

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING AGENDA OF COUNCIL  
JUNE 4, 2018 @ 2:00 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**

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

(b) personal matters about an identifiable individual, including municipal or local board employees;

1. DEPUTATION

a. Tax Arrears

2. REPORTS

a. Report CAO 2018-008 Tax Arrears

3. REVIEW OF CLOSED SESSION MINUTES

a. May 22, 2018

**RECESS TO MOVE INTO COURT OF REVISION**

Cormack Drain 48

**RESUME REGULAR MEETING OF COUNCIL**

**O ' CANADA**

**PRESENTATIONS**

Mikayla Horsburgh

- Co-op Student Presentation

**RECESS TO MOVE INTO PUBLIC MEETING**

- Marvin and Erla Bauman

**RESUME REGULAR MEETING OF COUNCIL**

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

By-law Number 057-18 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 18, Concession 10, Geographic Township of Arthur, civic address of 8949 Concession 11 – Marvin and Erla Bauman)

001

**ADOPTION OF MINUTES OF COUNCIL**

- Regular Council Meeting of May 22, 2018

005

**BUSINESS ARISING**

**ITEMS FOR CONSIDERATION**

1. ADMINISTRATION

a. Report CLK 2018-026 being a report on the Wellington County Accessibility Advisory Committee

031

b. Report EM 2018-01 being a report on Provincial Emergency Management Review	038
c. Report EM 2018-02 being a report on Wireless Public Alerting	041
d. Report CAO 2018-007 being a report on Council Remuneration	045
2. MINUTES	
a. Saugeen Valley Conservation Authority, Authority Meeting, March 20, 2018	048
b. Maitland Valley Conservation Authority, Board of Directors Meeting #4/18, April 18, 2018	055
c. Mount Forest Aquatic Ad-Hoc Advisory Committee, May 8, 2018	063
d. Recreation & Culture Committee, May 15, 2018	067
e. Cultural Roundtable, May 24, 2018	072
3. FINANCE	
a. Cheque Distribution Report, May 28, 2018	074
4. FIRE	
a. Report FIRE 2018-003 Wellington North Fire Service Annual Report 2017	077
b. Report FIRE 2018-004 being a report on a Memorandum of Understanding between Grey County Fire Chiefs Association and the County of Grey and the Corporation of Georgian Bluffs	106
5. OPERATIONS	
a. Report PW 2018-009 – Award of Contract 5975-18 Reconstruction of Charles Street East and Leonard Street, Arthur	111

**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 053-18 being a by-law to appoint a Deputy Fire Chief for Wellington North Fire Service	117
b. By-law Number 054-18 being a by-law to appoint a Deputy Fire Chief for Wellington North Fire Service	118
c. By-law Number 055-18 being a by-law to repeal by-laws rendered redundant by staffing changes	119
d. By-law Number 056-18 being a by-law to set the rates for 2018 Taxation and to provide for the collection thereof	120

<b>CONFIRMATORY BY-LAW NUMBER 058-18</b>	122
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**ADJOURNMENT**

## MEETINGS, NOTICES, ANNOUNCEMENTS

June 13, 2018	Saugeen Economic Development Corporation Hawks Nest Event: Knights of Columbus Hall, Walkerton	6:00 p.m.
June 14, 2018	Development Charges Public Meeting	5:30 p.m.
June 14, 2018	Special Council Meeting	6:00 p.m.
June 19, 2018	Mount Forest Aquatic Ad-Hoc Advisory Committee	7:00 p.m.
June 21, 2018	Wellington North Cultural Roundtable	12:00 p.m.
June 25, 2018	Committee of Adjustment	7:00 p.m.
June 25, 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**

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 057-18

**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 18, Concession 10, Geographic Township of Arthur, civic address of 8949 Concession 11 – Marvin and Erla Bauman)**

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

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

1. THAT Schedule “A” Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 18, Concession 10 in the Geographic Township of Arthur as shown on Schedule “A” attached to and forming part of this By-law from:
  - **Agricultural (A) to Agricultural Exception (A-198)**
2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

<b>33.198</b> Part Lot 18, Con 10 8949 Con 11	<b>A-198</b>	Notwithstanding any other section of this by-law to the contrary, a Kennel may be permitted in addition to the uses permitted under the Agriculture (A) Zone, and shall operate in accordance with the regulations set out in the Townships Dog Licencing By-law, as amended;
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4. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
5. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 4th DAY OF JUNE, 2018 .**

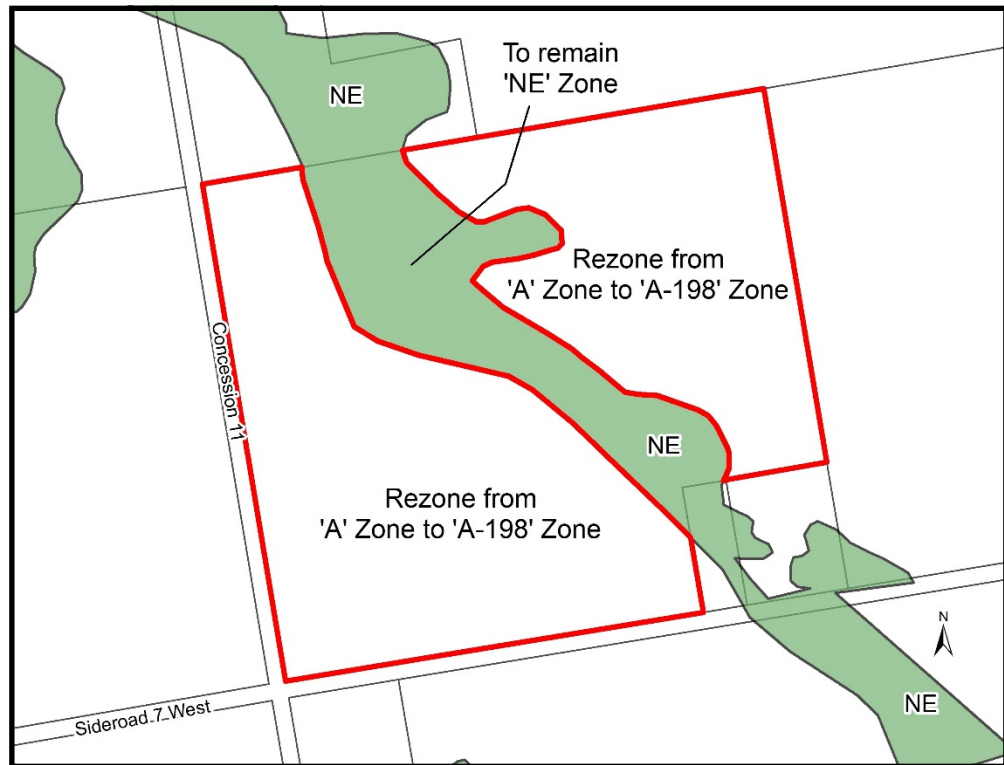
\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

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

**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 057-18**

**Schedule "A"**



**Rezone from Agricultural (A) to Agricultural Exception (A-198)**

**Passed this 4th day of June, 2018**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 057-18**

**THE LOCATION** being rezoned is Part Lot 18, Concession 10, Geographic Township of Arthur, with a civic address of 8949 Concession 11. The lands subject to the amendment is 37.37 ha (92.4 ac) in size and is currently zoned Agriculture (A) and Natural Environment (NE).

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands to permit a Dog Kennel to operate on the subject lands.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF COUNCIL  
MAY 22, 2018 @ 7:00 P.M.  
CLOSED MEETING SESSION @ 6:30 P.M.**

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

**Members Present:**

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

**Staff Present:**

**Director of Legislative Services/Clerk: CAO: Michael Givens**  
**Deputy Clerk: Karren Wallace**  
**Economic Development Officer: Catherine Conrad**  
**Chief Building Official: Dale Small**  
**Director of Finance: Darren Jones**  
**Director of Operations: Adam McNabb**  
**Senior Planner: Brent Lauber**  
**Curtis Marshall**

**CALLING TO ORDER**

Mayor Lennox called the meeting to order.

**ADOPTION OF THE AGENDA****Resolution 2018-179**

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the Agenda for the May 22, 2018 Regular Meeting of Council be accepted and passed with the deletion of:*

**ITEMS FOR CONSIDERATION****5. FINANCE**

*e. Report TR2018-009 being a report on the Development Charges Draft Update*

*and addition of:*

**BY-LAWS**

*f. By-law Number 051-18 being a by-law to appoint a By-law Enforcement Officer/Property Standards Officer/Peace Officer for The Corporation of the Township of Wellington North be read a First, Second and Third time and enacted.*

**CARRIED**



**DISCLOSURE OF PECUNIARY INTEREST**

None

**CLOSED MEETING SESSION**

**Resolution 2018-180**

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 6:34 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) CLK2018-020 being a report on a potential sale of land, 60 Wells Street, Arthur*

**2. REVIEW OF CLOSED SESSION MINUTES**

*a. April 9, 2018*

*b. April 17, 2018*

*c. April 23, 2018*

**CARRIED**

**Resolution 2018-181**

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 6:50 p.m.*

**CARRIED**

**Resolution 2018-182**

Moved: Councillor Hern

Seconded: Councillor Yake

*BE IT RESOLVED THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2018-020 being a report on a potential sale of land, 60 Wells Street, Arthur;*

*AND FURTHER that Council approve the confidential direction to staff.*

**CARRIED**

**Resolution 2018-183**

Moved: Councillor Yake

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of April 9, 2018, April 17, 2018 and April 23, 2018.*

**CARRIED**

**O' CANADA**

## **PRESENTATIONS**

- a. Bonny McDougall, Cultural Roundtable
- Presentation of pumpkin plants

Bonny McDougall, a member of the Wellington North Cultural Roundtable and resident of the community of Metz, presented pumpkin plants to Council and Chief Administrative Officer. Council has been challenged to grow a pumpkin for the annual contest. Ms. McDougall commented, "In keeping with our challenge to the councillors and Mayor to be a part of The Metz "Pumpkinfest" on Sept 29th for Culture Days.

- b. Rolf Maurer, Arntjen Solar

Mr. Maurer presented information to Council on the following (see Adendum):

- Mount Forest Sports Complex Solar Installation
- Update on Net-Metering/Virtual Net-Metering
- Update on GreenON Fund
- EV-Charging Stations utilization

## **RECESS TO MOVE INTO PUBLIC MEETING**

### **Resolution 2018-184**

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of May 22, 2018 at 7:31 p.m. for the purpose of holding Committee of Adjustment hearings under the Planning Act.*

**CARRIED**

## **RESUME REGULAR MEETING OF COUNCIL**

### **Resolution 2018-185**

Moved: Councillor Hern

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North resume the May 22, 2018 Regular Meeting of Council at 7:51 p.m.*

**CARRIED**

## **ADOPTION OF MINUTES OF COUNCIL**

### **Resolution 2018-186**

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the minutes of the Public Meeting and the Council Meeting held on April 23, 2018 and the Public Meeting and Council Meeting held on May 7, 2018 be adopted as circulated.*

**CARRIED**

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

Items 2a, 3a, 3b, 4b, 5b, 5c, 5d, 6c, 7e

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

**Resolution 2018-187**

Moved: Councillor Hern

Seconded: Councillor McCabe

*THAT all items listed under Items for Consideration on the May 22, 2018 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:*

1. **FIRE**
  - a. *Communiqué #054, April, 2018 be received.*
4. **ECONOMIC DEVELOPMENT**
  - a. *Report EDO 2018-22 Municipal Green Energy Program be received.*
5. **FINANCE**
  - a. *Cheque Distribution Report, May 16, 2018 be received.*
6. **ADMINISTRATION**
  - a. *Report CLK 2018-021 being a report on a Joint Compliance Audit Committee THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2018-021 being a report on a Joint Compliance Audit Committee;  
AND FURTHER THAT Council approves the Terms of Reference for a Joint Compliance Audit Committee with the Wellington County municipalities for the 2018-2022 Term of Council;  
AND FURTHER THAT Council authorizes the Mayor and Clerk to sign a by-law establishing a Joint Compliance Audit Committee for the 2018-2022 Term of Council.*
  - b. *Report CLK 2018-022 being a report on Tender 2018-002 Award (Culp/Eden) THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2018-022 being a report to award Tender 2018-002 Culp Eden;  
AND FURTHER THAT the Council of the Township of Wellington North award Tender 2018-002 to Marquardt Farm Drainage at a cost of \$41,520.00 including HST.*
  - d. *Report CLK 2018-024 being a report on letter of support for Mount Forest and District Lawn Bowling Club THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2018-024 being a report on a letter of support for Mount Forest and District Lawn Bowling Club;  
AND FURTHER THAT Council authorizes the Mayor to sign a letter to support the Lawn Bowling Club's application to the New Horizons for Seniors Community Based Projects for Seniors.*
7. **COUNCIL**
  - a. *Wellington North Power Inc. Quarterly Update (Quarter 1: Period ending March 31<sup>st</sup> 2018) be received*
  - b. *Grand River Conservation Authority, correspondence dated May 1, 2018, regarding progress report on the Grand River Watershed Water Management Plan be received*
  - c. *Application for Noise Exemption – Marty Young, 404 Ayrshire Street, Mount Forest*

*THAT the Council of the Corporation of the Township of Wellington North approve the request for an exemption to Noise By-law 5001-05 for the property known as 404 Ayrshire Street, Mount Forest for June 30, 2018 from 6:00 p.m. to July 1, 2018 at 1:00 a.m. for the purpose of a private Lion's Club backyard party.*

*d. Correspondence dated April 13, 2018 from the Attorney General regarding lottery licensing requirements be received.*

**CARRIED**

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

#### **Resolution 2018-188**

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT Council of the of the Corporation of the Township of Wellington North receive Report CBO 2018-10 being a report on an updated by-law to prescribe standards for the maintenance and occupancy of property;*

*AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law Prescribing Standards for the Maintenance and Occupancy of Property as presented.*

**CARRIED**

#### **Resolution 2018-189**

Moved: Councillor Hern

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2018-006 being a report on 2018 reserve wastewater capacity calculations for Wellington North;*

*AND FURTHER THAT the Council of the Township of Wellington North direct staff to submit copies of the reports prepared by Triton Engineering Services Limited to the Ministry of the Environment and Climate Change;*

*AND FURTHER THAT Council direct staff to monitor wastewater flow data at the Arthur Wastewater Treatment Plant for the first 5 months of 2018 to ensure that daily average flows for that period remain below 1416 m<sup>3</sup>/day to ensure the Township remains in compliance with the MOECC Certificate of Approval;*

*AND FURTHER THAT if wastewater flows at the Arthur Wastewater Treatment Plant remain below approved daily flows including flow data for the first 5 months in 2018 and consistent with 2015 & 2016 ADF flows, Council consider issuing uncommitted reserve capacity units to residential in-fill development.*

**CARRIED**

#### **Resolution 2018-190**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2018-007 being a report on the 2018 procurement of a plow truck;*

*AND FURTHER THAT the Township of Wellington North award the supply of the 2018 plow truck to Viking Cives Ltd at a net cost of \$241,213.00;*

*AND FURTHER THAT \$21,213.00 difference between the net purchase price and the 2018 approved capital budget of \$220,000.00 be funded from the sale of the existing plow truck and reserve funds.*

**CARRIED**

**Resolution 2018-191**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO-2018-23 dated May 22<sup>nd</sup>, 2018 being a report on the Youth Resiliency Worker; AND FURTHER THAT Council authorize the Chief Administrative Officer to sign the Memorandum of Understanding between the Mount Forest Family Health Team, Town of Minto, Township of Mapleton and the Township of Wellington North.*

**CARRIED**

**Resolution 2018-192**

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive for information the Council First Quarter 2018 Actual to Budget Variance Analysis.*

**CARRIED**

**Resolution 2018-193**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report TR2018-007 being a report on Council Remuneration and the one-third tax exemption; AND FURTHER THAT Councillors continue to support associations like FCM, AMO, OFA and others who are strongly advocating for the reversal of the removal of the one-third federal income tax exemption of Council Remuneration to avoid burdening financial offset increases on the local tax levy.*

**CARRIED**

Staff was directed to bring a report to a meeting of Council outlining the financial implications of an annual increase for Councillor remuneration based on Stats Can CPI in April with the increase to be effective July 1 with a review of the remuneration to take place in the last term of each Council.

**Resolution 2018-194**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report TR2018-008 being a report on 2018 Ontario Community Infrastructure Fund (OCIF) funding.*

**CARRIED**

**Resolution 2018-195**

Moved: Councillor

Seconded: Councillor

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2018-021 being a report on a Joint Compliance Audit Committee; AND FURTHER THAT Council approves the Terms of Reference for a Joint Compliance Audit Committee with the Wellington County municipalities for the 2018-2022 Term of Council;*

*AND FURTHER THAT Council authorizes the Mayor and Clerk to sign a by-law establishing a Joint Compliance Audit Committee for the 2018-2022 Term of Council.*

**CARRIED****Resolution 2018-196**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the Ministry of Education Pupil Accommodation Review Guideline, April 2018.*

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

No notice of motion tabled.

**COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor McCabe stated that he attended the Saugeen Valley Conservation Authority Board Meeting where discussion took place regarding assessments and inconsistencies of roles in the various municipalities within the watershed.

Councillor Yake thanked the CAO and staff for providing the recent updates about what is going on in the municipality and requested an update on the Blacksmith Shop. The CAO advised that the agreement to donate has been sent to the Lynes' solicitor and property transfer of ownership should happen soon. Experts have been brought in to provide insight into the project.

Mayor Lennox commented that he received an email from Canadian Blood Services regarding donors in our community and asked if there was interested in a challenge in this regard. The next clinic will be held on June 5, 2018 at the Mount Forest Sports Complex. He also stated that he will be meeting with the Arthur Optimist Club on Wednesday, May 23.

**BY-LAWS****Resolution 2018-197**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT By-law Number 046-18 being a by-law to establish a Joint Compliance Audit committee and to approve the Terms of Reference be read a First, Second and Third time and enacted.*

**CARRIED****Resolution 2018-198**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT By-law Number 047-18 being a by-law prescribing Standards for the Maintenance and Occupancy of Property and to repeal By-law 086-16 be read a First, Second and Third time and enacted.*

**CARRIED****Resolution 2018-199**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT By-law Number 048-18 being a by-law of the Corporation of the Township of Wellington North to constitute and appoint members to the Township of Wellington North Court of Revision for the Cormack Drain 48 be read a First, Second and Third time and enacted.*

**CARRIED****Resolution 2018-200**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT By-law Number 049-18 being a by-law to establish Terms of Reference for a Property Standards Committee be read a First, Second and Third time and enacted.*

**CARRIED****Resolution 2018-201**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT By-law Number 050-18 being a by-law to set the rates for 2018 taxation and to provide for the collection thereof be read a First, Second and Third time and enacted.*

**CARRIED****Resolution 2018-202**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT By-law Number 051-18 being a by-law to appoint a By-law Enforcement Officer/Property Standards Officer/Peace Officer for The Corporation of the Township of Wellington North be read a First, Second and Third time and enacted. (Shawn Kitto)*

**CARRIED**

**CONFIRMATORY BY-LAW**

**Resolution 2018-203**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT By-law Number 052-18 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 May 22, 2018 be read a First, Second and Third time and enacted.*

**CARRIED**

**ADJOURNMENT**

**Resolution 2018-204**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Regular Council meeting of May 22, 2018 be adjourned at 9:15 p.m.*

**CARRIED**

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**CLERK**

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**MAYOR**



# WN Council Meeting Outline

May 22, 2018 – 7:00pm



- **Mount Forest Sports Complex Solar Installation**
- **Update on Net-Metering/Virtual Net-Metering**
- **Update on GreenON Fund**
- **EV-Charging Stations utilization**



Ballasted Roof System



# Mount Forest Arena Project Status



- **Contract Date:** October 19, 2017
- **Contract Size:** 100kW
- **Contract Price:** C\$ 0.223 / kWh
- **Annual Generation:** 136,800 kWh
- **Projected Income:** C\$ 30,500
- **Lease Rate:** 5% of Power Generated
- **Commercial Operation Date:** **April 19, 2019**
- **Contract Cancellation Date:** **October 18, 2019**



# Mount Forest Arena

## Project Milestones



- **CIA (Electrical Design)**
  - Submitted: April 25, 2018
  - Expected Approval: July 15, 2018
- **Structural Engineering Assessment**
  - Notice To Proceed (IESO): July 01, 2018
  - Aug. 15, 2018
- **Equipment Procurement**
  - Solar Modules (Silfab) April 20, 2018 (ordered for August delivery)
  - SolarEdge Inverters: ordered for August Delivery
  - Racking: design completed when Structural finalized
- **Construction Phase** September 2018
- **Commissioning & Testing** October 2018
- **Commercial Operation** November 2018



# Solar-Programs in Ontario



microFiT Program  $\leq$  10kW until Dec 31,2017



FiT 5 Program  $\leq$  500kW closed Nov. 28,2016



FiT 6 Program  $\leq$  500kW canceled Dec. 31,2016



Net-Metering Program  $\leq$  500kW open to apply



GreenON Solar Program  $\leq$  500kW August 2018



Virtual Net-Metering Program (VNM)

Proposed to open in 2020



# What is NET-Metering



018

## Winding Meter backwards!



1

The solar panels convert the sun's energy to electricity

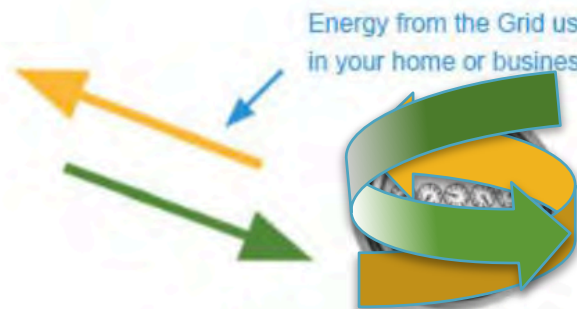
2

An inverter converts the solar electricity from DC to AC for use in your home or business



3

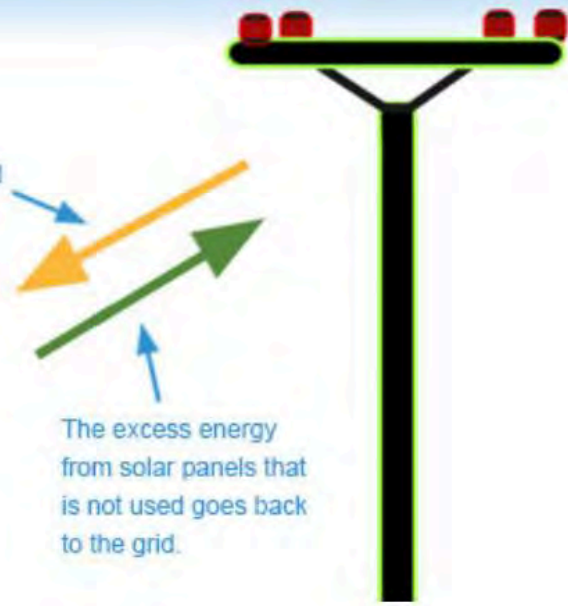
The energy is used in your home or business



4

A meter measures excess energy and energy used

Energy from the Grid used in your home or business



The excess energy from solar panels that is not used goes back to the grid.

# Net-Metering Program



## Ontario Electricity Time-of-use Price Periods



**Summer**  
(May 1 - October 31)  
weekdays



**Weekends and  
Statutory Holidays**



**Winter**  
(November 1 - April 30)  
weekdays

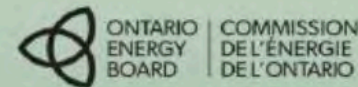
Prices effective  
May 1, 2018

**6.5**  
¢/kWh **Off-peak**

**9.4**  
¢/kWh **Mid-peak**

**13.2**  
¢/kWh **On-peak**

For more information visit [OEB.ca](http://OEB.ca)



# Net-Metering Program



## Net-Metering Application Costs

Size	Single Phase 2 -wires	3-Phase <15kVa 4 - wires	3-Phase >15kVa 4 – large wires
0 – 10kW	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>
11 - 30 kW	<b>C\$ 5,655</b>	<b>FREE</b>	<b>FREE</b>
31 – 100 kW	<b>C\$ 5,655</b>	<b>C\$ 5,655</b>	<b>FREE</b>
> 100kW	<b>n/a</b>	<b>C\$ 5,655</b>	<b>C\$ 5,655</b>



# Net-Metering Program



- **IESO proposed modifications:**
  - Fixed delivery rate
  - Increase size of net metering beyond 500kW
  - Increasing rollover of excess production to a 12 month rolling vs a 11 anniversary
  - 3<sup>rd</sup> party ownership – still point generation and point use
  - Virtual Net Metering:
    - Single entity with multiple accounts
    - Multiple entities with multiple accounts



# GreenON Solar Program



022

## Home

The program provides the following incentives\*:

- \$1.00 per watt for residential Solar Photovoltaic (PV) system
- \$370 per kilowatt hour for residential Storage system
- \$1.50 per watt for residential Solar PV + Storage system
- \$3.00 per watt for residential standalone off-grid Solar PV + Storage system

# GreenON Solar Program



029

## Business

The program provides the following incentives\*:

- \$0.75 per watt for commercial Solar Photovoltaic (PV) system
- approximately \$26.00\*\* per square foot for Solar Thermal Air installations

# Case Study 10kw



## 10 kW Project ( Green ON Program)

Required Roof Area	Flat: 1,700sqft Sloped: 800sqft
Capital Investment	\$18,000
Electricity Generated	12,183kWh
Electricity Cost offset	C\$2,280 per annum
Net-Metering Credit Window	12 Month
Simple Payback:	<b>7.9 years</b>
Simple Equity IRR:	<b>12.66 %</b>
LDC Pays for average Electricity Generation:	13.2 + 5.5 cents/kWhr



# Case Study 100kw



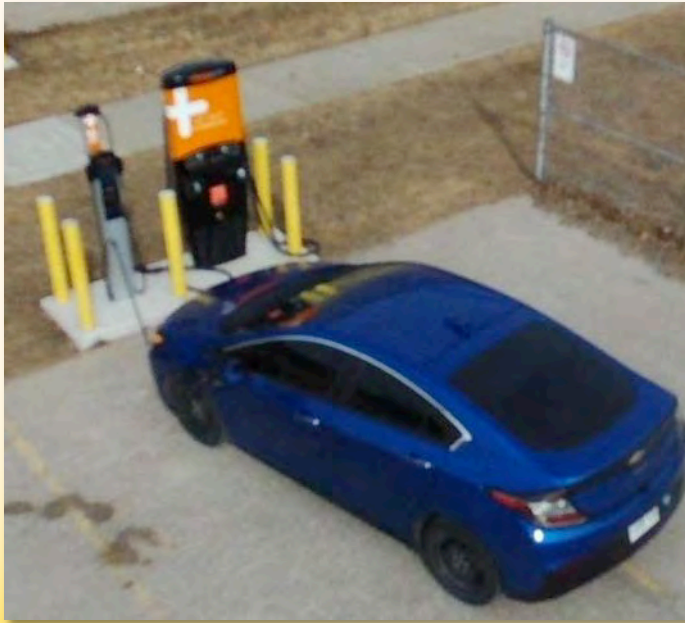
## 100 kW Project (GreenON Program)

Required Roof Area	Flat: 17,000sqft Sloped: 8,000sqft
Capital Investment	\$195,000
Electricity Generated	140,000kWh
Electricity Cost offset	C\$25,000 per annum
Electricity Cost Escalation (estimated)	4 %
Simple Payback:	<b>7.8 years</b>
Simple Equity IRR %:	<b>12.8 %</b>
Cost of Electricity Generation:	13.2 cents/kWhr peak 5.5 cents/kWhr delivery





# EV-Charging Station Arthur Arena



✓ Peter  
Nissan LEAF  
CHAdEMO

Mar 25, 2017

"Worked first time, thanks Arthur Arena.

There's also a game on right now, so I was able to get in an use the washroom."



✓ Marian Tudorache  
Nissan LEAF

Aug 12, 2017

"Very nice location. It costs me 1 \$ to charge from 74 to 85%"



✓ silver\_ice\_sg  
J-1772

Mar 20, 2017

"Stop by on way to KW from Mount Forest. Units working fine. First 5 mins free, pay after that per min as stated."

# EV-Charging Station Mount Forest



027



✓ Amie Foster  
Nissan LEAF

Apr 9, 2018

"Super easy charger to use with the charge point rfid card. Thank you for having a level 3 charger along hwy 10!"



✓ Amar  
Tesla Model S

Feb 12, 2018

CHAdEMO 390 Volts 120 Amps

"Quick charge! Stop by the Coffee Culture around the corner while waiting!"



✓ Andrew  
Chevrolet Bolt EV

Nov 12, 2017

"Great spot. Had lunch at the Mt Royal Tavern while we charged."



✓ silver\_ice\_sg  
J-1772

Mar 19, 2017

"Coffee Culture. Arrived from KW. Thanks for the charge."

# EV-Charging Station

## Arthur Arena Income Q1/2018



028

Revenue	Rate	Partner	ASNA	\$190.42
Electricity Expense	\$0.16	\$64.21		-\$64.21
Meter Charges	\$0.00	\$0.00		\$0.00
O&M	\$0.00	\$0.00	\$0.00	\$0.00
Monthly ChargePoint Transfer fee			\$15.00	-\$15.00
SubTotal		\$64.21	\$15.00	\$111.21
HST	13%	\$8.35	\$1.95	\$14.46
Total Expenses		\$72.56	\$16.95	
Partner share of 50% profit		\$62.83	\$62.83	
Net Income	\$0.00	\$135.39	\$79.78	\$125.66

# EV-Charging Station

## Mount Forest Income Q1/2018



Revenue	Rate	Partner	ASNA	\$99.97
Electricity Expense	\$0.00	\$0.00	\$264.57	-\$264.57
Meter Charges	\$0.00	\$0.00	\$0.00	\$0.00
O&M	\$0.00	\$0.00	\$0.00	\$0.00
Monthly ChargePoint Transfer fee			\$15.00	-\$15.00
SubTotal		\$0.00	\$279.57	-\$179.60
HST	13%	\$0.00	\$36.34	-\$23.35
Total Expenses		\$0.00	\$315.91	
Partner share of 50% profit		-\$101.47	-\$101.47	
Net Income	\$0.00	-\$101.47	\$214.44	-\$202.94



# Contact Information



Arntjen Group  
113 Winniett St  
Woodstock ON

Toll Free:  
(866) ARN-TJEN



[www.arntjencleanenergy.com](http://www.arntjencleanenergy.com)



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

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

519.848.3620

1.866.848.3620 FAX 519.848.3228

031

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

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JUNE 4, 2018**

**FROM: MICHELLE STONE , CLERK'S DEPARTMENT SUPPORT**

**SUBJECT: REPORT CLK 2018-026 BEING A REPORT ON THE WELLINGTON  
COUNTY ACCESSIBILITY ADVISORY COMMITTEE**

**THAT** Council of the Township of Wellington North receive for information Report CLK 2018-026 being a report on the Wellington County Accessibility Advisory Committee;

**AND FURTHER THAT** staff be directed to investigate the feasibility of requesting Stop Gap to do a presentation, open to Council, staff, public, Business Improvement Associations, local Chambers of Commerce or other interested organizations

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

N/A

**BACKGROUND**

Provincial legislation provides that all municipalities must have an Advisory Committee, however municipalities with a population under 10,000 may partner with other municipalities.

**Committee Members:**

Bethany Parkinson – community member  
Bob Pearson – community member  
Chris McGarvey – community member  
Kelly Linton – Councillor, Mayor of Centre Wellington  
Pierre Brianceau – Councillor, County Ward 9  
Nancy Dietrich – community member  
Irene VanEenoo – community member  
Mark MacKenzie – community member  
Matthew Bulmer – community member  
Nancy Oliver Hawkrigg – community member  
Walt Visser – community member  
Dennis Lever Chair – Warden, Mayor of Township of Puslinch

## Staff:

Christine Carbone – Staff, HR Assistant

Morgan Struyk – Staff, HR Generalist

Michele Richardson – Staff, Assistant Director of HR

The Committee addresses accessibility issues and compliance under the Accessibility for Ontarians with Disabilities Act (AODA) in each municipality in the County of Wellington.

The minutes of the Committee's May 3, 2018 meeting are attached hereto as Schedule A.

Items of note are the Accessibility Recognition Programme. The purpose of the programme is to recognize businesses, organizations and/or people from within the County of Wellington that exceed legislated accessibility requirements.

If you know a business, organization, and/or person who goes above and beyond for accessibility in our community please nominate them to be recognized. The nomination form is attached as Schedule B or use the link [Accessibility Recognition Program.pdf](#)

StopGap Foundation was registered as a Canadian charity in October 2013 but it's roots date back to the fall of 2011. The Committee would like municipalities to help spread the word to their community and business partners about this program. Stop Gap would be interested in making presentations to Council, Business Improvement Associations, local Chambers of Commerce or other interested organizations. A brief video of Stop Gap is at this link. <http://stopgap.ca/>

<b>FINANCIAL CONSIDERATIONS</b>
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N/A

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

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

Yes

No

N/A

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

Strategic Partnerships

Accessibility is an important issue that each community needs to look at to incorporate into any future development.

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

*Michelle Stone*

*Michael Givens, CAO*

<b>MICHELLE STONE</b>	<b>MICHAEL GIVENS</b> <b>CHIEF ADMINISTRATIVE OFFICER</b>
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**Corporation of the County of Wellington**  
**Accessibility Advisory Committee Minutes**

May 3, 2018  
Aboyne Library

Present: Warden Dennis Lever  
Nancy Dietrich  
Councillor Kelly Linton  
Matthew Bulmer  
Nancy Oliver-Hawkrigg  
Bob Pearson Irene  
Van Eenoo Walt  
Visser Bethany  
Parkinson Chris  
McGarvey

Regrets: Councillor Pierre Brianceau  
Mark  
Mackenzie  
Michele Richardson, Assistant Director of Human Resources

Staff: Morgan Struyk, HR Generalist  
Christine Carbone, HR  
Assistant

---

**1. Call to Order**

At 1:30 pm, the Chair called the meeting to order.

**2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

### **3. Accessibility Recognition Programme Update**

Morgan provided an update on what was happening with the Accessibility Recognition Programme. We have had one application to date. We had to go back to the nominator and request further information about the nominee as the application did not have sufficient detail. We have not heard back from them at this point.

### **4. Museum and Archive Building Accessibility**

Christine provided an update with regard to accessibility in the women's washroom at the Museum. Paul Nixon from the Museum assured us that these changes are completed. The lighting has been changed and white baseboards have been installed to provide a definite contrast between the floor and the walls.

The exterior stairs will be painted at some point in May, weather permitting.

### **6. StopGap Cost Information for Local Business Owners**

Nancy Oliver Hawkrigg asked what everyone has been doing to promote StopGap within their Municipalities and with their local BIA's.

Morgan suggested that members reach out to their municipalities to promote StopGap and to get the conversation started about introducing StopGap.

Councillor Linton informed the committee that the Centre Wellington BIA is aware of StopGap and has sent out a link and information on StopGap to their members to promote it. If there isn't any movement on this, it was suggested that the town be approached to promote it.

Irene Van Eenoo is going to send photos of the decorated ramps for circulation in hopes that this would help promote the ramps with local businesses.

Matthew suggested that Municipalities who have accessibility in their CIPs should learn more about StopGap.

Bob Pearson has made contact with the Town of Erin's Economic Development department and StopGap. StopGap has been requested to speak with Erin council directly and Bob will attend that meeting if he is advised when they are attending. Bob plans to introduce the non-slip coating at this meeting.

Bob Pearson will share the StopGap information with Chris McGarvey who is going to see if Halton and Peel Region are working on similar projects.

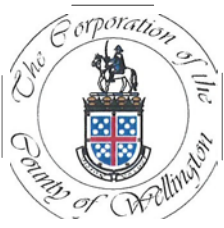
Nancy Oliver Hawkrigg is going to circulate an article from Listowel regarding StopGap and how it was promoted within their community.

**7. Adjournment**

At 2pm, the Chair adjourned the meeting until Thursday, September 6, 2018 or at the call of the Chair.

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Warden Dennis Lever Chair  
Accessibility Advisory Committee



# WELLINGTON COUNTY

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## Accessibility Recognition Programme

The Accessibility Recognition Programme was developed by the County of Wellington's Accessibility Advisory Committee. The purpose of the programme is to recognize businesses, organizations and/or people from within the County of Wellington that exceed legislated accessibility requirements.

If you know a business, organization, and/or person who goes above and beyond for accessibility in our community please complete the following form to nominate them to be recognized by the County of Wellington's Accessibility Advisory Committee.

**Your Name\***

**Your Phone Number**

**Your Email Address**

**May we contact you by phone or email?**

Both Phone and Email:

Email Only:

Phone Only:

## **Nominated Party's Information:**

**Nominee:**

**Address:**

**Municipality:**

**Please use the following space to provide a brief explanation on why you are nominating this party to be recognized by the Accessibility Advisory Committee.**

**Please upload any applicable images or documents for your nomination.**

---

Allowed extensions pdf, doc, docx, xis, xlsx, jpg, jpeg, gif, png, tif

© 2018 County of Wellington, 74 Woolwich St. Guelph, Ontario N1H 3T9,  
T 519.837.2600, F 519.837.1909

Designed by: eSolutionsGrouR...(<http://www.esolutionsgrOUR.ca>





**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JUNE 4, 2018**

**FROM: EMERGENCY MANAGER/CEMC**

**SUBJECT: REPORT EM-2018-01 BEING A REPORT ON PROVINCIAL  
EMERGENCY MANAGEMENT REVIEW**

**THAT** the Emergency Manager/CEMC report EM-2018-01 dated June 4, 2018 with regards to the status of the Provincial Emergency Management Review be received for information;

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

**BACKGROUND**

In 2016, The Office of the Fire Marshall and Emergency Management (OFMEM) hired an independent consultant, Lansdowne Technologies Inc, to conduct a review of emergency management in Ontario. The review was completed and the Consultants provided a final report to OFMEM in August of 2017. In addition to this review, the Province reviewed recommendations from the 2017 Auditor General's Report, the 2013 Ice Storm After Action Report and the Elliot Lake recommendations. There are 52 recommendations from the various reports that were used to form the basis for the OFMEM's Ontario Emergency Management Action Plan.

The following are some of the key recommendations from the report that may have implications for municipal emergency management programs. There is a focus on climate change with respect to the recommendations.

1. Include an increase focus on supporting ministry and local emergency managers in adapting to the implications of climate change as it relates to emergencies.
2. Consider aligning EM Programs with the Province's Climate Change Action Plan and the priorities of MOECC and MNR for adaption strategies. The Provincial EM conference in October of 2017 focused on Climate Change issues as they affect Emergency Management.
3. Changes to the Emergency Management and Civil Protection Act and accompanying regulations. Suggested changes include:

- Updated definitions;
  - Add climate change adaptation, critical infrastructure protection and cyber security considerations as part of the Hazard Identification and Risk Assessment;
  - A requirement for municipalities to report emergencies;
  - Scope of authority of the Chief of EMO. This year the Province is recruiting for a dedicated Chief of Emergency Management to help ensure effective oversight and governance.
  - Climate Change and adaptation, critical infrastructure protection, first nation linkages, disaster recovery plans and vulnerable populations.
  - Policies considering the needs of family members in Emergency Response Plan that was a recommendation of the Elliot Lake Inquiry.
  - Consideration for appropriate offences or fines for not complying with the legislation.
  - In the regulations wording regarding who is the Incident Commander, that was also a recommendation of the Elliot Lake Inquiry.
4. Increase resources to improve and expand existing emergency management programs.
  5. An increase focus on prevention and recovery programs.
  6. Integrate EM into the current development of the Strategy for a Safer Ontario.  
Emergency Management in Wellington has participated in Safe Communities Wellington since inception and has seen the value in the linkages between safer communities and emergency management.
  7. Consider adding regular performance audits.
  8. Consider replacing the Provincial IMS with ICS to align with the federal government and other provinces. The Province has already begun to move in this direction and has formed a partnership with ICS Canada for the delivery of ICS courses.
  9. Encourage ministries and municipalities to examine and adopt third party supply chain dependencies and service level agreements.

<b>FINANCIAL CONSIDERATIONS</b>
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None

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

Yes                       No                       N/A

Which pillars does this report support?

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

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Linda Dickson,  
Emergency Manager/CEMC*

*Michael Givens, CAO*

LINDA DICKSON EMERGENCY MANAGER/CEMC	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF JUNE 4, 2018**

**FROM: LINDA DICKSON, EMERGENCY MANAGER/CEMC**

**SUBJECT: REPORT EM-2018-02 BEING A REPORT ON WIRELESS PUBLIC  
ALERTING**

**THAT** the Emergency Manager/CEMC report EM-2018-02 dated June 4, 2018 with regards to the Wireless Public Alerting be received for information;

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

None

**BACKGROUND**

This report provides information on the process in place to implement Wireless Public Alerting.

In 2009, the Canadian Radio-Television and Telecommunications Commission (CRTC) mandated Pelmorex Communications Inc. to create an emergency alerting system (National Alert Aggregations and Disseminations (NAAD) system. The Canadian National Public Alerting System (NPAS) is a core component of this system. In 2014, the system became mandatory for all broadcasters and broadcasting distribution and referred to as the Alert Ready system.

Bruce Power initiated an application to the CRTC to consider use of NPAS for wireless (cell) services. There were public consultations and submissions resulting in decision CRTC 2017-91 issued April 6, 2017. The CRTC Communications Monitoring Report shows that Canadians are shifting toward mobile devices and away from landline telephone services. The CRTC decision 2017-91 requires all Canadian Wireless Service Providers (WSPs) to participate and to implement NPAS by April 6 2018 on all LTE networks. Pre-LTE networks and mobile satellite services are not required to implement the NPAS. In its' decision, the CRTC determined that WSPs "may not identify a separate fee for Wireless Public Alerting (WPA) on subscribers' bills".

A decision of the CRTC 2018-85 dated March 8, 2018 provided additional information regarding the rollout of testing and public awareness campaigns. Wireless providers should send a

minimum of one test text message to their customers during the first year of rollout and a public awareness and education campaign be undertaken in advance of the April 6 Rollout.

The Province aligned with the Federal Government on the promotion of this new service and issued a media release in March to introduce the addition of wireless services to the Alert Ready System. Provincial Emergency Preparedness (EP) activities focused on the roll out of the wireless alerting service. Municipalities were encouraged to make it part of our local EP week public education information. The system was tested on May 7 and will be tested in September 2018. Attached is a letter from Ross Nichol's current Chief of OFMEM.

With the inclusion of compatible wireless devices in the Alert Ready system, an additional layer of communicating potential hazards/risks to residents is available.

<b>FINANCIAL CONSIDERATIONS</b>
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None

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

Yes                       No                      X N/A

Which pillars does this report support?

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

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

*Linda Dickson*  
*Emergency Manager/CEMC*

*Michael Givens, CAO*

<b>LINDA DICKSON</b> <b>EMERGENCY MANAGER/CEMC</b>	<b>MICHAEL GIVENS</b> <b>CHIEF ADMINISTRATIVE OFFICER</b>
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**Ministry of  
Community Safety and  
Correctional Services**

Office of the  
Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1218

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

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

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télé. : 647-329-1218



March 16, 2018

To All Emergency Management Stakeholders,

We are well into the new year, with several key initiatives underway. More specifically, public alerting in Ontario is undergoing some important enhancements.

Alert Ready in Ontario is part of a [national service](#) designed to deliver critical and potentially life-saving emergency alert messages to Canadians. Emergency alerts are distributed on radio and television to help ensure Ontarians have the information they need in emergencies in order to take precautions necessary to protect themselves.

Beginning April 6, 2018, emergency alerts will also be sent from Wireless Service Providers (WSPs) over the National Aggregation and Dissemination (NAAD) System to compatible mobile devices on LTE networks. Alerts on mobile devices will warn Canadians about dangers that cause an imminent to life and property so that recipients they can take appropriate action. Wireless public alerting is geo-targeted ensuring it is relevant to those receiving the alerts (applied to specific areas of coverage).

A national public awareness campaign will launch March 26 regarding the new wireless public alerting system, with advertisements circulating on TV, radio and digital media. Provincially, Ontario will support national campaign efforts by aligning provincial social media messaging on Facebook and Twitter.

A province-wide test of the Public Alerting System will take place on May 7<sup>th</sup> at 1:55PM EDT and again on September 19<sup>th</sup>. The [OFMEM website](#) will be updated in late March to reflect the changes to the public alerting system, including FAQs, a backgrounder, and how to find out if your device is compatible with the wireless emergency alert technology.

Additionally, further promotion and awareness of the Alert Ready program will take place during Emergency Preparedness (EP) Week 2018 (May 6-12), in line with the provincial theme and focus of EP Week 2018, which is **'Be Emergency Ready – Stay Connected.'** All municipalities are encouraged to mirror provincial messaging related to the test alerting and EP Week. Additional resources and support material for EP Week are being developed, and will be available in April.

The attached document provides information about how the Provincial Emergency Operations Centre (PEOC) can issue an alert on behalf of a municipality, and the steps necessary to do so.

Learn more about the national [Alert Ready Program here](#). Should you have any questions or require further information about the Alert Ready Program in Ontario, please contact [askofmem@ontario.ca](mailto:askofmem@ontario.ca).

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ross Nichols", with a long horizontal flourish extending to the right.

Ross Nichols  
Fire Marshal and Chief, Emergency Management



**TO: MAYOR AND MEMBERS OF COUNCIL**  
**MEETING OF JUNE 4, 2018**

**FROM: MICHAEL GIVENS**  
**CHIEF ADMINISTRATIVE OFFICE**

**SUBJECT: REPORT CAO 2018-007 BEING A REPORT ON COUNCIL**  
**REMUNERATION**

### **RECOMMENDATION**

**THAT** Council of the Township of Wellington North receive for information Report CAO 2018-007 being a report on Council Remuneration;

**AND FURTHER THAT** Council of the Township of Wellington North direct the Clerk to prepare a revised Council Remuneration by-law with the below clauses to be added to the by-law-

- 1. Each year during the term of Council, the remuneration amount for Mayor and members of Council is to move up by uniform percentage (%). The formula to be used to determine this percentage (%) is the annual Stats Can Ontario CPI for the 12 months ended April 30 each year. If the formula in a given year, results in a negative percentage (%), the remuneration will remain the same as the previous year. In the following year the negative percentage (%) will be netted against the positive percentage (%). Amounts to be prorated in Year 1 of the Council term.*
- 2. In June of the year of the municipal election, Council will consider and approve a revised Council remuneration by-law to be implemented prior to the election for the upcoming term of Council.*



## PREVIOUS REPORTS PERTINENT TO THIS MATTER

TR2018-007 being a report on Council Remuneration and the one-third tax exemption

TR2017-011 being a report on Removing the Tax-Exempt Portion of Council Remuneration

CLK 2016-063 being a report on Council remuneration

CLK 2016-037 being a report on Council Structure and remuneration

## BACKGROUND

At the most recent meeting of Council, staff were directed *“to bring a report to a meeting of Council outlining the financial implications of an annual increase for Councillor remuneration based on Stats Can CPI in April with the increase to be effective July 1 with a review of the remuneration to take place in the last term of each Council.”*

Below is taken directly from the Township’s Pay Administration Policy-

### **Annual Pay Band Adjustments**

- Each year, effective July 1, the entire pay band grid may move up by uniform % as approved by Council.*
  
- The formula to be used to determine this % is the annual Stats Can Ontario CPI for the 12 months ended April 30 each year. This formula was first used on July 1, 2017.*
  
- If the formula in a given year, results in a negative %, the pay band grid will remain the same as the previous year. In the following year the negative % will be netted against the positive %.*

It is my recommendation that Council consider including a similar provision in the Council remuneration by-law that would call for annual increases consistent with the April CPI. Additionally, Council should endorse a stipulation that would require reconsideration of the remuneration by-law in the year of the municipal election.

The Stats Can Ontario CPI for April 2017 to April 2018 is 2.1%. See below from the Statistics Canada website.

### **Consumer Price Index, by province (monthly) (Ontario)**

	April 2017	March 2018	April 2018	March 2018 to April 2018	April 2017 to April 2018
	2002=100			% change	
<b>Ont.</b>					
All-items	132.0	134.6	134.8	0.1	2.1

<b>FINANCIAL CONSIDERATIONS</b>
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POSITION	REMUNERATION	% CPI INCREASE- APRIL	\$ INCREASE
Mayor	\$ 27,000.00	2.1%	\$ 567.00
Councillor Ward 1	\$ 17,000.00	2.1%	\$ 357.00
Councillor Ward 2	\$ 17,000.00	2.1%	\$ 357.00
Councillor Ward 3	\$ 17,000.00	2.1%	\$ 357.00
Councillor Ward 4	\$ 17,000.00	2.1%	\$ 357.00
<b>TOTAL INCREASE</b>			<b>\$ 1,995.00</b>

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

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

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

*Mike Givens*

*Mike Givens*

<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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# SAUGEEN VALLEY CONSERVATION AUTHORITY

# MINUTES

Conservation through Cooperation

---

**MEETING:** Authority Meeting  
**DATE:** Tuesday March 20, 2018  
**TIME:** 1:00 p.m.  
**LOCATION:** Administration Office, Formosa

**CHAIR:** Luke Charbonneau

**MEMBERS PRESENT:** Robert Buckle, Maureen Couture, Mark Davis, Barbara Dobreen,  
 Kevin Eccles, Brian Gamble, Wilf Gamble, Dan Gieruszak, Sue Paterson,  
 Mike Smith, Andrew White

**ABSENT WITH REGRETS:** John Bell, Stewart Halliday, Steve McCabe

**OTHERS PRESENT:** John Bujold, Collins Barrow SGB LLP  
 Matt Farrell, Manager of Building & Planning, Municipality of Huron-Kinloss  
 Nick Bogaert, Planner, MHBC Planning Urban Design & Landscape Architecture  
 Wayne Brohman, General Manager/Secretary-Treasurer  
 Erik Downing, Manager, Environmental Planning & Regulations  
 Laura Molson, Manager, Accounting  
 Jim Penner, Manager, Forestry  
 Gary Senior, Sr. Manager, Flood Warning & Land Management  
 Candace Hamm, Environmental Planning Coordinator  
 Rene Kleinecke, GIS Coordinator  
 Janice Hagan, Recording Secretary  
 Guests and Members of the Public

Chair Luke Charbonneau called the meeting to order at 1:00 p.m.

## 1. Adoption of Agenda

### **MOTION #G18-42**

Moved by Dan Gieruszak

Seconded by Kevin Eccles

THAT the agenda be adopted as presented.

**CARRIED**

## 2. Declaration of Pecuniary Interest

No persons declared a pecuniary interest relative to any item on the agenda.

### 3. Minutes of the Authority Meeting – February 13, 2018

#### **MOTION #G18-43**

Moved by Wilf Gamble

Seconded by Barbara Dobreen

THAT the minutes of the Authority meeting held on February 13, 2018, be approved as circulated.

**CARRIED**

### 4. Presentations

#### a. 2017 Audited Financial Statements

Mr. John Bujold, Collins Barrow SGB LLP, presented the Audit Report for the 2017 financial statements. It is the opinion of Collins Barrow that the financial statements of SVCA present fairly the financial position as at December 31, 2017 and are in accordance with Canadian public sector accounting standards. Mr. Bujold thanked SVCA staff involved in the audit for their assistance and cooperation in completing the audit.

#### **MOTION #G18-44**

Moved by Kevin Eccles

Seconded by Mark Davis

THAT the 2017 Audited Financial Statements, as prepared by Collins Barrow SGB LLP, of Walkerton, be adopted.

**CARRIED**

John Bujold left the meeting at 1:16 p.m.

#### b. Huron-Kinloss Comprehensive Zoning By-Law

Matt Farrell and Nick Bogaert presented to the Authority issues regarding mapping of environmentally protected lands. They told the Authority that residents of Huron-Kinloss had submitted comments regarding mapping discrepancies and were concerned about possible land devaluation. Matt requested that the Authority allocate funds to ensure up-to-date and consistent mapping. The Chair requested that staff research and report back to the Authority on how the process could be improved.

Matt and Nick left the meeting at 1:40 p.m.

#### c. February Flood Event

Gary Senior gave a presentation outlining the flooding issues since January. The areas of concern during the February flood event included Paisley, Durham and Minto due to ice jams that could have potentially caused serious damage and/or flooding in the respective community, as well as Chesley where the main bridge was severely damaged and will need to be replaced. He told the Authority that three locations [Paisley, Durham Upper Dam, Formosa office] simultaneously required 24 hour monitoring by SVCA staff and that there were over 440 cumulative hours for staff time during the flood event.

## 5. Matters Arising from the Minutes

### a. Authority Motion Regarding Distribution of Conservation Authorities Funding Letter

Wayne reported that the Funding letter presented at the last Authority meeting had been circulated to Conservation Ontario, the watershed municipalities and counties and AMO per Motion #G18-33.

### b. Regulation Mapping [Teeswater, Walkerton]

Erik Downing reviewed the regulation mapping approval process for both minor and major modifications specifically for Walkerton and Teeswater. Staff have scheduled public consultations for Teeswater (April 18) and Walkerton (May 2). After discussion the following motion was passed.

#### **MOTION #G18-45**

Moved by Dan Gieruszak

Seconded by Maureen Couture

THAT the Authority endorse the draft mapping for Teeswater and Walkerton for the purposes of public consultation.

**CARRIED**

A coffee break was called at 2:35 p.m. and the meeting was reconvened at 2:47 p.m. Kevin Eccles left the meeting.

## 6. Correspondence

- Letter from Reenie Morris, Horse Friends of Saugeen Bluffs, expressing her opinions on hunting at the Bluffs, was further discussed under Section 9a, Other Business, Saugeen Bluffs Hunting.

## 7. Reports

### a. Finance Report

The GM/S-T presented the Finance report and noted that programs are on track. There was no further discussion.

#### **MOTION #G18-46**

Moved by Maureen Couture

Seconded by Mike Smith

THAT the Financial Report to January 31, 2018 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$154,998.33 be approved as distributed.

**CARRIED**

### b. Reserve Report

The GM/S-T presented the draft Reserve report and highlighted several items. He informed the Authority that

**Authority Meeting – March 20, 2018**

funds were moved into the Stewardship reserve account for the purpose of future programming (note #19). He told the Authority that there would be room in the Saugeen Parks reserve fund for future infrastructure upgrades (note #16). After discussion the following motion was passed:

**MOTION #G18-47**

Moved by Mark Davis

Seconded by Wilf Gamble

THAT appropriations to and from reserves as at December 31, 2017 be approved as distributed.

**CARRIED**

**c. Annual Report**

The draft copy of the SVCA Annual Report for 2017 was distributed to the members for approval. The Chair congratulated staff for producing an excellent document. After discussion the following motion was passed:

**MOTION #G18-48**

Moved by Brian Gamble

Seconded by Dan Gieruszak

THAT the 2017 Annual Report be accepted as presented and authorized for distribution.

**CARRIED**

**d. Program Report**

The GM/S-T informed the Members that the birds at Sulphur Spring had all been re-homed and that signage would be placed on the building stating the enclosure would be closed. He told the Members that SVCA would be receiving \$25,000 funding from Great Lakes Guardian Fund for the Agricultural Outreach program.

After discussion the following motion was passed:

**MOTION #G18-49**

Moved by Maureen Couture

Seconded by Sue Paterson

THAT the Program Report be received as information.

**CARRIED**

**e. Planning & Regulations Actions Items**

The GM/S-T informed the Authority that there would be a File Tracking System demonstration at the next Authority meeting. There was no further discussion.

**8. New Business**

**a. Agricultural Advisory Committee Appointments**

The GM-S/T informed the Authority that only three of the organizations had put forward names for the Committee and he would like to defer the motion for appointments to the next Authority meeting.

**9. Other Business**

**a. Saugeen Bluffs Hunting**

At the request of the Chair and due to repeated media publications of letters from the community regarding hunting at the Saugeen Bluffs Conservation Area, the Authority passed the following motion to consent to reconsider the matter:

**MOTION #G18-50**

Moved by Brian Gamble

Seconded by Robert Buckle

Whereas Administration Resolution #31 states that “after a question has been decided, any Member who voted thereon may, with majority consent at any regular meeting of the Authority thereafter, move for reconsideration of the question”;

THAT the Authority agrees to reconsider the matter of hunting at the Saugeen Bluffs Conservation Authority.

**CARRIED**

The GM/S-T told the Authority that SVCA had received appeals to allow bow hunting at the Saugeen Bluffs CA. This would require an amendment to Motion #G16-72 which had established a no-hunting designation on the entire Saugeen Bluffs property. He reminded the Authority that bow hunting commences October 1<sup>st</sup>, that the campground closes to campers after the Thanksgiving holiday, and that the grounds are used by school children for sporting activities during the month of October. He also read a letter from Mr. Jim Leask, Horse Friends of the Bluffs, supporting the no-hunting decision. This letter is appended to the office copy of the minutes.

During discussion the following motion was proposed and a recorded vote was requested:

**MOTION #G18-51**

Moved by Andrew White

Seconded by Maureen Couture

That the Authority maintain status quo of Motion #G16-72

The recorded vote was as follows:

Robert Buckle	Nay
Wilf Gamble	Yea
Brian Gamble	Nay
Mark Davis	Yea
Dan Gieruszak	Nay
Barbara Dobreen	Nay
Sue Paterson	Yea
Andrew White	Yea
Mike Smith	Nay
Maureen Couture	Yea
Luke Charbonneau	Nay

The result of the vote was 6 to 5 against. Therefore, **Motion #G18-51 was DEFEATED.**

Further, the following motion was proposed:

**MOTION #G18-52**

Moved by Maureen Couture

Seconded by Mark Davis

That the Authority obtain a legal opinion and the view of MNRF on all available options produced by staff regarding hunting at the Bluffs campground.

**DEFEATED**

After further discussion the following motion was passed:

**MOTION #G18-53**

Moved by Mike Smith

Seconded by Brian Gamble

THAT Authority Motion #G16-72, which established a 'No Hunting' designation for all of the Saugeen Bluffs Conservation Area, be amended to allow bow hunting; and further,

THAT the campground portion of the Saugeen Bluffs Conservation Area continues to be designated as a no hunting area; and further,

THAT bow hunting is hereby permitted in the northerly portion of the property between November 1<sup>st</sup> and March 31<sup>st</sup> of each year; AND FURTHER,

THAT SVCA staff place appropriate signage on the property.

A recorded vote was taken for the motion with the following results:

Robert Buckle	Yea
Wilf Gamble	Nay
Brian Gamble	Yea
Mark Davis	Nay
Dan Gieruszak	Yea
Barbara Dobreen	Yea
Sue Paterson	Nay
Andrew White	Nay
Mike Smith	Yea
Maureen Couture	Nay
Luke Charbonneau	Yea

The result of the vote was 6 to 5 in favour. Therefore **Motion #G18-53 was CARRIED.**



**b. Memorandum of Understanding – Planning Services Update**

The GM/S-T presented the final draft of the MoU for Huron County. It was noted that there were three change requests made to the MoU document by Huron County:

1. SVCA may establish fees for the services provided which will be collected directly from the applicant.
2. SVCA will respond to general inquiries and participate in pre-consultation meetings with the applicant.
3. Clarification that SVCA will not be providing comments to the county with respect to Natural Heritage.

Authority members noted that some member municipalities are interested in continuing to receive comments on Natural Heritage as it may reduce the number of EIS studies required. The Chair clarified that the mandate of SVCA as specified by PPS 3.1 is not to provide Natural Heritage comments, unless the municipality or county passes a motion requesting SVCA to provide this added service.

After discussion the following motion was passed:

**MOTION #G18-54**

Moved by Maureen Couture

Seconded by Mike Smith

THAT the Authority authorizes the Chair and GM/S-T to sign the Memorandum of Understanding for Planning Services with the County of Huron.

**CARRIED**

**c. Planning & Regulations Customer Service Update**

There was no discussion.

**d. News Articles**

The GM/S-T submitted articles from local newspapers regarding the SVCA for the purpose of keeping the Authority Members up to date on current events.

There being no further business, the meeting adjourned at 3:58 p.m. on motion of Dan Gieruszak.

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Luke Charbonneau  
Chair

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Janice Hagan  
Recording Secretary

## Board of Directors Meeting #4/18

April 18, 2018

**DIRECTORS PRESENT:**

Jim Campbell, David Turton, Deb Shewfelt, Art Versteeg, Alison Lobb, Wilf Gamble, Roger Watt, Matt Duncan, Paul Gowing, Bob Burtenshaw

**ABSENT WITH REGRETS:**

David Blaney

**STAFF PRESENT:**

Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Administrative/Financial Services Coordinator  
Geoff King, Stewardship Services Coordinator  
Jayne Thompson, Communications Coordinator  
Stewart Lockie, Conservation Areas Coordinator  
Stephen Jackson, Flood/Erosion Safety Coordinator  
Jason Moir, Park Superintendent  
Donna Clarkson, Source Protection Co-Supervisor

**1. Call to Order**

Chair Jim Campbell called the meeting to order at 7:00 pm and referred attendees to the agenda for the meeting objectives.

**2. Declaration of Pecuniary Interest**

There were no pecuniary interests at this time.



### 3. Minutes

The minutes from the Board of Directors meeting #3/18 held on March 21, 2018 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motion was made.

#### Motion FA #34/18

Moved by: Art Versteeg

Seconded by: Roger Watt

**THAT** the minutes from the Board of Directors meeting #3/18 held on March 21, 2018 be approved.

(carried)

### 4. Business Out of the Minutes

#### a) Direction on Investment Policy: **Report #18/18**

The Board directed staff to develop an investment policy for the review and comment at the April 18<sup>th</sup> Board meeting.

Staff used the Grand River Conservation Authority's investment policy as a template as it is consistent with the guidelines identified by the Board. The Board reviewed the proposed policy and were satisfied with it. The following motion was made.

#### Motion FA #35/18

Moved by: Dave Turton

Seconded by: Paul Gowing

**THAT** the investment policy outlined in Report #18/18 be approved.

(carried)

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#### b) Road Repair Estimate: Wawanosh Campground: **Report #19/18**

Jason Moir, Superintendent of the Falls Reserve Conservation Area outlined the damages to the road infrastructure conditions at Wawanosh Park as a result of the February flood. Staff recommended that some campsites be moved out of flood damage areas and developed in another area of the campground. The Board agreed that the repairs and changes to the campground should be undertaken as outlined in Report #19/18.

Following review and discussion, this motion followed.

#### Motion FA #36/18

Moved by: Alison Lobb

Seconded by: Dave Turton

**THAT** repair work to the roadway be approved and completed by Vandriel Excavating Inc. prior to the opening date of May 4<sup>th</sup>, 2018; **AND THAT** the seasonal camping fee of \$550.00 be adopted and

amended in the 2018 WPCA fee schedule; **AND FURTHER THAT** sites 00, 01, 02, 03, 04, 05, 06, 07 be closed once the site is vacated by the present agreement holder.

(carried)

**5. Business Requiring Direction/Decision:**

a) Board Work Plan for 2018 **Report #20/18**

The General Manager/Secretary-Treasurer reviewed the major items of business that the Board would be dealing with in 2018. Identifying direction on authority infrastructure will be the primary challenge that the Board will need to deal with in 2018.

The Directors agreed with the items identified in the work plan and the following motion was made.

**Motion FA #37/18**

**Moved by: Alison Lobb**

**Seconded by: Dave Turton**

**THAT** the work plan for 2018 be adopted as outlined in report #20/18.

(carried)

b) Water and Erosion Control Infrastructure Policy Development: **Report #21/18**

The Board identified the need to develop a policy for how the authority should finance the water and erosion control infrastructure (WECI) owned and operated by MVCA. Staff identified to the Board that the authority doesn't have sufficient accumulated surplus to continue to maintain or repair, replace or decommission all of the Water and Erosion Control Infrastructure that it owns.

Steve Jackson, Flood/Erosion Safety Services Coordinator outlined the Ministry of Natural Resources and Forestry's Water and Erosion Control Infrastructure (WECI) program criteria and how projects submitted for funding are ranked for funding. Steve reviewed how the WECI program criteria would rank MVCA's WECI infrastructure. Stewart Lockie, Conservation Areas Coordinator reviewed MVCA's conservation area WECI structures along with their current cost share arrangements and asked the Director's to identify how MVCA should deal with the financing of maintenance, major repairs, replacement or decommissioning the options proposed in the report.

The following motions were made.

**Motion FA #38/18**

**Moved by: Alison Lobb**

**Seconded by: Art Versteeg**

**THAT** staff initiate discussion about the need to develop an agreement related to the financing and responsibilities related to maintenance, management and replacement of the Listowel Flood Control Infrastructure with the staff at the Municipality of North Perth and bring back a report for the Director's to review.

(carried)

**Motion FA #39/18****Moved by: Art Versteeg****Seconded by: Dave Turton**

THAT staff initiate discussion with staff at the Town of Goderich regarding the need to develop an agreement regarding the maintenance, management and replacement of the Goderich Bluffs and Groyne Erosion Control Infrastructure and bring back a report for the Director's to review.

(carried)

**Motion FA #40/18****Moved by: Bob Burtenshaw****Seconded by: Roger Watt**

THAT staff discuss Option 1 as outlined in Report 21/18 for The McGuffin Gully Erosion Control Infrastructure with the affected landowners and bring back a report for the Director's to review.

(carried)

**Motion FA #41/18****Moved by: Matt Duncan****Seconded by: Paul Gowing**

THAT the authority will monitor the condition of the water control infrastructure at the Lake Wawanosh; AND THAT staff bring any future major repair items to the Board for approval.

(carried)

**Motion FA #42/18****Moved by: Bob Burtenshaw****Seconded by: Matt Duncan**

THAT staff contact Sid VanderVeen of OMAFRA to determine if MVCA has any specific responsibilities or liability with respect to the private drain that outlets into the Lake Wawanosh Conservation Area.

(carried)

**Motion FA #43/18****Moved by: Deb Shewfelt****Seconded by: Dave Turton**

THAT staff develop cost estimates for tangible capital asset planning for both the decommissioning of the water control structure if required and the replacement of the structure at Lake Wawanosh.

(carried)

**Motion FA #44/18****Moved by: Matt Duncan****Seconded by: Dave Turton**

THAT staff meet with municipal staff to provide them with background information on the need to

develop an agreement for financing the MVCA's recreational water and erosion control infrastructure with the affected municipalities; **AND THAT** staff prepare a report on the outcome of these discussions with respect to the process that should be followed for developing an agreement with the municipalities where this infrastructure is located.

(carried)

c) Board Education Topics for 2018: **Report #22/18**

Phil Beard, General Manager/Secretary-Treasurer outlined options for training and education for the Board to consider in 2018 and invited other suggestions from the Director's.

After review and discussion of the proposed topics, the Board decided that they would like to learn more about all of the topics outlined in the report.

These motions followed.

**Motion FA #45/18**

**Moved by: Deb Shewfelt**

**THAT** 2018 Board education topics include items 3 and 5 outlined in Report #22/18.

This motion was not seconded and was then withdrawn, therefore it didn't carry.

**Motion FA #46/18**

**Moved by: Matt Duncan**

**Seconded by: Wilf Gamble**

**THAT** 2018 education training and tours include all items outlined in Report #22/18.

(carried)

d) The Lake Huron Centre for Coastal Conservation (LHCCC) Conference and Gala: **Report #23/18**

The LHCCC has extended an invitation to MVCA staff to attend their biennial conference and Gala that focuses on coastal topics, local actions and solutions to environmental challenges of the Great Lakes. MVCA's Stewardship Project Lead, Sarah Fleischhauer is a guest speaker and two Directors have indicated that they plan to attend. This report seeks a decision if any other Director's would like to attend the event that is being held on May 10<sup>th</sup> and 11<sup>th</sup> at the Oakwood Resort in Grand Bend.

**Motion FA #47/18**

**Moved by: Art Versteeg**

**Seconded by: Dave Turton**

**THAT** MVCA will cover the registration expenses for Deb Shewfelt to attend at the LHCCC conference and Gala on behalf of MVCA.

(carried)

## 6. Chair and Director's Reports

### a) Chair's Report

#### **Conservation Ontario Council Report:**

Conservation Ontario scheduled a Council meeting for Monday, April 16<sup>th</sup> and decided to proceed with the Council meeting despite the weather conditions that were forecasted and occurred over the weekend. The Chair and GM/ST decided not to attend the meeting due to the weather and road conditions.

The GM/ST did listen in on the meeting over the phone and computer.

CO Bylaws did not permit any voting delegates or alternates to vote on any motion or participate in the election of officers over the phone or computer.

Ten conservation authorities did not attend the meeting. 26 conservation authorities did have their voting delegate or alternate in attendance. Therefore Council did have a quorum for the meeting.

The Chair and GM for Conservation Ontario decided to proceed with the meeting because they needed to sign the Memorandum of Understanding with the Ministry of Natural Resources and Forestry on Tuesday, April 17<sup>th</sup>. Conservation Ontario's Bylaws require that the Annual Meeting be held before the end of April.

While only one of 36 conservation authorities still appoint their GM/ST to be their voting delegate, and three conservation authorities now appoint only board members as a voting delegate and alternates, 15 GM/ST ended up voting as their voting delegate was not in attendance. Only 11 conservation authorities had their voting delegate in attendance.

#### **Election of Officers: Executive Committee**

An election was held for the Chair and Director and large positions on Conservation Ontario.

Don MacIver, Vice Chair of the Credit Valley Conservation Authority ran against the Chair of the Lake Simcoe Region Conservation Authority, Geoff Dawe. Unfortunately Mr. MacIver could not vote in the election as he was only able to participate in the meeting over the phone. However he did manage to get elected.

The two Vice Chair positions were acclaimed: Mr. Mark Burnham, Chair of the Mississippi Valley Conservation Authority and Ms. Lin Gibson, Chair of the Nickel District Conservation Authority. The two staff positions were also acclaimed: Richard Wyma, General Manager of the Essex Region CA and Linda Laliberte, General Manager of the Ganaraska Conservation Authority.

The Director at Large position on the Executive can be either a CA staff person or a CA political representative. Mr. Geoff Dawe, Chair of the Long Point Region Conservation Authority was elected to the position in an election over Mr. Lyle Pederson, Chair of the Rideau Valley Conservation Authority.

The decision items dealt with were:

1. Approval of the projects budget for 2018.
2. Approval of the Annual Report for 2017
3. Approval of the Template for updating Conservation Authority Administrative Bylaws and Best Management Governance Practices.
4. Approval of appointment of various conservation authority staff to committees.
5. Approval to update Conservation Ontario's guide to Conservation Areas in 2019

**Motion FA #50/18****Moved by: Dave Turton****Seconded by: Roger Watt**

THAT the Board of Directors move in camera to review a personnel matter.

(carried)

**Motion FA #51/18** to resume regular session was made in-camera.

This motion followed.

**Motion FA #52/18****Moved by: Art Versteeg****Seconded by: Dave Turton**

THAT the costs associated with the elimination of the IT/GIS Technician Position be funded from MVCA's working capital accumulated surplus in 2018.

(carried)

10. **Review of Meeting Objectives/Follow-up Actions/Next meeting: May 16, 2018 at the Administration Centre in Wroxeter**

Jim Campbell accounted the meeting items covered and reminded the Directors of the May meeting date.

11. **Adjournment**

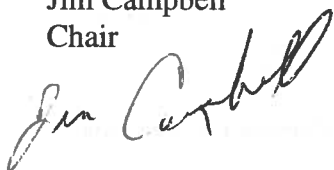
The meeting adjourned at 9:15 pm with this motion.


**Motion FA #53/18****Moved by: Roger Watt****Seconded by: Bob Burtenshaw**

THAT the meeting be adjourned.

carried)

Jim Campbell  
Chair



  
Danielle Livingston  
Administrative/Financial  
Services Coordinator



**Queens Park Day:** On Tuesday, April 17, the Chair and the GM/ST attended Queen's Park Day in Toronto organized by Conservation Ontario. The purpose of the event is to showcase the work that conservation authorities do with MPP's from all parties. The event was also used to celebrate the approval of Bill 139 the first major update of the conservation authority's act since 1946. The event was also used to celebrate the signing of the memorandum of understanding between the Ministry of Natural Resources and Forestry and Conservation Ontario to develop a new partnership for working together. We did get a chance to talk with Lisa Thompson, MPP for Huron-Bruce and Randy Pettapiece, MPP for Perth-Wellington.

b) Director's Reports

There were no Director reports.

**7. Consent Agenda**

- a) Revenue/Expenditure Report - March **Report #24/18**
- b) Agreements Signed: **Report #25/18**
- c) Maitland Conservation Foundation: **Report #26/18**
- d) Appointment of Regulations Staff-Falls Reserve: **Report #27/18**
- e) Correspondence: For Directors' Information: Lower Trent Conservation's 50th Anniversary

The following items were circulated to the Board of Directors for their information.

The following motion was made.

**Motion FA #48/18**

**Moved by: Alison Lobb**

**Seconded by: Wilf Gamble**

**THAT** reports #24/18 through #27/18 and their respective motions along with the correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

**8. Maitland Source Protection Authority Meeting:**

**Motion FA #49/18**

**Moved by: Dave Turton**

**Seconded by: Deb Shewfelt**

**THAT** the Maitland Valley Conservation Authority Board of Directors move into a Maitland Source Protection Authority meeting.

(carried)

**9. In-Camera Session: personnel matter:**

At this time, all attendees except the Board Members and the GM/ST Administrative/Financial Services Coordinator were excused from the meeting at this time.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE MINUTES  
MAY 8, 2018 AT 7:00 PM**

063

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

**Committee Members Present:**

Sherry Burke, Councillor, Chairperson  
Dan Yake, Councillor  
Michael Givens, CAO  
Marty Young, Lions Member  
Raymond Tout, Lions Member  
Jayme Hewson, Public Member  
Laurie Doney, Public Member

Also Present: Mayor Lennox

Staff Present: Dale Small, EDO

Mark MacKenzie, Mount Forest Facility Manager  
Michelle Stone, Administrative Support

Absent: Jim Andress, Lions Member

**CALLING THE MEETING TO ORDER**

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

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION MFA 2018-011**

Moved by: Marty Young

Seconded by: Laurie Doney

*THAT the agenda for the May 8th, 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.

**PRESENTATIONS**

- ABC Recreation Presentation – Mike Kitchen and Ed Sebastiao  
ABC Recreation started in 1992 as a playground equipment company and have expanded to include water play splash pads, shelters, sun shades, benches and more.  
The presentation provided background on their Canadian supplier, Vortex Aquatic Structures. The process was outlined to build and install from start to finish, which includes the opening and closing of the splash pad for the first year in use, with training for municipal staff. They use protective “boots” around all fixtures for safety. All installations (structural, electrical, mechanical and plumbing) are done by certified technicians. “In Kind” from local contributors can help with financial considerations. They work with the municipality and to back out any “in kind” contributions from cost.  
They explained the financial and water use differences for the three water management solutions they offer that meet or exceed all environmental standards and regulations.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE MINUTES  
MAY 8, 2018 AT 7:00 PM**

064

1. Re-Circulation – similar to a swimming pool filter, a method that is a closed circuit system, recycling & disinfecting through a Water Quality Management System. Up front cost is more (approx \$120,000) but uses 10-15% less water than Flow-Through. Can be staff dependant if a water quality issue develops. Constant filtration with auto shut off when water issue detected.
2. Flow-Through – 95% municipal water usage through activation drain with set hours of operation working with an child friendly activation ball in 4 minute cycles. Uses a 2” water service with a 10 hour operation window (75 – 100 cubic meters per day weather dependent). Reliable but controller not as user friendly.
3. Repurpose / Collection Water Supply – .A sustainable solution that re-uses effluent water for surface and sub-surface irrigation. Simple to operate and requires minimal maintenance.

Arthur costs were \$140,000 and they incorporated a “Poppy” theme working with Arthur’s designation as Canada’s Most Patriotic Village.

There were examples of completed splashpad projects for the committee to view. There is a large choice of themes and the ability to “personalize” to suit the location. An average size for a small community is 1,500 – 2,000 square feet with costs dependent on elements, themes and other additions. Examples shown from Arthur, Port Elgin, Southampton and Walkerton ranged in cost from \$100,000 to \$200,000. Best value is ground sprays. Nozzles that go from mist to spray are better for younger children, less invasive but use more water. When choosing a design, the age factor of users is an important consideration. Installs can be done into the fall. Once order is placed, it is a 7- 8 week time frame to have equipment made and the actual install can be started on a Monday and by Friday have “water flying”.

Staff traing time for our staff would be approximately 1 hour .

- **Open Space Solutions Presentation – Janet Elliott**  
They represent Water Play, a Canadian manufacturer, focusing on the large impact that a splashpad can have on a small community as a multi generational gathering place. Accessibility is very important and they meet all Accessibility for Ontarians with Disabilities (AODA) standards. Splashpads have a lower liability and injury rate than playgrounds and have lower operating costs that pools. The vision must match the ages in the focus group in order to design an age appropriate splash pad and theme. Custom graphics, colors, shapes and themes can all be incorporated into the design. Examples included nautical, sports, grasslands, fire department, animals and municipal logosto make distinct to municipality. Their features are flush to grade bottom mounts. They also help with fundraising with marketing brochures, grant writing, poster boards for local businesses who donate, custom graphics costs donated and armour stone rocks that can be sold with a family or business name on them to make perimeter of splashpad. Work with municipality to incorporate best features for our flow rate and use a Flow-Though system to cut costs. Ability to choose water features that have lower flow rate. Maintenance is about 20 minutes a day. Training is included for municipal staff for daily maintenance and the open and close procedures.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE MINUTES  
MAY 8, 2018 AT 7:00 PM**

065

Examples shown from Kincardine, Thorndale, Windsor, Ailsa Craig, Wilmot, Hensall and more. In Windsor they incorporated a Fire Fighter theme to honor a fallen fire fighter and Ailsa Craig used a turtle theme for their famous Turtle Races. Hensall had a smaller budget to start but built with ability to do add-ons as funds became available. Currently working with Drayton on a 2,100 square foot facility.

Happy to work with “in kind” donations and township can provide meter hook up also to off set costs. There is also a re-capture system available that can have water flow into a tank then be used for municipal watering.

They are happy to work with local businesses for “in Kind” work for concrete, granular, plumbing and electrical but not for mechanical.

Timeline would be 2 – 3 weeks once order is placed. Ground sprays go in immediately and splash pad used with larger features taking 6-8 weeks and added later. Fall construction can be a good option to allow for more fundraising and “In Kind” . Popular fund raising idea is the stone – we purchase for \$895.00 and they sell upwards from \$1500.00

Budget taken into consideration and when set, concept will be built according to budget, design and theme. No building permit or inspections required to build, no annual inspections but must adhere to water safety standards and AODO

Chair Burke then invited the Committee for their input. After some discussion it was decided to move forward with getting costs for a new pool so Council and Lions could look at financial considerations and budgets that would need to be in place before proceeding with a splashpad and committing to a new pool by 2020. Community engagement should also be looked at. It was decided that the next step is to have some pool companies come and do presentations on building a 4500 square foot pool so the Committee can get a better understanding of wishes versus costs for a new pool. Mark MacKenzie will send some contact information that he has to Mike Givens. Presentations will be scheduled as soon as can be arranged.

## **DEPUTATIONS**

None

## **MINUTES OF PREVIOUS MEETING**

Committee Minutes from the Tuesday, April 10, 2018 were received and adopted by Council at the Regular Meeting of Council held on Monday, April 23, 2018.

## **RESOLUTION MFA 2018-012**

Moved by: Ray Tout

Seconded by: Jayme Hewson

*THAT the minutes from the April 10th, 2018 meeting of the Mount Forest Aquatic Ad-Hoc Advisory Committee of the Township of Wellington North be received.*

**CARRIED**

## **BUSINESS ARISING FROM MNUTES**

1. Signage for new Splashpad

The Committee reviewed the signage option prepared by MARCC Apparel the Committee for the “Future Home of the Lions Splashpad”.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE MINUTES  
MAY 8, 2018 AT 7:00 PM**

066

After some discussion, the Committee recommended that they would like the word "Lion's", the Lion's Club Logo and barometer removed with the ability to add later.

**RESOLUTION MFA 2018-013**

Moved by: Jayme Hewson

Seconded by: Laurie Doney

**THAT THE** *Mount Forest Aquatic Ad-Hoc Advisory Committee recommend to Council signage option prepared by MARCC Apparel for the Future Home of the Splashpad be accepted;*

**AND FURTHER THAT** *staff be directed to proceed with the ordering and erecting of the sign.*

**CARRIED**

2. Signage for the new Swimming Pool – Tabled for future meeting

Four signage options prepared by MARCC Apparel were presented to the Committee for their review for the "Future Home of the Lions Swimming Pool".

3. Fund Raising Event

Lions members Marty Young and Ray Tout updated the Committee on ticket availability information and noted excitement is building for the fund raising event scheduled for June 30<sup>th</sup>, 2018.

**CORRESPONDENCE - None**

**REPORTS – None**

**ROUNDTABLE / COMMENTS**

**NEXT MEETING**

Next meeting to be held at the Mount Forest Sports Complex, Plume room. Time to be determined when presentations from pool companies can be arranged. Tuesdays are preferable by the majority of the committee members.

**ADJOURNMENT**

**RESOLUTION MFA 2018-014**

Moved by: Marty Young

Seconded by: Ray Tout

**THAT** *the Mount Forest Aquatic Ad-Hoc Advisory Committee meeting of May 8th, 2018 be adjourned at 10:03 pm.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
MAY 15, 2018 AT 8:30 A.M.**

067

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

**Committee Members Present:**

- **Steve McCabe, Councillor, Chairperson**
- **Andrew Lennox, Mayor**
- **Lisa Hern, Councillor**
- **Dan Yake, Councillor**
- **Barbara Dobreen, Councillor, Township of Southgate**

**Staff Members Present:**

- **Mike Givens, Chief Administrative Officer**
- **Brent Lauber, Director of Operations**
- **Catherine Conrad, Deputy Clerk**
- **Tammy Pringle, Recreation Administrative Support**
- **Tom Bowden, Arthur Facilities Manager**
- **Mark McKenzie, Mount Forest Facilities Manager**

**CALLING THE MEETING TO ORDER**

Chairperson McCabe called the meeting to order.

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION REC 2018-009**

Moved by: Councillor Yake

Seconded by: Mayor Lennox

*THAT the agenda for the May 15, 2018 Recreation & Culture Committee meeting be accepted and passed with Item d deferred by staff, more time needed for information.*

**CARRIED**

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

No declarations of pecuniary interest were declared

**MINUTES OF PREVIOUS MEETING**

The minutes of the February 6, 2018 Recreation & Culture Committee meeting were received and adopted by Council at the Regular Meeting of Council held on February 12, 2018.

**BUSINESS ARISING FROM MINUTES**

Letter to Mount Forest Minor Ball, dated February 13, 2018 regarding Outdoor Storage  
- Received for information

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
MAY 15, 2018 AT 8:30 A.M.**

068

**REPORTS**

a. Recreation Master Plan and Summary of Recommendations

**RESOLUTION REC 2018-010**

Moved by: Mayor Lennox

Seconded by: Councillor Yake

*THAT the Recreation and Culture Committee of the Township of Wellington North receive for information the Recreation Master Plan – Presentation to Council dated May 7, 2018, and the Summary of Recommendations.*

**CARRIED**

b. Recreation Master Plan Action Status Schedule

Key recommended items discussed

- Item 20 - Create a Community Recreation Coordinator position to act as a liaison between parks and recreation stakeholders and the Township, enhance communication and implement the Recreation Master Plan. It was decided to move ahead with this recommendation.
- Item 24 – Reconstitute the Recreation & Culture Committee as an advisory body of Council. Develop a terms of reference that confirms the Committee’s mandate and guides the selection of members, which should include lay appointees from across the Township. Reference should be made to the best practices identified in the Recreation Master Plan. It was decided to defer discussion of this item until after a Community Recreation Coordinator is hired.
- Item 35 – Develop a splash pad in Mount Forest, potentially at Bill Moody Lions Playground/King Street Fairgrounds Par, with the assistance of community fundraising. Ensure the provision of appropriate support amenities, such as benches, shade and pathway/sidewalk connections. The Mount Forest Aquatic Ad-Hoc Advisory Committee has been formed. Council has endorsed the location. Two suppliers have made presentations to the Committee; but, a formal decision has not been made. The Committee has been asked to tie decisions regarding the splash pad with the pool.
- Item 36 – Replace the Lion Roy Grant Pool with a new outdoor pool in Mount Forest, potentially at Campbell deVore Park/Mount Forest & District Sports Complex, with the assistance of community fundraising. A 2020 construction start is being considered for a pool similar to the one in Strathroy. The Mount Forest Aquatic Ad-Hoc Advisory Committee members are trying to arrange a site visit for the pool in Strathroy. The Township would cover the cost of the replacement of the existing pool and fundraising would take place for additions.
- Item 39 – Develop one youth ball diamond at the Arthur Community Centre and Fairgrounds Park in the short-term. It was suggested to locate the new diamond be located in the back corner of the lot. Fencing and the removal of the water and hydro camping box would be the biggest expense. Locates are being obtained. Background work is being done; but, the project hasn’t been approved.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
MAY 15, 2018 AT 8:30 A.M.**

069

- Item 45 – Develop a skate park in Arthur in the short-term, with the assistance of community fundraising. Site selection and design should comply with municipal standards and youth should be engaged in the design process. Consultation took place with the Arthur Lions Club and a preferred location has been determined. Signage for that location is being discussed. It was suggested that this item become a standing item on the agenda. The Township will work with the Committee with appropriate communication and information being shared.

c. Arthur Village Splash Pad Financial Recap

**RESOLUTION REC 2018-011**

Moved by: Councillor Yake

Seconded by: Mayor Lennox

*THAT the Recreation and Culture Committee of the Township of Wellington North receive for information the report prepared by Adam McNabb, Director of Finance & Treasury, dated May 15, 2018, regarding the Arthur Village Splashpad Wrap-up.*

**CARRIED**

The Committee directed the Chair to contact representatives of the Arthur Optimist Club to review the report and obtain feedback on the project at their next meeting.

d. On Ice Safety Policy - DEFERRED

e. Mount Forest Roof Repair

Mark MacKenzie reported that 3 roof drains had been repaired. The leak around the condenser has not been repaired.

f. Arthur Community Centre damage/repair status

Vandalism at the pavilion damaged picnic table, roof, fence and electrical. The Optimist club sign was ripped off the wall and the plexiglass was smashed. The picnic tables, electrical and roof have been fixed. The Optimist Club will update their sign before replacing it.

Various ways to deter vandalism were discussed.

g. Year Round Park Access

The current policy is that outdoor furniture is removed for the winter. There has been a request for year round access to playgrounds. Due to maintenance issues and liability it was decided not to change the policy.



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
MAY 15, 2018 AT 8:30 A.M.**

070

h. Permit Terms & Conditions for Ice Rentals – Item #7

The responsibility for “block” ice time commitments is outlined in Item 7 of the Permit Terms and Conditions for Ice Rentals. A separate contract should be used for ice time beyond the March 15<sup>th</sup> time frame. Currently there isn’t a cancellation policy regarding bookings for those rentals. Time that is booked is often cancelled without the group having to provide specific notice or pay.

Direction was given to staff to bring a report back to Committee regarding an ice allocation policy.

i. Sports Field Lights and Complex Card Table Sales

- Referred back to staff

j. Ice Plant – Cimco to start end of May

The upgrades to the ice plant system will be completed in the next week.

k. Dumpster Pricing Comparison

- Referred back to staff

l. Facility Usage Reports:

- Mount Forest Sports Complex:
  - February 1, 2017 – April 30, 2017
  - February 1, 2018 – April 30, 2018
- Arthur Community Centre
  - February 1, 2017 – April 30, 2017
  - February 1, 2018 – April 30, 2018

**RESOLUTION REC 2018-012**

Moved by: Mayor Lennox

Seconded by: Councillor Dobreen

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

- February 1, 2017 – April 30, 2017
- February 1, 2018 – April 30, 2018

**CARRIED**

**OTHER BUSINESS**

Facility Managers Updates

- Mount Forest, Mark MacKenzie
  - Working on a draft trail agreement for landowners of private land that the trails cross. CAO Givens added that this is more of a notice and will not registered on title.
  - The Wellington North Youth Action Council is hosting their Race Against Youth Homelessness: Color Race on Saturday, May 19 Arthur

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
MAY 15, 2018 AT 8:30 A.M.**

071

- Arthur, Tom Bowden
  - Parks have been cleaned.
  - Splash pad will de-winterized within the week

Tammy Pringle, Recreation Administrative Support, commented that it was noted in the minutes of the last meeting that the mission statement provided in the Recreation Master Plan will be promoted in the facilities. She had drafted posters for display.

Brent Lauber, Director of Operations, requested that Committee members review the Recreation Coordinator Job Description and provide comments. Feedback will be compiled before proceeding with the process.

**NEXT MEETING**

Next meeting to be held at the Mount Forest Sports Complex on July 10, 2018 at 8:30 a.m.

**ADJOURNMENT**

**RESOLUTION REC 2018-013**

Moved by: Councillor Dobreen

Seconded by: Mayor Lennox

*THAT the Recreation and Culture Committee meeting of May 15, 2018 be adjourned at 10:59 a.m.*

**CARRIED**

**TOWNSHIP OF WELLINGTON NORTH: CULTURAL ROUNDTABLE**  
**Thursday, May 24th, 2018 12:00 pm; Council Chambers, Kenilworth**

**COMMITTEE MEETING MINUTES**

<u>Members Present:</u>	Chair Jim Taylor Bonny McDougall Penny Renken	Linda Hruska Robert Macdonald
<u>Staff Present</u>	Dale Small, EDO	
<u>Absent:</u>	Councilor Yake Gail Donald Karen Armstrong	Trish Wake Gary Pundsack

**CALLING THE MEETING TO ORDER**

- Chair Jim Taylor called the meeting to order at 12:00 p.m.

**DECLARATION OF PECUNIARY INTEREST**

- None declared

**DELEGATIONS**

- Mikayla Horsburgh and Karren Wallace provided the roundtable with an update on the Cemetery Project

**PASSING AND ACCEPTANCE OF AGENDA**

RESOLUTION WNCR 2018-009

Moved: Bonny McDougall

Seconded: Robert Macdonald

*THAT THE Agenda for the May 25th, 2018 Wellington North Cultural Roundtable Committee Meeting be accepted and passed.*

CARRIED

**MINUTES OF PREVIOUS MEETING**

RESOLUTION WNCR 2018-010

Moved: Bonny McDougall

Seconded: Robert Macdonald

*THAT THE Cultural Roundtable Committee receive the minutes of the April 19, 2018 Cultural Roundtable Meeting.*

CARRIED

**BUSINESS ARISING FROM MINUTES**

- As requested at the previous meeting the Cultural Roundtable Funding program application has been revised and was circulated for review and comment.

**NEW BUSINESS**

- Jim provided an update on the Historical Site designation initiative
- Discussion took place on Culture Days and engaging the creative community. All committee members were asked to provide a list of individuals and organizations that we should reach-out to participate in Culture Days to Dale by end of month.

- Minto Cultural Roundtable had sent a request to determine if we were interested in partnering with them to bring the Board Training Series to the community. Decision was made to not move forward at this time.
- The committee reviewed the Cultural Roundtable Funding program application that had been received from St Pauls United Church in Metz.

### MOTIONS FOR COMMITTEE APPROVAL

RESOLUTION WNCR 2018-011

Moved: Linda Hruska

Seconded: Penny Renken

*THAT THE Wellington North Cultural Roundtable Committee Meeting approve the request for funding from St. Pauls United Church for the Metz Down Home Group in the amount of \$700.00 be approved.*

CARRIED

### UPCOMING CULTURAL MOMENT

- June **Underground Railroad, Drayton** to be provided by Gary (5/28)
- July **Upper Canada Two Cylinder Show/100 Ann. John Deere** to be provided by Bonny 7/3
- August **Fall Fair History** to be provided by Robert by (8/5)

### MEMBERS PRIVILEGE

- Update was provided on the Four Corners Quilters Guild 20<sup>th</sup> anniversary quilt show
- Wellington County Historical Society AGM is on June 11th
- Wellington North Farmers market opens this Friday May 25<sup>th</sup>
- Taste Real Spring Rural Romp is this Saturday May 26<sup>th</sup>

### NEXT COMMITTEE MEETING & ADJOURNMENT

- The next committee meeting will be held on Thursday July 19<sup>th</sup>, 2018. Location to be advised.9

### ADJOURNMENT

RESOLUTION WNCR 2018-012

Moved: Bonny McDougall

*THAT THE Cultural Roundtable Committee meeting be adjourned at 1:45pm.*

CARRIED



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1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF June 4, 2018**

**FROM: DAVID GUILBAULT, FIRE CHIEF**

**SUBJECT: REPORT FIRE 2018- 003 WELLINGTON NORTH FIRE SERVICE  
ANNUAL REPORT 2017**

#### **RECOMMENDATION**

THAT Council of the Township of Wellington North receive for information Report FIRE 2018- 003 being a report Wellington North Fire Service Annual Report 2017;

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

FIRE 2017-004 Wellington North Fire Service Annual Report 2016

#### **BACKGROUND**

In May of 2017 the WNFS presented its first annual report. We continue to grow as a strong cohesive team and are meeting or exceeding the many challenges and legislative changes to the fire service.

The second annual report is a compilation of information including statistics that details the combined efforts of all our dedicated firefighters.

The WNFS Annual Report provides information on Fire Prevention and Public Education initiatives, Training, and Community Involvement. As well, Emergency response statistics are provided in both graph and chart form.

Please find attached as Schedule A the Wellington North Fire Service 2017 Annual Report. I hope you find our second annual report interesting and informative.

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

There are no costs associated with this report.

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

Does 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

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

*David F. Guilbault, Fire Chief*

*Michael Givens, CAO*

<b>DAVID E. GUILBAULT FIRE CHIEF</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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SCHEDULE A



2017

*Annual Report*

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## *Office of the Fire Chief*

**Mayor Andy Lennox, Members of Town Council & Residents of the Township of Wellington North.**

**I am pleased to present the second annual Wellington North Fire Service Annual Report.**

**I am very proud of the work all our firefighters do on a daily basis in all areas of service; Suppression & Emergency Response, Communications, Training, Fire Prevention & Public Education and their community involvement. Each of these areas is further outlined in this report, with an overview of the role and responsibilities, initiatives and successes of the Wellington North Fire Service. We are certainly one of the best!**

**The goal of the Wellington North Fire Service is to reduce the loss of life and property, and the protection of our environment. This is achieved through public fire and life safety education to the children and citizens of our community. Our two main target groups are children and seniors, who have the greatest risk of injury or death should a fire occur.**

**The WNFS emergency response is currently being fulfilled by 25 firefighters for the Arthur station and 25 firefighters for the Mount Forest station. Recruitment is ongoing in order to maintain those levels.**

**The following is a synopsis of the Wellington North Fire Service in 2017. We look forward to continuous improvement and dedicated service to our community.**

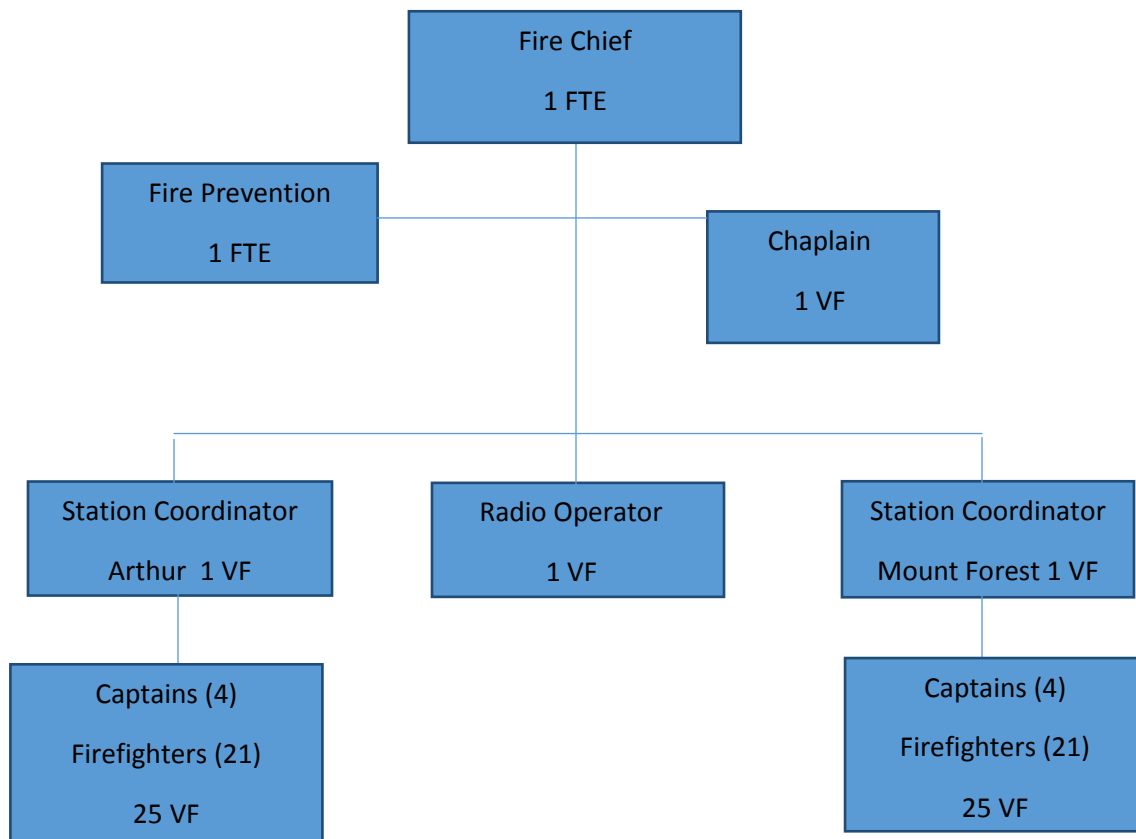
**Respectfully,**

**Fire Chief**

**David E. Guilbault**

# *Organizational Structure*

## Wellington North Fire Service Organization Chart



## *Office of the District Chief*

**I have been a Volunteer Firefighter for over 27 years. I was the former Deputy Chief of Mount Forest and most recently appointed District Chief for the Wellington North Fire Service, serving both the communities of Arthur and Mount Forest and surrounding areas.**

**The main role of District Chief is to provide Administration Support to the Fire Chief and represent him in his absence. This is a much different position than my previous one, as both stations are under one Chief being the Wellington North Fire Service. I have been involved in the amalgamation of both stations and feel it is working. I now have the opportunity to work with both the Arthur and Mount Forest firefighters. I assist with training and attend emergency responses with both groups and truly enjoy that interaction. This never happened previously. This new role is both challenging and rewarding and I see this as a wonderful opportunity to help move the Wellington North Fire Service forward.**

**I wish to thank everyone for their continued support for me and the WNFS.**

**Bill Hieber**

**District Chief**

## *Office of the Chaplain*

It has been an honour to become part of the Wellington North Fire Service as the Chaplain over the last number of months. In that time, I have had the privilege of getting to know the women and men who serve as firefighters in our township. Part of my role as Chaplain is to be part of the Peer Support Team. In that role I have been called in a couple of times to act in that capacity to assist at and after particular calls. I have been privileged to get to know many of the dedicated people who serve in many different aspects of the team. Some of the calls have meant follow ups a few days later or within the following week. No matter what the need is, I as the Chaplain am willing to help whether it is for a firefighter, people who are serving in other areas of the call, family, friends, or people directly related to the call. In that regards I have been asked by the Fire Chief to go and visit with people from two different calls. Also, I have been asked by a couple of the Captains to speak to a couple of people who have been affected by the calls. During my time with the Fire Service I have been trying to be at least one training night at each station a month when I am not at other meetings. This has been a time to see a little bit of what each of the firefighters have to do. I have been able to attend a CPR and First Aid training and have been reading up on PTSD and Peer Support. My goals for this coming year is to continue to get to know the each of the firefighters of all levels, continue to develop my skills for helping with Peer Support and PTSD, learning more about what happens during training and what happens on calls, continuing to refine how I can best serve the people on this team.

One thing that really impresses me about each station is how I have been welcomed but more importantly how everyone works together, supports and looks out for each other. Through the training that each person has dedicated themselves to and maintaining and improving their knowledge and skills, we have an excellent group of people that work together to serve our community.

Edward Charlton

Chaplain

## *Office of the Fire Prevention Officer*

### **Fire Prevention and Public Education**

**Fire Prevention and Public Education** needs to be used in conjunction with one another. You cannot do one without the other. When doing any form of education, in reality you are doing prevention. When someone is educated and they understand, they should know how to do things safely. When I do prevention in the form of an inspection and there is a contravention to the fire code, most of the time it is because of lack of education. I fill out an inspection report and educate why it is a contravention. I answer their questions and sometimes I get a thank you because now they understand. The ultimate goal is to get compliance within the Fire Code. Fire prevention and public education is the only way we are going to get it done.

Personal education and a good networking system is required for a fire prevention officer/public educator. We are required to be certified to complete our duties.

2017 was a very busy year for me to be able to fulfill that commitment. Below are some of my achievements.

#### **NFPA 1031 Fire Inspector:**

Fire Inspector I      Certified OFM and PRO BOARD

Fire Inspector II      Certified OFM and PRO BOARD

#### **NFPA 1033 Fire Investigator:**

Record of completion waiting on post assignment for certification

#### **NFPA 1035 Fire and Life Safety Educator:**

Fire and Life safety Educator I      Certified OFM

Fire and Life Safety Educator II      Certified OFM and PRO BOARD

I have also taken membership with a number of organizations that will help me stay current and assist me with any questions or concerns that I have.

Example:

**Canadian Association of Fire Investigators C.A.F.I.**

## Ontario Municipal Fire Prevention Officers Association OMFPOA

## International Kitchen Exhaust Cleaning Association IKECA

### 2017 YEAR REVIEW:

**19 Fire safety presentations** were conducted. This would include, fire hall tours, going to schools, visiting senior complexes, and public social events like fall fairs and open houses.

**45 Fire safety inspections.** These include routine as well as requested.

**5 Fire investigations.** During these investigations we determine an origin and cause. Some fire are arson, electrical (could be wiring or faulty unit) and negligence. Knowing a cause will help the fire service better educate the community.

**22 Fire safety complaint inspections.** These are usually related to non-working smoke or CO alarms, hoarding situations, and fire separation issues.

**16 Fire safety Plans.** These are required in buildings such as schools, vulnerable occupancies, and industrial buildings. Fire Safety Plans are emergency procedures that need to be followed in case of a fire.

**5 vulnerable occupancy fire drills.** These are mandated within the Fire Code to be done annually.

**36 pre-burn inspections.** These inspections are on piles that are larger than what is approved within the burn by-law. We make sure it is safe to burn and make recommendations when we believe there are risks with the burn.

**4 burn complaints.** These are usually due to nuisance concerns, burn ban, and not confirming to the burn by-law.

In 2017 we have built a good relationship with Wellington County and Grey County. Both County's have great Fire Prevention Officers that will answer any questions or concerns that we have. I believe in getting different views on situations. Sometimes it causes some confusion but the Fire Code can be interpreted in many ways. The Ontario Fire Marshal's Office is ultimately the place to go when decisions are hard to make.

2017 We distributed the Community Safety Net Books to all of the major schools in Wellington North. We handed out 200 Junior Fire Safety, 500 Fire safety, and 150 Personal Safety books from junior kindergarten to grade 8.

Marco Guidotti

## ***Emergency Response***

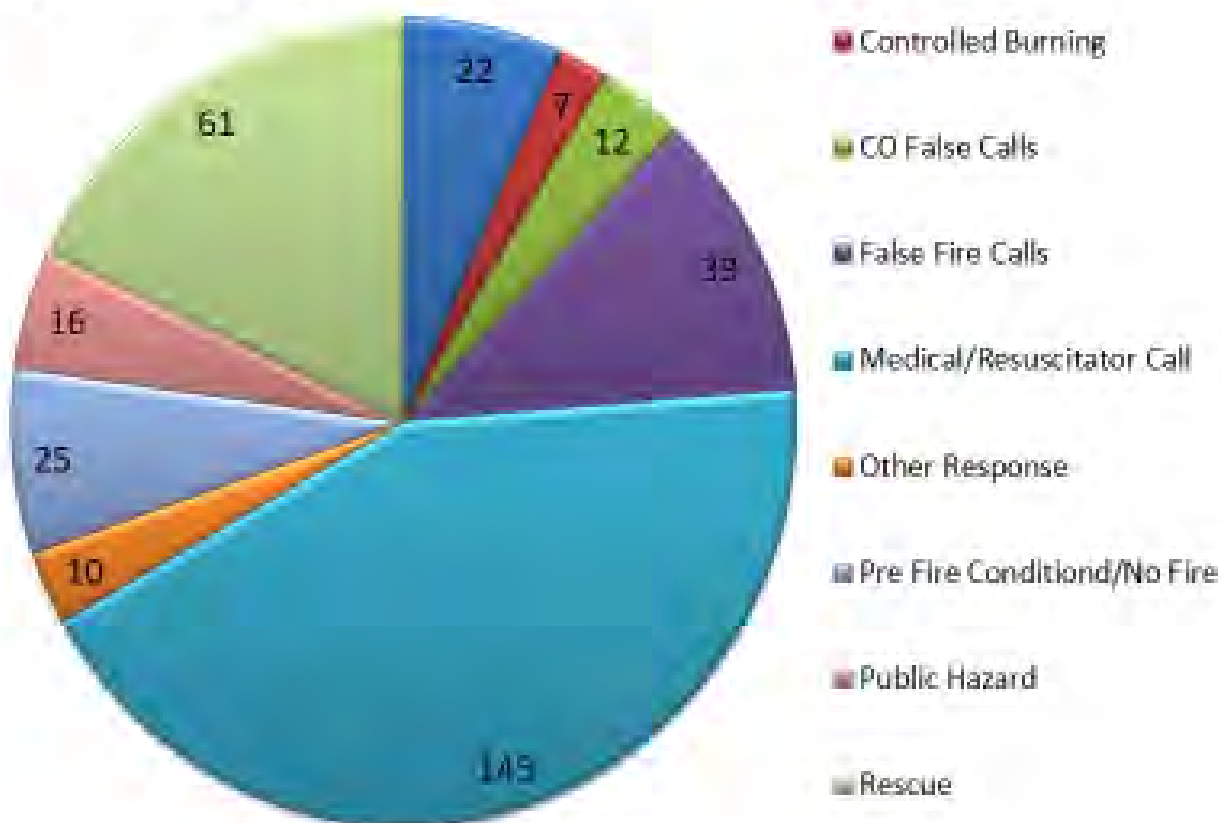
The Office of the Ontario Fire Marshal requires all Fire Services in Ontario to submit Standard Incident Reports (SIR).

Medical calls represent close to 45% of our responses. This is an area that will be addressed in 2018. As stated in previous reports, there is a financial impact to our local rate payers. An extra burden is placed on our volunteer firefighters who must leave their places of employment to assist EMS, when in most cases the Fire Service is not required. We all want positive patient care and positive patient outcome. Close to 92% of the Medical Responses attended by the WNFS, the ambulance was already on scene and the assistance of the Fire Service was not required. We are reminded ambulance service is an Ontario Ministry of Health Department; not a local municipal department.

The following pages indicate the type and number of incidents the WNFS responded to in 2017 and that were reported to the OFM. Also included are the emergency responses outside of Wellington North.

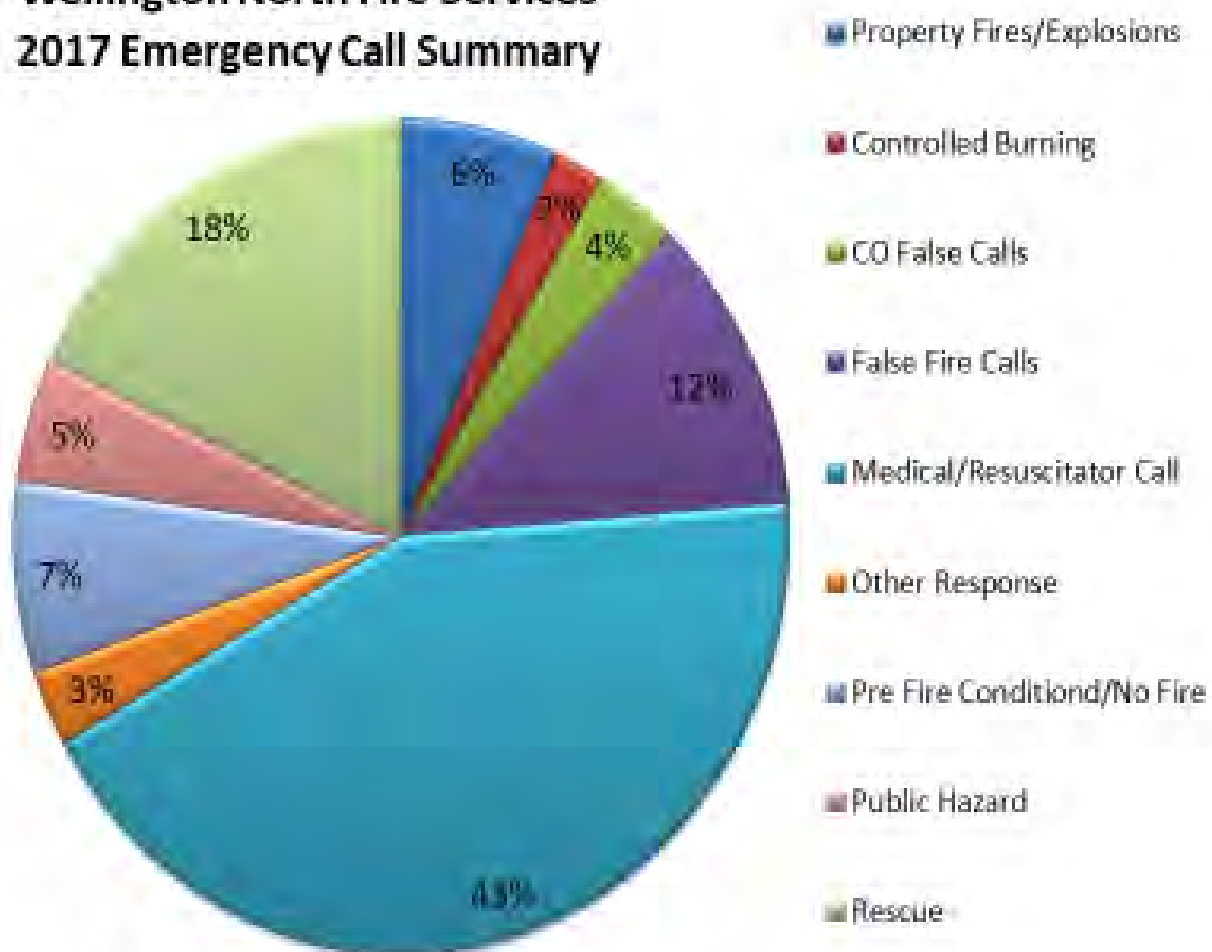


## Wellington North Fire Services 2017 Emergency Call Summary

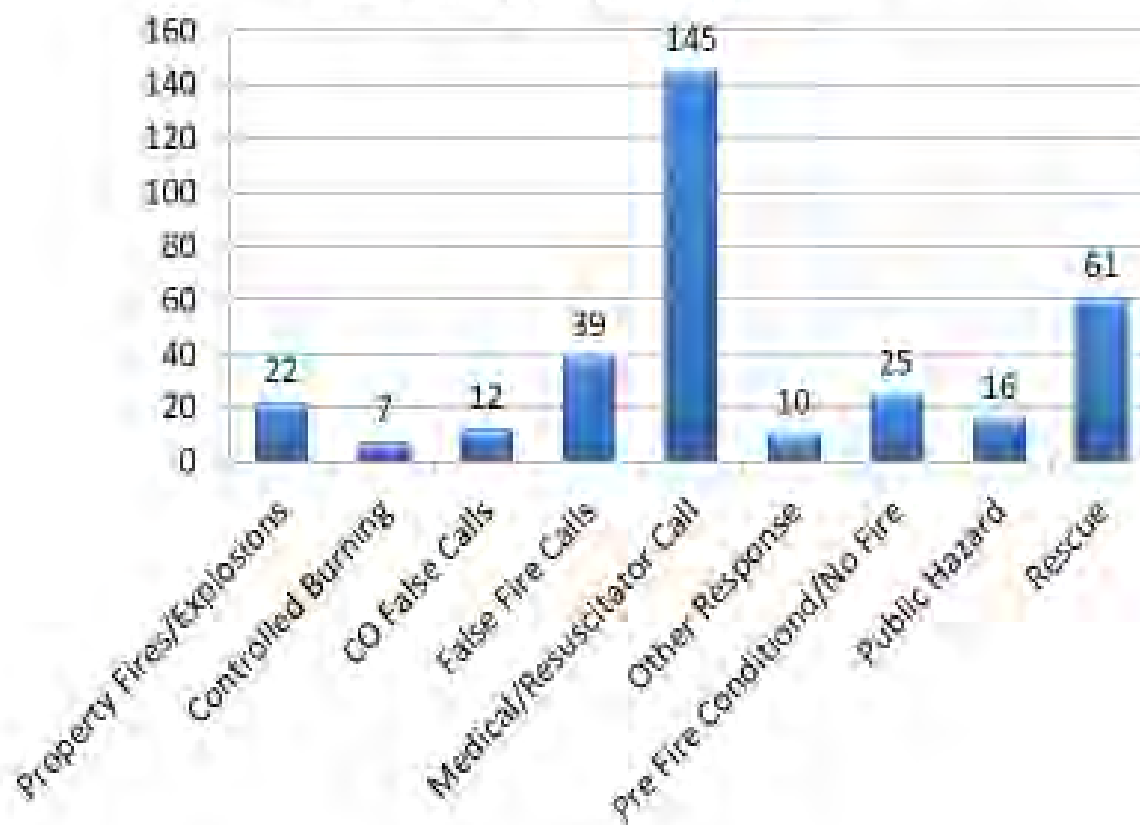




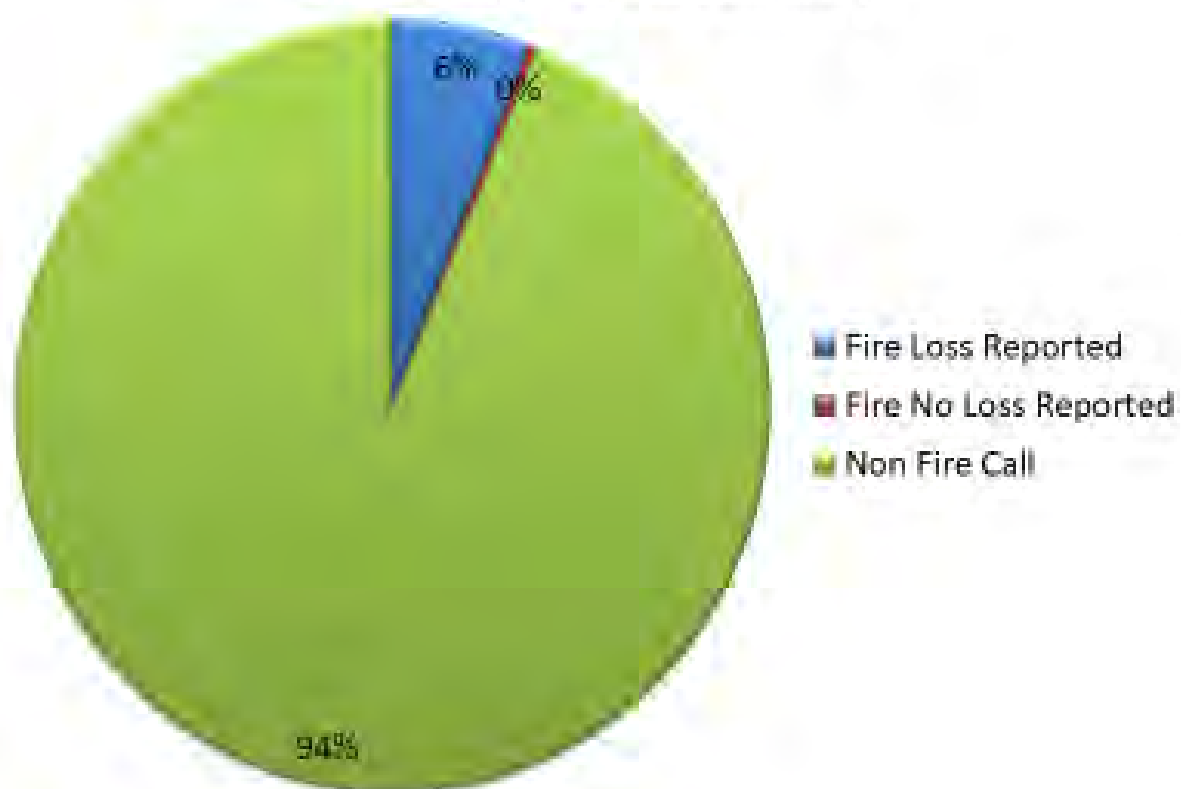
## Wellington North Fire Services 2017 Emergency Call Summary



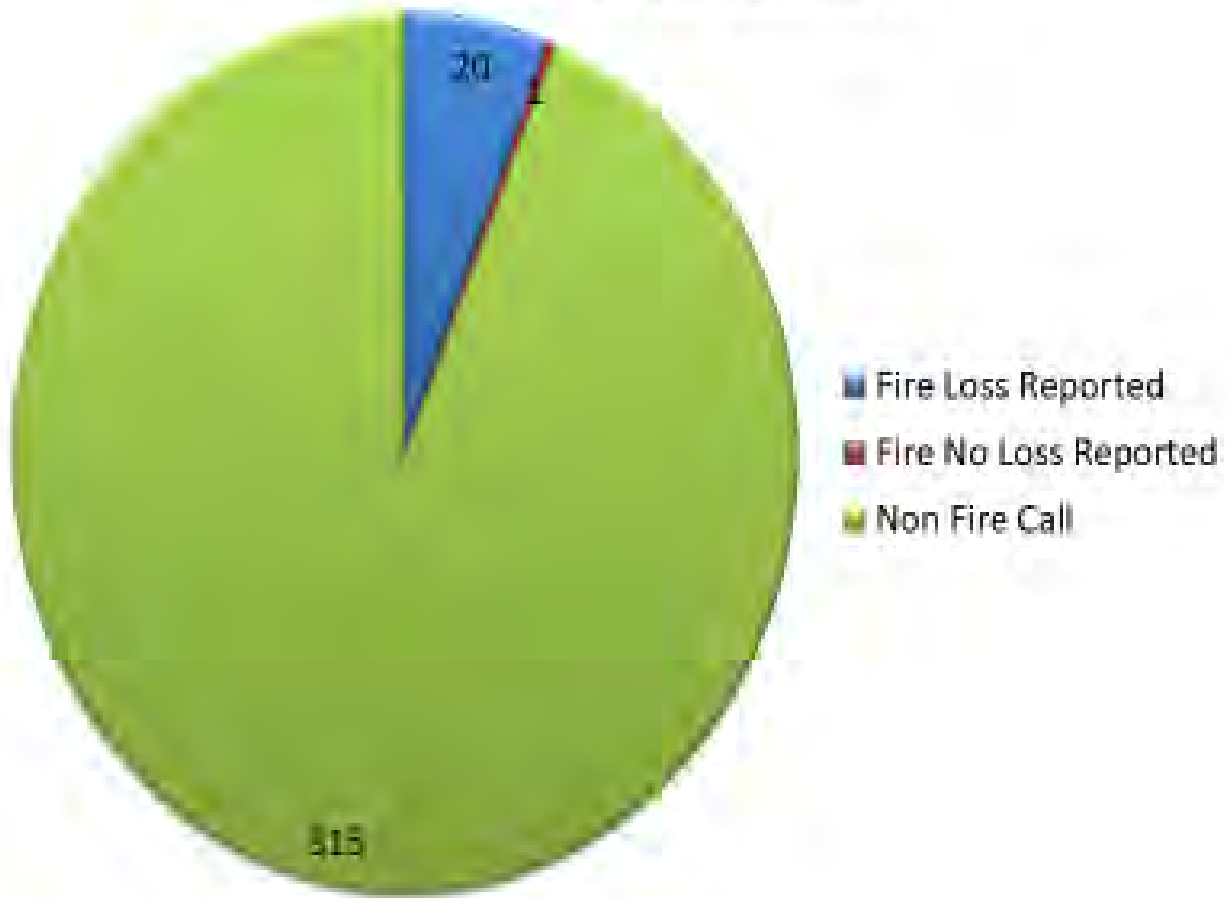
### Wellington North Fire Services 2017 Emergency Call Summary



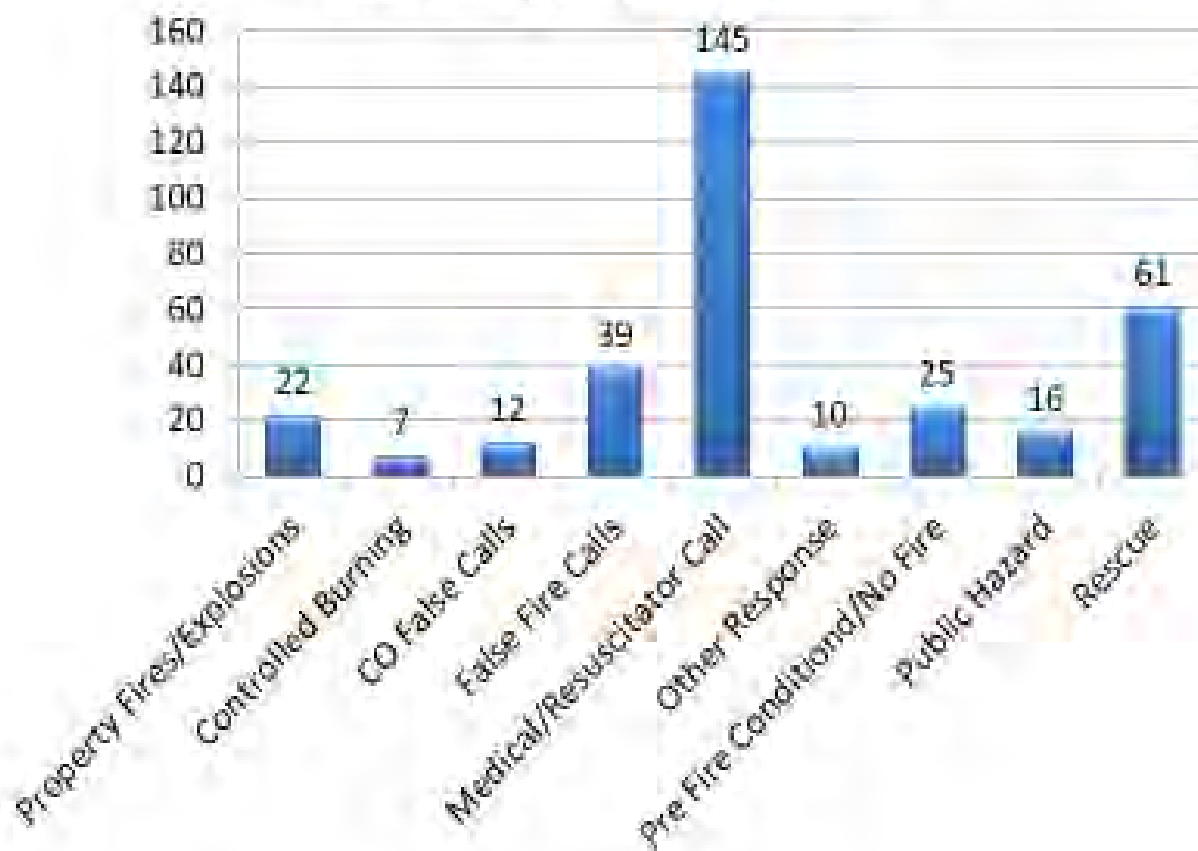
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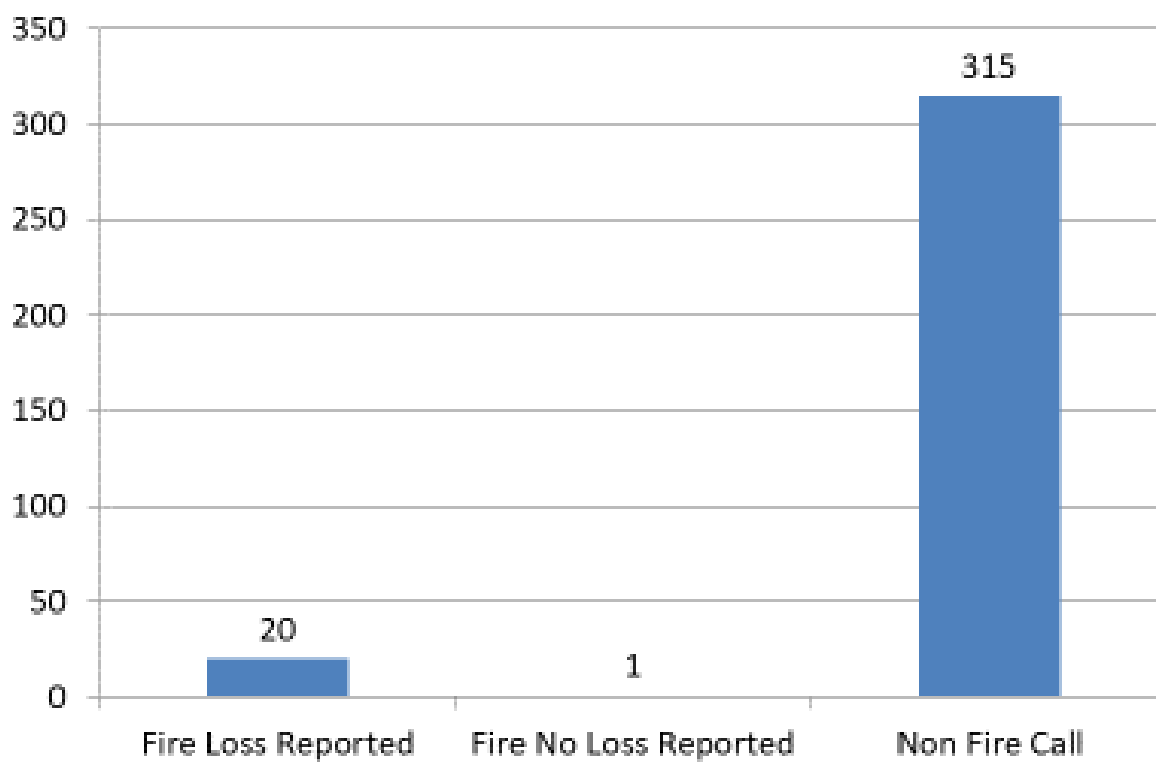
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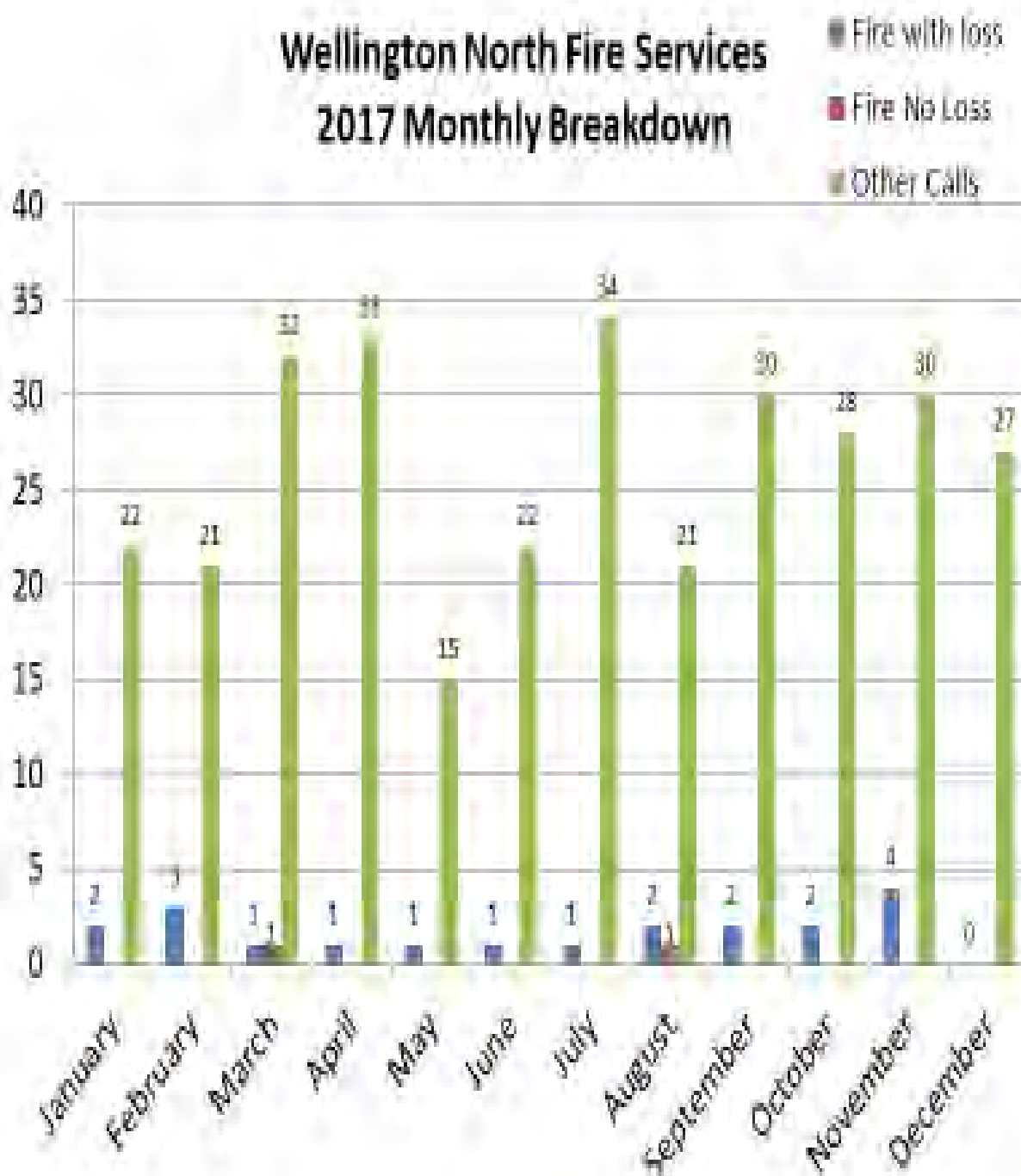


### Wellington North Fire Services 2017 Emergency Call Summary



### Wellington North Fire Services 2017 Emergency Call Summary





# *Training*

## **Recruit Training and Certification**

Over time, firefighters retire, have life style changes, changes to their work environment and/or move away from our community. I believe this is common place in all walks of life.

We continue to recruit annually to ensure we have sufficient personnel for both fire stations. Once new members have successfully passed the interview stage, they are then required to complete their physicals, security checks and blood work, training will begin.

The Recruit Training Course is a hybrid course, combining recruit firefighters from all Wellington County fire departments which includes both online and practical components. The online course is called Resource One and has twenty four chapters. There is an exam after each chapter. A pass mark of 80% is required on all exams.

The Practical component (hands-on) begins in late March and continues on until late June; every second weekend. Firefighters learn about ladder operations, rural water supply, hazardous material response, building construction, etc. They also get to experience the Fire Simulator (live fire). Once all the components are completed there is a three hour exam. They will then be recognized as having Firefighter Level 1.

## **General Training**

All firefighters have a Tuesday night training schedule. Two Tuesday nights on and then one off. That cycle continues throughout the year. The training topics and schedule are prepared in advance and distributed to all firefighters. Topics range from auto extrication, pump ops/pumps/hydrants, forcible entry, ladders, medical review, etc. Our firefighters are required to attend 70% of scheduled training. Audits are conducted quarterly to ensure compliance is met. Our team is very dedicated and committed to training. We have some of the best trained firefighters anywhere.



## Ladder Training/Roof Ventilation



Firefighters using roof simulator at joint training session in Mount Forest.

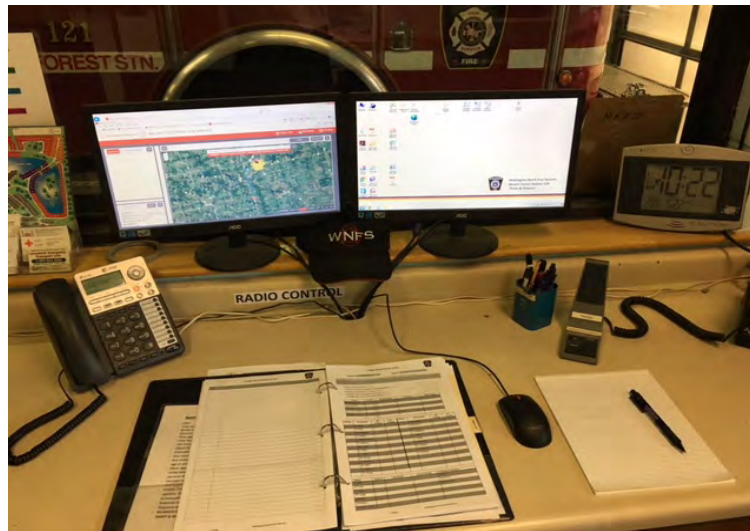
## *Communications*

Presently the City of Guelph Fire Service provides paging for the WNFS. The firefighters are alerted of an emergency response via a paging tone sent to a pager which they carry with them. The Guelph Fire Service does not provide any other communication service to the WNFS.

The WNFS continues to use a Volunteer Firefighter Radio Operator. His role as Radio Operator is to communicate with responding fire trucks and the Incident Commander. The Radio Operator will receive direction from Incident Command to obtain hydro, police, EMS, public works, etc., and shall retain a call log.

As stated in last year's annual report, the WNFS requires a better understanding of changes being made to the Guelph Fire Departments software, performance up-grades and performance standards, before we can consider Full Dispatch. Changing to a Full Dispatch service provided by the Guelph Fire Department is not being considered now or in the near future. More discussion is required and a report to Council will follow prior to any Full Dispatch implementation.

As stated in previous reports there have been issues with the Wellington County UHF system. In some cases there have been dead spots, portables searching for a channel to operate, no radio coverage below grade, etc. These issues continue today. There are no issues or concerns with the WNFS VHF radio system other than the Wellington County paging problems which Council has been advised of in previous reports. Those paging issues and concerns will hopefully be addressed in 2018.



## ***Emergency Management***

The County of Wellington provides a Community Emergency Planning Co-Ordinator (CEMC), whose role amongst other things, is to review annually the

Emergency Plan and conduct an Annual Exercise. The First Alternate CEMC is the Fire Chief for the Township of Wellington North. The Second Alternate is the CAO.

In October, a notification call out exercise of the Wellington North Emergency Control Group was conducted. The ECG was advised to report to the Mount Forest Emergency Operating. A tabletop exercise was conducted.

In November, a County of Wellington and Member Municipality Emergency Management Exercise was conducted in Elora. The Fire Chief and CAO attended.

The objectives of the exercise were to apply specific Roles/Responsibilities using the Incident Management System (IMS), establish relationship connection between each IMS section and the procedure required to know how and when to complete IMS forms. This was an excellent opportunity to interact with our neighbouring communities. Another exercise is planned for 2018.



## *Fire Service Team*

### ADMINISTRATION:

***Fire Chief:*** David Guilbault

***District Chief:*** Bill Hieber

***Fire Prevention Officer:*** Marco Guidotti

***Chaplain:*** Ed Charlton

**ARTHUR STATION:**

***Coordinator:*** Marco Guidotti

***Captain:*** Brad Bodz

***Captain:*** Greg Brunkard

***Captain:*** Stacy Mazerolle

***Captain:*** I/C Training, Eric Green

***Firefighters:***

Brenan Gorecki

Stacy Muir

Brendan Carroll

Tyler Wright

Brian Rooney

Matt Hartman

Chandler Cutting

Devon Greenwood

Dustin Piccinetti

Ken Smith

Kevin Vanderhart

Maynard Weber

Michael Hasson

**MOUNT FOREST STATION:**

***Coordinator:*** Wayne Robinson

***Captain:*** Kevin Bender

***Captain:*** Jim MacEachern

***Captain:*** Curtis Murphy

***Captain:*** I/C Training, Steve Tosh

***Firefighters:***

Andy Kelly

Brad Cormack

Brody Young

Greg Mason

Jeremy Benn

Kyle Woods

Mike Cooper

Mike Lucas

Mike Schwindt

Seal Riehl

Steve Gilck

Thomas Jamieson

Tyler Wright

Ray Tout

Kevin Rice

## ***Stations***

## *Station 90 Arthur*



Apparatus at the Arthur Station include a Pumper, Squad (Rescue), Tanker, and Fire Prevention Vehicle.

## *Station 120 Mount Forest*



Apparatus at the Mount forest Station include a Pumper, Squad (Rescue), Tanker, Support Unit, UTV and Trailer, Chief Vehicle.



## *Community Involvement*

### **Mini Me**

#### **Community Partners**

We partner with local business who help us deliver Fire Prevention and Public Safety education to our residents. Home Hardware and Canadian Tire Mount Forest are valuable partners and contribute so much to our community.

The WNFS has also partnered with several organizations in Wellington County. Partners include; Mount Forest Family Health Team, Wellington Guelph Hoarding Response Team and the Guelph & Rural Wellington Connectivity Table. We interact with these groups on a regular basis. For example, if the WNFS had a Hoarding situation, we would connect with several disciplines. The Hoarding Response Coordinator, Mount Forest Family Health Team, (who would assist with mental health issues) and the Guelph & Rural Wellington Connectivity Table, (would assist with housing). The O.P.P play an integral role in this community partner team.

Our Fire Prevention Officer attends meetings when available. Many of the case studies and issues brought forward have Fire Code violations and are threats to public safety. The Chief Fire Prevention Officer from Guelph Fire is a member of the Hoarding Response Team.

#### **Fund Raising**

The WNFS continues with fund raising activities. From Muscular Dystrophy Boot Drives (\$4500.00 raised in Arthur), pancake breakfasts and the Mount Forest Yuk Yuks fun night. The Fire Chief's Gala raised \$30,000 for a "Safe Room" for the Louise Marshall hospital.

This year more than \$1400 was raised when members from the Arthur Station competed in the Lung Association Stair Climb in Hamilton. As well, the Arthur firefighters will continue with the Winter Coat drive and open houses. Our team is very giving of their time and really enjoy participating in community events. More are being planned.







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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF June 4, 2018**

**FROM: DAVID GUILBAULT, FIRE CHIEF**

**SUBJECT: REPORT FIRE 2018- 004 BEING A REPORT ON A MEMORANDUM  
OF UNDERTANDING BETWEEN THE GREY COUNTY FIRE CHIEFS  
ASSOCIATION AND THE COUNTY OF GREY AND THE  
CORPORATION OF GEORGIAN BLUFFS**

#### **RECOMMENDATION**

**THAT** Council of the Township of Wellington North receive Report FIRE 2018- 004 being a report to enter into a Memorandum of Understanding (MOU) with the Grey County Fire Chiefs; the County of Grey Fire Chiefs Association and the Corporation of the Township of Georgian Bluffs;

**AND FURTHER THAT** the Chief Administrative Officer and the Fire Chief be authorized to sign the MOU.

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

There are no previous reports on this matter.

#### **BACKGROUND**

Mutual Aid is the reciprocal giving of help between groups of people or organizations. The Grey County Fire Mutual Aid Plan is managed by the Grey County Fire Chiefs (GCFC) and County Fire Coordinators who are appointed by the Ontario Fire Marshal. Grey County has nine municipal Fire Departments, consisting of 13 fire stations, 320 fulltime/part time firefighters and a wide array of apparatus and equipment. Mutual aid

also utilizes fire departments in neighboring Counties that may be closer in proximity and subsequently have a faster response time to aid the department in need. The Wellington North Fire Service is a member of the Grey County Fire Chiefs Association. The Township of Wellington North has automatic aid agreements with West Grey and Southgate. Wellington North is also mutual aid partner.

In April 2017 the GCFC accepted the donation of a support unit from Bruce Power. This support unit has been utilized by Grey County fire departments through the Mutual Aid system, in past years. The Air Light Support Unit (ALSU) is a 2004 Freightliner commercial chassis equipped with a van style body that houses a generator and air compressor. The generator provides electricity to operate the compressor and a light tower and the compressor is used to refill Self Contained Breathing Apparatus (SCBA) bottles used by firefighters on scene. Having the ability to refill SCBA cylinders on scene ensures an adequate supply of air cylinders and reduces the need for personnel and vehicles to travel between the scene and the nearest refill station which may be several miles away.

The ALSU will be owned and managed by the Grey County Chiefs Association. Initial startup costs, repairs, annual testing and maintenance will be financed by the GCFC through annual dues and user fees collected from the ALSU.

Since the Grey County Fire Chiefs Association do not have a Registered Identification Number the vehicle must be registered to a municipality and subsequently insured by same.

The Corporation of the Township of Georgian Bluffs passed a resolution to host the vehicle at their Intertownship Fire Station located at 180 12<sup>th</sup> Street West in Owen Sound. The vehicle will be insured with the remainder of the ITFD fleet. The insurance costs associated with the ALSU will be reimbursed to Georgian Bluffs from the County of Grey as agreed upon by the Chief Administrative Officer and Warden at a Grey County Chiefs meeting September 27, 2017.

The Air Light Support Vehicle will be utilized within the Grey County Mutual Aid plan. The vehicle will respond as requested to incidents across the County, (including Wellington North) that require onsite refilling of firefighter breathing air cylinders and/or lighting. This resource will not only enhance efficiency and effectiveness of operations at larger scale fire incidents but also enhance the safety of firefighters who are working in poor air quality or hazardous atmospheres, by ensuring a continuous supply of compressed air.

The Grey County Fire Chiefs will manage and be responsible for all costs associated with this vehicle. Funds to maintain the vehicle will be come from annual dues and user fees associated with its operation. The Grey County Fire Chiefs have no obligation to continue with the operation of this vehicle, should costs to maintain the vehicle become unmanageable.

Fire Chiefs, Fire Coordinators or Incident Commanders requiring the ALSU will notify their dispatch agency to request ITFD to respond with the ALSU, which will include the vehicle and 2 trained personnel.

The cost to purchase a new vehicle similar to this unit would be in excess of \$500,000.

**FINANCIAL CONSIDERATIONS**

There is a user fee associated with this vehicle. Should the vehicle be required at an incident in Wellington North, the cost would be \$600.00 per hour which includes fuel and labour. This is HST exempt.

**STRATEGIC PLAN**

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

X Yes                                       No                                       N/A

Which pillars does this report support?

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

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

*David F. Guilbault, Fire Chief*

*Michael Givens, CAO*

<b>DAVID E. GUILBAULT FIRE CHIEF</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
--	--



## GREY COUNTY FIRE CHIEFS

### **GREY COUNTY FIRE CHIEFS ASSOCIATION Memorandum of Understanding**

The Grey County Association of Fire Chiefs and the Corporation of the Township of Georgian Bluffs & Intertownship Fire Department, agree to the following expectations and conditions for the ownership, accommodation, maintenance and use of one 2004 Freightliner M2 Serial # 1FVACWCT34HN34450 Air Light Support Unit (ALSU).

#### **Ownership**

The Grey County Fire Chiefs Association (GCFC) will be responsible for all costs associated with this vehicle including but not limited to maintenance and annual testing. The Grey County Fire Chiefs Association will also retain any revenue collected from User Fees or the sale of this unit. The unit will be housed and operated out of the Intertownship fire station.

#### **Insurance**

The Corporation of the Township of Georgian Bluffs agrees to insure the ALSU Serial # 1FVACWCT34HN34450 with the remainder of their fleet. Insurance costs will be paid by the Corporation. The Corporation of the County of Grey will reimburse the Corporation for the insurance costs relating to the ALSU.

#### **Documentation**

Intertownship Fire Department will maintain records supplied by the Grey County Chiefs including but not limited to Post Trip Inspections, Response Tracking Sheets and SCBA bottle refill logs. Trip sheets, relevant user fees and refill logs shall be submitted to the GCFC monthly.

#### **Fees**

Intertownship Fire Department will submit an invoice (provided) to the Grey County Chiefs monthly, for labour costs associated with their personnel to respond to calls for assistance with the ALSU. The invoice shall be itemized to include the hourly rate, incident date, total # of hours, location and requesting fire department.

Modifications to this agreement will be made by mutual agreement in writing.

Any party, upon giving 14 days written notice to the other parties, may terminate this agreement.

By signing this community partnership agreement, all parties agree to be active community partners and abide by its terms.

Corporation of the Township of Georgian Bluffs

X

Wellington North Fire Service

X

Dave Guilbault  
Fire Chief

Corporation of the County of Grey

X

Owen Sound Fire & Emergency Services

X

Doug Barfoot  
Fire Chief

Grey Highlands Fire Department

X

Marty Wellwood  
Fire Chief

Blue Mountains Fire Department

X

Rob Collins  
Fire Chief

Hanover Fire Department

X

Jeff Dentinger  
Fire Chief

Township of Chatsworth Fire Department

X

Mike Givens  
Fire Chief

Intertownship Fire Department

X

Carl Linthorne  
Fire Chief

Township of South Gate Fire Department

X

Don Zeqqil  
Fire Chief

Meaford Fire Department

X

Scott Granahan  
Fire Chief

West Grey Fire Service

X

Phil Schwartz  
Fire Chief



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**TO: MAYOR AND MEMBERS OF COUNCIL**  
Meeting of June 4th, 2018

**FROM: Brent Lauber, Director of Operations**

**SUBJECT: REPORT PW 2018-009 – Award of Contract 5975-18 Reconstruction of Charles Street East and Leonard Street, Arthur**

#### **RECOMMENDATION**

**THAT** Report PW 2018 - 009 being a report on the reconstruction of Charles Street East and Leonard Street in Arthur project be received;

**AND FURTHER THAT** the Council of the Township of Wellington North award Contract 5975-18 for the reconstruction of of Charles Street East and Leonard Street, Arthur, to Moorefield Excavating Limited, Harriston, at a cost of \$1,146,865.10 plus applicable taxes;

**AND FURTHER THAT** the Council of the Township of Wellington North direct staff to utilize Federal Gas Tax Reserve Funds to fund any budget overage related to the project.

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

NA

#### **BACKGROUND**

Detailed design work for the reconstruction of Charles Street East and Leonard Street in Arthur was completed by Triton Engineering Services Limited (Triton) in 2017. The

“request for tender” was advertised in the Wellington Advertiser on May 11th, 2018 and Township website. The tender closed May 24<sup>th</sup>, 2018.

The Township received two submissions prior to close. Triton provided the letter attached as Schedule A in support of awarding this project to Moorefield Excavating Limited, Harriston, Ontario.

This project will see the reconstruction of Charles Street East/Leonard Street from George Street (Highway 6) to Eliza Street within the village of Arthur to provide upgraded sidewalk, curb and gutter, roadway, sanitary, water and stormwater services. At this time, it is anticipated the project will commence in late July.

An open house meeting to discuss the implications for residents while construction occurs will be held following Council's award of this contract.

### FINANCIAL CONSIDERATIONS

Two Bids were received for Contract 5975-18.

Contractor	Bid Amount
Steed and Evans Limited, St. Jacobs	\$1,170,000.00
Moorefield Excavating Limited , Harriston	\$1,146,865.10

The low bid price includes a tender contingency allowance of \$30,000 (as per Schedule A). The Council approved 2018 Capital Budget amount of \$930,000.00 places the lowest bid \$308,281.93 over budget (inclusive of net HST and estimated engineering costs).

The Charles / Leonard St project has been identified and accepted as a Federal Gas tax candidate for funding utilization, and the Township has capacity within the Gas Tax reserve funds to address the anticipated budget overage. Additionally, this project has been identified as part of the 2018 development charges (DC) background study as a partially eligible growth capital project, and is envisaged to attract DC dollars with the passage of the new by-law. Between these two funding sources, it is recommended that the estimated budget overage not be viewed as a significant barrier to project initiation, nor contract award.

### STRATEGIC PLAN

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

X Yes  No  N/A

Which pillars does this report support?

X Community Growth Plan  Community Service Review  
 Human Resource Plan  Corporate Communication Plan



- Brand and Identity
- Strategic Partnerships

- Positive Healthy Work Environment

Infrastructure rehabilitation is an important component to community growth.

**PREPARED BY:**

**RECOMMENDED BY:**

*Brent Lauber*

*Michael Givens, CAO*

**Brent Lauber  
Director of Operations**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**



**TRITON  
ENGINEERING  
SERVICES  
LIMITED**

Consulting Engineers

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

ORANGEVILLE • FERGUS • GRAVENHURST

May 25, 2018

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

ATTENTION: Brent Lauber  
Director of Operations

RE: TOWNSHIP OF WELLINGTON NORTH  
RECONSTRUCTION OF CHARLES STREET EAST  
AND LEONARD STREET, ARTHUR  
CONTRACT NO. 5975-18  
OUR FILE: M5975A

Dear Sir:

Tenders for this project were received and opened at the Township of Wellington North office after 2:00 p.m. on Thursday, May 24, 2018.

The Tenders received were as follows:

<u>CONTRACTOR</u>		<u>TENDER PRICE</u>
MOOREFIELD EXCAVATING LTD.	HARRISTON	\$ 1,147,265.60 (1,146,865.10)
STEED AND EVANS LIMITED	ST. JACOBS	\$ 1,170,000.00

The Tenders received have been checked for errors and omissions. Mathematical errors were found in the tender submitted by Moorefield Excavating Ltd. (Harriston). The corrected price is shown in brackets.

Therefore, we recommend that the contract be awarded to Moorefield Excavating Ltd. in the amount of \$1,146,865.10 which includes an allowance for Contingencies.



Attached for your information is a cost breakdown for the project based on the Tender prices submitted by Moorefield Excavating Ltd.

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

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Paul F. Ziegler, C.E.T

Encl.

cc: Michael Givens, Chief Administrative Officer, Township of Wellington North

May 25, 2018

TOWNSHIP OF WELLINGTON NORTHRECONSTRUCTION OF CHARLES STREET EAST AND LEONARD STREET, ARTHURCONTRACT NO. 5975-18COST BREAKDOWN SUMMARYBASED ON TENDER PRICES SUBMITTED BY MOOREFIELD EXCAVATING LTD.

	<b>TENDER PRICE</b>
<u>SECTION 1 – ROADS AND DRAINAGE</u>	- \$ 729,408.50
<u>SECTION 2 – SANITARY SEWERS</u>	- \$ 224,481.00
<u>SECTION 3 – WATERWORKS</u>	- \$ 123,650.60
<u>SECTION 4 – MISCELLANEOUS</u>	- \$ 39,325.00
<u>CONTINGENCY ALLOWANCE</u>	- \$ 30,000.00
<b>TOTAL CONTRACT PRICE (Excluding H.S.T.)</b>	<b>- \$ 1,146,865.10</b>
ENGINEERING (SITE INSPECTION & CONTRACT ADMINISTRATION FOR CONSTRUCTION) INCLUDING GEOTECHNICAL & MATERIAL TESTING (ESTIMATED)	- \$ 70,000.00
<b>TOTAL ESTIMATED COST (Excluding H.S.T.)</b>	<b>- \$ 1,216,865.10</b>

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

**BY-LAW NUMBER 053-18**

**BEING A BY-LAW TO APPOINT A DEPUTY FIRE CHIEF FOR  
WELLINGTON NORTH FIRE SERVICE.**

**WHEREAS** the Fire Protection and Prevention Act authorizes by-laws for providing fire fighting and fire protection services and authorizes the establishment, maintenance and operation of a fire department to serve defined areas of the municipality;

**AND WHEREAS** The Corporation of the Township of Wellington North has established the Wellington North Fire Service.

**AND WHEREAS** The Corporation of the Township of Wellington North requires a Deputy Fire Chief for the operation of the Township of Wellington North Fire Service.

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

1. THAT Marco Guidotti be appointed as a Deputy Fire Chief for the Corporation of the Township of Wellington North;
2. This By-law shall come into effect on its passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 4TH DAY OF JUNE, 2018.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 054-18**

**BEING A BY-LAW TO APPOINT A DEPUTY FIRE CHIEF FOR  
WELLINGTON NORTH FIRE SERVICE.**

**WHEREAS** the Fire Protection and Prevention Act authorizes by-laws for providing fire fighting and fire protection services and authorizes the establishment, maintenance and operation of a fire department to serve defined areas of the municipality;

**AND WHEREAS** The Corporation of the Township of Wellington North has established the Wellington North Fire Service.

**AND WHEREAS** The Corporation of the Township of Wellington North requires a Deputy Fire Chief for the operation of the Township of Wellington North Fire Service.

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

1. THAT William Hieber be appointed as a Deputy Fire Chief for the Corporation of the Township of Wellington North;
2. This By-law shall come into effect on its passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 4TH DAY OF JUNE, 2018.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 055-18**

**A BY-LAW TO REPEAL BY-LAWS RENDERED REDUNDANT BY  
STAFFING CHANGES.**

**WHEREAS** the Township of Wellington North enacted certain by-laws to confirm the appointment of employees to positions in the municipality;

**AND WHEREAS** certain appointment by-laws are now redundant due to staffing changes;

**AND WHEREAS** the Council of the Township of Wellington North now wishes to repeal by-laws that are now rendered redundant;

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

**THAT** the Township of Wellington North hereby repeals:

By-law No. 62-2000 being a By-law to appoint Charles Truax as the Fire Chief in Mount Forest and Brent Barnes as the Fire Chief in Arthur;

By-law No. 11-2001 being a By-law to appoint Ron MacEachern as Deputy Fire Chief in Mount Forest and James Morrison as Deputy Fire Chief in Arthur;

By-law No. 7-2006 being a By-law to appoint Ron MacEachern as Acting Fire Chief in Mount Forest;

By-law No. 30-2006 being a By-law to appoint Ron MacEachern as Fire Chief in Mount Forest and William Hieber as Deputy Fire Chief in Mount Forest;

By-law No. 100-07 being a By-law to appoint Andy Morrison as temporary Fire Chief in Arthur.

**EFFECTIVE DATE AND BY-LAW REPEALED**

This By-law shall be effective on its passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 4TH DAY OF JUNE, 2018.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 056-18**

**A BY-LAW TO AMEND BY-LAW 050-18 BEING A BY-LAW TO  
SET THE RATES FOR 2018 TAXATION AND TO PROVIDE FOR  
THE COLLECTION THEREOF.**

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

Clause 3 in By-law No. 050-18 be amended to read:

3. That there shall be levied and collected upon the whole assessment for real property, according to the last certified assessment roll, the rates of taxation for the year 2018 as set out below;

<b>Property Class</b>	<b>Own Purpose</b>	<b>County</b>	<b>Education</b>	<b>Total</b>
Res/Farm	.00492760	.00627863	.00170000	.01290623
Res – Shared	.00492760	.00627863	.00170000	.01290623
Multi-Res	.00936243	.01192939	.00170000	.02299182
New Multi Res	.00542036	.00690649	.00170000	.01402685
Commercial - full	.00734705	.00936144	.01000583	.02671432
Commercial - excess	.00514293	.00655300	.00700408	.01870001
Commercial - vacant	.00514293	.00655300	.00700408	.01870001
Industrial - full	.01182623	.01506871	.01340000	.04029494
Industrial - excess	.00768705	.00979466	.00871000	.02619171
Industrial - vacant	.00768705	.00979466	.00871000	.02619171
Industrial Hydro	.01182623	.01506871	.01340000	.04029494
Landfill – PIL	.00714502	.00910401	.00911084	.02535987
Large Industrial	.01182623	.01506871	.01340000	.04029494
Large Indust Excess	.00768705	.00979466	.00871000	.02619171
Pipeline	.01108709	.01412691	.01340000	.03861400
Farmlands	.00123190	.00156966	.00042500	.00322656
Managed Forests	.00123190	.00156966	.00042500	.00322656
New Const Industrial	.01182623	.01506871	.01090000	.03779494
New Const Comm	.00734705	.00936144	.01000583	.02671432



16. This by-law shall come into force on and take effect upon its final passing.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 4th DAY OF JUNE, 2018.***

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 058-18**

**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 JUNE 4, 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 June 4, 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 4TH DAY OF JUNE, 2018.**

---

**ANDREW LENNOX,  
MAYOR**

---

**KARREN WALLACE,  
CLERK**