

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING AGENDA OF COUNCIL  
April 23, 2018 @ 7:00 P.M. (Closed Session 6:30 P.M.)  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE  
NUMBER**

**CALLING TO ORDER** - Mayor Lennox

**ADOPTION OF THE AGENDA**

**DISCLOSURE OF PECUNIARY INTEREST**

**CLOSED MEETING SESSION** (starts ½ hour earlier than Council Meeting)

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
  - (b) personal matters about an identifiable individual, including municipal or local board employees;
  - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
1. **REPORTS**
    - a) Introduction new Director of Operations-verbal
    - b) Economic Development Officer report EDO-2018-17 Mount Forest Chamber of Commerce Relocation
    - c) CAO 2018-004 being a report on the Blacksmith Shop-Property
    - d) CBO 2018-008 being a report on neighbor dispute surface water

2. **REVIEW OF CLOSED SESSION MINUTES**

- a. April 9, 2018
- b. April 17, 2018

**O' CANADA**

**PRESENTATIONS**

James Taylor, Chair

- Wellington North Cultural Roundtable Report to Council

001

**RECESS TO MOVE INTO PUBLIC MEETING**

- Township of Wellington North
- 2575675 Ontario Inc.
- Streetsville Bush Auto Recycling Inc.
- Janet Keeping

**RESUME REGULAR MEETING OF COUNCIL**

**PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING**

- a. By-law Number 036-18 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (Part Lot 13, Concession 4 (West Luther) – 8725 Sideroad 13 – J. Keeping) 012
- b. By-law Number 038-18 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (Bodley Survey Part Lots A, B & C, 016

- c. By-law Number 039-18 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 Park Lot 4, S/S of Durham St., E/S of Main St., Plan Mount Forest – 488 Durham Street East.) 019
- d. By-law Number 040-18 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (WOSR, Lot 13, Divs. 3 & 4, RP 61R-8621, 7272 Sideroad 5 West, geographic Township of Arthur – Streetsville Bush Auto Recycling Inc.) 022

**ADOPTION OF MINUTES OF COUNCIL**

- Council Meeting of April 9, 2018 025
- Council Meeting of April 17, 2018 033

**BUSINESS ARISING**

**ITEMS FOR CONSIDERATION**

**Minutes:**

- 1. MINUTES
- a. Mount Forest Aquatic Ad-Hoc Advisory Committee, April 10, 2018 035

**Business: reports, recommendations, correspondence for direction**

- 2. BUILDING
- a. Report CBO 2018-07 Building Permit Review Period Ending March 31, 2018 038
- 3. FINANCE
- a. Cheque Distribution Report, April 17, 2018 041
- 4. FIRE
- a. Communiqué #053, March, 2018 045
- b. Report FIRE 2018-002 being a report on the Fire Service Establishing and Regulating by-law in the Township of Wellington North 052
- 5. ECONOMIC DEVELOPMENT
- a. Report EDO 2018-13 Community Improvement Program 054
- b. Report EDO 2018-14 being a report on the Grants and Donations Community Development Fund 060
- c. Report EDO 2018-15 Ninth Annual Wellington North Showcase 085
- d. Report EDO 2018-16 Mount Forest Chamber of Commerce Memorandum of Understanding 087
- 6. COUNCIL
- a. Wellington North Power Inc. – 2018 Annual Shareholder Meeting 092
- b. Mount Forest Fireworks Festival – Car Show and Burn Out Competition 093
- 7. ADMINISTRATION
- a. Correspondence from B.M. Ross and Associates Limited, dated April 13, 2018, regarding Lucas subdivision, Mount Forest (Reeves), Draft Plan 23T-79087 Securities Reduction for Phase 1 (Lots 8 to 20) 099

- b. Report CAO 2018-002 466 Queen Street, Mount Forest, Development Charges (to be tabled at meeting)

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

**ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

**CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION**

**NOTICE OF MOTION**

**COMMUNITY GROUP MEETING PROGRAM REPORT**

**BY-LAWS**

- a. By-law Number 032-18 being a by-law to authorize the sale of real property (Part Lot 32, Conc. 1 Div 3 Normanby Part 1 On 61R-11985 to 1138483 Ontario Ltd. 102
- b. By-law Number 033-18 being a by-law to enter into a Mutual Drain Agreement with Amos Martin and Malinda Martin and Michele Sante Feletto and Norma Jean Feletto and the Township of Wellington North 116
- c. By-law Number 034-18 being a by-law to adopt a budget including estimates of all sums required during 2017 for operating and capital, for the purposes of the municipality 126
- d. By-law Number 035-18 being a by-law to appoint a Director of Public Works for The Corporation of the Township of Wellington North and to repeal By-law 033-17 129
- e. By-law Number 037-18 being a by-law to establish and regulate a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances 133

**CONFIRMATORY BY-LAW NUMBER 041-18 148**

**ADJOURNMENT**

<b>MEETINGS, NOTICES, ANNOUNCEMENTS</b>		
April 28 <sup>th</sup> and 29 <sup>th</sup> , 2018	Mount Forest Agricultural Society Home Craft Health & Leisure Show	Sat. 9:00 a.m. – 4:00 p.m. Sun. 10:00 a.m. – 3:00 p.m.
May 1, 2018	Nominations for Municipal Election Open	Regular Business Hours
May 1, 2018	North Wellington Youth Connections Event, Mount Forest & District Sports Complex	10:00 a.m. – 2:30 p.m.
May 4, 2018	Mount Forest Chamber of Commerce Excellence Awards	6:00 p.m.
May 5, 2018	Green Legacy Tree Day	9:00 a.m. to 11:00 a.m.
May 7, 2018	Public Meeting	2:00 p.m.
May 7, 2018	Regular Council Meeting	2:00 p.m.
May 11 <sup>th</sup> and 12 <sup>th</sup> , 2018	Four Corners Quilters Guild 20 <sup>th</sup> Anniversary Quilt Show: Mount Forest Sports Complex	Fri. 10:00 a.m. – 5:00 p.m. Sat. 10:00 a.m. – 5:00 p.m.
May 15, 2018	Recreation & Culture Committee	8:30 a.m.
May 17, 2018	Cultural Roundtable Committee	12:00 p.m.
May 21, 2018	Victoria Day – Office Closed	
May 22, 2018	Regular Council Meeting	7:00 p.m.

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

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

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

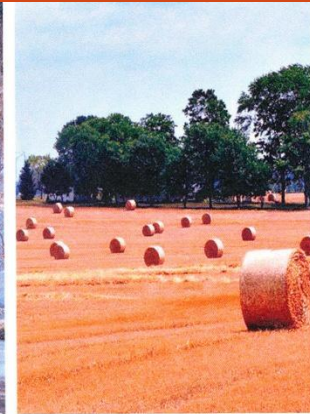
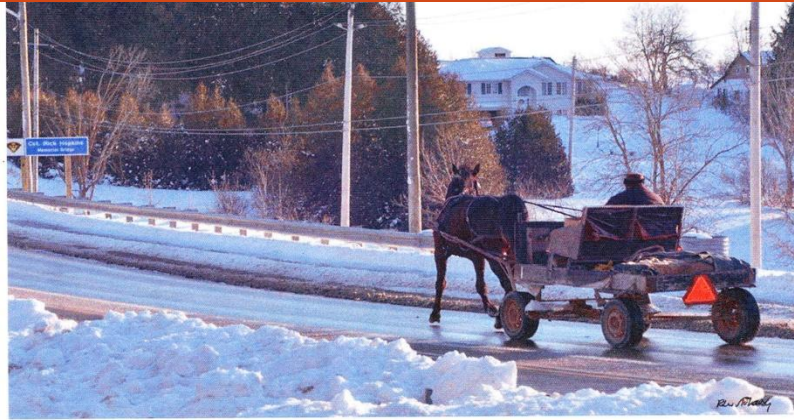
**TTY: 1-877-843-0368 Documents in alternate forms – CNIB – 1-800-563-2642**



# REPORT TO COUNCIL

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April 23, 2017



# Township of Wellington North Municipal Cultural Plan

November 2013



AUTHENTICITY  
A DIVISION OF MILLIER DICKINSON BLAIS INC



# Wellington North Community Cultural Plan

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- Completed in 2013.
- Submitted and approved by Council on November 4<sup>th</sup>, 2013.
- A key recommendation was to establish a “Cultural Roundtable” to advance the Plan.

# Vision

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



# Guiding Principles

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- Culture is essential in making a place to live, work, play and invest.
- History and culture is a source of identity.
- Creativity and culture are important drivers in our economy.
- Volunteers are fundamental to the cultural life of our community.

# Guiding Principles

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- Cultural assets are essential to vibrant downtowns.
- Culture should be integrated into planning and decision-making.
- Cultural organizations should work together.

# Goals & Actions

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- 30 Recommendations in the Plan.
- The Cultural Roundtable was formed in 2014 & developed a work plan.
- Further developed the *Simply Explore Culture* website.

# Projects & Accomplishments

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- Farmers Market.
- Youth Action Council.
- Cultural moment.
- Historic places and buildings.
- Cultural events.
- Oral history.

# Projects & Accomplishments

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- Wellington North Doors Open.
- The Lynes Blacksmith Shop.
- Culture Days (September 28-30).
- Cemetery Project.
- Update Simply Explore Culture website.
- Cultural-based street names.

# Community Growth Plan

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## Heritage Conservation Strategy.

- 1.** Development should address protection of heritage resources (context-sensitive).
- 2.** Support the Cultural Roundtable.
- 3.** Continue to identify and protect cultural resources and landscapes.
- 4.** Tourism & related marketing.

# THANK YOU!

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Karen Armstrong

Gail Donald

Linda Hruska

Robert Macdonald

Bonnie McDougall

Gary Pundsack

Penny Renken

Trish Wake

Councillor Dan Yake

Jim Taylor, Chair

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 036-18

### BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01 BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH (Part Lot 13, Concession 4 (West Luther) - 8725 Sideroad 13 - J. Keeping)

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

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

1. THAT Schedule 'A' Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Lot 13, Con 4 (West Luther) with a civic address of 8725 Sideroad 13, as shown on Schedule "A" attached to and forming part of this By-law from **Agricultural (A)** to **Agricultural Exception (A-197)**;
2. THAT Section 33 Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exceptions:

<b>33.197</b> Lot 13, Con 4 (West Luther) 8725 Sideroad 13	<b>A-197</b>	Notwithstanding any other section of this by-law to the contrary, a residential dwelling shall be prohibited in this zone. Other agricultural uses that are not accessory to a dwelling are permitted subject to MDS II conformity.
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3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.



**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23RD DAY OF APRIL, 2018.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 036-18

Schedule "A"



This is Schedule "A" to By-law Number 036-18

Passed this 23rd day of April, 2018

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ANDREW LENNOX, MAYOR

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KARREN WALLACE, CLERK

## EXPLANATORY NOTE

### BY-LAW NUMBER 036-18

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

The subject property is legally described as Part Lot 13, Concession 4 (West Luther) with a civic address of 8725 Sideroad 13. The lands subject to the amendment are 19.2 ha (47.4 ac) in size and are currently zoned Agriculture (A) and Natural Environment (NE).

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands to restrict future residential development on the severed agricultural parcel. This rezoning is a condition of severance application B162/17, that was granted provisional approval by the Wellington County Land Division Committee. The consent will sever the vacant agriculture parcel 19.2 ha (47.4 ac) from the retained rural residential parcel under the surplus farm dwelling policies.

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

**BY-LAW NUMBER 038-18**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01  
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF  
WELLINGTON NORTH (Bodley Survey Part Lots A, B & C, RP 61R-  
11188 Parts 2 & 3, RP 61R-11525 Parts 4, 5 & 7, - 455 Dublin St,  
Geographic Town of Mount Forest)**

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

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

1. THAT Schedule 'A' Map 3 to By-law 66-01 is amended by changing the zoning on lands described as Bodley Survey Part Lots A, B & C, RP 61R-11188 Parts 2 & 3, RP 61R-11525 Parts 4, 5 & 7, and is Municipally known as 455 Dublin St, Geographic Town of Mount Forest, as shown on Schedule "A" attached to and forming part of this By-law from **Medium Density Residential (R2)** to **Institutional (IN)**;
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
3. 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 23RD DAY OF APRIL, 2018.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 038-18**

**Schedule "A"**



This is Schedule "A" to By-law\_Number 038-18

Passed this 23rd day of April, 2018

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 038-18**

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

The property subject is described as Bodley Survey Part Lots A, B & C, RP 61R-11188 Parts 2 & 3, RP 61R-11525 Parts 4, 5 & 7, and is municipally known as 455 Dublin St, Geographic Town of Mount Forest. The property is 0.44 hectares (1.08 acres) in size and is currently zoned Medium Density Residential (R2).

**THE PURPOSE AND EFFECT** of the proposed amendment is to rezone the subject lands from Medium Density Residential (R2) Zone to Institutional (IN) Zone.

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

**BY-LAW NUMBER 039-18**

**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 Park Lot 4, S/S of Durham St, E/S of Main St, Plan  
Mount Forest - 488 Durham Street E)**

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

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

1. THAT Schedule 'A' Map 3 to By-law 66-01 is amended by changing the zoning on lands described as Part of Park Lot 4, s/s of Durham St, E/S of Main St, Plan Mount Forest with a civic address of 488 Durham Street E, as shown on Schedule "A" attached to and forming part of this By-law from **Future Development (FD)** to **High Density Residential (R3)**;
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
3. 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 23RD DAY OF APRIL, 2018.**

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**ANDREW LENNOX, MAYOR**

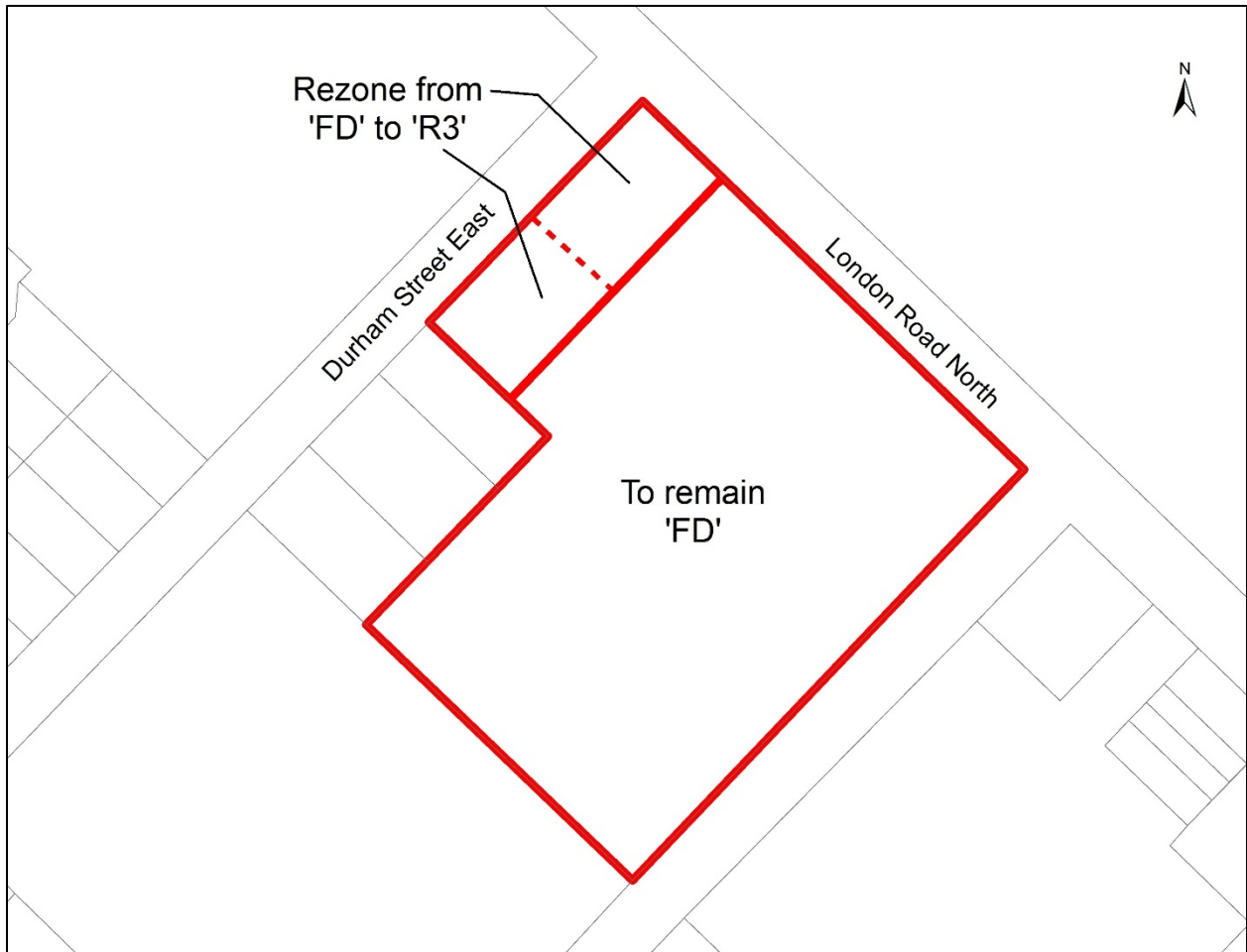
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**KARREN WALLACE, CLERK**

**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 039-18**

**Schedule "A"**



This is Schedule "A" to By-law\_Number 039-18

Passed this 23rd day of April, 2018

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**



## EXPLANATORY NOTE

### BY-LAW NUMBER 039-18

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

The subject property is legally described as Part of Park Lot 4, S/S of Durham St, E/S of Main St, Plan Mount Forest, with a civic address of 488 Durham Street E. The lands subject to the amendment are 0.33 ha (0.81 ac) in size and are currently zoned Future Development (FD).

**THE PURPOSE AND EFFECT** of the proposed amendment is to rezone the subject lands from Future Development (FD) Zone to High Density Residential (R3) Zone to facilitate the construction of two 5-unit townhouse blocks (10 units total). This rezoning is a condition of severance applications B23/18 & B24/18, that were granted provisional approval by the Wellington County Land Division Committee. The consents will sever two vacant parcels 1,565 m<sup>2</sup> (16,845 ft<sup>2</sup>) and 1,721 m<sup>2</sup> (18,524 ft<sup>2</sup>) in size for the townhouse blocks. A 2.31 ha (5.7 ac) vacant lot is retained for future development.

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 040-18

### BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01 BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH (WOSR, Lot 13, Divs 3 & 4, RP 61R-8621, 7272 Sideroad 5 West, Geographic Township of Arthur – Streetsville Bush Auto Recycling Inc.)

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

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

1. THAT Rural Area Exception 33.87 is amended by adding the following new additional permitted use:

<b>33.87</b> 7272 Sideroad 5 West (Arthur)	<b>RIN- 87</b>	<p>Notwithstanding Section 6.35.2 (Restricted Uses) the storage of salvage motor vehicles is also permitted subject to the following regulations:</p> <ol style="list-style-type: none"> <li>a) Vehicles may only be stored within the existing 1.63 ha/4.0 acre (128 m x 128 m) fenced storage compound.</li> <li>b) Wrecking, disassembly, removal of parts and/or fluids from the motor vehicles is not permitted on the property.</li> <li>c) The storage of tires, scrap metal, construction materials, and/or other debris is not permitted.</li> <li>d) The provisions of Section 6.26 (Outdoor Storage) shall apply.</li> </ol> <p style="text-align: right;">(Streetsville Bush Auto Recycling Inc.)</p>
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2. THAT except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
3. 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 23RD DAY OF APRIL, 2018.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 040-18**

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

The subject property is described as WOSR, Lot 13, Divs 3 & 4, RP 61R-8621, Part 9 and is Municipally known as 7272 Sideroad 5 West, Geographic Township of Arthur. The property is 7.69 hectares (19 acres) in size. There are no buildings on the property. There is a large graveled and fenced storage yard on the property which is currently being used to store "end of life automobiles" (salvage motor vehicles).

**THE PURPOSE AND EFFECT** of the proposed amendment is to rezone the subject lands to permit the outdoor storage of salvage motor vehicles as a primary use on the property. The motor vehicles would be stored in conjunction with the adjacent auto salvage, wrecking, and recycling business (Kenilworth Auto Recyclers) located at 7258 Sideroad 5 West.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF COUNCIL  
APRIL 9, 2018 @ 2:00 P.M.  
CLOSED MEETING SESSION @1:30 P.M.**

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

**Members Present:**

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

**Absent:**

**Councillor: Sherry Burke**

**Staff Present:**

**CAO: Michael Givens**  
**Director of Legislative Services/Clerk: Karren Wallace**  
**Deputy Clerk: Catherine Conrad**  
**Director of Finance and Treasury: Adam McNabb**  
**Human Resources Manager: Chanda Riggi**  
**Economic Development Officer: Dale Small**  
**Chief Building Official: Darren Jones**  
**Fire Chief: David Guilbault**

**CALLING TO ORDER**

Mayor Lennox called the meeting to order.

**ADOPTION OF THE AGENDA****Resolution 2018-112**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Agenda for the April 9, 2018 Regular Meeting of Council be accepted and passed.*

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST**

None

**CLOSED MEETING SESSION**

**Resolution 2018-113**

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 1:30 p.m. that is closed to the public under subsections 239 (2) of the Municipal Act, 2001, specifically:*

*(c) a proposed or pending acquisition or disposition of land by the municipality or local board*

**1. REPORTS**

*a) Report EDO 2018-11 being a report on potential sale of land Normanby Con 1 Part Lot 32, Division 3 RP 61R7827 Parts 4 & 5, Perth Street, Mount Forest*

**2. REVIEW OF CLOSED SESSION MINUTES**

- *January 8, 2018*

**CARRIED**

**Resolution 2018-114**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 1:45 p.m.*

**CARRIED**

The Mayor recessed the meeting until 2:00 p.m.

**Resolution 2018-115**

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the Council of the Township of Wellington North receive Report EDO 2018-11 being a report on potential sale of land Normanby Con 1 Part Lot 32, Division 3 RP 61R7827 Parts 4 & 5, Perth Street Mount Forest;*

*AND FURTHER THAT The Council of the Corporation of the Township of Wellington North direct staff to work with the interested party to finalize an Agreement of Purchase and Sale for the above lands for an amount not less than \$25,000.*

*AND FURTHER THAT The Mayor and the CAO of the corporation are hereby authorized and directed to take such action and authorize such documents as in the municipal solicitor's opinion are necessary or advisable to carry out the terms of the said agreement.*

**CARRIED**

**Resolution 2018-116**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes, as amended, of January 8, 2018.*

**CARRIED**

**O' CANADA**

## **ADOPTION OF MINUTES OF COUNCIL**

### **Resolution 2018-117**

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the minutes of the Regular Meeting of Council held on March 26, 2018 be adopted as circulated.*

**CARRIED**

## **BUSINESS ARISING**

### **Resolution 2018-118**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North direct staff to bring a report to a future meeting of Council outlining the implications of the removal of the 1/3 tax exemption on Councillor salaries.*

**CARRIED**

## **DEPUTATIONS**

Peter MacKenzie and Josh Albano, 2551405 Ontario Ltd.

Mr. MacKenzie and Mr. Albano appeared before Council to request that Council deem the proposed residential 6-plex at 466 Queen Street West, Mount Forest as an apartment for the purposes of assessing development charges. They have made minor adjustments to the structure by removing the common interior hallway which creates more parking and the tenants are closer to their units. The removal of the hallway changed the development charges category from "apartment" to "other multiples" and increased development charges by 75% (\$50,000.00) without changing the foot print.

Council gave direction to staff to obtain a legal opinion outlining the options available to Council regarding the request to reduce development charges and to prepare a report for the April 23 Regular Council meeting.

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

Items 2a, 3a, 6c, 6f

## **ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

### **Resolution 2018-119**

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT all items listed under Items for Consideration on the April 9, 2018 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:*

1. MINUTES
  - a. Maitland Source Protection Authority Meeting #3/17 Minutes, November 15, 2017 be received
  - b. Maitland Valley Conservation Authority Board of Directors Meeting #1/18 Minutes, January 24, 2018 be received
4. FINANCE
  - a. Cheque Distribution Report, March 28, 2018 be received
5. COUNCIL
  - a. Crime Stoppers Guelph Wellington
    - Newsletter – The Informant, Spring 2018 be received
  - b. Correspondence from Heart and Stroke Foundation, dated March 22, 2018, requesting permission to run Annual Big Bike Events  
THAT the Council of the Corporation of the Township of Wellington North grant permission to the Heart and Stroke Foundation to hold Heart and Stroke Big Bike events in the Town of Mount Forest and in the Village of Arthur on May 22, 2018 using the routes proposed by the foundation.
6. ADMINISTRATION
  - a. Report TBWC 2018-001 being the 2017 annual report on the activities of the Wellington North Team Building/Wellness Committee be received for information
  - b. Report CLK 2018-017 being a report on Consent Application B36-18 (Eccles)  
THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2018-017 being a report on Consent Application B36-18 known as Part Lot 3 South of Miller Street in the Township of Wellington North;  
AND FURTHER THAT the Council of the Township of Wellington North supports consent application B36/18 as presented with the following conditions:
    - THAT Payment be made of \$130.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;
    - THAT payment be made in of \$1,000.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for parkland dedication fee;
    - THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;
    - THAT the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;
    - THAT the existing structures that span the proposed property lines be demolished and removed from the site to the satisfaction of the Township of Wellington North
    - THAT the Owner pay for two services for water and sewer;
    - THAT the Owner pays for the installation of one storm sewer service;AND FURTHER THAT Council authorizes the Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.
  - d. Correspondence from B.M. Ross and Associates Limited, dated March 27, 2018, regarding Eastridge Landing Subdivision (Arthur) - Phase 1 (Carrol Street lots and Schmidt Drive lots north of Eastview Drive) Final Acceptance & Release of Securities



*THAT the Council of the Corporation of the Township of Wellington North grant 2073022 Ontario Inc. (James Coffey), for the Eastridge Landing Subdivision in the community of Arthur, Final Acceptance for Stage 4 of Phase 1 and the release of all Phase 1 securities.*

- e. *Correspondence from B.M. Ross and Associates Limited, dated March 27, 2018, regarding Eastridge Landing Subdivision (Arthur) - Phase 2 (Schmidt Drive lots south of Eastview Drive) Final Acceptance For Stage 1, Stage 2 & Stage 3 and Preliminary Acceptance for Stage 4 and Reduction of Securities*

*THAT the Council of the Corporation of the Township of Wellington North grants 2073022 Ontario Inc. (James Coffey) a Certificate of Preliminary Acceptance for Stage 3 of Phase 2 of the Eastridge Landing Subdivision in Arthur, effective as of December 6, 2011.*

*AND FURTHER, that the Council of the Corporation of the Township of Wellington North grants 2073022 Ontario Inc. (James Coffey) a Certification of Preliminary Acceptance for Stage 4 of Phase 2 of the Eastridge Landing Subdivision in Arthur, effective October 31, 2017.*

*AND FURTHER, that the Council of the Corporation of the Township of Wellington North grants 2073022 Ontario Inc. (James Coffey), Final Acceptances for Stage 1, Stage 2 and Stage 3 of Phase 2 of the Eastridge Landing Subdivision in Arthur.*

*AND FURTHER, that the Council of the Corporation of the Township of Wellington North grants 2073022 Ontario Inc. (James Coffey), for the Eastridge Landing Subdivision in the community of Arthur, a reduction in the Phase 2 securities to the amount of \$54,466.00.*

**CARRIED**

## **CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION**

### **Resolution 2018-120**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report FIRE 2018-001 being a report on the County of Wellington Fire Paging System be received; AND FURTHER THAT Council of the Township of Wellington North request that the County of Wellington proceed with a site audit of the Mount Forest Water Tower location to determine the viability of the installation of an additional repeater at the Mount Forest Water Tower to enhance pager coverage and introduce pager redundancy in the northern part of the County.*

**CARRIED**

### **Resolution 2018-121**

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the Economic Development Officer report EDO-2018-12 dated April 9th, 2018 being a report on the Main Street Revitalization Program;*

*AND FURTHER THAT The Mayor and the Chief Administrative Officer are hereby authorized to sign the Municipal Funding Agreement with the Association of Municipalities*

of Ontario (AMO) in order to receive the \$48,185.29 in funding allocated to the Township of Wellington North.

**CARRIED**

**Resolution 2018-122**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2018-018 being a report on naming streets in Maple Ridge Estates Subdivision in the Township of Wellington North;*

*AND FURTHER THAT the Council of the Township of Wellington North approves of the street names Paula Crescent and Parker Drive.*

**CARRIED**

**Resolution 2018-123**

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2018-003 being a report on the proposed Arthur Skateboard/BMX Park;*

*AND FURTHER THAT Council of the Township of Wellington North will provided financial support to the implementation of signage in the area of Frederick Street West and Francis Street West promoting the area as the future site of the Arthur Lions Skateboard/BMX Park;*

*AND FURTHER THAT Council of the Township of Wellington North appoints the below members to the Arthur Skateboard/BMX Park Advisory Committee-*

- *Mayor Andy Lennox*
- *Councillor Lisa Hern*
- *Councillor Steve McCabe*
- *Lion Brent Barnes*
- *Lion Glen Cheyne*
- *Lion Al Rawlins.*

**CARRIED**

**NOTICE OF MOTION**

No notice of motion tabled.

**COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Yake announced that plans are moving forward on the major renovations to Mount Forest Louise Marshall Hospital. The project has been given Stage 3, design phase, approval and has moved to Stage 4 with the preparation of tender documents.

Councillor Yake asked that the Township of Wellington North send condolences to the community of Humboldt, Saskatchewan on the recent loss of lives due to a motor vehicle accident.

Councillor McCabe commented on the success of the 9<sup>th</sup> Annual Wellington North Showcase which was well attended.

## **BY-LAWS**

### **Resolution 2018-124**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT By-law Number 030-18 being a by-law to authorize the execution of Municipal Funding Agreement be read a First, Second and Third time and enacted. (Main Streets Revitalization Initiative)*

**CARRIED**

## **CULTURAL MOMENT**

### **Four Corners Quilters' Guild 20<sup>th</sup> Anniversary Quilt Show The Cultural Highlight of the Mothers' Day Weekend!**

The Four Corners Quilters' Guild, established in 1998, is proud to be presenting its fourth quilt show on Mothers' Day weekend, May 11 & 12, at the Mount Forest & District Sports Complex.

Over 200 quilts made by the members of the guild will be showcased, with feature displays of baby quilts, Christmas and Canada 150 items, as well as quilts representing the Underground Railroad. There will also be displays paying tribute to past members and the many quilts the guild has made over the years for the local community or for charitable purposes.

Each quilt is made for a different reason - a gift for a baby, new bride or graduate, a test of a new technique, pattern or workshop, or simply a scrap-buster project. Some span many years on their journey to completion, sometimes trapped for a while in a love-hate struggle with the quilt maker. Some are just awaiting a new inspiration or the perfect fabric for the final border or binding.

Often the immediate image of a quilt that comes to mind is something old, well-loved and maybe even a little faded and tattered. Quilts made with traditional patterns and fabrics will always have a special place in our hearts, but we urge everyone to consider that quilting today offers so much more. New techniques, tools, styles and fabrics from around the world make for some incredible art pieces. It's so heartwarming to overhear our show visitors commenting that "*this is art!*", "*this is not what I expected*" or "*these sure aren't Grandma's quilts*". We are proud to be able to share with our community the many, many hours of loving effort that went into the design and execution of every finished project.

We encourage everyone to fondly remember grandmother's quilts, and then come out and see the evolution of quilting through the work of our guild members. Our shows feature a brief story about each quilt written by the quilt maker to explain the origins of the project, design inspirations, challenges along the way or lessons learned. Our local guild has an

excellent reputation in the quilting community for high quality shows and in particular, the large number of hand quilted items. We expect to welcome over 1000 visitors to the show over the two days.

This year, in celebration of the guild's 20<sup>th</sup> anniversary and Mothers' Day Weekend, we are proud to be promoting a special anniversary admission rate of only \$5, and proceeds will be shared with Cancer Patient Services and the Louise Marshall Hospital Foundation. Don't miss it. Bring a Mom.

### **CONFIRMATORY BY-LAW**

#### **Resolution 2018-125**

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT By-law Number 031-18 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on April 9, 2018 be read a First, Second and Third time and enacted.*

**CARRIED**

### **ADJOURNMENT**

#### **Resolution 2018-126**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Regular Council meeting of April 9, 2018 be adjourned at 3:15 p.m.*

**CARRIED**

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**CLERK**

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**MAYOR**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF COUNCIL  
APRIL 17, 2018 @ 9:00 A.M.  
CLOSED MEETING SESSION @9 A.M.**

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

**Members Present:**

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

**Absent:**

**Councillor: Sherry Burke**

**Staff Present:**

<b>Chief Administrative Officer</b>	<b>Michael Givens</b>
<b>Director of Legislative Services/Clerk</b>	<b>Karren Wallace</b>
<b>Director of Finance</b>	<b>Adam McNabb</b>
<b>Economic Development Officer</b>	<b>Dale Small</b>
<b>Chief Building Official</b>	<b>Darren Jones</b>
<b>Roads Superintendent</b>	<b>Dale Clark</b>
<b>Water and Sewer Superintendent</b>	<b>Barry Trood</b>
<b>Deputy Treasurer</b>	<b>Mary Jo Marshall</b>
<b>Finance Clerk</b>	<b>Laura Rooney</b>
<b>Finance Administrative Support</b>	<b>Jaime Parker</b>
<b>Arthur Facility Manager</b>	<b>Tom Bowden</b>

**Consultants:**

**DFA Infrastructure International Inc.      Derek Ali    John Murphy**

**CALLING TO ORDER**

Mayor Lennox called the meeting to order.

**CLOSED MEETING SESSION**

Council of the Corporation of the Township of Wellington North moved into a meeting at 9 p.m. that is closed to the public under Section 239 (3.1) of the Municipal Act, 2001, specifically

(1.) A meeting for the purpose of educating or training the members 239 (2) of the Municipal Act, 2001, specifically:

**1. PRESENTATION**

DFA Infrastructure Inc. regarding development charges background study  
Discussion around incentives and deferrals.

**Resolution 2018-127**

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 11:19 AM*

**CARRIED**

**Resolution 2018-128**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North directs staff to post the draft 2018 Development Charges Study and By-law on the municipal website on April 17, 2018 in order to meet the statutory time requirements being 60 days notice.*

**CARRIED**

**Resolution 2018-129**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North adjourn the meeting at 11:20 AM*

**CARRIED**

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**CLERK**

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**MAYOR**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE MINUTES  
APRIL 10, 2018 AT 7:00 PM**

035

The meeting was held in the Meeting Room at the Mount Forest & District Sports Complex.

Committee Members Present:

- Sherry Burke, Councillor, Chairperson
- Michael Givens, CAO
- Raymond Tout, Lions Member
- Jim Andress, Lions Member
- Jayme Hewson, Public Member
- Laurie Doney, Public Member

Also Present: Mayor Lennox  
Dale Small, Economic Development Officer

Staff Present: Michelle Stone, Administrative Support

Absent: Dan Yake, Councillor  
Marty Young, Public Member

**CALLING THE MEETING TO ORDER**

Chair Burke called the meeting to order at 7:00 pm.

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION MFA 2018-008**

Moved by: Jim Andress

Seconded by: Ray Tout

*THAT the agenda for the April 10th, 2018 Mount Forest Aquatic Ad-Hoc Advisory Committee meeting be accepted and passed.*

**CARRIED**

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

No declarations of pecuniary interest were declared.

**DEPUTATIONS**

None

**MINUTES OF PREVIOUS MEETING**

**RESOLUTION MFA 2018-009**

Moved by: Ray Tout

Seconded by: Jim Andress

*THAT the minutes from the February 27<sup>th</sup>, 2018 meeting of the Mount Forest Aquatic Ad-Hoc Advisory Committee of the Township of Wellington North be received.*

**CARRIED**

**BUSINESS ARISING FROM MNUTES - None**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE MINUTES  
APRIL 10, 2018 AT 7:00 PM**

036

**ITEMS FOR CONSIDERATION**

**1 COMMITTEE MANDATE (TERMS OF REFERENCE)**

- a. Finalized Committee Mandate

**2 SPLASH PAD UPDATE**

- a. An update on Splash Pad Planning and Implementation  
Lions Club Member Ray Tout reported he contacted three companies in researching Splash Pad development and construction.  
1 - ABC Recreation built the Arthur and Walkerton Splash Pads and the playground at Victoria Cross Public School in Mount Forest.  
2 - Open Space Solutions were very informative and implemented Drayton's vision for their Splash Pad at a cost of \$200,000.  
3 - Acapulco Pools mentioned that stainless steel is more susceptible to breakdown over time versus fibre glass.  
Considerations discussed were to look at doing site visits to splash pads recently constructed within a certain radius; timeline and construction costs. Noting costs will be higher to construct in spring. Based on discussion the Committee agreed to further consult with both of ABC and Open Space. These two companies will be considered and Ray Tout will schedule presentations with ABC and Open Spaces for the next Committee meeting May 8<sup>th</sup>, 2018.
- b. Farm Credit Canada-Agrispirit Fund Application Update – EDO Dale Small  
The Mount Forest Lions Club in partnership with the Township of Wellington North submitted an application in March 2018 for \$25,000 with letters of support from the Mount Forest Chamber, the Business Improvement Association, Youth Action Council and Young's Home Hardware. The application focused on youth and capital which meets the criteria. Funding recipients will be announced in August. Eligibility of expenses incurred in advance of funding approval will need to be considered.
- c. Water and Storm Services in the area of Bill Moody Park (King and Newfoundland Streets, Mount Forest)  
The CAO presented sketches provided by Barry Trood, Water and Sewer Superintendent and Gary Matthews, Mount Forest Roads Foreman, outlining the current water and storm services status in the proposed area for the splash pad.  
Water service will not be an issue and there may be some concerns with existing storm sewers which may need to be addressed but is not a major deterrent to moving forward with splash pad at that location but will impact overall project costs.

**3 FUND RAISING EVENT**

- a. Planning for June 2018 Fundraising Event  
Member Ray Tout announced that a fundraising event has been planned for June 30<sup>th</sup>, 2018 and shared information with the Committee on the plans for the event.

**CORRESPONDENCE - None**



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE MINUTES  
APRIL 10, 2018 AT 7:00 PM**

037

**REPORTS – None**

**ROUNDTABLE**

The CAO shared preliminary results on information for the construction of a new pool in Mount Forest. Tammy Pringle, Recreation Administration, reached out to other smaller townships who have recently constructed new outdoor pools. Many are doing indoor pools which is not feasible for Mount Forest. Strathroy-Caradoc did construct a new outdoor facility in 2014 and the CAO contacted them for further information more specifically related to our needs. One of the considerations for proceeding with an outdoor pool beyond the annual operating losses (\$400,000 to \$600,000 annually) was the inability to staff an indoor facility year round. They are heavily reliant on student guards who return to the community during the summer months. Strathroy-Caradoc would be open to a site visit from the Committee. Their pool opens in June.

**ROUNDTABLE / COMMENTS**

Based on discussion and a recommendation from the Committee, Township staff will source signage for new splash pad and pool to make residents aware. This will be sourced through MARCC Apparel and bring options for the Committee to consider to a future Committee meeting. Member Ray Tout – will move ahead with arranging for presentations from ABC and Open Spaces for the next Committee meeting.

Mayor Lennox – as per interest from the Committee, a site visit date will be arranged

Jayne Hewson – Inquired about when actual fund raising can begin, are we required to wait until a plan in place and can we look at donations for work to be done or “in kind” contributions? The CAO explained that we need to follow a procurement process and any “in kind” are dealt with as part of the Township’s Charitable Donations Policy.

**NEXT MEETING**

Next meeting to be held at the Mount Forest Sports Complex on Tuesday, May 8<sup>th</sup>, 2018 in the Plume Room at the Mount Forest Sports Complex at 7:00 pm.

**ADJOURNMENT**

**RESOLUTION MFA 2018-010**

Moved by: Ray Tout

Seconded by: Andy Lennox

*THAT the Mount Forest Aquatic Ad-Hoc Advisory Committee meeting of April 10, 2018 be adjourned at 7:58 pm.*

**CARRIED**



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038

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF APRIL 23, 2018**

**FROM: DARREN JONES  
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2018-07 BUILDING PERMIT REVIEW  
PERIOD ENDING MARCH 31, 2018**

### RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2018-07 being the Building Permit Review for the period ending March 31, 2018.

### PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. CBO 2018-05 Building Permit Review Period Ending February 28, 2018

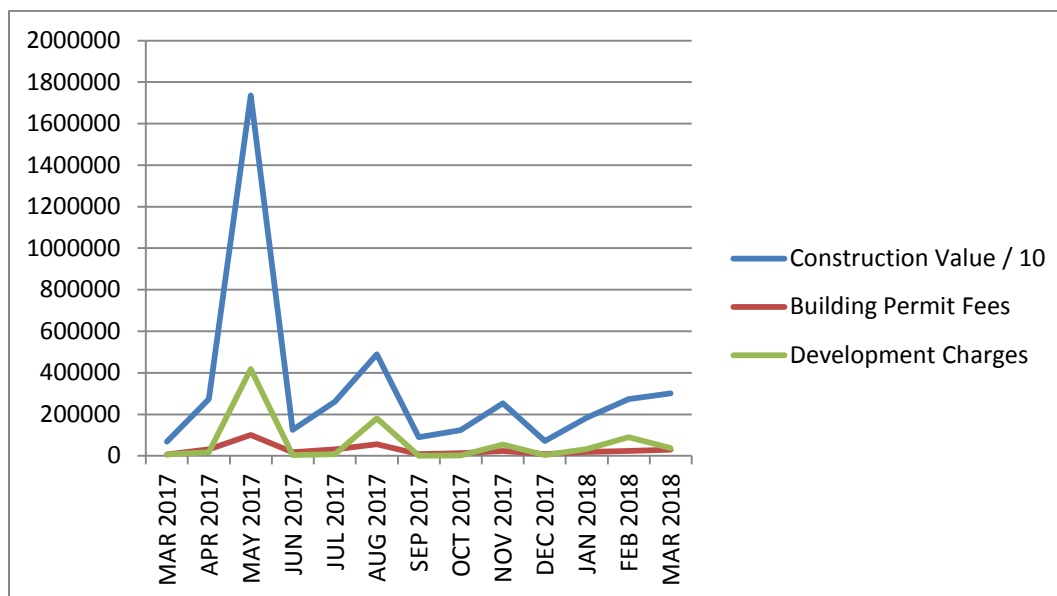
### BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	4	1,450,000.00	12,913.11	37,210.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	6	219,000.00	3,703.99	0.00
Garages / Sheds	3	102,000.00	1,543.04	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00
Commercial	1	46,000.00	127.00	0.00
Assembly	1	75,000.00	765.00	0.00
Industrial	0	0.00	0.00	0.00

Institutional	1	75,000.00	1,230.00	0.00
Agricultural	4	995,000.00	7,734.35	0.00
Sewage System	2	42,000.00	1,018.00	0.00
Demolition	2	9,000.00	382.00	0.00

Total March 2018	24	3,013,000.00	29,416.49	37,210.00
Total Year to Date	55	7,585,000.00	72,480.05	159,875.30

12 Month Average	21	3,484,928.75	30,407.39	70,902.36
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10 Year Monthly Average	15	1,570,353.60	17,186.28	33,603.49
10 Year, Year to Date Average	31	3,415,809.90	35,574.09	68,704.37

**FINANCIAL CONSIDERATIONS**

None.

**STRATEGIC PLAN**

This report does not directly relate to the implementation of the Township of Wellington North Strategic Plan.

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

- Yes
  No
  N/A

Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment
- None

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



*Mike Givens*

<b>DARREN JONES</b> <b>CHIEF BUILDING OFFICIAL</b>	<b>MICHAEL GIVENS</b> <b>CHIEF ADMINISTRATIVE OFFICER</b>
---	--



# Communiqué



From the desk of:

March, 2018 # 053

## Fire Chief.

1. **WOW!** March emergency calls came in like a lamb and out like a lion. We responded to over 40 calls for service. Each and every one of you went above and beyond the call of duty, particularly March 26<sup>th</sup>. You are amazing and we all appreciate how you continue to keep us safe! The **BEST!!!** As indicated previously Obstruction Charges are pending as well as invoicing for those illegal burns. The FPPA is very clear on the consequence of obstructing a Fire Marshal, assistant to the Fire Marshal (Captains) and the Fire Chief.
2. **Expansion of County Paging System.** Report has been prepared and will be presented to Council April 9<sup>th</sup> 2018. More to follow.
3. Annual Vehicle safety Checks are continuing. P121, S122, P91, S92 T127, and T97, are now complete. The Support Unit 125 will receive its safety the week of April 2<sup>nd</sup>, 2018.
4. **REMINDER**, please use your IAM responding!! Your fellow firefighters are counting on you! We need to know who is responding. I really appreciate everyone's effort on this. We are that much more efficient.
5. The Capital and Operating Budget Process is almost complete. Up-date soon.
6. An up-dated Fire Service **Establishing and Regulating By-law** will go to Council April 23<sup>rd</sup>, 2018. The **FPPA** permits a municipality to discharge responsibilities under this Act and to establish a Fire Department. This is a very important by-law for our Fire Service and the Community we serve.
7. **PET RESCUE** training will begin April 10<sup>th</sup> in Mount Forest and April 24<sup>th</sup> in Arthur. **Large Animal Rescue** is now complete in Arthur and will be completed by the end of April in Mount Forest.
8. There is still a lot of questions re the completion of forms. WSIB, Town Forms, Traumatic Incident Response Tracking etc. We will arrange a training night very soon and we will go through each form. These completed forms will be your template moving forward.

***“Life is what happens when you’re busy making other plans”***

**John Lennon**



# Communiqué



## FIRE DEATHS IN ONTARIO

<b>Total fatal fires for the period from January 1 to April 2 for the years 2017 and 2018</b>				
	<i>2017</i>		<i>2018</i>	
	<i>Fatal fires</i>	<i>Fatalities</i>	<i>Fatal fires</i>	<i>Fatalities</i>
Ontario fatal fires (except Federal and First Nations properties) from January 1 to April 2.	22	26	21	24
Fatal fires on Federal or First Nations properties from January 1 to April 2	1	1	0	0
Total	23	27	21	24

Respectfully;

Fire Chief



# Communiqué



## March Fire Report 2018

### **ARTHUR STATION:**

The Arthur Station responded to 21 calls for assistance during the month.

### **Practice/ Meetings:**

Mar 13, 2018 (18) members were present

Mar 20, 2018 (18) members were present

### **MOUNT FOREST STATION:**

The Mount Forest Station responded to 20 calls for assistance during the month.

### **Practice/ Meetings:**

Mar 13, 2018 (18) members were present

Mar 20, 2018 (18) members were present

Respectfully submitted by  
Bill Hieber



# Communiqué



CALL TYPE	ARTHUR STATION	AREA	MOUNT FOREST STATION	AREA
Medical	3	Township(2)	6	Town (5)
		Town (1)		Township (1)
C/O Smoke Alarm	1	Township (1)	2	Town (2)
Illegal Burn	5	Township (5)	5	Township (2)
				Southgate (2)
				West Grey (1)
Legal Burn Complaint	1	Township (1)		
Motor Vehicle Collision	5	Town (1)	3	Town(1)
		Township (3)		Township (2)
		Mapleton (1)		
Fire Alarm	2	Town (2)	1	Town (1)
Investigation False Fire Call	1	Town (1)		
Structure Fire	1	Township (1)		
Apartment Fire In Mount Forest	1	(1)	1	Town (1)
Mutual Aid			2	West Grey (1)
				Southgate (1)
Stand By in Kenilworth	1	Township(1)		





# Communiqué



## Fire Prevention/Public Education

### **FIRE SAFETY PRESENTATIONS**

Mennonite, Mount Forest Station Tour (X2)

### **FIRE SAFETY INSPECTIONS**

353 John St. M.F. follow up  
361 John St. M.F. follow up  
133 Wellington St. M.F. follow up  
189 Main St. M.F. follow up  
150 Main St. M.F. follow up  
112 Normanby St. M.F. follow up  
116 Fergus St. N. M.F.  
196 Birmingham St. M.F.  
8015 HWY 89 Conn  
175 Queen St. E. M.F.  
114 Fergus St. S. M.F.  
259 Fergus St. M.F.  
230 Queen St. E. M.F.  
146 Sligo Rd M.F.  
320 King St. E. M.F.  
425 King St. E. M.F.

### **FIRE INVESTIGATIONS**

187 Main St. S M.F.  
7182 Jones Baseline

### **FIRE SAFETY COMPLAINT INSPECTIONS**

### **FIRE SAFETY PLAN REVIEWS**

116 Fergus St. N. M.F.  
196 Birmingham St. M.F.  
8015 HWY 89 Conn  
175 Queen St. E. M.F.  
114 Fergus St. S. M.F.  
259 Fergus St. M.F.  
230 Queen St. E. M.F.  
146 Sligo Rd M.F.  
320 King St. E. M.F.  
425 King St. E. M.F.  
1 Mount Forest Dr. M.F.



# Communiqué



## VULNERABLE OCCUPANCY FIRE DRILLS

N/A

## BURN PERMIT SITE INSPECTIONS

8984 Sideroad 13  
9148 Concession 4 N  
205 Murphy St.

## BURN COMPLAINTS

1



***“TEST YOURS *TODAY*”***

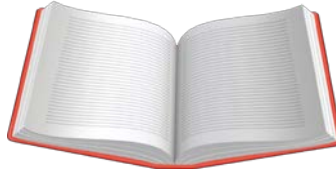
***“A SOUND YOU CAN LIVE WITH”***



# Communiqué



***“SAVING LIVES THROUGH EDUCATION”***



**Please have all monthly reports submitted by the 5<sup>th</sup> of each month to:**

**[fpo@wellington-north.com](mailto:fpo@wellington-north.com)**

**Next communiqué will be MAY 9th, 2018**



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF APRIL 23, 2018**

**FROM: DAVID GUILBAULT, FIRE CHIEF**

**SUBJECT: REPORT FIRE 2018-002 BEING A REPORT ON THE FIRE SERVICE  
ESTABLISHING AND REGULATING BY-LAW IN THE TOWNSHIP  
OF WELLINGTON NORTH**

#### **RECOMMENDATION**

**THAT Report** Council of the Township of Wellington North receive report FIRE 2018-002 being a report on Fire Service Establishing and Regulating By-Law;

**AND FURTHER THAT** THE Mayor and Clerk be authorized to execute the Fire Service Establishing and Regulating By-law.

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

N/A

#### **BACKGROUND**

Fire Protection in Ontario is a mandated municipal responsibility. It is the responsibility of municipal councils to be familiar with general fire protection, prevention and public education practices and procedures. Where a municipality establishes and maintains a fire department, it is required that an "Establishing and Regulating By-Law" be created. The core services and organization of the fire service should be approved by council.

Appendix A to the By-law included in this agenda, provides the detail of the core services the WNFS has the capability of providing. The firefighters are trained, tested and certified to provide these services. The core services provided by the Wellington North Fire Service are the decision of the council. Not the government of Ontario.

Appendix B is the change in the Organization Chart. The chart now shows a Deputy Fire Chief for Mount Forest and a Deputy Fire Chief for Arthur. The District Chief presently stationed in Mount Forest will now assume the Deputy Chief role in Mount Forest. The Station Coordinators position in each station is eliminated. The Station Coordinator in Arthur will now assume the role of Deputy Fire Chief.

For consistency there should be a Deputy Fire Chief for each station. One of the key roles of the Deputy Fire Chief is to represent the Fire Chief in his/her absence. These positions are very important when we look at succession planning. We had these positions prior to 2015.

Most departments in Wellington and Grey County have Deputy Fire Chiefs.

<b>FINANCIAL CONSIDERATIONS</b>
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There are no financial impacts as a result of this report.

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

Yes                       No                       N/A

Community Growth Plan

Human Resource Plan

Brand and Identity

Strategic Partnerships

Community Service Review

Corporate Communication Plan

Positive Healthy Work Environment

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*David F. Guilbault, Fire Chief*

*Michael Givens, CAO*

<b>DAVE GUILBAULT FIRE CHIEF</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF April 23rd, 2018**

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

**SUBJECT: REPORT EDO 2018-13 COMMUNITY IMPROVEMENT PROGRAM**

### **RECOMMENDATION**

**That** the Economic Development Officer report EDO 2018-13 dated April 23rd, 2018 with regards to the Community Improvement Program be received;

**AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North approve one-time grants under the Façade Improvement Grant Program as follows:

- **\$2,500.00** for improvements to 148 Main Street N., Mount Forest, home to Mount Forest Chiropractic
- **\$1,452.00** for improvements to 198 Main Street N., Mount Forest, home to Younique Scrapbook Store

**AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North approve a one-time grant in the amount of **\$1,500.00** under the Accessibility Grant Program and **\$127.00** under the Application Fees and Development Charges Grant Programs for improvements made to 148 Main Street North in Mount Forest location of Mount Forest Chiropractic.

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

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

### **BACKGROUND**

Since 2012 our Community Improvement Program has enabled the Municipality to provide incentives for individuals, businesses, community groups, organizations, etc. to make improvements to their buildings, promote Public Art, support accessibility enhancements and to enhance their building presentation to the public all in an effort to support Downtown Revitalization activities and to help beautify our community.

The program has proven quite popular and to date fifty applicants have submitted applications to the Community Improvement Program. The total dollar value of the overall improvements made in our Community is conservatively estimated at \$649,248. Of this amount:

- \$131,949 (20%) has been covered by grants under the Community Improvement Program
- \$ 22,500 ( 4%) has been advanced in interest free loans repayable over 5 years
- \$494,799 (76%) has been covered by the applicants

## OVERVIEW

On March 29<sup>th</sup> an application was received from Murray Townsend the co-owner/operator of Mount Forest Chiropractic located at 148 Main Street in Mount Forest. The application is for funding to support improvements that have taken place to the exterior of the building. This has included replacing the storefront, concrete step entrance, new signage, replacement of the front doors and installation of automatic push button doors to make the entrance more accessible.

On April 11<sup>th</sup> an application was received from Dan McCallum owner of the Younique Scrapbook store who recently relocated to 198 Main Street North in Mount Forest. The application is to support the installation of new signage as well as other improvements such as planters, bistro tables and chairs in order to setup an outdoor sitting area/patio for client use.

As required under our program all applications are reviewed utilizing our C.I.P. Program Decision Matrix and a copy of this is attached to the report. The Decision Matrix also provides additional information regarding the improvements as well as the recommendation from the Community Improvement Plan Review Panel that council approve funding for both applicants.

## FINANCIAL CONSIDERATIONS

The 2018 Economic Development Operating budget contains \$25,000 in funding to support applications under the Community Improvement Program. Three applications have now been submitted in 2018 with total expenditures to date, including these applications, of \$6,765.

## STRATEGIC PLAN

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

**Yes**                       No                       N/A

Which pillars does this report support?

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

**PREPARED BY:**

**RECOMMENDED BY:**

*Dale Small*

*Michael Givens*

**DALE SMALL  
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**

## COMMUNITY IMPROVEMENT PLAN: FINANCIAL INCENTIVE PROGRAM DECISION MATRIX

Applicant: Mount Forest Chiropractic

Date Received: March 29<sup>th</sup>, 2018

Application #: F.I.L.&amp;G. # 37

Amount Requested: \$4,127.00

Date of Community Improvement Plan Review Panel Meeting: April 11<sup>th</sup>, 2018

Criteria Number	Criteria	Yes	No	Comments
1	Is the applicant eligible as per the definition outlined in Section 4 of the Community Improvement Plan	X		The applicant, Murray Townsend, is the co-owner/operator of the business Mount Forest Chiropractic.
2	Is the building or location eligible for funding as per the definition outlined in Section 4 of the Community Improvement Plan	X		Mount Forest Chiropractic is located at 148 Main Street in Mount Forest which is within the CIPA boundary.
3	Of the seven Financial Incentive Program(s) available which ones are the applicant applying for funding assistance from: <ul style="list-style-type: none"> <li>• Accessibility Grant</li> <li>• Application Fees &amp; Development Charges Grant</li> <li>• Building Conversion/Expansion Grant</li> <li>• Building Improvement Grant</li> <li>• Façade Improvement Loan &amp; Grant Program</li> <li>• Public Art Grant</li> <li>• TIERR Redevelopment Grant Program</li> </ul>	X X  X		Funding is being requested from three of the seven financial incentive programs as follows: \$ 127.00 \$ 1,500.00  \$ 2,500.00
4	Is the grant, and where appropriate loan, amount being requested within the eligible amounts as defined in Section 4 of the Community Improvement Plan.			<b>TOTAL AMOUNT OF FUNDING REQUESTED \$4,127.00</b> <b>TOTAL AMOUNT OF FUNDING ELIGIBLE \$4,127.00</b> <b>TOTAL COST OF OVERALL IMPROVEMENTS \$56,987.00</b>
5	Is the targeted completion date within 6 months from date of approval or is an extension required?	X		All improvements to the building, with the exception of the installation of new signage, has been completed.
6	Are all property taxes and any other Municipal Accounts, Building Permit fees, etc. up to date	X		All municipal accounts are up to date and the building permit fees were paid by the contractor on March 13 <sup>th</sup> , 2018.



**COMMUNITY IMPROVEMENT PLAN: FINANCIAL INCENTIVE PROGRAM DECISION MATRIX**

<b>7</b>	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X		All work was completed by a local contractor W Schwindt & Sons Building Contractors
<b>8</b>	Has the application been properly completed including: <ul style="list-style-type: none"> <li>• Detailed description of improvements</li> <li>• Estimates and quotes provided</li> <li>• Facade Improvement Checklist</li> <li>• Detailed sketch provided of the proposed change, signage, Public Art or other improvements</li> </ul>	X X X X		Application was properly completed and includes a detailed description of improvements and itemized invoice from the contractor as well as before and after photo's
<b>9</b>	Are the costs included in the application considered to be eligible costs as outlined in Section 4 of the Community Improvement Plan  Provide a description on which eligible expenses are being included.	X  X		Eligible costs relate to the new signage, new stone on the front of the building and accessible improvements made so to the installation of double doors with push button openers.  The applicant was also eligible to apply for funding from the Facade Improvement Loan program however decided not too.
<b>10</b>	Other comments from the Review Panel	X		This application supports a significant improvement that has been made to our Main Street.
<b>Recommendation</b>	The Community Improvement Review Panel support this application and recommends council approval in the amount of \$ 4,127.00			
	<i>Darren Jones</i> Darren Jones		<i>Dale Small</i> Dale Small	April 11 <sup>th</sup> , 2018 Date

## COMMUNITY IMPROVEMENT PLAN: FINANCIAL INCENTIVE PROGRAM DECISION MATRIX

Applicant: Younique Scrapbook Store

Date Received: April 11th, 2018

Application #: F.I.L. &amp; G. # 38

Amount Requested: \$1,452.00

Date of Community Improvement Plan Review Panel Meeting: April 11<sup>th</sup>, 2018

Criteria Number	Criteria	Yes	No	Comments
1	Is the applicant eligible as per the definition outlined in Section 4 of the Community Improvement Plan	X		The applicant, Dan McCallum is the owner of the business Younique Scrapbook Store.
2	Is the building or location eligible for funding as per the definition outlined in Section 4 of the Community Improvement Plan	X		Younique Scrapbook Store is located at 198 Main Street in Mount Forest which is within the CIPA boundary.
3	Of the seven Financial Incentive Program(s) available which ones are the applicant applying for funding assistance from: <ul style="list-style-type: none"> <li>• Accessibility Grant</li> <li>• Application Fees &amp; Development Charges Grant</li> <li>• Building Conversion/Expansion Grant</li> <li>• Building Improvement Grant</li> <li>• Façade Improvement Loan &amp; Grant Program</li> <li>• Public Art Grant</li> <li>• TIERR Redevelopment Grant Program</li> </ul>		X	Funding is being requested from one of the financial incentive programs as follows:  \$ 1,452.00
4	Is the grant, and where appropriate loan, amount being requested within the eligible amounts as defined in Section 4 of the Community Improvement Plan.			<b>TOTAL AMOUNT OF FUNDING REQUESTED    \$1,452.00</b>  <b>TOTAL AMOUNT OF FUNDING ELIGIBLE        \$1,452.00</b>  <b>TOTAL COST OF OVERALL IMPROVEMENTS    \$2,904.00</b>
5	Is the targeted completion date within 6 months from date of approval or is an extension required?	X		All improvements to the building will be completed this year
6	Are all property taxes and any other Municipal Accounts, Building Permit fees, etc. up to date	X		All municipal accounts are up to date.

**COMMUNITY IMPROVEMENT PLAN: FINANCIAL INCENTIVE PROGRAM DECISION MATRIX**

<b>7</b>	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X		Signage is being made by sign-matters of Mount Forest
<b>8</b>	Has the application been properly completed including: <ul style="list-style-type: none"> <li>• Detailed description of improvements</li> <li>• Estimates and quotes provided</li> <li>• Facade Improvement Checklist</li> <li>• Detailed sketch provided of the proposed change, signage, Public Art or other improvements</li> </ul>	X X X X		Application was properly completed and includes a detailed description of improvements.
<b>9</b>	Are the costs included in the application considered to be eligible costs as outlined in Section 4 of the Community Improvement Plan  Provide a description on which eligible expenses are being included.	X  X		Eligible costs relate to the new signage and sitting area.
<b>10</b>	Other comments from the Review Panel	X		This application supports our Main Street/Downtown Revitalization program and will be a positive improvement to this location.
<b>Recommendation</b>	The Community Improvement Review Panel support this application and recommends council approval in the amount of \$ 1,452.00			
	<i>Darren Jones</i> Darren Jones		<i>Dale Small</i> Dale Small	April 11 <sup>th</sup> , 2018 Date



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF APRIL 23<sup>rd</sup>, 2018**

**FROM: CATHY CONRAD, DEPUTY CLERK &  
DALE SMALL, ECONOMIC DEVELOPMENT OFFICER**

**SUBJECT: REPORT EDO 2018-14 BEING A REPORT ON THE GRANTS AND  
DONATIONS COMMUNITY DEVELOPMENT FUND**

### **RECOMMENDATION**

**THAT** report EDO 2018-14 being a report on the Grants and Donations Community Development Fund is received;

**AND FURTHER THAT** the Council of the Township of Wellington North, in recognition of the important role that not-for-profit organizations and community groups play in our municipality approves, or where required provides direction, to staff on the recommendations contained in this report.

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

EDO 2016-029 dated Nov. 16<sup>th</sup>, 2016

EDO 2017-012 dated April 24<sup>th</sup>, 2017

### **BACKGROUND**

The Township of Wellington North values the important role that not-for-profit community organizations and community groups play in delivering events and projects that support our community and in December 2016 approved the following funding streams as a way to support these organizations and Community Groups.

- 1) The **Grants & Donations Community Development Fund** is project and event based, for not-for-profit organizations and community groups, and encourages a high level of collaboration. For these requests, which include rental fee waivers and other donation requests, the Township of Wellington North accepts applications in one uptake, with a due date of March 31<sup>st</sup> of each year. Funding levels are approved each year as part of the annual budget process and in 2018 council have allocated \$40,000 to this fund.

- 2) The **Community Initiated Project Fund** concentrates on encouraging establishment of new services or enhancement to existing facilities and services, from not-for-profit organizations and the public /commercial sector. For these requests the Township of Wellington North accepts applications at anytime during the year and applications are reviewed by staff prior to a recommendation being made for council decision. Funding levels are approved each year as part of the annual budget process and in 2018 council have allocated \$40,000 to this fund. The maximum Municipal contribution for any project will be no more than 50%.
- 3) The **Cultural Roundtable Program Fund** provides sponsorship to the promotion or inclusion of the local arts and other cultural promotional elements to existing events or programs. Applications must be submitted to the Cultural Roundtable for approval and for 2018 the Cultural Roundtable has allocated \$2,000 to this fund.

This year under the Grants and Donations Community Development Fund 36 applications have been received with a total request for funding in the amount of \$46,586.01. (This compares to 2017 when 28 applications totalling \$44,893.70 in requests were received.)

All applications have been reviewed as per the fund guidelines and for 32 of these applications staff has made specific funding recommendations to council. With the 4 remaining applications we believe council needs to have a more detailed discussion prior to a decision being made.

Schedule A and B attached contains an overview of each application where a recommendation is being made and should any member of council wish to receive a copy of an actual application(s) prior to the council meeting we would be pleased to send them to you. A brief overview is as follows:

<u>Number of Applications</u>	<u>Amount Requested</u>	<u>Amount Recommended</u>
Schedule A "Grants & Donations" • 18 applications received	\$ 25,500.00	\$ 25,050.00
Schedule B "Waiver of Fees" • 14 Waiver of Fee request	\$ 9,350.01	\$ 9,057.39
<b>Sub-Total</b>	<b>\$34,850.01</b>	<b>\$34,007.39</b>
4 requests for council discussion • \$3,000 Facilitation Wellington Dufferin • \$6,000 Friends of Pickleball • \$2,500 Arthur Door Youth Centre • \$ 236 Mount Forest Minor Ball	\$11,736.00	For council review, discussion and decision
<b>Total</b>	<b>\$46,586.01</b>	

Copies of the four applications are included for council's review. A brief overview follows:

- 1) **Facilitation Wellington Dufferin (FWD):** This is a first time applicant. The request for \$3,000 represents 75% of the funds required to offer the Community Connections Parenting Series in Mount Forest. FWD will prepare and host a series of six community educational events sharing information that will support parents, particularly parents of youth who face exceptional challenges, as they move through the teen and early adult years.

- 2) **Friends of Pickleball Mount Forest:** This is a first time applicant and the request for \$6,000 would cover 100% of the costs to offer recreational pickleball in the community. The funds would be used for purchase of equipment/nets/paddles/balls etc., and would require the waiver of rental fees for the arena floor during May – August and collaboration with the Victory Church for Sept - April. The application also asks for the Wellington North Recreation Department to take the lead in providing this activity in the community. An option for council here might be to consider application under the Community Initiated Project Fund and if supportive approve up to 50% in funding.
- 3) **Highlands Youth for Christ – Arthur Door Youth Centre:** This is also a first time applicant. The request is for \$2,500 which represents 30% of the funds required to provide a weekly homework/after school club for 13 – 18 year old youth in Arthur. The intent is to also collaborate with the Wellington County Learning Centre in order to bring this to our community.
- 4) **Mount Forest Minor Ball:** In 2017 this applicant received \$878.01 as a fee waiver in support of their annual ball tournament that takes place during the weekend of the Mount Forest Fireworks Festival. This year the request is for \$236.00 to waive 100% of the outdoor storage rental fee which has been charged to minor ball, as well as soccer, by the Township of Wellington North.

### FINANCIAL CONSIDERATIONS

Funding for the Grants & Donations Community Development Fund in the amount of \$40,000 has been included in the 2018 Economic Development Office budget.

Once council approval is received a notification letter along with the approved funds will be distributed to each organization. The exception is to those groups receiving a fee waiver. In these cases at time of billing an accounting entry will be made to cover the fee out of the Grants & Donations Community Development fund. Organizations not receiving funding will also receive a notification letter.

### STRATEGIC PLAN

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

- Yes                       No                       N/A

Which pillars does this report support?

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

**PREPARED BY:**

**RECOMMENDED BY:**

*Cathy Conrad*  
*Dale Small*

*Michael Givens,*

**CATHY CONRAD; DEPUTY CLERK**  
**DALE SMALL; EDO**

**MICHAEL GIVENS**  
**CHIEF ADMINISTRATIVE OFFICER**

## SCHEDULE "A"

## GRANTS &amp; DONATIONS REQUESTS 2018

GROUP/PURPOSE	FUNDS RECEIVED 2017	FUNDS REQUESTED 2018	FUNDS RECOMMENDED 2018	PURPOSE/NOTES
Arthur Agricultural Society	500.00	500.00	500.00	Annual contribution to Fall Fair.
Arthur & District Horticultural Society	600.00	1,000.00	600.00	Annual contribution to flower bed maintenance. Also receives donations through Green Legacy Tree Day
Arthur and Area Horticultural Youth Society	200.00	200.00	200.00	Support youth horticultural activities
Arthur & District Chamber of Commerce	2,500.00	2,500.00	2,500.00	Partnership with M. F. Chamber of Commerce to produce Wellington North Community Guide
Arthur Opti-Mrs. Club –	300.00	500.00	500.00	Annual contribution to Santa Claus Parade
#GetInTouchForHutch	713.00	1,250.00	1,250.00	Request to cover cost of advertising boards, similar to 2017, and to plant a tree and create a garden area around buddy bench at splash pad.
Mount Forest Agricultural Society	500.00	500.00	500.00	Annual contribution to Fall Fair.
Mount Forest - Community Pantry	2,237.00	0.00	0.00	2017 request covered 100% of rent/operating costs. No request made for 2018
Mount Forest & District Arts Council	250.00	250.00	500.00	Support to annual music festival by providing scholarships to music students
Mount Forest District Chamber of Commerce	2,500.00	2,500.00	2,500.00	Partnership with Arthur Chamber of Commerce to produce Wellington North Community Guide
Mount Forest Fire Works Festival	2,500.00	2,500.00	2,500.00	Annual Contribution to support the Mount Forest Fireworks Festival

GROUP/PURPOSE	FUNDS RECEIVED 2017	FUNDS REQUESTED 2018	FUNDS RECOMMENDED 2018	PURPOSE/NOTES
<b>Mount Forest Horticultural Society</b>	<b>600.00</b>	<b>1,000.00</b>	<b>600.00</b>	Annual \$600 contribution to flower bed maintenance & \$400.00 for special project.. Recommend hold at \$600. Also receives donations through Green Legacy Tree Day
<b>Mount Forest Lions Club</b>	<b>300.00</b>	<b>500.00</b>	<b>500.00</b>	Annual contribution to Santa Claus Parade
<b>Mount Forest Optimist Club</b>	<b>400.00</b>	<b>400.00</b>	<b>500.00</b>	Request for support of a community event – Trivia Night
<b>North Wellington Health Care</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	Annual contribution to the Health Care Recruitment and Retention Committee
<b>The Raw Carrot Gourmet Soup Enterprise</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	Request to cover 50% of new freezer in order to be able to increase production.
<b>Wellington Heights Secondary School Scholarships</b>	<b>900.00</b>	<b>900.00</b>	<b>900.00</b>	Annual contribution to support three Scholarships, includes scholarship for student entering Medical Field and Returning home as Doctor
<b>Wellington County Farm and Home Safety</b>	<b>500.00</b>	<b>500.00</b>	<b>500.00</b>	Promotion materials, safety handouts, first aid kits, SMV signs
<b>TOTAL GRANTS</b>		<b>25,500.00</b>	<b>25,050.00</b>	



**SCHEDULE "B"**  
**WAIVER OF FEES REQUESTS 2018**

GROUP/PURPOSE	FUNDS RECEIVED 2017	FUNDS REQUESTED 2018	FUNDS RECOMMENDED 2018	PURPOSE/NOTES
Arthur & District Chamber of Commerce	0.00	707.38	707.38	Waiver of Community Centre Rental Fee In support of Annual General Meeting and Darryl Sittler speaking event. October 13 <sup>th</sup> , 2018
Arthur Lions Club	1,007.96	1028.00	1,028.00	Waiver of Community Centre Rental Fee In support of annual Christmas craft sale. Proceeds to go to the New Groves Hospital. November 18 <sup>th</sup> , 2018
Arthur Lions Club and The Churches of Arthur	832.81	707.38	707.38	Waiver of Community Centre Rental Fee In support of Canada Day Celebration dinner. June 30, 2018.
Arthur SU Sportz Camp	0.00	683.65	683.65	Waiver of rental fee for annual week long sports camp for children 6 to 14 years. Previously handled at a reduced rate of \$100.00 annual rental fee since 2010.
Arthur Terry Fox Organization	108.48	111.87	111.87	Waiver of rental fee for the Optimist pavilion in support of the Annual Terry Fox Run.
Cancer Patients Services Corp. – walk to be held May 5	0.00	248.60	248.60	Waive of the Plume Room and Walking Track Rental fee for Walk for Cancer May 5 <sup>th</sup> , 2018
Four Corners Quilters Guild	0.00	1,020.00	1,020.00	Waiver of 50% of the Sports Complex rental fee for Quilt Show May 11 <sup>th</sup> & 12 <sup>th</sup> , 2018

<b>Little Black Dress Affair</b>	<b>693.82</b>	<b>1000.00</b>	<b>707.38</b>	<b>Requesting funds to be used to offset rental, licensing and insurance costs. Recommend waiver of rental fees only.</b>
<b>Mount Forest Lions Club</b>	<b>0.00</b>	<b>707.38</b>	<b>707.38</b>	<b>Waiver of Community Hall rental fee for the April 21<sup>st</sup> Tribute Event fundraiser</b>
<b>North for Youth</b>	<b>0.00</b>	<b>1,490.47</b>	<b>1,490.47</b>	<b>Waiver of Rental fee for MF Sports Complex for 2<sup>nd</sup> Annual Northern Wellington Youth Connections Event on May 1<sup>st</sup>, 2018</b>
<b>Warm Winter Wishes</b>	<b>943.55</b>	<b>960.50</b>	<b>960.50</b>	<b>2017 rentals = \$344.65 for Arthur Community Hall for Community Dinner and \$598.90 for Mount Forest Ice Rental for teacher/student hockey game. Waiver subject to request</b>
<b>Wellington – Dufferin – Guelph Public Health</b>	<b>650.88</b>	<b>0.00</b>	<b>0.00</b>	<b>2017 - 3 day dental clinic rental of Arthur Community Centre upper hall. Program not being run in 2018.</b>
<b>Wes for Youth/Get In Touch For Hutch</b>	<b>282.50</b>	<b>288.15</b>	<b>288.15</b>	<b>2 hour ice rental in December for fundraising hockey game. Waiver subject to request.</b>
<b>Women of Grace Anglican Church</b>	<b>0.00</b>	<b>396.63</b>	<b>396.63</b>	<b>Waiver of Community Centre Rental Fee for Annual Pancake Supper February 2019</b>
<b>TOTAL GRANTS</b>		<b>9350.01</b>	<b>9057.39</b>	

**SUMMARY**

	<b>FUNDING REQUESTED</b>	<b>RECOMMENDED FUNDING</b>
<b>Grants and Donations Requests (Schedule A)</b>	<b>\$25,500.00</b>	<b>\$25,050.00</b>
<b>Waiver of Fees Requests (Schedule B)</b>	<b>\$ 9,350.01</b>	<b>\$ 9,057.39</b>
<b>Sub-total</b>	<b>\$34,850.01</b>	<b>\$34,007.39</b>

**REQUESTS REQUIRING COUNCIL DECISION**

<b>Group/Purpose</b>	<b>Funding Requested</b>	<b>Staff Comments</b>
• <b>Facilitation Wellington Dufferin</b>	<b>3,000.00</b>	<b>First time applicant – funding to be used for Community Connections Parenting Series and to support six community educational events. 75% funding requested</b>
• <b>Friends of Pickleball Mount Forest</b>	<b>6,000.00</b>	<b>Recommend this be viewed as a Community Initiated Project and recommend council approve 50% funding</b>
• <b>Highlands Youth for Christ – Arthur Door Youth Centre</b>	<b>2,500.00</b>	<b>To provide a weekly homework/after school club for 13-18 year old youth</b>
• <b>Mount Forest Minor Ball – cost of storage unit</b>	<b>236.00</b>	<b>2018 Request to waive 100% of storage unit fee</b>



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## 2017 – 2018 GRANTS AND DONATIONS COMMUNITY DEVELOPMENT FUND APPLICATION FORM

The Community Development Fund provides funding aimed at enabling local community groups and organizations to plan, develop and implement community development based projects and events. The project should meet local needs, involve and empower local people and have an aim of sustainability.

Applications can be submitted anytime after April 1<sup>st</sup>, 2017 however all applications must be submitted by March 30<sup>th</sup>, 2018. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2018.

### To be completed by Applicant:

<b>Organization Name:</b> <i>Facilitation Wellington Dufferin</i>		
<b>Contact Name:</b> <i>Joanna Goode</i>		
<b>Address:</b> <i>PO Box 24045 Bullfrog, Guelph, ON N1E 6V8</i>		
<b>Telephone:</b> <i>226-326-0916 x 210</i>	<b>Fax:</b>	<b>Email:</b> <i>joanna@facilitationwd.com</i>
<b>Amount Requested:</b>	<i>\$ 3000.00</i>	<b>Dates Funds Required;</b> <i>June 2018</i>
<b>Percentage of Overall Project Cost:</b>	<i>\$75 _____ %</i>	
<b>Organization Mandate:</b> <i>Facilitation Wellington Dufferin supports marginalized people, in the context of their families, to plan for and build the lives that they want based on their strengths, skills, and interests. We accompany people as they take up their full citizenship within vibrant, diverse, and welcoming communities.</i>		

### 1. Please provide a brief description of how you intend to use the donation / grant (i.e. activities to take place, when and where the project will take place, etc.)

*Parenting is one of the hardest jobs around, even under the best of circumstances. When our children are young, our communities offer an abundance of opportunities, resources and chances to connect with other parents. There are play groups and play grounds, classes, peer groups, library programs and sports leagues. As our children become teenagers and then young adults, however, resources and supports can feel scarce just when parenting becomes the most challenging. This situation become even more difficult if our loved one struggles with a disability, mental health issue, addiction, or other challenges. The pressures of parenting in these circumstances impact the health, wellness and wellbeing of both parents and children.*

*Many parents find themselves feeling isolated, disconnected from others facing similar challenges, and at a loss for the resources that they need to parent effectively during these years. Facilitation Wellington Dufferin (FWD) focusses our work on supporting people to identify their*



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*strengths and goals for improvement, and to become connected with the resources in their community that they need to succeed. We have a 10-year history of supporting people in Wellington County, in the context of their families, to plan for and build the lives that they want in relationship with others.*

*The funds that we are requesting from the Township of North Wellington will be used to offer the Community Connections Parenting Series. FWD will prepare and host a series of 6 community educational events, sharing information that will support parents (particularly parents of youth who face exceptional challenges) as they move through the teen and early adult years. These events will take place in Mount Forest in the fall of 2018, and will be open to anyone who is looking to access information and resources about effective parenting during the teen and early adult years, and to connect with other parents in their community who face similar challenges. FWD provides independent facilitation support to youth and adults who have a developmental disability and/or mental health challenges, and their families. Our outreach events, however, are aimed at a wider spectrum of people and families who face a variety of challenges. In the past participants at similar events in other regions have included parents, teachers, youth, the elderly, artists, those living in poverty, local community builders, business owners, service providers, people who have a disability, and other interested citizens.*

*These events will be offered at no cost for participants. Possible topics for this series include: communication, using leisure to connect to your community, harm reduction, the power of positive relationships, supporting mental health, etc. Specific topics will be identified in conjunction with the Mount Forest Family Health Team Community Youth Resilience Worker, and participants of North For Youth, based on their experience supporting youth in the Township of North Wellington.*

*While these events are offered as a series, it is not essential that participants commit to attending each event. Each event will include a formal presentation of information, shared stories related to the topic, written material and resources for participants to take home, and the opportunity for refreshments and to connect with other participants. Additional approaches to sharing information may be used where appropriate, depending on the topic.*

*Feedback will be gathered from participants at each event, and will influence the topics and delivery format of the following events in the series. Feedback will also be summarized and shared with the Township of North Wellington and other youth-focused or parenting-focused initiatives as requested.*

*While FWD is committed to freely sharing our experience and expertise through these events, we will require funding from the Township of North Wellington to offset the material costs of hosting the events, and to share in the cost of preparation.*

**2. Is this the first year for this event / project? If not, how many years have you been running this event / project? What benefits will the project bring to the North Wellington community?**



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**First time event / project: Yes**

*This will be the first year that FWD has hosted a series of events in North Wellington, although we have a successful 3-year record of hosting similar series in Dufferin County and the City of Guelph.*

*Our communities are stronger and more resilient when parents are informed, involved, and connected. This series will support the families of North Wellington to participate in conversations about the particular challenges of parenting older teens and young adults, with a focus on supporting mental and physical health, positive relationships, and community engagement. Both parents and their children will benefit from increased access to information and resources, and decreased isolation.*

**3. Please list the main objectives that your project aims to achieve (max 3)**

*This project will:*

1. *Bring parents together to increase their connection to other parents and to their community as a whole, in ways that encourage learning, connection and conversation.*
2. *Provide information and resources to support parents of youth and young adults facing exceptional challenges to parent more effectively*
3. *Empower participants to share resources with others in their community, and take on informal leadership roles in supporting growth and resilience in North Wellington.*

**4. How have community members been involved in the planning and development stages of this project or event and how will you promote this event or project if funding is approved?**

*FWD has gathered feedback from a number of North Wellington residents with regards to the design, scope, and topics of the series. We have also confirmed partnership with the Community Youth Resilience Worker from the Mount Forest Family Health Team, who will guide us in further identifying the key issues faced by teens and young adults in the County. Upon confirmation of funding, we will reach out further to finalize details of the events. Ongoing collection of feedback from participants over the course of the series will allow us to adapt our work to best meet community needs.*

*The event will be promoted through formal and informal means including traditional and social media, through community allies, schools and organizations, at community spaces, businesses and information hubs in North Wellington as well as through our FWD mailing list and web presence. The event will also be promoted with support from the Community Youth Resilience Worker and the North For Youth Collaborative.*



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**5. What partnerships and / or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?**

*FWD is looking to provide a significant donation of time in preparation and coordination of these events. We will also engage other local organizations and community groups to support these events through: sharing of expertise and resources related to the chosen topics, advertising and promotion of the series, in-kind donation of meeting space for event planning, etc. Partnerships have been confirmed with the Community Youth Resilience Worker and Community Living Guelph Wellington. Potential partners include Wellington Dufferin Guelph Public Health, Canadian Mental Health Association, Community Resource Centre of North and Centre Wellington. FWD has not applied for funding for this project from other government sources.*

**6. Other information that you would like to provide. (Continue on the back if necessary)**

*We appreciate the opportunity to reach out to the Township of North Wellington for financial support for our Community Connection Parenting Series in 2018. FWD is looking to these events and to making a concrete contribution to our community.*

<b>I hereby make the above application to the Grants and Donations Community Development Fund declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.</b>	
<b>Signature:</b> <i>J. Goode</i>	<b>Title:</b> Director
<b>Printed Name of Signatory:</b> Joanna Goode	<b>Date:</b> March 1, 2018

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*The Township of Wellington North may promote the program and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.*

*All applications should be submitted to the Township of Wellington North Attention Clerk's Department.*

APR - 6 2018

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## 2017 – 2018 GRANTS AND DONATIONS COMMUNITY DEVELOPMENT FUND APPLICATION FORM

The Community Development Fund provides funding aimed at enabling local community groups and organizations to plan, develop and implement community development based projects and events. The project should meet local needs, involve and empower local people and have an aim of sustainability.

Applications can be submitted anytime after April 1<sup>st</sup>, 2017 however all applications must be submitted by March 30<sup>th</sup>, 2018. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2018.

**To be completed by Applicant:**

<b>Organization Name:</b> Friends of Pickelball mount Forest		
<b>Contact Name:</b> Mary Reeves Joan Aitken Marian Baker Ellen Richardson		
<b>Address:</b> 102 London Rd mount Forest On N0G 2L2		
<b>Telephone:</b> 519-323-4214	<b>Fax:</b>	<b>Email:</b> pmreeves@eastlink.ca
<b>Amount Requested:</b> \$ 6000 -	<b>Dates Funds Required:</b>	
<b>Percentage of Overall Project Cost:</b> 100 %	May 1, 2018	
<b>Organization Mandate:</b> to offer recreational pickelball at a reasonable cost for all		

1. Please provide a brief description of how you intend to use the donation/grant. (i.e. activities to take place, when and where the project will take place etc.)

to purchase nets, paddles and balls for play. We also need paint or tape for lines. We may have to hire someone to do this unless arener staff would assist.





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2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?

First time event/project: \_\_\_\_\_ or number of years for this event/project 1-3 years.  
Pickelball has been offered at Mt. Forest United Church for 3 1/2 years, the First Baptist Church for 9 months. There is only one court at each facility so the number of players is limited. We can not take any new players at this time.

3. Please list the main objectives that your project aims to achieve (max 3)

- Be able to provide an affordable and local pickelball environment for every one through our recreation department year around
- to keep the public active in a fun environment

4. How have community members been involved in the planning and development stages of this project or event and how will you promote this event or project if funding is approved?

A group of us are trying to initiate this project. But there are 25 plus players with others waiting for a spot to play. Some are travelling to Neustadt which has a very successful league. Promotion could be through a website (FB page) and Leisure Guide.



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5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?

We are hoping the recreation dept. will take the lead in providing this activity as we have no other resources at this time and do not have knowledge of grants available.  
We will be changing a membership fee and to pay each time you come out to play.

6. Other information that you would like to provide. (Continue on the back if necessary)

We feel the hourly rate for the arena floor would have to be waived or incorporated into the grant. In Neustadt the receipts are turned into their Rec. Dept. monthly. We would need an alternative location from Sept to April (Victory Church) over

I hereby make the above application to the Grants and Donations Community Development Fund declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.

Signature: Mary Reeves, Edda Rullu  
Joan Aitken, M. Baker

Title: N/A

Printed Name of Signatory: Mary Reeves  
Ella Richardson / JOAN AITKEN / M. Baker

Date:

Apr 6 / 18

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All applications should be submitted to the Township of Wellington North Attention Clerk's Department.

We would like Council to be aware of the interest in the community and the importance of keeping adults and seniors and youth active in a social environment.

We would like consideration of this fun activity when forming the recreation budget.



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## 2017 – 2018 GRANTS AND DONATIONS COMMUNITY DEVELOPMENT FUND APPLICATION FORM

The Community Development Fund provides funding aimed at enabling local community groups and organizations to plan, develop and implement community development based projects and events. The project should meet local needs, involve and empower local people and have an aim of sustainability.

Applications can be submitted anytime after April 1<sup>st</sup>, 2017 however all applications must be submitted by March 30<sup>th</sup>, 2018. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2018.

**To be completed by Applicant:**

<b>Organization Name:</b> Highlands Youth for Christ - Arthur Door Youth Centre		
<b>Contact Name:</b> Ann McCallum - Executive Director		
<b>Address:</b> 9 Centre St., Orangeville ON L9W 2Z5		
<b>Telephone:</b> 519.941.0690	<b>Fax:</b> 519.941.5476	<b>Email:</b> office@highlandsyfc.com
<b>Amount Requested:</b>	\$ <u>2,500.00</u>	<b>Dates Funds Required;</b>
<b>Percentage of Overall Project Cost:</b>	<u>30</u> %	September 1, 2017 <i>18</i>
<b>Organization Mandate:</b> To provide alternatives of hope to youth and their families through caring relationships and developmental opportunities for the whole person (mental, social, physical and spiritual). Please see attached brochure.		

**1. Please provide a brief description of how you intend to use the donation/grant. (i.e. activities to take place, when and where the project will take place etc.)**

We, the above, are requesting a community development grant/donation to start a homework/after school club. Our homework/after school club will provide assistance and encouragement to 13 - 18 year old youth in the Arthur and surrounding areas.

Our plan is to provide a weekly, possibly on Tuesdays, program at the Arthur Door Youth Centre, 100 Frederick St. W., Arthur, ON N0G 1A0 from 4:00pm to 6:30pm. It is our intention to have the club functioning, no later than the fall of 2017.

*Chartered*



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**2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?**

First time event/project: Yes or number of years for this event/project N/A

Based on our two (2) main objectives listed in section 3, we foresee that more of our young people will be equipped with the mathematical, literacy and complex thinking skills required for higher learning, the future workforce and be able to fill job openings in our community.

**3. Please list the main objectives that your project aims to achieve (max 3)**

To assist our youth in overcoming fears and hurdles in their individual learning and gain greater confidence and success in learning.

To provide a safe, non-judgmental, relaxed and caring environment where our youth can explore and build various skills by using various methods.

**4. How have community members been involved in the planning and development stages of this project or event and how will you promote this event or project if funding is approved?**

The Steering Committee of Arthur Door Youth Centre and the overseeing Not-for-profit Highlands Youth for Christ chapter are involved in the planning and development of the homework/after school program.

Promotional material will be produced and distributed electronically and otherwise to the overall Wellington-North community:  
youth who currently attend Arthur Door, schools and churches in the area, service organizations, businesses, municipal offices and the public etc.



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**5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?**

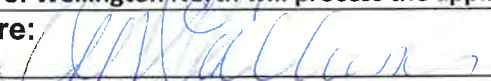
Being a charitable/non-profit operation, we have approached engineers and school teachers in the community to volunteer in our homework/after school club. We are hoping that our volunteer's employers will also join us and support their employees in the giving of their time, talents and effort to benefit the community.

**6. Other information that you would like to provide. (Continue on the back if necessary)**

5. Continued

While we will not be applying for any other source of government funding, we will be looking to collaborate with the Wellington County Learning Centre and business/service organizations so that resources may be shared and avoid any duplication of effort. In addition, we will be asking our community, parents, volunteers and supporters to canvass for in-kind and monetary donations, to sustain the club/program and for us to provide a meal/snacks to the young people who attend.

**I hereby make the above application to the Grants and Donations Community Development Fund declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.**

<b>Signature:</b> 	<b>Title:</b> Executive Director
<b>Printed Name of Signatory:</b> Ann McCallum	<b>Date:</b> June 9, 2017

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*The Township of Wellington North may promote the program and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.*

*All applications should be submitted to the Township of Wellington North Attention Clerk's Department.*



## PROJECT SERVE to love is to serve

### LEVEL 1, 2, 3

Enabling youth to reach beyond themselves and effect positive change in their local community and worldwide.

Project Serve is a three (3) level mission experience training youth in teamwork, commitment and leadership. Participants learn to think about the needs of others and are given the opportunity to serve the homeless in Toronto, disadvantaged children in a camp setting and third world poor.

With a focus on God's heart for the poor, teens find joy in seeking the good of others and recognize how God is at work in their lives and in the world.



Project Serve offers:

- **Level I** – 8 weeks of training, weekend trip to Toronto to serve homeless
- **Level II** – 4 weeks of training, weekend trip to clean up a camp facility for disadvantaged children
- **Level III** – 6 months of training and fundraising, overseas service project

## Our Volunteers make all the difference!

### NEEDS:

- Financial support for operating costs
- Our programs depend on food teams
- Drop-in volunteers needed
- Prayer support **always** needed
- Staff deputation support (The Door staff must raise their own salary)

Our staff are available for speaking on youth and parenting issues.

### Your help is welcome!

All gifts are tax-deductible. Please call us to find out about pre-approved chequing.

Please make cheques payable to:

**Highlands Youth for Christ**  
 9 Centre Street, PO Box 21  
 Orangeville, ON L9W 2Z5  
 Phone: 519-941-0690  
 Fax: 519-941-5476  
 Email: [office@highlandsyfc.com](mailto:office@highlandsyfc.com)  
 Web: [www.highlandsyfc.com](http://www.highlandsyfc.com)

Please ensure you designate your donation to a specific satellite for staff deputation or general account.

To donate online with a Credit Card, please go to our website [www.highlandsyfc.com](http://www.highlandsyfc.com), select "Enter Site" and click on the tab "Donate" through Canada Helps.org.



# THE DOOR

YOUTH CENTRE

The Door Youth Centre is Highlands Youth for Christ's name for its youth drop-in centres. The purpose of **The Door** is:

To provide alternatives of hope to youth and their families through caring relationships and developmental opportunities for the whole person (physical, social, mental and spiritual).



**The Door Youth Centres** offer a safe, supervised place for teens to hang out and visit, play pool,

video games or other activities, or just talk. Along with drop-in, youth who attend **The Door** engage in many social events as well as weekly programs based on their needs and interests.

Staff and volunteers show these teens the love of Christ by accepting them when most other people just ignore them. Our centres interact with well over 2,000 teens each year, with up to 70 teens visiting each night.

We currently operate centres in:

- Alliston
- Angus
- Arthur
- Centre Wellington
- Collingwood
- Erin/Hillsburgh
- Grand Valley
- Huntsville
- Orangeville
- Shelburne
- Stayner

We also provide training for staff and volunteers.

# THE DOOR

YOUTH CENTRE

## @ STREET LEVEL

Over the past few years we have seen a dramatic increase in the number of street-involved youth. In an effort to address this growing problem, HYFC created a new



outreach program.

**The Door @ Street Level** is an extension of the services of our youth centre, going out to the community with

the intent to care for street-involved youth. We help to connect them with the resources they need to make informed decisions about their safety, lifestyle, physical, emotional and spiritual health, and to help them resolve any risk of homelessness.

**Street Level** teams build relationships with teens by providing basic needs — food, water, clothing and other necessities of life. As we provide for their needs, we help them restore relationships with their families and get them back home, or into a safe place to spend the night. It is our hope that by providing for their physical needs, we can share the love of Christ and offer guidance for their spiritual needs as well.



**Our Goal:** To help youth develop as a whole person, assisting them in achieving a balanced life (physical, social, mental and spiritual)

Highlands YFC's high school outreach, **Campus Life** is a program oriented to mainstream youth. Campus Life provides structured programs through weekly clubs and special interest groups for junior high and high school youth. **Campus Life** has over 900 different teens attend our programs and events each year.

**Campus Life** also provides monthly large group events and trips which include all of the teens from our various ministries.

Some of our annual events include:

- Florida trip (*March break*)
- KingdomBound (*Darien Lake in August*)
- Campfire (*camping trip*)
- Wonderland
- Corn Maze
- Weekly summer day trips
- Playdium/ Square One
- ...and much, much more!



Our **Campus Life** staff visit the schools at lunch hour and often volunteer time coaching, tutoring and assisting in the classroom.

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## 2017 – 2018 GRANTS AND DONATIONS COMMUNITY DEVELOPMENT FUND APPLICATION FORM

The Community Development Fund provides funding aimed at enabling local community groups and organizations to plan, develop and implement community development based projects and events. The project should meet local needs, involve and empower local people and have an aim of sustainability.

Applications can be submitted anytime after April 1<sup>st</sup>, 2017 however all applications must be submitted by March 30<sup>th</sup>, 2018. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2018.

**To be completed by Applicant:**

<b>Organization Name:</b> MOUNT FOREST MINOR BALL		
<b>Contact Name:</b> DENISE SHUPE		
<b>Address:</b> 122775 GREY RD #9, AYTON, ON N0G 1C0		
<b>Telephone:</b> 519-261-3113	<b>Fax:</b>	<b>Email:</b> OLIVETTE2004@HOTMAIL.COM
<b>Amount Requested:</b> \$ 236 .00	<b>Dates Funds Required;</b>	
<b>Percentage of Overall Project Cost:</b> 100 %	2018	
<b>Organization Mandate:</b> To waive the cost of storage unit for 2018.		

**1. Please provide a brief description of how you intend to use the donation/grant. (i.e. activities to take place, when and where the project will take place etc.)**

We ask that the storage unit fee be waived for 2018.



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**2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?**

First time event/project:   1   or number of years for this event/project           

*Waive storage fees 2018*

**3. Please list the main objectives that your project aims to achieve (max 3)**

*Waive 2018 storage fees.*

**4. How have community members been involved in the planning and development stages of this project or event and how will you promote this event or project if funding is approved?**

*Waive 2018 storage fees*



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**5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?**

Waive 2018 STORAGE FEES

**6. Other information that you would like to provide. (Continue on the back if necessary)**

I hereby make the above application to the Grants and Donations Community Development Fund declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.

<b>Signature:</b> 	<b>Title:</b> TREASURER
<b>Printed Name of Signatory:</b> DENISE SHUPE	<b>Date:</b> MAR 4, 2018

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

519.848.3620  
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL,  
Meeting of April 23<sup>rd</sup>, 2018**

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

**SUBJECT: REPORT EDO 2018-15 NINTH ANNUAL WELLINGTON  
NORTH SHOWCASE**

#### **RECOMMENDATION**

**That** the Council of the Township of Wellington North receive the Economic Development Officer report EDO-2018-15 dated April 23<sup>rd</sup>, 2018 being a report on the ninth annual Wellington North Showcase

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

None

#### **BACKGROUND**

Our ninth annual Wellington North Showcase took place on March 26<sup>th</sup> and 27<sup>th</sup> at the Arthur and Area Community Centre. Since year one Showcase has been brought to the community through a partnership between the Township of Wellington North Economic Development Office, Saugeen Economic Development Corporation, OMAFRA, TD Canada Trust and the Arthur & Mount Forest Chambers of Commerce.

We are fortunate that this partnership continues to come together to present Wellington North Showcase and in 2017 we would like to give a special shout-out to the Saugeen Economic Development Corporation who was able to provide a \$2,000 sponsorship donation.

This year we once again "sold-out" the event with 77 businesses/organizations participating. 200+ people attended the Business Networking Reception with the Mayor and Warden bringing greetings, 60+ attended the Mayors Lunch in partnership with H.O.P.E. (Healthy Opportunities Promoting Empowerment) and 40+ attended the Recreation Master Plan Public Open House.

During the week of April 9<sup>th</sup> an online survey was available for completion by the businesses who participated at Showcase. 40% of businesses responded with the following results:

- 83% rated Showcase as good or excellent
- 88% indicated they would participate again even if the cost was increased
- 79% had previously participated at Showcase
- 46% indicated that their participation was based on location of the event
- When asked to rate the effectiveness of the eight ways we promoted Showcase:

#1) <b>88.7 The River</b> was rated as the most effective way	6.5 out of 8.0	#2) 101.1 The Grand	4.9
#3) Roadside Signs	4.7	#3) Wellington Advertiser	4.6
#5) BizBull	4.5	The remaining three	<3.7

The survey also asked a few questions for suggestions on improvement opportunities and the majority of the responses were focused on activities to encourage a larger Public turnout and these will certainly be considered for next year. A general comment was also made that there is a requirement for a food vendor on the Tuesday.

### CONCLUSION/NEXT STEPS/FINANCIAL CONSIDERATIONS

Vendor fees and the SEDC sponsorship covers 50%+ of the \$7,000 cost to host Wellington North Showcase. The remaining expense is covered in the Economic Development Office budget and in 2019 consideration will be given to raising the vendor participation fee.

Be sure to put the dates of March 25<sup>th</sup> & 26<sup>th</sup>, 2019 in your calendars for our 10th annual Showcase which will be held in Mount Forest.

### STRATEGIC PLAN

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

**Yes**                       No                               N/A

Which pillars does this report support?

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

**PREPARED BY:**

**RECOMMENDED BY:**

*Dale Small*

*Mike Givens*

**DALE SMALL  
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**



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**TO: MAYOR AND MEMBERS OF COUNCIL,  
Meeting of April 23rd, 2018**

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

**SUBJECT: REPORT EDO 2018-16 MOUNT FOREST CHAMBER OF  
COMMERCE MEMORANDUM OF UNDERSTANDING**

#### **RECOMMENDATION**

**That** the Economic Development Officer report EDO-2018-16 dated April 23rd, 2018 being a report on the Mount Forest Chamber of Commerce Memorandum of Understanding be received for information;

**And Further That** the Council of the Corporation of the Township of Wellington North direct the Mayor and CAO to sign the MOU on behalf of the Township of Wellington North.

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

None

#### **BACKGROUND**

For the past few months we have been working with the Mount Forest Chamber of Commerce to create a Memorandum of Understanding (MOU) between the Chamber and the Township of Wellington North. The Chamber shares our view that this best practice is a positive step forward in the spirit of continuous improvement and will further strengthen our relationship and partnership.

Through the Economic Development Office, and in partnership with Mayor Lennox and Councilor Hern, our designated council representative to the Chamber, a draft MOU was created earlier this year. Since that time a number of meetings, discussions and revisions have taken place and on April 9<sup>th</sup> the Mount Forest Chamber President; David Sharpe and Secretary; Drew Nelson signed the MOU on behalf of the Mount Forest Chamber of Commerce.

The MOU that has been developed is subject to an annual review process which will provide both parties with the opportunity to have a discussion and review of the MOU and the partnership in general. At this time the MOU will also be updated to reflect any new priorities, funding changes and/or challenges and will be re-signed by both parties.

The MOU, copy included in this report, is structured as follows:

- Overview of the agreement, dates and desires
- Section One covers the **Intent** of the MOU
- Section Two talks to the **Governance** requirements between the two parties
- Section Three addresses **Finance/Resources** and the allocation of funds to the Chamber
- Section Four speaks to **Partnership and Advocacy** and the value of collaboration
- Section Five details the **Relationship Management** and reporting aspects of the partnership.

Provided council support this process and the MOU with the Mount Forest Chamber we intend to start similar discussions with the Arthur Chamber of Commerce.

### FINANCIAL CONSIDERATIONS/CONCLUSION

There is no financial impact as a result of this MOU however we believe that it is certainly a more transparent process in terms of defining the relationship, including financial, with the local Chambers of Commerce and better positions both organizations for success moving forward.

### STRATEGIC PLAN

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

**Yes**                       No                               N/A

Which pillars does this report support?

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

**PREPARED BY:**

**RECOMMENDED BY:**

***Dale Small***

***Mike Givens***

**DALE SMALL  
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**





**MEMORANDUM OF UNDERSTANDING BETWEEN  
Mount Forest and District Chamber of Commerce and the Township of Wellington North**

**THIS AGREEMENT**, made and entered into this 26<sup>th</sup> day of February, 2018 by and between the **Township of Wellington North** (hereinafter referred to as WN), party of the first part and **Mount Forest and District Chamber of Commerce**, (hereinafter referred to as the "MFCC") party of the second part,

**WHEREAS**, Wellington North is a contributor to MFCC; and

**WHEREAS**, WN has a fiduciary responsibility to its citizens to ensure prudent expenditure of funds; and

**WHEREAS**, WN desires to enter into a M.O.U. with MFCC to assist in business assistance and to support the MFCC in delivering on Priority # 2 of their Strategic Plan *"To be the model of good governance ensuring a sustainable & relevant organization that delivers excellent value for its members"*

**WHEREAS**, the MFCC and WN have agreed to form a partnership for the purposes of promoting business interests for the Northern Wellington community; and

**WHEREAS**, the parties hereto are committed to a strong and viable economic development program; and

**NOW THEREFORE**, for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed as follows:

## **Section One. Intent**

1.1 The Township of Wellington North and Mount Forest Chamber of Commerce recognize the strength and successes of collaboration and cooperation and are partners, along with the Arthur & District Chamber of Commerce, in the process of shaping Wellington North's economic development and business environment and ultimately, its quality of life.

1.2 It is the intent of this document to reflect a formalized cooperative agreement between the two parties and further the business climate in Wellington North in an efficient and effective manner.

1.3 This memorandum identifies the scope of the partnership between WN and MFCC. This document is not intended to be all-inclusive but rather a document establishing guidelines for the process of developing and sustaining mutually understood roles and responsibilities regarding economic and business development activities in WN.

## Section Two. Governance

- 2.1 The Council of the Township of Wellington North will appoint one council member to be a non-voting member of the MFCC Board of Directors. The MFCC will ensure a full copy of the MFCC Board of Directors agenda package is provided to the council representative prior to all MFCC Director Meetings.
- 2.2 Verbal reports and a general update on Municipal and Council activities will be provided by the council representative at MFCC Director Meetings.
- 2.3 The Economic Development Officer will attend all MFCC Director Meetings, in a non-voting capacity, and will provide written EDO reports, one week prior to the Directors meeting, to be distributed to all Directors as part of the agenda package.
- 2.4 The council representative will provide the Deputy Clerk of the Township with copies of MFCC Director Meeting minutes to be inserted into a council agenda package and shared with all council members.
- 2.5 Additional ad hoc and standing Joint Taskforces and committees may be created between the Township of Wellington North and MFCC by mutual agreement of the parties.
- 2.6 WN recognizes and supports the MFCC 2016 – 2020 Strategic Plan and supports its Mission Statement *“To serve as the Voice of Business & community groups committed to the enhancement of economic prosperity and quality of life in Mount Forest and surrounding area.”*
- 2.7 MFCC recognizes and supports the Township of Wellington North 2015 – 2018 strategic plan and vision statement of *“The Township of Wellington North will continually strive to provide the best service(s) possible, within the available resource base, with a focus on proactively identifying and meeting key community needs, investing in our team, and communicating broadly with ratepayers, residents and visitors”*

## Section Three. Finance/Resources

- 3.1 In 2018 The Township of Wellington North will allocate an investment of \$15,500 to MFCC. This investment is notionally allocated to cover the following:
- \$2,500 for the Wellington North Business, Community and Visitor Guide
  - \$2,500 for the Mount Forest Fireworks Festival
  - \$1,000 for the Corporate Citizen of the Year award and sponsorship of the MFCC Excellence Awards
  - \$ 500 for other misc. items
  - **\$6,500** sub total
  - \$2,000 representing a 40% rebate on property tax bill
  - \$5,000 for Downtown Revitalization initiatives. (Funding from the Community Improvement Program)
  - \$2,000 for fee waivers. (MFCC Excellence awards, Mount Forest Fireworks Festival & other Chamber events.  
Also includes the temporary (6 months) use of the Upper Leisure Hall for Chamber Office.
- 3.2 The Township of Wellington North shall allocate \$6,500 to MFCC before May 1<sup>st</sup>, 2018 to correspond to Fiscal Year 2018. The 40% or approximate \$2,000 property tax rebate must be applied for each year as per current requirements and the \$5,000 for Downtown Revitalization will be provided upon approval of an agreed to plan. The \$2,000 in fee waivers will be granted through-out the year at time of booking. WN reserves the right to increase/decrease this investment on an annual basis and future contributions will be subject to Council approval as part of the annual budget process.

3.3 WN may allocate additional funds towards specified programs offered by MFCC and these requests should be directed to either the council representative or the Economic Development Officer.

## Section Four. Partnership and Advocacy

4.1 Recognizing the value in unified messaging, WN and MFCC will work collaboratively to share the vision and goals of the Township consistent with the Municipal Strategic Plan and MFCC Strategic Plan.

4.2 MFCC, the Township of Wellington North along with the Arthur Chamber of Commerce shall collectively be responsible for marketing and branding Wellington North as a pro-business destination, including defining its economic vision and image, ensuring that the messaging reflects the established marketing/branding strategy.

4.3 MFCC and WN agree to work collaboratively in implementing the Township of Wellington North Community Growth plan as adopted by the Township of Wellington North on February 26<sup>th</sup>, 2018.

## Section Five. Relationship Management

5.1 In order to maintain an open and beneficial working relationship, MFCC and the Township of Wellington North will engage in regular meetings and updates on progress. It is also acknowledged that at least one joint meeting a year should take place with the Directors of both Chambers and elected officials and staff of WN.

5.2 MFCC shall provide an annual financial report to the Township's assigned council representative.

5.3 WN through the EDO and assigned board member will provide monthly updates to MFCC including any municipal led initiatives affecting business and economic development.

Both parties agree to meet annually to review the partnership and report as appropriate to the Township of Wellington North and the Mount Forest Chamber of Commerce.

 _____ Secretary	<u>Drew Nelson</u> _____ Name	<u>April 9/18</u> _____ Date
 _____ President Mount Forest Chamber of Commerce	<u>David Sharpe</u> _____ Name	<u>April 9/18</u> _____ Date
_____ CAO	_____ Name	_____ Date
_____ Mayor Township of Wellington North	_____ Name	_____ Date

**Wellington North Power Inc.**

290 Queen Street West, PO Box 359, Mount Forest, ON N0G 2L0

Phone: 519.323.1710 Fax: 519.323.2425

E-mail: [customerservice@wellingtonnorthpower.com](mailto:customerservice@wellingtonnorthpower.com)[www.wellingtonnorthpower.com](http://www.wellingtonnorthpower.com)April 9<sup>th</sup> 2018

Mayor Andrew Lennox and Members of Council  
Township of Wellington North  
7490 Sideroad 7 West  
P.O. Box 125  
Kenilworth, ON N0G 2E0

Dear Mayor Lennox and Members of Municipal Council:

Re: **Wellington North Power Inc. - 2018 Annual Shareholder Meeting**

The Board of Directors and staff of Wellington North Power Inc. invite you to the Annual Shareholder Meeting on **Tuesday May 29<sup>th</sup> 2018 at 6:00 p.m. in the Leisure Hall at the Mount Forest & District Sports Complex**, 850 Princess Street, Mount Forest.

All Members of the Township of Wellington North and Township of Southgate Council are invited to attend and at least three (3) members of the majority shareholder, the Township of Wellington, are required to form a quorum.

One representative of each of the respective Council will be appointed to act as Scrutineers for the meeting to pass resolutions on behalf of the Corporation. Senior municipal management staff members are also welcome to attend the meeting.

Please forward names and contact information, including e-mail addresses, of those who will be attending as representatives of the Township of Wellington North. An agenda and pertinent information will be forwarded to representatives directly for review prior to the Annual Shareholder Meeting.

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

Yours truly,

*Richard Bucknall*

Richard Bucknall, CAO

**Wellington North Power Inc.**

Phone: 519-323-1710

E-mail: [rbucknall@wellingtonnorthpower.com](mailto:rbucknall@wellingtonnorthpower.com)



Mount Forest Fireworks Festival  
Car Show & BurnOut Competition

Individual Registration & BurnOut Liability Waiver

Complete all & Sign liability waiver and fill out info for Announcer

- Car Show Only
- BurnOut Only (see and sign waiver on reverse)
- Car Show & BurnOut (see and sign waiver on reverse)

Driver Info:

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone # \_\_\_\_\_ Emergency Contact \_\_\_\_\_

License # \_\_\_\_\_

Vehicle Information:

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_

Year \_\_\_\_\_ Plate # \_\_\_\_\_

Signature of Entrant (required) \_\_\_\_\_

Burnout Rules

BurnOut Competition, Tech Rules & Schedule

Competition will take place at The Mount Forest Sports Complex designated area at the dead end of Princess Street. Admission by wristband. Registration Mandatory.

Award will be selected by crowd applause.

To sign up register at the Fireworks Festival Car Show on July 21, 2018 between 7 am and 11 am. Or at the designated BurnOut Location from 1-2pm. Pre-Registration also available by emailing

[carshow@mountforest.ca](mailto:carshow@mountforest.ca)

All cars must arrive at tech inspection at 1pm and have inspection completed a minimum of 30 minutes prior to the competition.

Competition Date: Saturday, July 21st, 2018 @ 3 pm

**Operation of Burnout**

1. Drivers must be of 18 years of age or older and have a valid drivers licence and show proof of insurance.

2. After completing tech inspection and signing waivers, the driver is to take his/her vehicle to the Burnout area. NO PASSENGERS ALLOWED!
3. Before staging, the driver must secure their seat belt.
4. When the vehicle has been staged, the starter will ask for a "thumbs up" to indicated the driver is ready. Starter will activate a timer and participant will have a minimum of 30 seconds to complete burnout. All vehicles will be given the same amount of time. After the horn is blown, the participant must stop immediately. Failure to stop will result in an automatic disqualification.
5. Winners are determined by crowd response.

#### General Information

1. All vehicles must be in good condition inside and out. No wrecked or missing body parts.
2. If welding has been performed on chassis or suspension and shows any evidence of deterioration, vehicles will not be allowed to compete.
3. No fluid leaks of any type are permitted.
4. No Nitrous!
5. All vehicles must be equipped with seat belts and they must be worn.
6. All vehicles must be powered by gasoline only.
7. No alcohol or drugs are permitted. This policy will be strictly enforced and presence of alcohol or drugs will automatically disqualify the driver and vehicle from competition.
8. All decisions of the Tech Inspector are final.

#### Vehicles that are permitted

1. Stock chassis or tubbed vehicles are allowed.
2. Superchargers are allowed.
3. Brakes on each vehicle will be tested for pedal "feel". A running brake test may be requested. All brake pedals must be covered with a non-skid surface. Line locks are recommended.
4. Only D.O.T. approved tires are allowed. No retreads or studs allowed. Street tires must have at least ¼ tread depth across the entire width of the tire. D.O.T street slicks are allowed, but wear indicators must be present and tires must be marked D.O.T. Tires must be free of all defects, cuts and dry rot. Snap-on hubcaps must be removed.
5. Fireworks Festival Committee reserves the right to refuse admittance to any vehicle and/or driver that feels is unsafe for any reason.
6. Drive to the front wheels must be disengaged. (Four wheel drive only.)
7. All vehicles must be in good condition inside and out. No wrecked or missing body parts. Vehicles must have street legal appearance, with fender wells.

**RELEASE AND WAIVER OF LIABILITY  
ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

2018 Mount Forest Fireworks Festival  
514 Main St.N, Mount Forest, ON  
N0G 2L3

**EVENT DATE**

July 21, 2018

IN CONSIDERATION of being permitted to compete, officiate, observe, work for, or participate in any way in the EVENT(S) or being permitted to enter for any purpose any RESTRICTED AREA (defined as any area requiring special authorization, credentials or permission to enter or any area to which admission by the general public is restricted or prohibited, including but not limited to the competition area and any hot pit area), EACH OF THE UNDERSIGNED, for himself, his personal representatives, heirs, and next of kin:

1. Acknowledges, agrees and represents that he/she has or will immediately upon entering any such RESTRICTED AREAS, and will continuously thereafter, inspect the RESTRICTED AREAS which he/she enters and he/she further agrees and warrants that, if at any time, he/she is in or about RESTRICTED AREAS and he/she feels anything to be unsafe, he/she will immediately advise the officials of such and will leave the RESTRICTED AREA prior to the event.

2. HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the promoters, participants, racing associations, sanctioning or administrative organizations or any affiliated entities thereof, track operations, track owners, officials, car owners, drivers, pit crews, rescue personnel, and any persons in any RESTRICTED AREA, promoters, sponsors, advertisers, owners, the Town of Mount Forest, Township of Wellington North, The Mount Forest District Chamber of Commerce and Fireworks Festival Committee & volunteers lessors and lessees of premises used to conduct the EVENT(S), premises and event inspectors, surveyors, underwriters, brokers, consultants and others who give recommendations, directions, or instructions, or engage in risk evaluation or loss control activities regarding the premises or EVENT(S) and for each of them, their directors, officers, agents, and employees, all for the purposes herein referred to as "Releasees", FROM ALL LIABILITY TO THE UNDERSIGNED, his personal representatives, assigns, heirs, and next of kin, FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFORE ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN THE DEATH OF THE UNDERSIGNED ARISING OUT OF OR RELATED TO THE EVENT(S), WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

3. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the RELEASEES and each of them FROM ANY LOSS, LIABILITY, DAMAGE, OR COST INCLUDING BODILY INJURY, PROPERTY DAMAGE OR ATTORNEYS FEES they may incur arising out of my presence or participation in the EVENT(S) whether caused by the NEGLIGENCE OF THE RELEASEES or otherwise.

4. HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE arising out of or related to the EVENT(S) whether caused by the NEGLIGENCE OF THE RELEASEES or otherwise.

5. HEREBY acknowledges that THE ACTIVITIES OF THE EVENT(S) ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. Each of the UNDERSIGNED also expressly

acknowledges that INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.

6. HEREBY agrees that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreements extends to all acts of negligence by the RELEASEES, INCLUDING NEGLIGENT RESCUE OPERATIONS and it intended to be as broad and inclusive as is permitted by the laws of the Province or State in which the EVENT(S) is/are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST ALLOWED BY LAW.

\_\_\_\_\_  
PRINT NAME OF ENTRANT

\_\_\_\_\_  
PRINT NAME OF WITNESS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE AND ADDRESS

### Tech Inspect - Safety

Driver Name: \_\_\_\_\_ Licence #: \_\_\_\_\_

Insurance #: \_\_\_\_\_ Plate #: \_\_\_\_\_

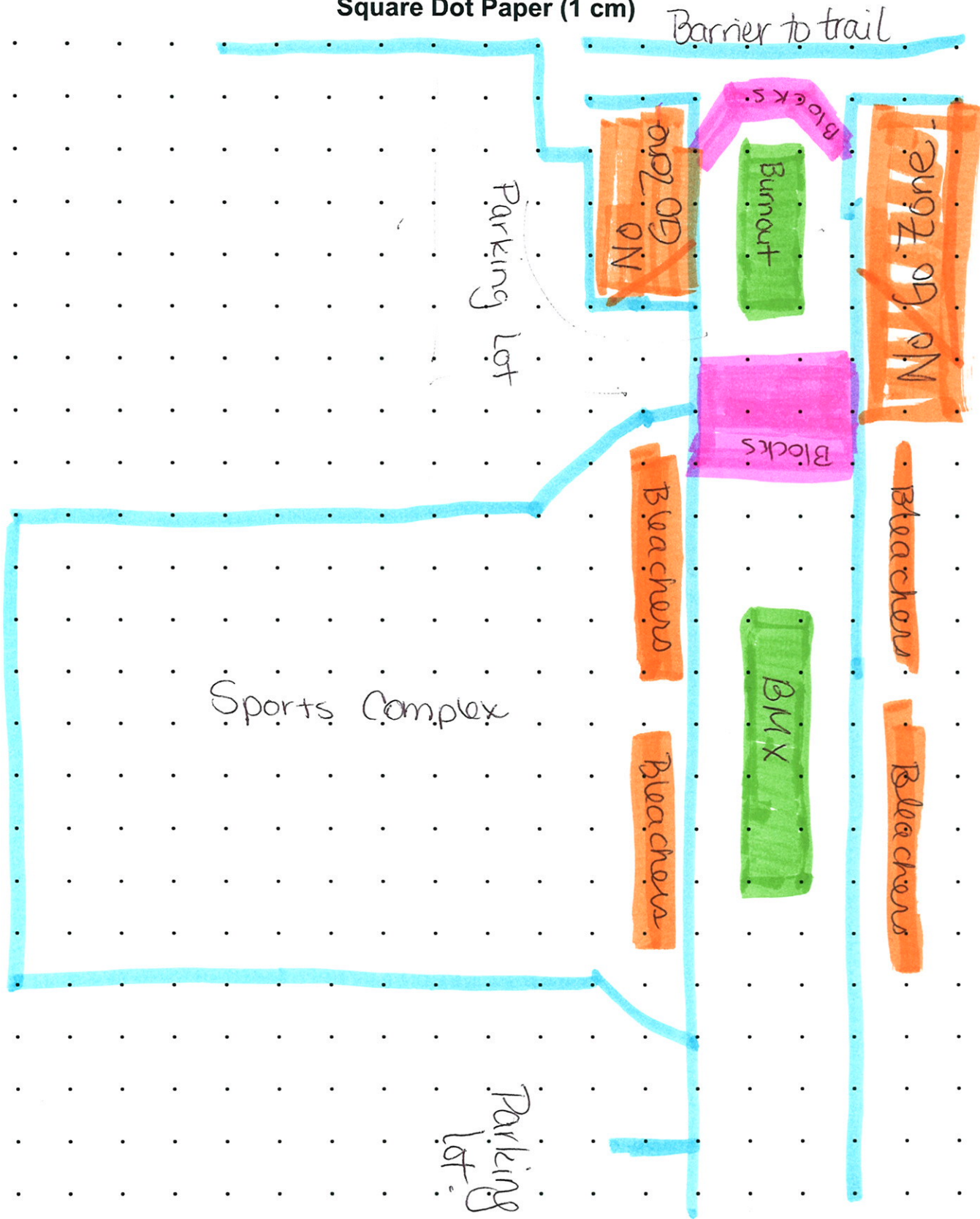
- Tires ¼ tread Depth, D.O.T. Approved  
Comments: \_\_\_\_\_
- Brakes in good working condition  
Comments: \_\_\_\_\_
- No Fluid Leaks  
Comments: \_\_\_\_\_
- Seat belts in working order  
Comments: \_\_\_\_\_
- No Nitrous  
Comments: \_\_\_\_\_
- Gasoline ONLY  
Comments: \_\_\_\_\_
- No wrecked or missing body parts  
Comments: \_\_\_\_\_



Welds are good no rot  
Comments: \_\_\_\_\_

Hub Caps removed  
Comments: \_\_\_\_\_

Not to Scale.  
Square Dot Paper (1 cm)



Parking lot

**B. M. ROSS AND ASSOCIATES LIMITED****Engineers and Planners**

Box 1179, 206 Industrial Drive  
 Mount Forest, ON, Canada N0G 2L0  
 p. (519) 323-2945 • f. (519) 323-3551  
[www.bmross.net](http://www.bmross.net)

File No. 08145

April 13, 2018

**BY EMAIL ONLY****Darren Jones, CBCO**

Township of Wellington North  
 7490 Sideroad 7 W, P.O. Box 125  
 Kenilworth, ON  
 N0G 2E0

**Re: Lucas Subdivision, Mount Forest (Reeves), Draft Plan 23T-79087  
 Securities Reduction for Phase 1 (Lots 8 to 20)**

On behalf of the Developer, Reeves Construction Limited, Cobide has issued an April 10, 2018, letter requesting a securities reduction. We have reviewed this request and their supporting calculations, and recommend securities be reduced from the current original amount of \$722,881.44 to \$245,195.15 based on our attached calculations.

This securities reduction request is pertaining to the Phase 1 works constructed by the Developer in 2017, which were granted Preliminary Acceptances for Stages 1 & 2 by Council Resolution 2018-11 on January 8, 2018. At that time a Statutory Declaration Re Payment of Accounts was submitted by the Developer as enclosed, but a securities reduction was not requested until April 10, 2018.

Based on the foregoing, it is our opinion that the Township could pass the following resolution:

***THAT the Council of the Corporation of the Township of Wellington North grant Reeves Construction Limited, for the Lucas Subdivision (Draft Plan 23T-79087) in the community of Mount Forest, a reduction in the Phase 1 securities to the amount of \$245,195.15.***

If you have any questions, please contact us.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per

Frank Vanderloo, P. Eng.

Encls.

c.c. Bob Reeves, Reeves Construction Limited; Travis Burnside, P. Eng., Cobide Engineering

**LUCAS SUBDIVISION**  
**PHASE 1**  
**SECURITIES REDUCTION CALCULATION**  
**File No. 08145**

**Calculate value of work remaining + holdbacks for possible deficiencies**

Original securities amount	\$722,881.44	\$722,881.44	
Work remaining to be completed	\$169,618.90		Cobide April 10, 2018, estimate
Work completed to date (calculated)	\$553,262.54		
Holdback for possible deficiencies	\$22,500.00		Assume 320m C&G removal & replacement
Value of work completed less holdback	\$530,762.54	\$530,762.54	
10% maintenance holdback	\$53,076.25		This to be 20% for portion without Preliminary Acceptance
Value of work remaining + holdback		\$192,118.90	

**Calculate value of securities to keep**

Value of work remaining + holdback		\$192,118.90	
10% maintenance holdback on value of work completed		\$53,076.25	This to be 20% for portion without Preliminary Acceptance
Value of securities remaining		\$245,195.15	

**Calculate value of securities reduction to date**

Original securities amount	\$722,881.44
Securities remaining	\$245,195.15
Securities reduction to date	\$477,686.29

**STATUTORY DECLARATION RE PAYMENT OF ACCOUNTS**

DOMINION OF CANADA (IN THE MATTER of a contract, known as Subdivision Agreement  
 (entered into between Twp of Wellington North  
 (\_\_\_\_\_ the Municipality  
 ( \_\_\_\_\_ AND  
 ( REEVES CONSTRUCTION LIMITED the Owner  
 (dated October 31, 2017.  
 (for the servicing of Lucas Subdivision Phase I  
 ( \_\_\_\_\_  
 (in MOUNT FOREST, Ontario.

TO WIT:

I, DOUGLAS REEVES of MOUNT FOREST in the  
 Province of Ontario, do solemnly declare:

1. That I am VP. X of the  
 (President, Secretary, Treasurer, a Partner, etc.)  
 Owner named in the Agreement above-mentioned and as such have personal knowledge of  
 the facts hereunder declared.
2. That the said Owner has complied with the terms of the Construction Lien Act, 1983, and  
 amendments thereto
3. That with the exception of accounts listed below, all liabilities (including payment due to all  
 staff, contractors, suppliers, Workers' Compensation Board, insurance companies) incurred  
 by the said Owner arising out of work performed, have been discharged.

Name & Address of Creditor	Service Rendered	Amount Outstanding	Total
<u>NONE</u>			
(If there are no accounts, enter "NONE" above)			

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and  
 knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada  
 Evidence Act".

DECLARED before me at the \_\_\_\_\_ )  
Township of Wellington North )  
 in the County of Wellington )  
 this 11th day of December day of \_\_\_\_\_ )  
 A.D. 2017 )  
Brian Lodge ) Douglas Reeves

A Commissioner, etc. or Notary Public  
**JUSTICE OF THE PEACE**  
**PROVINCE OF ONTARIO**

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

**BY-LAW NUMBER 032-18**

**BEING A BY-LAW TO AUTHORIZE THE SALE OF REAL PROPERTY. (PART LOT 32, CONC 1 DIV 3 NORMANBY PART 1 ON 61R-11985) TO 1138483 ONTARIO LTD.**

**AND WHEREAS** it is deemed to be in the best interests of The Corporation of the Township of Wellington North to convey the following lands:

Part Lot 32, Conc 1 Div 3 Normanby Part 1 on 61R-11985 (“the lands”).

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

1. The corporation is authorized to enter into an Agreement of Purchase and Sale agreement with 1138483 Ontario Ltd. (Bender Construction) in the form of the draft attached as Schedule “A” for the sale of the lands.
2. The Mayor and the CAO of the corporation are hereby authorized and directed to take such and authorize such documents as in the municipal solicitor’s opinion are necessary or advisable to carry out the terms of the said agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23RD DAY OF APRIL , 2018.**

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

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

BY-LAW 032-18  
SCHEDULE "A"

**AGREEMENT OF PURCHASE AND SALE**  
this 21<sup>st</sup> day of March, 2018 (this "APS").

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
(the "Vendor")

-and-

1138483 ONTARIO LTD.  
operating as Bender Construction  
(the "Purchaser")

**WHEREAS** the Vendor is the owner, in fee simple, of the lands and premises described in Schedule "A" (the "Property");

**NOW THEREFORE IN CONSIDERATION** of the mutual covenants and premises in this APS, the parties agree as follows:

**SECTION I**  
**GENERAL**

1. The Purchaser agrees to purchase the Property and the Vendor agrees to sell the Property according to the terms of this APS.
2. In consideration of the agreement referred to in the preceding paragraph, the Purchaser shall pay a total Purchase Price of Fifteen Thousand Dollars (\$15,000.00) to the Vendor. The Purchase Price shall be paid as follows:
  - (a) Three Thousand Dollars (\$3,000.00) is payable by the Purchaser by certified cheque upon execution of this APS, to be held on an interest free basis by the Solicitor for the Vendor as a deposit pending completion of this transaction on account of the Purchase Price on completion, or if this APS is not completed through no fault of the Purchaser, the deposit shall be returned to the Purchaser; and
  - (b) The balance of the Purchase Price, subject to adjustments, shall be paid to the Vendor on the Completion Date, by certified cheque.

**SECTION II**  
**PURCHASE OF PROPERTY**

3. Deed
  - (a) The Vendor agrees to deed or transfer the Property to the Purchaser subject to the terms of this APS.
4. Completion Date

- (a) The closing of this transaction shall take place forty-five (45) days from the date of execution of the APS, or such other date as mutually agreed upon (the "Completion Date") at which time possession of the Property in "as is, where is" condition shall be given to the Purchaser other than as provided in this APS. The Vendor acknowledges that it has the right and authority to sell the Property.
5. Council Approval
  - (a) This transaction is subject to compliance with Section 270 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended and the approval of the Council of The Corporation of the Township of Wellington North in its sole and absolute discretion by by-law. Council approval shall be obtained on or before the Completion Date, or this APS will be null and void and the deposit returned without interest or deduction.
6. Documents, Reports and Information
  - (a) The Vendor will produce and deliver to the Purchaser within thirty (30) days of the execution of the APS any documents, reports or information in its possession in respect to the Property. The Purchaser agrees to return all of the above documentation to the Vendor if this transaction is not completed.

### **SECTION III CONDITIONS, REPRESENTATIONS AND WARRANTIES**

7. "As Is" Condition
  - (a) The Purchaser acknowledges that it is acquiring the Property in an "as is" condition and that it must satisfy itself within thirty (30) days of the execution of the APS regarding the condition of the Property including, but not limited to, all existing physical conditions of this Property, environmental conditions, fitness for any purpose, suitability for construction, soil bearing capacity for any building proposed, and the availability of municipal services and utilities necessary for the Purchaser's proposed use of the Property. The Purchaser acknowledges that the Vendor shall not be responsible for any physical deficiencies of this Property or for any past, present or future environmental liabilities and hereby waives any claims against the Vendor in respect of any environmental liabilities on this Property. The Purchaser agrees to sign a release and indemnity in favour of the Vendor on or before closing with respect to matters set out in the preceding sentence. If the Purchaser is for any reason whatsoever dissatisfied with the Property, it shall deliver written notice to that effect to the Vendor by no later than the time specified herein, and this APS shall be terminated and the deposit shall be returned to the Purchaser without interest or deduction. If the Vendor is notified that the condition of the Property is not satisfactory, then the Purchaser shall, prior to receiving its deposit monies back and prior to being entitled to a full release from the Vendor with respect to this APS, restore the Property to its original condition as it existed prior to such testing or inspection by the Purchaser, at the Purchaser's sole expense. If the Purchaser fails to deliver written notice to the Vendor within the time specified herein regarding this condition, this condition shall be deemed to have been waived by the Purchaser.
8. Investigation by the Purchaser
  - (a) The Purchaser acknowledges having inspected the Property prior to executing this APS and understands that upon the execution by the parties



of this APS, and subject to any conditions herein, there shall be a binding agreement of purchase and sale between the Purchaser and the Vendor. It shall be the Purchaser's responsibility to provide, at its own expense, any soil bearing capacity tests or environmental inspection, as may be required or desired, and the Vendor shall grant the Purchaser access for such testing or inspection at all reasonable times, on reasonable notice, for the purpose of conducting reasonable inspections.

9. Future Use
  - (a) The Vendor and the Purchaser agree that there is no condition, express or implied, representation or warranty of any kind that the future intended use of the Property by the Purchaser is or will be lawful except as may be specifically stipulated elsewhere in this APS.
10. Development Covenants and Restrictions and Vendor's Option on Vacant Portion of Land
  - (a) The Property shall be subject to the Development Covenants and Restrictions; and, Option on Vacant Portion of Land more particularly set out in Schedule "B"; and, Schedule "C" respectively attached to this APS, which shall survive the completion of this transaction and run with the Property. Schedules "B" and "C" shall be registered on title by the Vendor and the cost of registration shall be at the expense of the Purchaser. In the event that the schedules are not registered on title to the Property on or before closing, the Purchaser covenants and agrees to consent to the registration of the Schedules after closing.
11. Property Not for Resale
  - (a) The Purchaser covenants that it is purchasing the Property for the construction of a building and not for resale purposes.

#### **SECTION IV PRIOR TO COMPLETION DATE**

12. Purchaser May Inspect the Property
  - (a) The Purchaser, its agents and contractors shall be permitted to inspect the Property and the buildings as frequently as is reasonably necessary between the date of acceptance hereof and the Completion Date at reasonable times and upon reasonable notice to the Vendor.
13. Insurance
  - (a) Pending closing, the Vendor shall hold all insurance policies and the proceeds thereof in trust for the parties as their interest may appear and in the event of damage to the Property. The Purchaser may elect to either receive the proceeds of the insurance and complete the purchase or to cancel the APS and have all the deposit monies paid to the Vendor returned together with all interest earned thereon without deduction.

#### **SECTION V COMPLETING THE TRANSACTION**

14. Deed
  - (a) The Deed or Transfer of the Property will be prepared at the expense of the Vendor in a form acceptable to the solicitors for the Purchaser and the

Purchaser will pay all Land Transfer Tax, Harmonized Sales Tax and other costs in connection with the registration of it.

15. Electronic Registration
  - (a) The parties agree that the transaction shall be completed by electronic registration pursuant to Part III of the Land Registration Reform Act, R.S.O. 1990, c.L.4 as amended. The parties acknowledge and agree that the delivery and release of documents may, at the discretion of the lawyer: a) not occur contemporaneously with the registration of the transfer/deed and other registerable documentation, and b) be subject to conditions whereby the lawyer receiving documents and/or money will be required to hold them in trust and not release them except in accordance with the terms of a written agreement between the lawyers entered into in the form of the Document Registration Agreement adopted by the Joint LSUC-OBOA Committee on Elective Registration of Title Documents.
16. Examination of Title
  - (a) Title to the Property shall be good and marketable and free from all encumbrances except for any service easements or rights-of-way to be reserved in favour of the Vendor and for any easements or rights-of-way registered on title and any minor encroachments shown on the survey or Reference Plan delivered to the Purchaser.
  - (b) The Purchaser is allowed thirty (30) days from the execution of the APS to examine the title to the Property. If on or before this date the Purchaser furnishes the Vendor in writing with any valid objections: to the title; to any undisclosed outstanding work orders; to undisclosed non-compliance with the municipal by-laws or covenants and restrictions which run with the land and cannot be resolved before the Completion Date; as to any objection of which the Vendor shall be unable to remedy or correct by the Completion Date and which the Purchaser will not waive, then this APS shall, notwithstanding any intermediate acts or negotiations, be terminated and the deposit shall be returned to the Purchaser without deduction and the Vendor and the Purchaser shall not be liable for any costs, damages, compensation or expenses.
17. Vendor to Discharge all Encumbrances
  - (a) The Vendor agrees to obtain and register at its own expense, on or before the Completion Date, a discharge of all liens, encumbrances, agreements and mortgages now registered against the Property and not assumed by the Purchaser. The Vendor further covenants and agrees to discharge, on or before the Completion Date, any and all liens, chattel mortgages, assignments or any other security interest given by the Vendor against its personal Property.
18. Adjustments
  - (a) The Vendor agrees that all security deposits, if any, held by the Vendor including interest thereon shall be credited to the Purchaser in the Statement of Adjustments prepared for the Completion Date.
  - (b) Any rents, mortgage, interest, taxes, local improvements, water and assessment rates shall be apportioned and allowed to the Completion Date, the day itself to be apportioned to the Purchaser.
19. Deliveries by the Vendor To The Purchaser on Closing
  - (a) The Vendor covenants and agrees to deliver to the Purchaser on the Completion Date, all such deliveries to be a condition of the Purchaser's obligation to close this transaction, the following:

- (i) A deed of the Property;
- (ii) Any survey or reference plan of the Property in the possession of the Vendor;
- (iii) A Statutory Declaration by an authorized officer of the Vendor stating that accurateness and truthfulness of all of the representations and warranties;
- (iv) A Statutory Declaration by an authorized officer of the Vendor as to possession of the Property in a form acceptable to the solicitors for the Purchaser;
- (v) A Statutory Declaration by an authorized officer of the Vendor that it is not now, and upon completion will not be, a "non-resident person" within the meaning and for the purpose of Section 116 of the Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.) as amended;
- (vi) Certified copies of all appropriate Certificates, By-Laws and other documents of Vendor authorizing the transaction herein; and
- (vii) Such further documentation and assurances as the Purchaser may reasonably require to complete the transaction contemplated by the APS.

#### 20. Harmonized Sales Tax

- (a) The parties hereto acknowledge and agree that the transaction contemplated herein is subject to the Harmonized Sales Tax (HST) under the Excise Tax Act, R.S.C., 1985, c. E-15 (the "Act") and that the Purchase Price does not include HST. The Vendor shall provide the Purchaser with its HST Business Number. The Purchaser shall pay to the Vendor any HST imposed under the Act payable in connection with the transfer of the Property to the Purchaser, or as it may direct, unless the Purchaser or its nominee, or its assignee, provides:
  - (i) A certificate on or before the Completion Date containing a representation and warranty to the Vendor that:
    - (1) It is registered for the purpose of the HST on the Completion Date and specifying the HST registration number;
    - (2) It will self-assess the HST on its GST/HST return or file the prescribed form pursuant to subsection 228(4) of the Act in connection with the purchase of the Property; and
    - (3) The Property transferred pursuant to this APS is being purchased by the Purchaser, or its nominee or assignee, as principal for its own account and is not being purchased by the Purchaser as agent, trustee or otherwise on behalf of or for another person, and does not constitute a supply of residential complex made to an individual for the purpose of paragraph 221 (2)(b) of the Act.
    - (4) An indemnity, indemnifying and saving harmless the vendor from any HST payable on this transaction and penalty and interest relating to HST; and
    - (5) A notarial true copy of its HST registration confirmation.

**SECTION VI  
MISCELLANEOUS**

21. Entire Agreement
- (a) There is no representation, warranty, collateral agreement or condition affecting this APS of the Property other than expressed herein.
22. Tender
- (a) Any tender of documents or moneys hereunder may be made upon the solicitor acting for the party upon whom tender is desired, and it shall be sufficient that a negotiable, certified cheque may be tendered instead of cash.
23. Time of Essence
- (a) Time shall be of the essence of this APS.
24. Planning Act
- (a) This APS shall be effective only if the provisions of Section 50 of the Planning Act, R.S.O. 1990, c.P.13, as amended are complied with.
25. Notices
- (a) All notices in this APS shall be in writing and shall be deemed to have been given if delivered by hand or mailed by ordinary mail, postage prepaid, addressed to the solicitor for the person to whom such notice is intended to be given at the following addressed:

**Solicitors for the Vendor:**

Duncan, Linton LLP  
ATTENTION: Patrick J. Kraemer  
45 Erb Street West  
P. O. Box 457  
Waterloo, ON N2J 4B5  
Fax: (519) 886-8651

**Solicitors for the Purchaser:**

FALLIS FALLIS & McMILLAN  
ATTENTION: Ernest J. McMillan  
150 Main St. South, PO Box 880  
Mount Forest, ON NOG 2L0  
Fax: (519) 323-4115

If mailed, such notices must also be given by facsimile transmission on the date it was so mailed. If so given, such notices shall be deemed to have been received on the first business day following the date it was delivered or marked mailed out.

26. Successors and Assigns
- (a) The Purchaser shall be permitted to assign all of its right, title and interest in and to this APS with the Vendor's written approval which shall not be unreasonably withheld. Subject to the restrictions in the preceding sentence, the Vendor agrees to engross the Transfer/Deed of Land as directed by the Purchase on the completion Date as the Purchaser may elect, and the Vendor agrees to complete the transaction contemplated by this APS on the Completion Date with such assignee or nominee. This APS

shall be binding upon the parties hereto and their respective successors and assigns.

- (b) The Purchaser agrees that it shall not transfer, assign its rights, interests, liabilities and obligations under this APS or to the Property without first ensuring that the proposed assignee or transferee has entered into an assumption agreement in a form satisfactory to the Vendor, acting reasonably, requiring the assignee or transferee to be bound by all of the terms and conditions of this APS. In the event of such assignment, the Purchaser's rights, interests, liabilities and obligations hereunder is released and discharged from any and all liabilities and obligations arising under and pursuant to this APS.

27. Schedules

- (a) The following Schedules shall form an integral part of this APS:
  - (i) Schedule "A" Description of Property;
  - (ii) Schedule "B" Development Covenants; and
  - (iii) Schedule "C" Option on Vacant Portion of Land.

28. Acceptance by Fax

- (a) The Purchaser and Vendor acknowledge and agree that the communication of this APS may be transmitted by way of a facsimile machine, and that they agree to accept such signatures and documents to be legal and binding upon them.

29. Non-Merger

- (a) Except as otherwise stated in this APS, the covenants, representations, options and warranties of the parties shall not merge on and shall survive closing on the Completion Date and, notwithstanding such closing, or any investigation made by or on behalf of either party, shall continue in full force and effect. Closing on the Completion Date shall not prejudice any right of either Party against the other Party in respect of anything done or admitted or under any or in respect of any right to damages or other remedies.

30. Counterparts

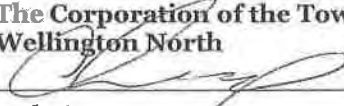
- (a) This APS may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.

31. Severability

- (a) If any provision of this APS, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of this APS, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.

IN WITNESS WHEREOF the parties have executed this APS.


**The Corporation of the Township of  
Wellington North**

  
\_\_\_\_\_  
Andy Lennox  
Mayor

  
\_\_\_\_\_  
Karren Wallace  
Clerk

We have authority to bind The Corporation of  
the Township of Wellington North.

**1138483 Ontario Inc.**

  
\_\_\_\_\_  
David M. Bender  
President

I have authority to bind the Corporation.

**SCHEDULE "A"**  
**LEGAL DESCRIPTION OF LANDS**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

PT LOT 32 CON 1 DIV 3 NORMANBY, PT 1 61R11985; WELLINGTON NORTH

PIN: 71072-0113 (LT)

**SCHEDULE "B"**  
**DEVELOPMENT COVENANTS**

1. Title Control

- (a) 1138483 Ontario Ltd. ("Bender Construction") covenants and agrees that it will not:
- (i) use or occupy any portion of the property described as Part Lot 32, Con 1, Div 3 Normanby, Pt 1 61R11985; Wellington North; PIN: 71072-0113 (LT) (the "Property") until it obtains a building permit for a permanent building with a minimum building coverage of fifteen percent (15%) of the total area of the Property;
  - (ii) use or occupy any portion of the Property until it has commenced construction of a permanent building on the Property which complies with the permitted uses of the Property's zoning within one (1) year of the date of closing of this transaction and to substantially complete the construction of the said building in conformity with an approved site plan within eighteen (18) months from the date of the registration of a transfer for the Property from the The Corporation of the Township of Wellington North (the "Township") to Bender Construction.
- (b) Bender Construction may not use any portion of the Property beyond the time specified in subclause 1(a)(ii) above, if it has not fully complied with subclause 1(a)(ii) above unless Bender Construction requests from the Township, in writing, an extension of the time up to a maximum extension period of six (6) months, as the case may be (such extension, the "Extended Time") upon payment by Bender Construction to the Township of a performance deposit equal to ten (10%) percent of the purchase price of the Property (the "Performance Deposit"). The Performance Deposit shall be refunded to Bender Construction, without interest, upon Bender Construction's compliance with and completion of the provisions of subclause 1.a) above within the Extended Time. In the event that Bender Construction fails to complete construction within the Extended Time, then the Township shall, in addition to its other rights and remedies as set out herein or otherwise, be entitled to retain the Performance Deposit as liquidated damages and not as a penalty, in partial or full satisfaction of the Township's damages, as the case may be.
- (c) If Bender Construction does not comply with the provisions with subclause 1(a) above within the periods therein specifically set out or within the Extended Time, Bender Construction, will, at the option of the Township by notice in writing to Bender Construction, re-convey good title to the Property to the Township, free and clear of all encumbrances, in



that may have been made, constructed, installed or performed by Bender Construction on the Property.

- (d) Subject to subclause 1(c) above, Bender Construction covenants that it will not sell the Property or any part thereof to any person, firm or corporation without first offering, in writing, to sell the Property to the Township for consideration equal to or less than the consideration paid by Bender Construction to the Township in the original conveyance of the Property less the costs of the Township incurred in re-acquiring the Property, including without limitation, real estate commission, land transfer tax, registration costs, legal fees and such other costs as reasonably incurred by the Township, provided however that Bender Construction may sell or transfer the Property to a subsidiary or affiliate corporation as defined in the Business Corporations Act, R.S.O. 1990, c.B.16 as amended, provided such subsidiary assumes and confirms its acceptance of the within covenants and restrictions and expressly undertakes in writing to comply with them in such form as the Township may require. The Township shall have ninety (90) days from the receipt of an offer made by Bender Construction under this subclause, to accept such offer which acceptance shall be in writing. If the Township does not accept an offer to sell made by Bender Construction under the provisions of this subclause, the Township's right to repurchase the Property so offered shall terminate. However, the remaining provisions of this clause 1 as well as other provisions herein shall continue in full force and effect. The limitation contained in this subclause, will expire upon Bender Construction fulfilling all of the building requirements as set out in subclauses 1(a) and 1(b) above.

2. Occupation of Building

- (a) Bender Construction shall not not occupy the building within six (6) months after satisfying the provisions of subclauses 1(a) and 1(b) above with respect to the completion of the building, and for so long as the building remains unoccupied, beginning on the first day following the six (6) month period after satisfying the provisions of subclauses 1(a) and 1(b) above, Bender Construction shall pay to the Township as liquidated damages, quarterly amounts equal to the difference in Property tax between what is being paid by Bender Construction as Property tax for the Property when deemed vacant land and what would be paid as Property tax by Bender Construction for the Property if the building was occupied. If any such payment is not duly remitted by Bender Construction, interest shall be calculated on the balance owing in the same manner and shall be paid at the same rate to the Township as interest is calculated and paid to the Township on unpaid taxes.
- (b) Bender Construction or the Bender Construction's lesee may not not occupy the building beyond the time subclause 2(a) above, unless Bender Construction requests, in writing, that the Township extend the time for occupation of the building for a maximum period of 6 months, which request the Township shall review and may approve in its sole and absolute discretion. Additional Extensions can be granted at the option of the

contrary to the Restrictions or the provisions of this Agreement of Purchase and Sale and that Bender Construction will require every subsequent purchaser or every successor in title to assume and acknowledge the binding effect of this document, as well as, covenant to observe and comply with the Restrictions and other covenants herein, and the surviving provisions of this Agreement of Purchase and Sale.

4. Force Majeure

- (a) If Bender Construction shall be unable to fulfill, or shall be delayed or restricted in fulfilling any of the obligations set out herein due to any act or neglect of the Township or any of its employees, or due to strikes, walkouts, lockouts, fire, unusual delay by common carriers, or by any other cause beyond the Bender Construction's reasonable control, then the time for fulfilling any such obligations shall be extended for such reasonable time as may be required by the Bender Construction to fulfill such obligation.

5. Right to Waive

- (a) Notwithstanding anything herein contained, the Township and its successors shall have the power by instrument or instruments in writing from time to time to waive, alter or modify the herein covenants and restrictions with respect to their application to any part of the Property without notice to or approval from Bender Construction or notice to or approval from the owners of any other adjacent or nearby lands.

**SCHEDULE "C"**  
**OPTION ON VACANT PORTION OF LAND**

1. Township Option on Vacant Portion of Land
  - (a) The Corporation of the Township of Wellington North (the "Township") shall have the option to repurchase such vacant portion of the of the property described as Part Lot 32, Con 1, Div 3 Normanby, Pt 1 61R11985; Wellington North; PIN: 71072-0113 (LT) (the "Property") not used by 1138483 Ontario Ltd.'s ("Bender Construction") for the construction of an initial building thereon provided such land is not reasonably ancillary to Bender Construction use and occupation of the said building. The option shall be exercisable by the Township for consideration equal to the per square foot consideration paid by the Bender Construction to the Township in the original conveyance of the Property, less the costs of the Township incurred in re-acquiring the subject portion of the Property, including without limitation, real estate commission, land transfer tax, registration costs, legal fees and such other costs as reasonably incurred by the Township.
  
2. Force Majeure
  - (a) If Bender Construction shall be unable to fulfill, or shall be delayed or restricted in fulfilling any of the obligations set out herein due to any act or neglect of the Township or any of its employees, or due to strikes, walkouts, lockouts, fire, unusual delay by common carriers, or by any other cause beyond Bender Construction's reasonable control, then the time for fulfilling any such obligations shall be extended for such reasonable time as may be required by the Bender Construction to fulfill such obligation.
  
3. Right to Waive
  - (a) Notwithstanding anything herein contained, the Township and its successors shall have the power by instrument or instruments in writing from time to time to waive, alter or modify the herein covenants and restrictions with respect to their application to any part of the Property without notice to or approval from Bender Construction or notice to or approval from the owners of any other adjacent or nearby lands.

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

**BY-LAW NUMBER 033-18**

**BEING A BY-LAW TO ENTER INTO A MUTUAL DRAIN  
AGREEMENT WITH AMOS MARTIN AND MALINDA MARTIN AND  
MICHELE SANTE FELETTO AND NORMA JEAN FELETTO AND  
AND THE TOWNSHIP OF WELLINGTON NORTH**

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

1. That the Corporation of the Township of Wellington North enter into an agreement with Amos Martin and Malinda Martin and Michele Sante Feletto and Norma Jean Feletto for a Mutual Drain as set out in the agreement attached hereto as Schedule "A".
2. That the Mayor and the Clerk are hereby authorized and directed to execute the said site servicing agreement and all other documentation required.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23rd DAY OF APRIL, 2017.**

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**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

**BY-LAW NUMBER 033-18**  
**SCHEDULE "A"**

**AGREEMENT FOR A MUTUAL DRAIN**  
**pursuant to Section 2(1) of the *Drainage Act***

**THIS AGREEMENT** made this                      day of April, 2018.

**BETWEEN:**

AMOS MARTIN AND MALINDA MARTIN

(the "Owners")

and

MICHELE SANTE FELETTO and NORMA JEAN FELETTO

(the "Neighbouring Owners")

and

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(the "Township")

**WHEREAS** section 2 of the *Drainage Act*, RSO, 1990 c. D. 17 as amended authorizes agreements for drainage between two or more owners;

**AND WHEREAS** the Owners are the registered joint tenant owner of property known municipally as 9723 Highway 6, Mount Forest, Ontario, NoG 2Lo more particularly described in **Schedule "A"** attached hereto (the "Subject Property");

**AND WHEREAS** the Neighbouring Owners are the registered joint tenant owners of the property known municipally as 9677 Highway 6, Mount Forest Ontario, NoG 2Lo more particularly described in **Schedule "B"** attached hereto (the "Neighbouring Property");

**AND WHEREAS** the Township is the owner of the highway known as Sideroad 3 East more particularly described in **Schedule "C"** (the "Township Road");

**AND WHEREAS** the Owner requires a drainage outlet from the Subject Property across the Township Road and the Neighbouring Property (the "Drainage Works");

**AND WHEREAS** all of the Parties agree to enter into this Agreement for the construction of the Drainage Works upon the terms set out herein;

**NOW THEREFORE** in consideration of the mutual covenants and premises in this Agreement, the sum of TWO DOLLARS (\$2.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

**Description of Affected Lands**

1. The Drainage Works commence on the Subject Property proceeds across Sideroad 3 East, the Neighbouring Property, Highway 6 and outlets downstream into the A.R. Bowie Award Drain.

### **Description of Drainage Works**

2. The Drainage Works shall be in accordance with the design by Amos Martin, dated April 9, 2018 as approved by K. Smart and Associates Limited and attached as **Schedule "D"** (the "Approved Plans").

### **Construction and Maintenance**

3. The Owner, its employees, contractors, agents and consultants, within 6 months of the date of this Agreement, may enter on and construct the Drainage Works on the Subject Property, the Neighbouring Property and the Township Roads pursuant to the Approved Plans.
4. The Owner shall maintain the Drainage Works throughout the lifetime of the Drainage Works in a good state of repair to a standard acceptable to the Township. The Owner may have reasonable access to the Township Roads and the Neighbouring Property for such construction, maintenance, repair, and inspection of the Drainage Works.
5. The Owner shall provide written notice to the Township and the Neighbouring Owners 10 days prior to such construction, maintenance, repair, or inspection.
6. The Owner shall at all times keep and maintain the Drainage Works in a good state of repair to a standard acceptable to the Township at the Owner's cost and expense. The Owner shall forthwith inspect, repair and maintain the Drainage Works upon receiving notice from the Township of the need for such inspection, repair, or maintenance.

### **Indemnity**

7. The Owner agrees to indemnify and keep indemnified the Township and the Neighbouring Owners their successors and assigns, from and against all actions, suits, claims and demands which may be brought against or made upon the Township or Neighbouring Owners and from all loss, costs, damages and expenses which may be paid, sustained or incurred by the Township or Neighbouring Owners arising directly or indirectly from the Drainage Works.

### **Costs**

8. The Owner agrees to pay the entire cost of the construction, repair, maintenance of the Drainage Works, and further agrees to pay the legal, engineering and surveying costs in respect to the Drainage Works including the recoverable costs of the Township and the Neighbouring Owners.
9. If the Owner does not construct, repair, or maintain the Drainage Works as required, the Township may proceed forthwith to complete same at the expense of the Owner and the Township may recover such cost from the Owner pursuant to s. 446 the Municipal Act, 2001, S.O. 2001 c. 25 (the "Municipal Act") as amended, and any successor legislation.

### **Insurance**

10. The Owner shall obtain and maintain third party liability insurance in relation to the Drainage Works for not less than 2,000,000.00 per occurrence or such other amount as the Township in its sole discretion may determine and the Owner shall provide the Township with adequate proof of insurance upon request by the Township.

### Alterations

11. No alterations, extensions, expansions or improvements, other than those required to keep and maintain the Drainage Works in a good state of repair shall be made unless and until such alterations, extensions, expansions or improvements are approved in writing by the Township.
12. The Parties agree that the Drainage Works shall be deemed to be with the licence of the Township and the Neighbouring Owners and the Owner shall not acquire an easement or any other rights in relation to the Drainage Works, the Neighbouring Property, or the Township Roads.

### Notice

13. It is mutually agreed that if the Owner shall be in default of any of its obligations under this Agreement, the Township may forward notice in writing of such default to the Owner and the failure of the Owner to rectify such default to the satisfaction of the Township within ten (10) calendar days after receipt, may correct such default and the Township may remove the cost of correcting the default pursuant to s. 446 of the Municipal Act.
14. Any notice to be given pursuant to this Agreement shall be sufficiently given if served personally upon the party or an officer of the party for whom it is intended, or if mailed, notice will be deemed to have been given on the fifth (5th) day following the day notice was mailed, in the case of:

The Owner:

Amos Martin and Malinda Martin  
9723 Highway 6  
Mount Forest ON NoG 2Lo

The Neighbouring Owners:

Michele Sante Feletto and Norma Jean Feletto  
9677 Highway 6  
Mount Forest ON NoG 2Lo

The Township:

7490 Sideroad 7W  
P.O. Box 125  
Kenilworth ON NoG 2Eo

Attention: Karren Wallace, Clerk

15. It is understood and agreed between the Parties hereto that the covenants, provisions and conditions herein contained shall extend to and be binding upon the heirs, executors, administrators, successors and assigns of the Owner and the Township respectively.
16. This Agreement shall be registered against title to the Subject Property and the Neighbouring Property.

- 17. The Owner covenant and agree that, subject to the express terms of this Agreement nothing in this Agreement shall prevent the Township from exercising its rights as owner of the Township Lands.
- 18. The Owner and Neighbouring Owners covenant and agree to assign and to transfer this Agreement to any successor owner and will obtain from such successor or assignee a covenant in favour of the Township that the successor or assignee will be bound by all of the terms and conditions of this Agreement from and after the date of its assignment.

IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be duly executed as of the date first written above.

_____	)	_____
Witness	)	Amos Martin
Name:	)	
_____	)	_____
Witness	)	Malinda Martin
Name:	)	
_____	)	_____
Witness	)	Michele Sante Feletto
Name:	)	
_____	)	_____
Witness	)	Norma Jean Feletto
Name:	)	

The Corporation of the Township of Wellington North

\_\_\_\_\_

Andy Lennox  
Mayor

\_\_\_\_\_

Karren Wallace  
Clerk

We have the authority to bind the Corporation of the Township of Wellington North.



**SCHEDULE "A"****LEGAL DESCRIPTION OF SUBJECT PROPERTY**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North, being comprised of:

LT 6 CON EOSR DIVISION 3 ARTHUR TOWNSHIP; LT 6 CON EOSR DIVISION 4 ARTHUR TOWNSHIP EXCEPT EXPROP PLAN 15826; WELLINGTON NORTH

PIN: 71075-0127 (LT)

**SCHEDULE "B"****LEGAL DESCRIPTION OF NEIGHBOURING PROPERTY**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North being compromised of:

PT LT 7 CON EOSR DIVISION 1 ARTHUR TOWNSHIP; PT LT 7 CON EOSR DIVISION 2 ARTHUR TOWNSHIP; PT LT 7 CON EOSR DIVISION 3 ARTHUR TOWNSHIP; PT LT 7 CON EOSR DIVISION 4 ARTHUR TOWNSHIP AS IN RON60038 EXCEPT PT 1 60R2647; S/T AN15921; WELLINGTON NORTH

PIN: 71077-0061 (LT)

**SCHEDULE "C"****LEGAL DESCRIPTION OF TOWNSHIP ROAD**

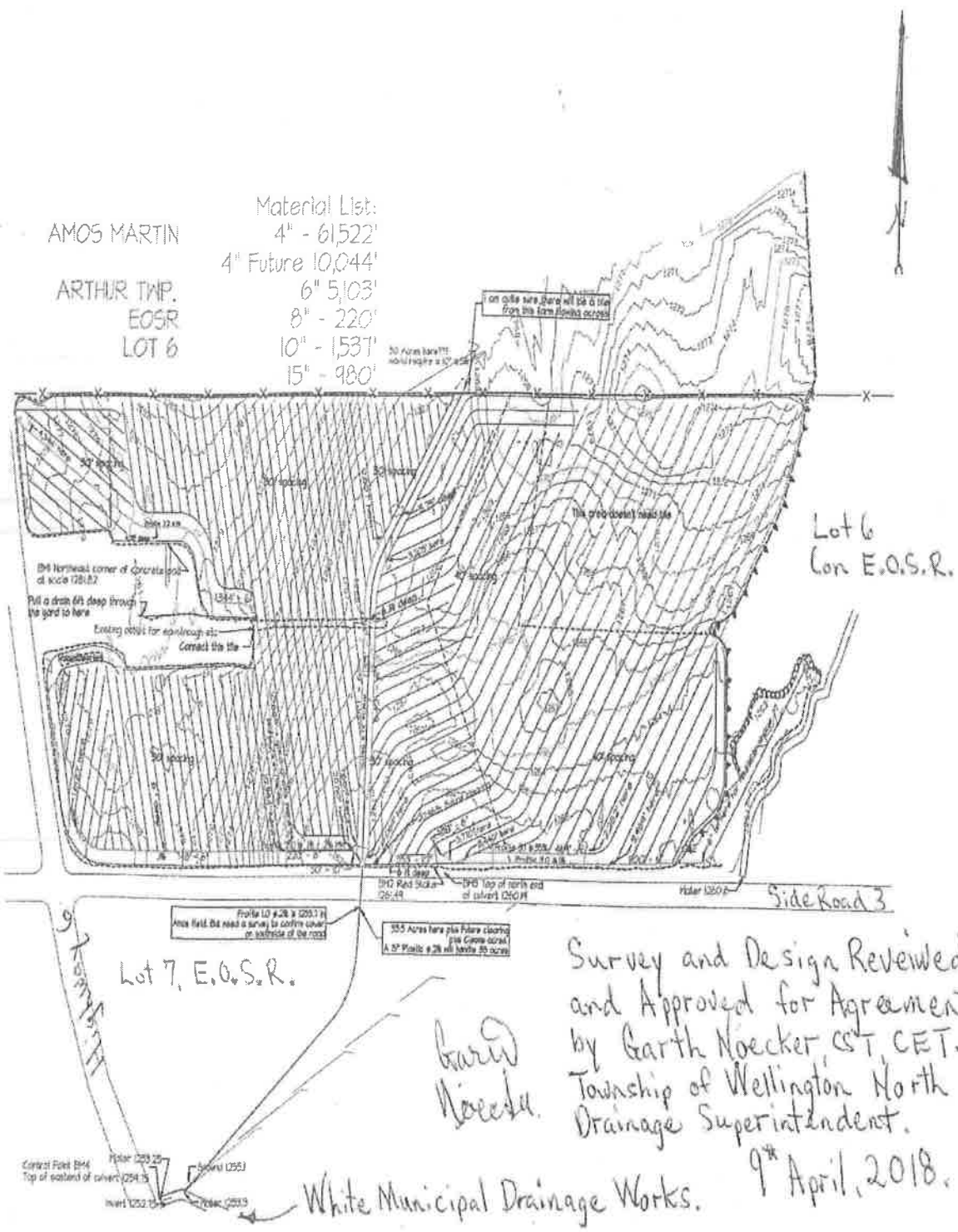
ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North being compromised of:

ROAD ALLOWANCE BETWEEN LOTS 6 AND 7 EOSR ARTHUR; ROAD ALLOWANCE BETWEEN LOTS 5 AND 9 ARTHUR ALSO KNOWN AS SIDEROAD 3 EAST BETWEEN HIGHWAY 6 AND ROAD ALLOWANCE BETWEEN CONCESSIONS 8 AND 9 ARTHUR; WELLINGTON NORTH

PIN: 71075-0002 (LT)

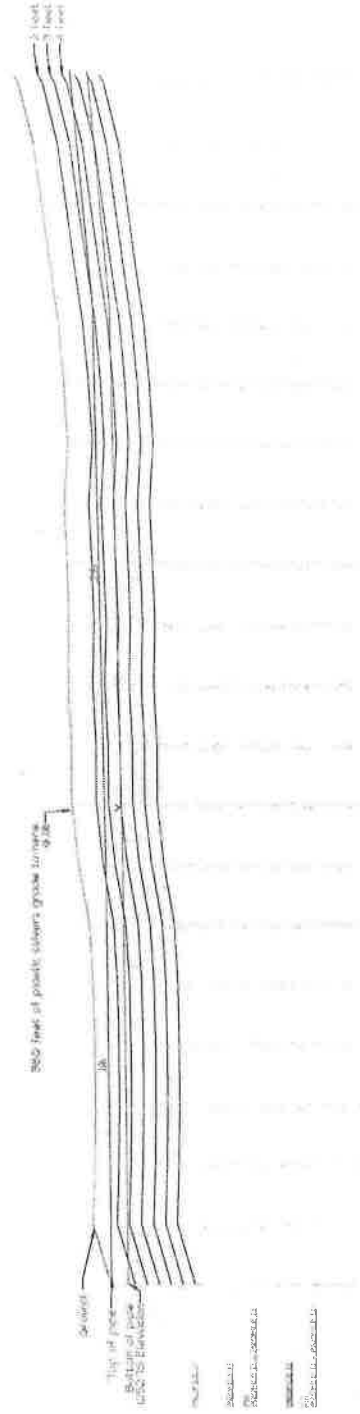
# SCHEDULE "D" APPROVED PLANS

PROFILE 1.0



PROFILE 1.1

Profile II



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

**BY-LAW NUMBER 034-18**

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

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

**WHEREAS** the *Municipal Act, 2001*, requires that the Council of a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

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

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

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

1. **THAT** the estimates of the Corporation of the Township of Wellington North as set out in Schedule "A" and Schedule "B" attached hereto and forming part of this by-law be adopted; and
2. **THAT** By-law 018-17 being a By-Law to adopt the Estimates of all Sums required during 2017 for purposes of the municipality is hereby repealed.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23rd DAY OF APRIL, 2018.***

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

TOWNSHIP OF WELLINGTON NORTH  
2018 OPERATING BUDGET (By Account Groupings)  
BY-LAW 034-18  
SCHEDULE "A"

	2016 ACTUALS	2017 BUDGET	2018 BUDGET	NET BUDGET CHANGE	
				\$	%
<b>REVENUE</b>					
General Expenses/revenues (Surplus fwd)	-	-	-	-	
Tax Levy Requirement	6,750,774	6,987,053	7,111,778	124,725	1.8%
PIL'S and Supplementary Taxes	595,474	458,291	400,837	(57,454)	-12.5%
OMPF Allocation	1,176,200	1,379,700	1,317,000	(62,700)	-4.5%
Tax Write/Offs	(67,918)	(52,540)	(52,540)	-	0.0%
Grants and Subsidies	183,064	47,300	53,165	5,865	12.4%
Municipal Recoveries	164,207	161,900	160,900	(1,000)	-0.6%
Licences, Permits and Rents	461,594	499,516	531,016	31,500	6.3%
Fines and Penalties	203,586	205,000	205,000	-	0.0%
User Fees and Charges	5,475,556	5,401,511	5,462,011	60,500	1.1%
Sales Revenue	127,889	139,289	124,700	(14,589)	-10.5%
Other Revenue	688,020	231,500	251,850	20,350	8.8%
Internal Recoveries	117,200	117,220	117,520	300	0.3%
Capital Project Recovery	-	-	-	-	0.0%
Transfer from Reserves/Reserve Funds	1,917	361,409	1,294,449	933,040	258.2%
<b>Total Revenue</b>	<b>15,877,563</b>	<b>15,937,149</b>	<b>16,977,686</b>	<b>1,040,537</b>	<b>6.5%</b>
<b>EXPENDITURES</b>					
Salaries, Wages and Employee Benefits	4,061,167	4,223,670	4,413,405	189,735	4.5%
Long Term Debenture Charges	1,239,755	1,246,896	1,671,718	424,822	34.1%
Materials, Supplies and Equipment	2,987,664	3,327,984	3,330,839	2,855	0.1%
Contracted Services	1,672,372	1,922,273	2,046,974	124,701	6.5%
Rents, Insurance and Financial Expenses	970,806	419,308	434,481	15,173	3.6%
External Transfers	183,329	204,151	215,822	11,671	5.7%
Internal Charges	117,200	117,220	117,520	300	0.3%
<b>Total Expenditures</b>	<b>11,232,293</b>	<b>11,461,502</b>	<b>12,230,759</b>	<b>769,257</b>	<b>6.7%</b>
<b>Net Revenue Before Transfers</b>	<b>4,645,270</b>	<b>4,475,647</b>	<b>4,746,927</b>	<b>271,280</b>	<b>6.1%</b>
Transfer to Reserves	932,148	388,707	739,566	350,859	90.3%
Transfer to Reserve Fund	953,752	27,000	98,110	71,110	263.4%
Transfer to Capital Fund	2,139,001	4,059,940	3,909,251	(150,689)	-3.7%
Surplus (for transfer to reserves)	620,369	-	-	-	0.0%
	<b>4,645,270</b>	<b>4,475,647</b>	<b>4,746,927</b>	<b>271,280</b>	<b>6.1%</b>
<b>Net Operating Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

\*1% tax rate = \$71,118

Tax Levy Increase	124,730
% Tax Levy Change	1.79%

TOWNSHIP OF WELLINGTON NORTH  
 2018 CAPITAL BUDGET  
 BY-LAW 034-18  
 SCHEDULE "B"

	2016 BUDGET	2017 BUDGET	2018 BUDGET
<b>Project Expenditures</b>			
Development Projects	-	-	1,166,000
Roads & Drainage	4,658,403	3,093,788	3,961,952
Waterworks	933,367	1,096,800	642,014
Sanitary Sewers	1,138,101	2,501,100	1,912,346
Fleet	462,000	485,000	1,100,000
Parks & Recreation	159,382	435,830	392,899
Fire	45,176	660,600	567,000
Admin & Property	293,750	116,750	522,000
Cemetery	-	-	-
<b>Total Expenditures</b>	<b>7,690,179</b>	<b>8,389,868</b>	<b>10,264,211</b>
<b>Funding</b>			
Revenue (levy, user fees, etc)	2,327,351	4,237,940	4,141,251
Grants	1,487,112	1,801,792	1,292,203
Devt Chrgs & Reserves	2,094,473	1,352,665	1,839,851
Developer Contributions	-	-	594,000
External Debt	-	-	-
Gas Tax	503,294	497,000	627,000
Sustained OCIF	294,841	500,471	705,210
Prior Year CarryFwd	571,284	-	1,064,696
Unfunded Amounts	411,824	-	-
<b>Total Funding</b>	<b>7,690,179</b>	<b>8,389,868</b>	<b>10,264,211</b>



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

**BY-LAW NUMBER 035-18**

**BEING A BY-LAW TO APPOINT A DIRECTOR OF OPERATIONS FOR  
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AND TO REPEAL BY-LAW 033-17**

**AUTHORITY:** Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 227

**WHEREAS** the Municipal Act, 2001, authorizes Municipalities to appoint such officers and employees as may be necessary for the purposes of the Corporation and for prescribing their duties and the security to be given for the performance of them.

**AND WHEREAS** the Council of the Corporation of the Township of Wellington North considers it desirable and expedient to appoint a Director Operations and to define and determine the duties and responsibilities thereof;

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

1. That [REDACTED] is hereby appointed to, the position of Director of Operations for the Corporation of the Township of Wellington North effective April 30, 2018.
2. That [REDACTED] shall with respect to the Township of Wellington North and the administration of its affairs exercise all authority, powers and rights and shall perform all the duties and obligations which are set out in Schedule "A" to this By-law.
3. This by-law shall come into force on April 30, 2018.
4. That By-law number 033-17 is hereby repealed.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23rd DAY OF APRIL, 2018.***

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

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



## Director of Operations

Job Description

**REPORTS TO** ..... Chief Administrative Officer (CAO)

**POSITION STATUS** ..... Full-time

**LOCATION** ..... Kenilworth, ON

**PAY METHOD**..... Salary

**GROUP BENEFITS**..... Yes

**WEEKLY HOURS** ..... 40 hours per week, with irregular hours

**OVERTIME**..... Ineligible

**ON CALL**..... Yes

### **JOB SUMMARY:**

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The Director of Operations is a key leadership role within the Township, working closely with the CAO, Council and the Senior Management Team (SMT) to collectively plan and implement the Township's vision and long term operational strategic direction. The Director is responsible for the management and administration of all infrastructure, capital projects, maintenance and physical operations within the Public Works and Recreation divisions. The position provides leadership and expertise in the planning, budgeting, staffing, service management, execution, monitoring and evaluation of department initiatives, projects, goals and day-to-day operations as well as partnering internally and externally to drive continuous improvement and greater efficiencies.

### **CORE RESPONSIBILITIES:**

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- In collaboration with the CAO and Financial Management staff, develop, manage and administer annual and multi-year Operating and Capital budgets for the Department, ensuring support of Council's objectives, financial transparency and accountability, budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies;
- Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the Purchasing and Procurement Policy;
- Work with internal stakeholders in the development of short- and long-term strategic planning, the development and implementation of process improvements, program management, policies, systems and procedures to ensure the Department delivers the highest professional service standards, ensuring adherence to regulatory and legislative compliance;
- Responsible for effective risk management, liability control and due diligence measures;
- Oversee the Township's infrastructure and capital construction projects and programs, providing professional advice and specialist knowledge on dealing with challenging and significantly complex capital project planning and development and recommends innovative approaches and/or solutions;

- Attend Council meetings and other functions, responds to queries, prepares and delivers reports and presentations that provide sound recommendations and strategies regarding service delivery, department/program performance and enhancements and the implementation of new or pending legislation and regulatory changes to support Council decision making;
- Recommends the hiring of consultants and contractors to assist with/undertake major departmental and corporate projects as required; monitors their work and oversees the administration of agreements in accordance with Township by-laws, policies and procedures;
- Arranges formal and informal communication mechanisms to meet with repeat and regular users of department to encourage feedback on the quality of services and discuss problems and potential resolutions in a professional manner;
- Plans, organizes, motivates and leads through an organization of managers and employees that places responsibility and decision making processes as close to the appropriate level as possible;
- Ensures an inclusive, successful and collaborative organizational culture while supporting a learning environment and positive employee relationships. Helps to break down barriers to employee success, ensuring collaboration and cooperation with internal and external teams and stakeholders.
- Partner with Human Resources regarding people related issues and initiatives, including recruitment, labour relations issues, coaching, performance appraisals, employee engagement, and training and development to meet current and future departmental and organizational objectives;
- Undertakes special projects and performs all other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

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- 10 years experience in an operational/infrastructure capacity, with 3-5 years in a management capacity.
- Diploma in Civil Engineering, with the Certified Engineering Technologist (CET) designation from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
- Ability to prioritize departmental functions and staff workload/assignments to meet deadlines, changing priorities and handle contingencies.
- Strong project management skills with the ability to lead projects strategically from concept to completion in consultation and collaboration with various internal and external stakeholders.
- Outstanding customer service and community focus, responding to complicated or sensitive queries and issues with a sense of urgency while understanding the complex stakeholder relationships (multi-employer/multi-stakeholders).
- Demonstrated success managing multi-faceted change with superior leadership, coaching and facilitation skills, leading and developing others to consistently deliver high quality, superior customer service.
- Ability to communicate information and ideas including complex or technical issues, orally and in writing.
- Proficiency with Microsoft Office tools (Excel, Word, PowerPoint and Outlook) and the ability to learn internal technology and software programs.
- Analytic and strategic thinker with the ability to assess complex situations and make effective recommendations.
- Ability to attend meetings and events outside of regular business hours.

- Strong interpersonal and communication skills with a firm commitment to shared success and collaboration.
- Must possess and maintain a valid Ontario Class G and restriction free drivers' licence to carry out the duties of the job.

**Preferred:**

- University Degree in Civil Engineering with Professional Engineer's (P.Eng) designation in good standing with the Professional Engineers of Ontario (PEO)
- Experience in a municipal infrastructure or other similar public sector environment
- Certification in water and wastewater treatment, water distribution and water collection - or willing to obtain
- AMCTO certifications

## **WORKING CONDITIONS**

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**Physical demands:** Sitting, standing and walking are required for this position to complete office work, field visits and extensive driving with possible physical strain from long hours of focus at the computer.

**Mental demands:** Strong mental attention and concentration in all tasks. Frequent interruption from task is to be expected, including responding to public inquires. This position works towards major deadlines regularly and as a result, may work long and sometimes irregular hours.

**Working Conditions:** Office environment with regular travel to work sites - at times in adverse weather conditions.

<b>POSITION OVERVIEW</b>		
<i>Department:</i>	Operations	
<i>Supervisory Responsibilities</i>	Yes	
<i>Category:</i>	Management	
<i>Date Prepared:</i>	December 5, 2017	
<i>Revision Date:</i>		
		DD / MM / YYYY
<i>Manager Signature</i>		
<i>Employee Signature</i>		

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

**BY-LAW NUMBER 037-18**

**BEING A BY-LAW TO ESTABLISH AND REGULATE A PROGRAM IN THE MUNICIPALITY WHICH MUST INCLUDE PUBLIC EDUCATION WITH RESPECT TO FIRE SAFETY AND CERTAIN COMPONENTS OF FIRE PREVENTION AND TO PROVIDE SUCH OTHER FIRE PROTECTION SERVICES AS IT DETERMINES MAY BE NECESSARY IN ACCORDANCE WITH ITS NEEDS AND CIRCUMSTANCES**

**AUTHORITY: Fire Prevention and Protection Act, 1997, Chapter 4, as amended**

**WHEREAS** the Fire Prevention and Protection Act permits a municipality, in discharging these responsibilities, to establish a Fire Department.

**AND WHEREAS** the Fire Prevention and Protection Act permits a Council of a Municipality to establish, maintain and operate a Fire Department for all or any part of the Municipality;

**AND WHEREAS** the Fire Prevention and Protection Act requires a Fire Department to provide fire suppression services and permits the Fire Department to provide other Fire Protection Services in the Municipality;

**AND NOW THEREFORE** THE Council of the Township of Wellington North enacts as follows:

**1. DEFINITIONS**

In this by-law, including the recital, the following terms shall have the meaning unless the context otherwise requires;

- 1.1 "Approved" means approved by Council
- 1.2 "CAO" means the Chief Administrative Officer appointed by Council to act as Chief Administrative Officer for the Corporation
- 1.3 "Corporation" means the Corporation of the Township of Wellington North;
- 1.5 "Council" means the Council of the Corporation of the Township of Wellington North;

- 1.6 “Deputy Fire Chief(s)” means the person(s) appointed by Council to act on behalf of the Fire Chief in case of an absence or vacancy in the Office of the Fire Chief;
- 1.7 “Division” means a Division of the Fire Department as provided by this By-law;
- 1.8 “Fire Chief” means the person appointed by Council to act as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the Fire Prevention and Protection Act;
- 1.9 “Fire Prevention and Protection Act” (FPPA) means the Fire Prevention and Protection Act, 1997, S.O., Chapter 4, as may be amended from time to time, or any successor legislation, and any regulation made there under;
- 1.10 “Fire Protection Services” includes fire suppression, fire safety education, communications, training of persons involved in the provision of Fire Protection Services, rescue and emergency services and the delivery of all those services;
- 1.11 “Fire Prevention Officer” means an Officer appointed by the Fire Chief to provide for fire prevention programs and who is designated as an Assistant to the Fire Marshal under subsection 11 (1) (c) of the FPPA. Conduct request and complaint inspections;
- 1.12 “Captain” means an Officer appointed by the Fire Chief, in the command of an assigned company or sector of firefighters or equipment;
- 1.13 “Company” means a complement of personnel or a sector operating one or more pieces of apparatus under supervision of an Officer;
- 1.14 “Chaplain” means the person who provides guidance, support and assists with the emotional/spiritual well-being of all fighters and their families, including victims and their families.
- 1.15 “Volunteer Firefighter” means a firefighter who provides Fire Protection Services either voluntarily or for a nominal consideration, honorarium, training or activity allowance;
- 1.16 “Fire Department” means the Township of Wellington North Fire Service.
- 1.17 “Probationary Members” means persons appointed as members of

the fire department, shall be on probation for a period of 12 months during which period they will take special training and examination as may be required by the Fire Chief.

- 1.18 "Remuneration" means the remuneration of the volunteer members shall be as determined by council.

## **2. ESTABLISHMENT**

- 2.1 The Fire Department is continued under this By-law to provide Fire Protection Services for the Corporation and shall be known as the Wellington North Fire Service, including the Arthur Area Fire Station and the Mount Forest Fire Station.

## **3. COMPOSITION**

- 3.1 The Fire Department shall consist of the Fire Chief, Deputy Fire Chief(s), Fire Prevention Officer, Chaplain, Captains, other officers, and any other person as may be authorized or considered necessary from time to time by Council or by the CAO for the Fire Department to perform Fire Protection Services. Organization Chart Appendix B.

## **4. EMPLOYMENT**

- 4.1 The Fire Chief may recommend to the CAO the employment in or the appointment to the Fire Department as the case may be, of any person, as an officer or member, who meet the qualifications and, if applicable, completes successfully criteria (including without limitation training course and physical skills and other examinations) and otherwise satisfies any hiring policies, practices or procedures established by Council for such employment or appointment.

## **5. TERMS AND CONDITIONS OF EMPLOYMENT**

- 5.1 Subject to the Fire Prevention and Protection Act, the remuneration and other terms and conditions of employment or appointment of the members that comprise the Fire Department shall be determined by Council or by the CAO acting in accordance with policies and programs established or approved by Council.

## **6. ORGANIZATION**

- 6.1 The Fire Department(s) shall be organized into Divisions such as:

6.1.1 Fire Prevention and Public Safety

6.1.2 Administrative Services

6.1.3 Suppression

6.2 The Fire Chief, with prior approval of the CAO, may re-organize or eliminate Divisions or establish other Divisions or may do all or any of these things or any combination of them as may be required to ensure the proper administration and efficient operation of the Fire Department and the effective management of Fire Protection Services for the Corporation.

6.3 The Fire Chief may assign or re-assign such members to a Division to assist him in the administration and operation of the Division.

## **7. CORE SERVICES**

7.1 For the purpose of this By-law core services provided by the Fire Department will be as per Appendix "A" forming part of this By-law.

7.2 Nothing in this By-law will restrict the Fire Department to providing only core services or limit the provisions of Fire Protection Services.

## **8. RESPONSIBILITIES AND AUTHORITY OF FIRE CHIEF**

8.1 The Fire Chief shall be the head of the Fire Department and is ultimately responsible to Council, through the CAO, for proper administration and operation of the Fire Department including the delivery of Fire Protection Services.

8.2 The Fire Chief shall be authorized to make such general orders, policies, procedures, rules and regulations and to take such other measures as the Fire Chief may consider necessary for the proper administration and efficient operations of the Fire Department and the effective management of the Fire Protection Services for the Corporation and for the prevention, control and extinguishment of fires, the protection of life and property and the management of emergencies and, without restricting the generality of the foregoing;

8.2.1 for the care and protection of all property belonging to the Fire Department;



- 8.2.2 for arranging for the provision of necessary and proper facilities, apparatus, equipment, services and supplies for the Fire Department;
- 8.2.3 for determining and establishing the qualifications and criteria for employment or appointment and the duties of all members for the Fire Department;
- 8.2.4 for the conduct and discipline of members of the Fire Department;
- 8.2.5 For preparing and, upon approval by the Council, implementing and maintaining an emergency fire service plan and program for the Corporation;
- 8.2.6 For coordinating any emergency fire service plan and program adopted or to be adopted by the Council with and assisting in the preparation, implementation and maintenance of any emergency plans, organizations, services or measures established or to be established by the Corporation, alone or with others, and, if so requested or required, any emergency plan established by the Province of Ontario or the Government of Canada and for coordinating with and assisting any other public official in an emergency declared by the Mayor of the Corporation, the Premier of Ontario or the Governor in Council;
- 8.2.7 For reporting to the appropriate crown attorney or other prosecutor or law enforcement officer or other officer that the facts upon evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence or in which there is a reason to believe an offence has been committed under the Fire Prevention and Protection Act;
- 8.2.8 For keeping an accurate record, in convenient form for references, of all fires, rescues and emergencies responded to by the Fire Department;
- 8.2.9 For keeping such other records as may be required by the Council and the Fire Prevention and Protection Act;
- 8.2.10 For preparing and presenting the annual report of the Fire Department to Council, and;

8.2.11 For preparing and presenting the annual budget of the Fire Department to the Council; and for exercising control over the budget approved by Council for the Fire Department, provided that such general orders, policies, procedures, rules, regulations, and other measures do not conflict with the provisions of this By-law or any other By-Law of the Corporation. Including without limitation those requiring the prior approval of or prior notice to the Council of the satisfaction of certain conditions, general or otherwise, specified by the Council before such measures can be implemented, or with the provisions of the Fire Prevention and Protection Act.

8.3 The Fire Chief shall be responsible for the administration and enforcement of this by-law and all general orders, policies, procedures, rules, and regulations made under this By-law and for the enforcement of any other by-laws of the Corporation respecting Fire Protection Services, and shall review periodically such by-laws, and may recommend to the Council such amendments that the Fire Chief considers appropriate. This includes amendments and deletions to general orders, policies, procedures, rules, and regulations made under this by-law.

8.4 The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under the Fire Prevention and Protection Act including, without limitations the authority to enforce compliance with the Ontario Fire Code.

8.5 The Fire Chief may liaise with the Office of the Fire Marshal of Ontario and any other office or organization as required by Council or as considered necessary or advisable by the Fire Chief.

8.6 The Fire Chief may utilize such members of the Fire Department to assist him/her in the performance of the duties of the Fire Chief.

## **9. DEPUTY FIRE CHIEF(S)**

9.1 The Deputy Fire Chief(s) shall be the second ranking officer of the Fire Department and shall be subject to and shall obey all orders of the Fire Chief and shall perform such duties as are assigned to him or her by the Fire Chief and shall act on behalf of the Fire Chief in case of absence or vacancy in the office of the Fire Chief. A Deputy Chief will be assigned to a fire station and will be responsible for the day to day operation of that fire station.

## **10. SUPERVISION**

10.1 The Members of the Fire Department while on Duty shall be under the direction and control of the Fire Chief or the next ranking officer present in any place.

## **11. GENERAL DUTIES AND RESPONSIBILITIES**

11.0 Every Member shall conduct themselves in accordance with general orders, policies, procedures, rules, and regulations made by the Fire Chief and shall give their whole and undivided attention while on duty to the efficient operation of the Fire Department and shall perform the duties assigned to them to the best of their ability in accordance with the Fire Prevention and Protection Act, and the Occupational Health and Safety Act.

## **12. PROPERTY**

12.1 No person shall supply or use any apparatus, equipment or other property of the Fire Department for any personal use.

12.2 No person shall willfully damage or render ineffective or inoperative any apparatus equipment or other property belonging to or used by the Fire Department.

## **13. FIRE SUPPRESSION**

13.1 The Fire Department may suppress any fire or other hazardous condition by extinguishing it or by other reasonable action and, for this purpose, may enter private property, if necessary to do so.

13.2 The Fire Department may pull down or demolish any building or structure when considered necessary to prevent the spread of fire.

13.3 The Fire Department may request other persons present at a fire to assist in;

13.3.1 Extinguishing fires;

13.3.2 Pulling down or demolishing buildings or structures to prevent the spread of fire;

13.3.3 Crowd and traffic control; or

13.3.4 Suppression of fires or other hazardous conditions in other reasonable ways.

#### **14. REFUSAL TO LEAVE**

- 14.1 No person at a fire shall refuse to leave the immediate vicinity when required to do so by the Fire Department.

#### **15. CONDUCT AT FIRES**

- 15.1 During a fire and for the time after it has been extinguished that is required to remove the apparatus and equipment of the Fire Department and render the location and vicinity safe from fire, no person, either on foot or with a vehicle of any kind, shall enter or remain upon or within;

15.1.1 The portion of any street or lane upon which the site of the fire abuts any street or lane for a distance of fifteen (15) metres on each side of the property damaged by the fire; or

15.1.2 Any additional street or lane or part of a street or lane or any additional limits in the vicinity of the fire as may be prescribed by the Fire Chief or the next ranking officer present at the fire.

- 15.2 The provisions of section 15.1 shall not apply to a resident of any street or lane or within the prescribed additional limit or to any person so authorized to enter or remain by an officer of the Fire Department or by a police officer.

#### **16. ADDITIONAL EXPENSES**

- 16.1 If as a result of a Fire and Emergency Services (i) response to an emergency including a motor vehicle incident, or (ii) carry out any of its duties or functions the Fire Chief or Assistant Chief(s) determines that it is necessary to incur additional expense, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus (the "Additional Services") in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by the Corporation or otherwise carry out the duties and functions of the Fire Department, the owner of the property requiring or causing the need for Additional Services including all applicable taxes. Property shall mean personal and real property.

## **17. EMERGENCY RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY**

17.1 The Fire Department shall not respond to a call with respect to a fire or emergency outside the territorial limits of the Corporation except with respect to a fire or emergency;

17.1.1 That, in the opinion of the Fire Chief or designate of the Fire Department, threatens property in the territorial limits of the Corporation or property situated outside the territorial limits of the Corporation that is owned or occupied by the Corporation;

17.1.2 In a municipality with which an approved automatic aid or mutual aid agreement has been entered into to provide Fire Protection Services;

17.1.3 On property with which an approved agreement has been entered into with any person or corporation to provide Fire Protection Services;

17.1.4 At the discretion of the Fire Chief, to a municipality authorized to participate in any regional mutual aid plan established by a Fire Co-ordinator appointed by the Fire Marshall or any other similar reciprocal plan or program; and

17.1.5 On property beyond the territorial limits of the Corporation where the Fire Chief(s) or designate determines immediate action is necessary to preserve life or property and the appropriate fire department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief or designate.

## **18. INTERFERENCE**

18.1 No person shall impede or interfere with or hinder the Fire Department in the performance of its duties.

## **19. FIRE ALARM**

19.1 No person shall prevent, obstruct or interfere in any manner whatsoever with the communication of a fire alarm to the Fire Department or with the Fire Department responding to a fire alarm that has been activated.

## **20. OFFENCES**

20.1 Every person who contravenes any provisions of this By-law is guilty of an offence and on conviction is liable to the penalty established by the Provincial Offences Act, R.S.O. 1990, c P.33, as may be amended or replaced from time to time, inclusive of costs.

## **21. CONFLICT**

21.1 Where this By-law may conflict with any other By-law of the Corporation, this By-law shall supersede and prevail over that other By-law to the extent of the conflict.

## **22. SEVERABILITY**

22.1 If any or part of this By-law is found to be illegal or beyond the power of the Corporation, such section or part or item shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent there from and to enacted as such.

## **23. EFFECT**

23.1 This By-law comes into effect the day it is passed by Council.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23<sup>rd</sup> DAY OF APRIL , 2018.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**



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## WELLINGTON NORTH FIRE SERVICE CORE SERVICES POLICY

<b>DEPARTMENT</b>	FIRE	<b>POLICY NUMBER</b>	001-18
<b>EFFECTIVE DATE</b>	April 23, 2018	<b>LEGISLATIVE AUTHORITY</b>	Fire Prevention and Protection Act
<b>APPROVED BY:</b>	BY-LAW 037-18		

Municipal responsibilities- Fire Prevention and Protection Act (FPPA Part II)

Every municipality shall,

- a) Establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
- b) Provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstance.

“Fire Protection Services” includes fire suppression, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.

Core services provided by the Wellington North Fire Service (WNFS) shall be identified under five (5) main categories including:

- Fire Suppression
- Other emergency responses
- Services requiring outside agencies
- Training
- Fire Prevention and Public Education.

### FIRE SUPPRESSION

The fire service shall respond to overheats, pre-fire condition and fire conditions including but not limited to:

- Structures – commercial, residential, industrial and agriculture
- Vehicles – highway, off road, commercial, industrial, recreational
- Chimneys – commercial, residential, industrial and agricultural
- Outdoor areas – agricultural, grass, brush, trees, trash bins

These services shall be performed utilizing self-contained breathing apparatus, personal protective clothing and a wide array of hand tools, hydraulic tools, electric tools and other technical equipment by personnel trained to National Fire Protection Association (NFPA) or manufactures training standards.

### ***Interior Suppression & Rescue***

- Performed when staffing and building integrity permit entry
- Performed with fire suppression support
- Performed as water supply permits
- Implemented to rescue trapped persons.

### ***Offensive Operations*** (interior fire suppression)

Performed when staffing, water supply and building integrity permit entry

- Implemented to prevent further dollar loss.

### ***Defensive Operations***

- Performed when there is insufficient staffing and/or structural instability
- Performed as water supply permits
- Implemented to reduce loss to surrounding areas.

## **OTHER EMERGENCY RESPONSES**

### ***Motor Vehicle Collisions***

- Patient care
- Scene stabilization
- Debris clean-up
- Traffic control
- Spill or leak containment.

### ***Vehicle Extrication***

- Gain access to trapped patients, for removal for Emergency Medical Service (EMS) or other agencies
- Use heavy hydraulics, hand tools, air bags and other necessary equipment
- Personnel trained to NFPA and/or manufactures standards.

### ***Remote Extrication***

- As per police and/or EMS in the search/extrication of patients from remote locations
- Typical patients include hikers, bikers, skiers, horseback riders
- Respond with Utility Task Vehicle (UTV)
- Respond on foot where UTV access is not possible
- May be limited by terrain and weather conditions
- All personnel to be trained in the operation of UTV.

### ***Farm Accidents***

- Respond to remote area, roll-overs, entanglements



- Use heavy hydraulics, air bags, cutters, hand tools as required
- Personnel to be trained to NFPA and/or equipment manufacturer standards or requirements.

### ***Industrial Accidents***

- Respond to entanglements, electrical hazards, chemical hazards
- Use heavy hydraulics, cutters, saws, air bags, hand tools as required
- Personnel trained to NFPA and/or manufacturer standards.

### ***Static Water***

- Shore based using Personal Protective Equipment (PPE), ropes, throw bags
- Does not include salvage or recovery.

### ***Ice Water***

- Shore based using PPE, ropes, throw bags
- Does not include salvage or recovery.

### ***Medical Response***

- Respond as per Tiered Medical Response Agreement
- Fires, smoke conditions, will take priority over medical assist response
- Respond if staffing and equipment levels permit.

### ***Hazardous Material Response***

- Personnel trained and certified to NFPA standard. Awareness level only
- Shall include all hazardous materials.

## **SERVICES REQUIRING OUTSIDE AGENCIES**

### ***Electrical Hazards***

- Respond to downed or arcing hydro wires
- Respond to transformer fires
- Provide scene security and traffic control until hydro and police arrive
- Hydro is the lead agency.

### ***Carbon Monoxide***

- Includes responses to residential, commercial, industrial alarms
- As requested by outside agencies (Union Gas)
- Using air monitoring detectors determine the presence of carbon monoxide
- Evacuate areas as required
- Notify outside agencies as required to respond, locate and repair source of leak.

### ***Natural Gas Leaks***

- Includes response to gas line ruptures, leaks, damaged regulators
- As requested by outside agencies

- Fire service to provide scene security and traffic control as required until responding agencies arrive.

## **TRAINING**

### ***Recruit Training***

- Recruit firefighters shall be trained and certified to NFPA 1001 (FF1), (FF2) and any other training/certification as required by the FPPA.
- Delivery methods shall be blended learning, consisting of on-line, classroom and practical skills.

### ***Core Training***

- Firefighters shall be trained to NFPA standards and/or equipment manufacturer standard
- Thirty four training sessions to be scheduled annually, with a minimum of two hours per session
- Annual First Aid training by certified instructors
- Delivery methods shall be blended learning, consisting of on-line, classroom and practical skills.

## **FIRE PREVENTION & PUBLIC EDUCATION**

### ***Public Education***

- Distribution of fire safety information
- Smoke and Carbon monoxide alarm programs
- Senior and children programs

### ***Inspections***

- Fire Code compliance and enforcement
- Request and complaint inspections
- Routine inspections when time is available and staffing levels permit.

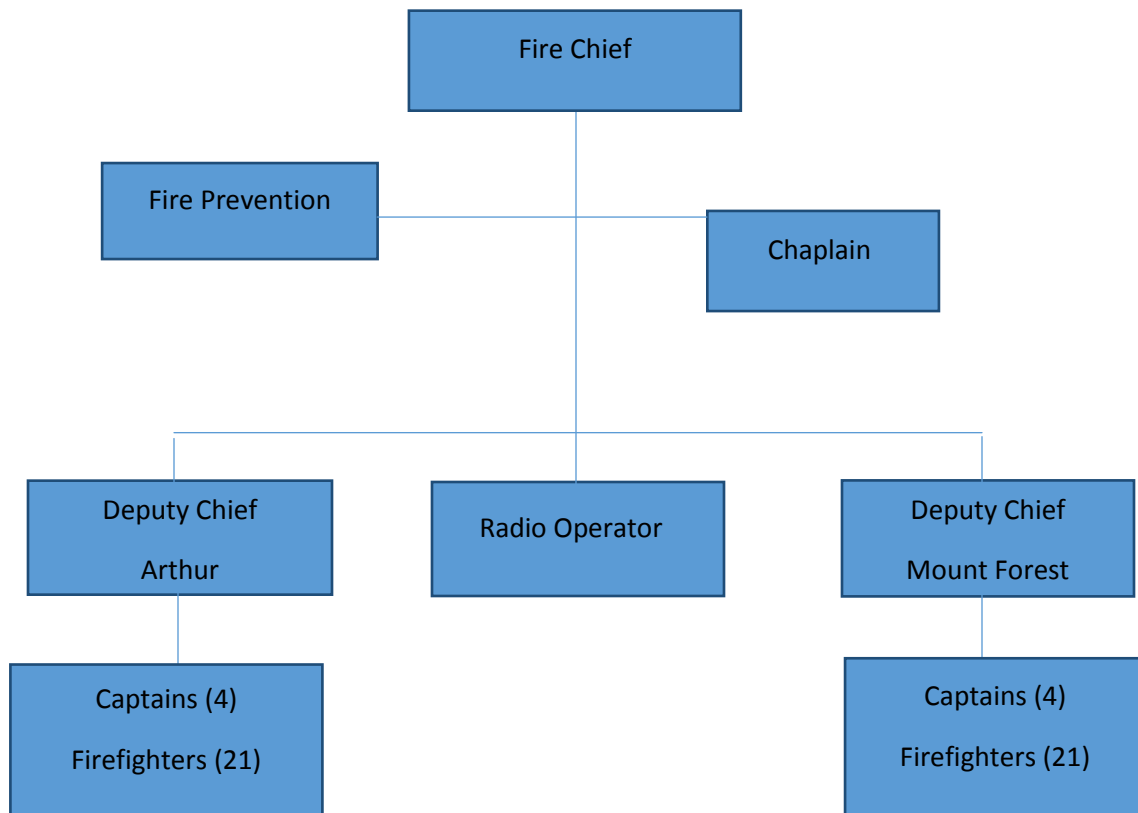
### ***Investigations***

- Investigate all fires to determine origin and cause
- Investigate fires in conjunction with Ontario Fire Marshall and police if/when required.

# Appendix B

## Wellington North Fire Service

### Organization Chart



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

**BY-LAW NUMBER 041-18**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON APRIL 23, 2018.**

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on April 23, 2018 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 23rd DAY OF APRIL, 2018.**

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**ANDREW LENNOX,  
MAYOR**

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**KARREN WALLACE,  
CLERK**