



# Township of Wellington North

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

## Regular Meeting of Council

Monday, April 22, 2013

Following Public Meeting

Municipal Office Council Chambers, Kenilworth

### SUPPLEMENTARY AGENDA

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AGENDA ITEM	PAGE NO.
<p><b><u>STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS</u></b></p> <p>6. Report from Mike Givens, Treasurer Re: Treasurer's Report TR2013-14 – Waterloo Street Tendering</p> <p><b><u>BY-LAWS</u></b></p> <p>5. 35-13 Being a By-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (Residential Conversions)</p>	



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## TREASURER'S REPORT TR2013-14

**TO:** Council  
**FROM:** Mike Givens, Treasurer  
**DATE:** April 18, 2013  
**RE:** Waterloo Street Tendering

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### **Background:**

Some information with regard to the Waterloo Street Tender came to my attention on Thursday April 18th.

BM Ross, who is handling the tender process on behalf of the Township, issued the tenders for the Waterloo Street Project through invitations to bid. Which to my understanding meant only firms who were invited would be allowed to submit bids. The tender was not publicly advertised. The list of the firms has historically been relied on by BM Ross and was provided to them by Township staff prior to previous projects.

I do not believe that for a project of this nature and magnitude (Budget \$1.2 million) the Township Purchasing Policy or Purchasing Law (Broader Public Sector Accountability Act, 2010, Competition Act, Discriminatory Business Practices Act) in general supports this practice. I understand that some firms who were not on the list may have expressed interest in the project.

I contacted the Manager of Purchasing at the County of Wellington to discuss the situation. He suggested and I agreed that in order to avoid potential litigation the Township should issue an addendum to the Tender extending the closing date by at least 2 weeks, advertise the tender publicly and hold an additional mandatory bidders meeting so that all potential firms have an opportunity to bid.

I recognized that these steps may result in bids from firms that the Township is not familiar with and increase the time needed for the tender process, but the Township Purchasing Policy calls for "fair, impartial, open, transparent and accountable purchasing and tendering procedures". The Broader Public Sector Procurement Directives states "organizations must conduct an open competitive procurement

process where the estimated value of procurement of goods or services is \$100,000 or more.”

Because the tender was scheduled to close on Friday April 19<sup>th</sup> at noon, I contacted BM Ross on the afternoon of April 18<sup>th</sup> and requested that they issue the addendum as presented above on behalf of the Township. I felt it was best to proceed with caution to avoid any possible problems with the tender award.

**Recommendation:**

THAT report TR2013-14 with regard to the Waterloo Street Tendering is received for information.

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

**BY-LAW NUMBER 35-13**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01  
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF  
WELLINGTON NORTH (Residential Conversions)**

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01;

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

THAT Section 6.29, Residential Conversions, is amended by deleting the words "a duplex" and replacing it with the words "provide one additional residential dwelling unit". The paragraph will read as follows:

**Where specifically permitted by this By-law, a single-detached dwelling (legally existing on the day of the passing of this By-law) may be converted to provide one additional residential dwelling unit or a bed and breakfast establishment provided the following regulations are maintained: .....**

THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 22ND DAY OF APRIL, 2013.**

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**RAYMOND TOUT,  
MAYOR**

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**LORRAINE HEINBUCH  
CHIEF ADMINISTRATIVE OFFICER/CLERK**

## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 35-13**

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

The purpose and effect of the proposed amendment is a Township initiated "housekeeping" amendment to the Comprehensive Zoning By-law to address the Residential Conversions Section 6.29. The current provision states that a single detached dwelling may be converted to a duplex. The amendment will remove reference to a duplex dwelling in order to allow additional units within an existing single family dwelling to take other forms. It should be noted that this amendment will only apply to those zoning categories that already allow residential conversions