work with you to consider and, if appropriate, to vary any aspect of the Engagement, subject to payment of reasonable additional fees and a reasonable additional period to provide any additional Services. Any variation to the Contact, including any variation to fees, services or time for performance of the Services, shall be set forth in separate correspondence which shall form part of the Contract and to which these Terms and Conditions shall apply.

6.4 Payment of fees – We reserve the right to charge interest at the rate of 1%/month for payment of any invoices not received within 45 days of billing.

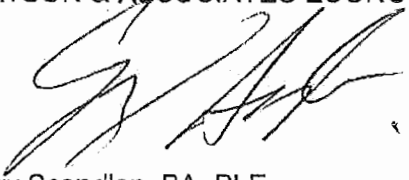
6.5 Limitation of Liability – Watson & Associates Economists Ltd.'s entire liability to the client under this engagement for damages from any cause whatsoever, shall not exceed the aggregate of the amounts paid by you pursuant to this Contract Letter.

6.6 Resolving disputes – if any dispute arises between us, we will attempt to resolve the dispute in good faith by senior level negotiations. Where both of us agree that it may be beneficial, we will seek to resolve the dispute through alternative dispute resolution.

6.7 Confirmation of Terms of Engagement – having read the above Letter of Contract from Watson & Associates Economists Ltd., dated February 13, 2013, we agree to acceptance of this proposal and to engage Watson & Associates Economists Ltd. upon the terms set out therein.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.



Gary Scandlan, BA, PLE  
Associate Director

RECREATION & CULTURE ADVISORY COMMITTEE MEETING  
TUESDAY, MARCH 5, 2013, 8:30 A.M.  
MOUNT FOREST & DISTRICT SPORTS COMPLEX

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**Members present:** Chairperson Councillor Sherry Burke; Councillor Dan Yake; Southgate Councillor Pat Franks; Mark MacKenzie, Mount Forest Facilities Manager; Tom Bowden, Arthur Facilities Manager and Barry Lavers, Director of Recreation, Parks and Facilities.

**Member absent:** Mayor Ray Tout.

**Also present:** Linda Spahr, Recording Secretary.

Two agendas were available for members this meeting. The meeting is now divided into two separate meetings. The first agenda will deal with the Southgate portion regarding the Mount Forest Sports Complex and the second agenda will deal with Wellington North Recreation & Culture items.

Chairperson Councillor Sherry Burke requested that Pecuniary Interest be added to the agenda.

**DELEGATION:**

Kelly Greer from Birmingham Retirement Community was scheduled but did not attend the meeting.

**MINUTES:**

**Moved by:** Councillor Franks  
**Seconded by:** Tom Bowden

That the minutes of the February 5, 2013 meeting be accepted.

**Carried**

Resolution Number: 1

**BUSINESS ARISING FROM MINUTES:**

**Agenda 1**

**NEW BUSINESS:**

**Summer Ice Hockey School**

Further discussion was held with regards to the proposed Summer Hockey School run by Andrew Coburn. This year's proposal was to run from Aug 26-30/13 which is a week later than 2012 and the program will be held in the early evening hours. The Committee agreed to allow the event and Barry will advise Andrew of the decision.

**CORRESPONDENCE:**

A letter was received from Crystal Seifried on behalf of the Mount Forest Chamber of Commerce. The Fireworks Festival Committee appreciated the offer for use of the Complex Meeting Room for 1 meeting per month but declined feeling this was not sufficient enough for their needs.

A letter was received by Cindy Aitken, Volunteer Administrator of The Dance Academy of Mount Forest with regards to the rental of the Mount Forest & District Complex December 31, 2013. She is requesting permission to decorate the Community hall on December 30<sup>th</sup> for their event and take down on January 2, 2014 with no additional charges. Following discussion Committee members approved the request provided there are no scheduled events on the requested dates. Barry will send her a letter.

Councillor Yake declared a conflict of interest and left the meeting while members discussed his letter of request for a reduction in ice fees or a reduced rate for the Plume Room for the 2013 Municipal Hockey Tournament in Mount Forest. Members discussed the request then the following resolution was made:

**Moved by: Councillor Franks**  
**Seconded by: Barry Lavers**

**THAT there be no reduction for ice rates for the 2013 Municipal Hockey Tournament and the charge for the Plume Room would be set at \$100 + hst.**

**Carried**

**Resolution Number: 2**

**REPORTS:**

Mark provided a monthly written report to members. Mark reported that Energy Controls replaced the faulty temperature sensor for the dressing room floor heating. Mark added there is concern over snow piled up at the edges of the parking lot and asked for it to be removed. Barry will talk to Dale Clark and Gary Matthews. In the future if this continues to be a problem Mark is to send an e-mail to Dale Clark/ Gary Matthews with a copy to Barry. Mark reported he has received requests to have storage lockers installed in the walking track room and provided an estimate. Members said no to the storage lockers and Mark was requested to put up a notice that people are responsible for their own possessions.

Mark was directed to contact Cimco Refrigeration regarding the header problems to see if it could be fixed with May being the best available month. A copy of his correspondence with Cimco is to be sent to Barry. Mark also reported the canteen prices have been rounded off for the concession booth prices.

**MEMBER'S PRIVILEGE:**

There were no member's privileges.

**NEXT MEETING:**

The next meeting is Tuesday, April 2, 2013.

**ADJOURNMENT:**

Agenda Portion 1 of the meeting adjourned at 9:10 a.m.

## Agenda 2

Chairperson Councillor Sherry Burke requested that Pecuniary Interest be added to the agenda.

### NEW BUSINESS:

#### **Arthur Walking Trail Sub Committee**

Minutes of the Arthur Walking Trail Sub Committee February 5, 2013 meeting were available for members. Mark inquired with regard to accessibility code and Barry reported there should be no issue regarding this.

Moved by: Councillor Franks

Seconded by: Barry Lavers

**THAT the minutes of the February 5, 2013 Arthur Walking Trail Sub Committee meeting be accepted.**

**Carried**

**Resolution Number: 1**

#### **Accounts Receivables**

Barry reported he met with Township Treasurer Mike Givens regarding policies for accounts receivable as requested at the last meeting. Samples from Mapleton Township and City of Pickering were provided for information. Barry will meet with Mike again to come up with a policy for Recreation pertaining to the Township of Wellington North. There was discussion on collecting money for ice rentals and booking procedures. If the Arena managers are not familiar with groups or individuals requesting ice rentals they are to ask for payment before the ice rental. For large block ice requests a certified cheque or cash for 50% deposit should be collected at the time of booking. The remainder should be collected before the ice is used.

#### **Mount Forest Soccer**

A review of the soccer rates and usage in Mount Forest as requested by Mark was held. Mark provided the hydro costs and field usage from 2004, 2007 and 2012 to members. It appears there is a significant increase in costs especially in 2012. Mark also indicated there was a request for more fields this year and Soccer Canada has indicated they are changing net sizes for 2014. Although it is too late to change the rates for the upcoming season it was suggested that we meet with the Soccer organization to discuss concerns. Mark indicated the net size changes could cost an extra \$13,600. Tom suggested a Trillium Grant might be used if available. Councillor Burke suggested the Soccer Club make a donation to purchase the nets similar to Arthur Lacrosse. Mark is to set up a meeting with soccer.

#### **Lawn Cutting Tender**

The Recreation Department (Arthur) discussed cutting their own grass for 2013 by purchasing a new mower. This was removed from the 2013 budget. Grass cutting tender will be prepared for 2013 season with this in mind.

#### **Entertainment Closing Municipal Alcohol Policy**

Under our current Municipal Alcohol Risk Management Policy it states that "Entertainment and/or disc jockeys will stop at 1:00 a.m."

Moved by: Councillor Yake

Seconded by: Barry Lavers



THAT the Recreation & Culture Advisory Committee recommend to the Council of the Corporation of the Township of Wellington North that the current Alcohol Risk Management Policy under Category 3: Control. Sub section 3.1.16 be amended to read "Entertainment and/or disc jockeys will stop at 1:10 a.m."

Carried

## **Resolution No. 2**

### **Mount Forest Minor Baseball Street Closure Request**

After discussion members recommended that Mount Forest Minor Baseball be allowed to close a section of Princess St located west of the Complex western parking lot entrance for a Puck/Ball event to be held on May 5, 2013.

### **Pool Advertisement**

Barry reported that an advertisement for hiring Pool staff will be in the Arthur and Mount Forest paper during the week of March 11<sup>th</sup>.

### **CORRESPONDENCE:**

### **REPORTS:**

Tom Bowden provided members with a written monthly report. Tom stated that two funerals were held recently at the Arena. Councillor Yake reported he had received positive comments regarding both these rentals. Tom announced there will be Roller Derby practice booked again to be held in the Arthur Arena this year. The dehumidifier compressor has been repaired. Tom also reported the new lacrosse nets have been ordered and he has requested a donation from the Lacrosse Association.

Barry Lavers provided a written monthly report. He added that the handicapped parking signs have arrived. Barry gave highlights of the meeting he attended in Fergus with the OPP and Alcohol and Gaming Commission with regards to Liquor Licensing. He stated that representatives indicated they could attend a meeting to update Council if requested. Recreation Fees (2014) were approved by Council at the February 11, 2013 meeting.

### **MEMBER'S PRIVILEGE:**

Mark stated that the Fireworks Committee will have to be notified again that the Cork Street ball diamond will have to be cleaned up by 7:00 a.m. on the Sunday July 21, 2013 for a Minor Baseball Tournament. Mark also stated that 3 fire route signs for the back of the arena are needed.

### **ADJOURNMENT:**

The Agenda 2 portion of the meeting adjourned at 10:05 a.m.

### **NEXT MEETING:**

The next meeting will be held April 2, 2013 at 8:30 a.m.

Township of Wellington North

Finance Committee

Tuesday, March 5, 2013  
Following the Budget Open House

8:30 P.M.

Minutes

**Present:**     **Andy Lennox, Chairman**  
                  **Ray Tout, Mayor**  
                  **Dan Yake, Councillor**  
                  **Mark Goetz, Councillor**  
                  **Sherry Burke, Councillor**  
                  **Lori Heinbuch, CAO/Clerk**  
                  **Mike Givens, Treasurer**  
                  **Mary Jo Marshall, Deputy Treasurer**

**1. Declaration of Pecuniary Interest.**

None declared.

**2. 2013 Grant/Donations/Waiver of Fees Requests**

All submissions were compiled and summarized by the CAO and circulated to Committee members for review and consideration.

A letter is to be sent out to the organizations that written submissions must be received by the Township prior to December 31 each year if they wish to be considered for a Grant/Donation.

**Moved By: Sherry Burke**

**Seconded By: Mark Goetz**

**THAT the Finance Committee pass the 2013 Grants/Donations totaling \$8,500.00.**

**Carried.**

**Moved By: Ray Tout**

**Seconded By: Sherry Burke**

**THAT the Finance Committee pass the 2013 Waiver of Fees as set out in the Budget for a total of \$2,500.00.**

**Carried.**

**3. 2012 Reserve/Reserve Fund Entries – TR2013-07**

Treasurer Mike Givens explained there was year-end clean-up that needs to be completed. He would like to transfer funds for projects not completed under the 2012 Budget to Reserve or Reserve Fund accounts to ensure they do not become part of the overall operational surplus.

**Moved By: Lori Heinbuch**

**Seconded By: Dan Yake**

**THAT report TR2013-07 dated March 5, 2013 with regards to 2012**

**Reserve/Reserve fund entries be received;**

**AND FURTHER THAT the Finance Committee recommend Council approve the Reserve/Reserve fund entries as outlined in the report.**

**Carried.**

**The order of the Agenda items changed to accommodate the delegations for the Closed Session.**

**4. Closed Session – “Legal and Personnel” Matters**

**Moved By: Ray Tout**

**Seconded By: Dan Yake**

**THAT Finance Committee go into a meeting at 9:00 p.m. that is closed to the public under subsection 239(2)(f)(d) of the Municipal Act, 2001**

- **To receive advice that is subject to solicitor-client privilege, including communications necessary for that purpose;**
- **To consider labour relations or employee negotiations;**

**Carried.**

**Moved By: Ray Tout**

**Seconded By: Dan Yake**

**THAT Finance Committee arise from a meeting that is closed to the public at 9:45 p.m.**

**Carried.**

**5. Tangible Capital Asset Policy – TR2013-08**

The Policy will provide guidelines to help Department Heads establish budgets. A key item is the Threshold value – if the expense falls below the threshold, then it becomes part of the operating budget. The amortization period related to an asset estimates the useful life. The Policy is to help provide some consistency in the Treatment of Tangible Capital Assets.

Moved By: Sherry Burke  
Seconded By: Dan Yake

**THAT report TR2013-08 dated March 5, 2013 with regards to Accounting For and Reporting Tangible Capital Assets (TCA) is received;**

**AND FURTHER THAT the Finance Committee approve the Policy-Accounting For and Reporting Tangible Capital Asset and direct the Treasurer to circulate the Policy to all Department Heads.**

Carried.

6. **2012 Council Remuneration – TR2013-09**  
Municipal Treasurers are required to produce the report annually.

The report will need to be approved by Council.

Moved By: Ray Tout  
Seconded By: Mark Goetz

**THAT report TR2013-09 itemizing the remuneration and expenses of Council for 2012 dated March 5, 2013 is received.**

**AND FURTHER that Report TR2013-09 is accepted as presented.**

Carried.

7. **Board of Management for the Mount Forest Business Improvement Area TR2013-11**  
The Mount Forest BIA have submitted their 2013 Budget for approval.

Moved By: Dan Yake  
Seconded By: Mark Goetz

**THAT report TR2013-10 itemizing the income and expenses of the Board of Management for the Mount Forest Business Improvement Area for 2013 is received;**

**AND FURTHER that the Finance Committee recommends to Council that they accept the Mount Forest Business Improvement Area 2013 budget as submitted.**

Carried.

**8. 2013 Insurance Deductible Options – TR2013-11**

There is a possibility for premium savings if the Township opted for increased deductible amounts. It is currently not incorporated in the budget. If we are claim free we save on premiums now.

**Moved By: Ray Tout**  
**Seconded By: Sherry Burke**

**THAT report TR2013-11 itemizing 2013 Insurance Deductible Options is received for information.**

**Carried.**

**9. Next Meeting Date - April 29, 2013 - 5:00 p.m.**

**10. Adjournment**

**Moved By: Dan Yake**  
**Seconded By: Mark Goetz**

**THAT the Finance Committee adjourn at 10:10 p.m.**

**Carried.**



# Township of Wellington North

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

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## TREASURER'S REPORT TR2013-09

**TO:** Finance Committee  
**FROM:** Mike Givens, Treasurer  
**DATE:** March 5, 2013  
**RE:** Statement of Council Remuneration and Expenses-2012

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### **Background:**

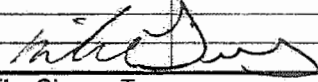
The Municipal Act, S.O. 2001, c. 25, Section 284 requires that the treasurer of a municipality shall on or before March 31<sup>st</sup> in each year provide to the Council of the municipality, an itemized statement of the remuneration and expenses paid to each member of Council in the previous year.

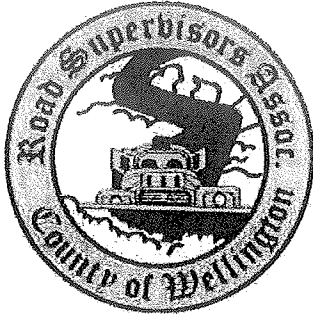
Attached is breakdown for 2012.

### **Recommendation:**

THAT report TR2013-09 itemizing the remuneration and expenses of Council for 2012 dated March 5, 2013 is received.

AND FURTHER that Report TR2013-09 is accepted as presented.

Treasurer's Statement of Remuneration and Expenses Paid to Council Members for the Year 2012								
TOWNSHIP OF WELLINGTON NORTH, COUNTY OF WELLINGTON - MUNICIPAL ACT S.O. 2001, AS AMENDED, CHAPTER 25, SECTION 284.								
NAME	COUNCIL PER DIEM	OTHER MEETINGS	BENEFITS (CPP, EHT)	CONVENTIONS & SEMINARS	TELEPHONE & INTERNET	MILEAGE & PARKING	MEALS	TOTAL REMUNERATIONS
Ray Tout, Mayor	17,909.09	13,724.95	1,281.90	1,631.09	427.44	1,121.61	231.07	36,327.15
Sherry Burke, Councillor	11,939.40	4,575.00	586.41	1,462.94	1,047.52	767.25	126.17	20,504.69
Mark Goetz, Councillor	11,939.40	8,175.00	752.01	2,350.90	927.24	720.42	126.17	24,991.14
Andy Lennox, Councillor	11,939.40	5,325.00	579.51	1,895.71	427.44	720.42	126.17	21,013.65
Dan Yake, Councillor	11,939.40	6,900.00	693.35	1,374.38	1,190.38	720.42	166.13	22,984.06
<b>Total Paid</b>	<b>65,666.69</b>	<b>38,699.95</b>	<b>3,893.18</b>	<b>8,715.02</b>	<b>4,020.02</b>	<b>4,050.12</b>	<b>775.71</b>	<b>125,820.69</b>
Dated this 5th day of March, 2013				 Mike Givens, Treasurer Township of Wellington North				



March 11, 2013

Wellington North Council  
Township of Wellington North  
7490 Sideroad 7 West  
Kenilworth ON, N0G 2E0

Dear Wellington North Council:

The Wellington County Roads Supervisors Assoc. along with the Wellington County Clerks & Treasurers Assoc. will be having their annual spring meeting on Thursday May 2, 2013 and the Township of Wellington North will be hosting the event at the Mount Forest Sports Complex. We would like to request if at all possible that the fees be waived for the use of the Mount Forest Sports Complex.

I would like to invite the members of Wellington North Council to join us at our annual spring meeting and Thank You for the use of the Mount Forest Sports Complex.

Sincerely,

Pasquale Costanzo, C.E.T.  
WCRSA Secretary Treasurer



March 19<sup>th</sup>, 2013

Lori Heinbuch, CAO/Clerk  
Township of Wellington North  
P.O. Box 125  
7490 Sideroad 7 West,  
Kenilworth, Ontario. N0G-2E0

CC: Cathy Conrad

**SUBJECT: Mount Forest Curling Club  
Temporary Extension Application Liquor Sales License**

Dear Lori:

On Saturday May 11<sup>th</sup>, 2013 the Mount Forest Curling Club is planning a dinner and dance to celebrate the 50<sup>th</sup> Anniversary of the Club House. (A copy of our flyer is enclosed) Our intent is to hold the function on the curling club ice pad and in order to do this we will be applying to the Alcohol and Gaming Commission for a Temporary Extension to our Liquor License.

As part of the application process we require two approvals from the Municipality:

1. As our landlord we require a letter of approval to hold the event.
2. We also require a letter from the Municipality stating that there is "no objection to the extension of your proposed extended licensed area".

Should you have any questions please let me know. Thank you.

Yours truly,



Dale Small  
Treasurer,  
Mount Forest Curling Club

# *Mt. Forest Curling Club's Dinner & Dance*

**Saturday May 11, 2013**

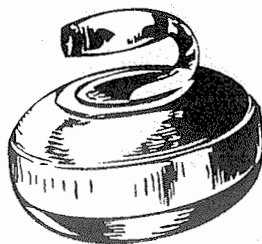
Mount Forest Curling Club

Cocktails at 6-6:30 pm with Dinner to follow

Tickets \$30 per person for Dinner & Dance

Music by DJ

Live Auction fundraiser



*Sweeping Through the Years*

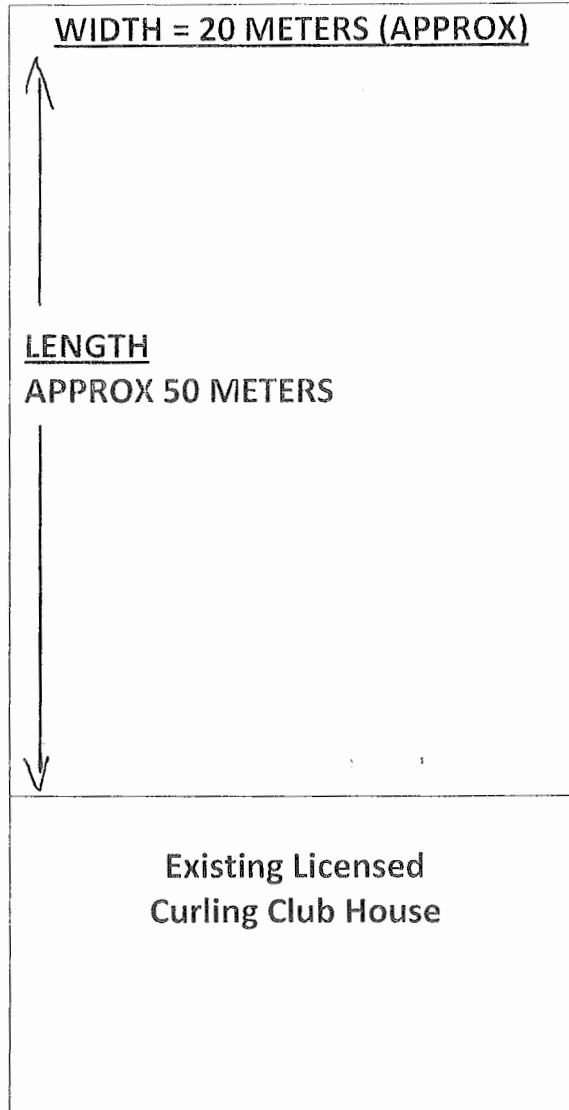


**Tickets available at:**

Alex Wilson Surveying, Country Carpet,  
TD Bank

or by calling at Val 519-323-3343

**MOUNT FOREST CURLING  
PROPOSED TEMPORARY EXTENSION**



*PARKING  
LOT*

Minister Responsible  
for Seniors

77 Wellesley Street West  
12th Floor, Ferguson Block  
Toronto, ON M7A 1N3  
Tel: 416-314-9710  
Fax 416-325-4787

Ministre délégué aux  
Affaires des personnes âgées

77, rue Wellesley Ouest  
12<sup>e</sup> étage, bloc Ferguson  
Toronto ON M7A 1N3  
Tél : 416 314-9710  
Télééc . 416 325-4787



RECEIVED

MAR 20 2013

TWP. OF WELLINGTON NORTH

3445MC-2013-27

April 2, 2013

Dear Friends:

Each year, the Government of Ontario celebrates the accomplishments and contributions many of our wonderful seniors make to communities across Ontario. This year, the Senior Achievement Award will once again highlight the significant voluntary and professional achievements made by individuals after they have reached the age of 65.

I encourage you to participate in the 2013 Senior Achievement Award Program by nominating a deserving senior. As Minister Responsible for Seniors, it will be my great honour this fall to join the Honourable David C. Onley, Lieutenant Governor of Ontario, in officially recognizing the award recipients at a ceremony at Queen's Park.

Online nomination forms and information outlining details of the program, the selection criteria and the procedures followed are available at: [www.ontario.ca/honoursandawards](http://www.ontario.ca/honoursandawards).

**The deadline date for nomination is June 15.**

If you require further information, please contact the Ontario Honours and Awards Secretariat in Toronto at (416) 314-7587, toll-free at 1-877-832-8622 or TTY at 416 327-2391.

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

Sincerely,

A handwritten signature in black ink that reads "Mario Sergio". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Mario Sergio  
Minister