

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL; PUBLIC MEETING
JULY 24, 2017 @ 7:00 P.M.
CLOSED SESSION @ 5:00 P.M.
PLUME ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX**

**PAGE
NUMBER**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

DISCLOSURE OF PECUNIARY INTEREST

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

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

- (d) labour relations or employee negotiations
- (b) personal matters about an identifiable individual, including municipal or local board employees

1. REPORTS

- a) Pay Equity Report, Market Check and Organization Review with supporting documentation prepared by Ward Uptigrove
- b) CAO verbal report on contract negotiations with Fire Chief
- c) Report CLK 025-17 being a report on animals at large (8167 Line 12)

2. REVIEW OF CLOSED SESSION MINUTES

- July 10, 2017

RISE AND REPORT FROM CLOSED MEETING SESSION

O ' CANADA

AWARDS / RECOGNITION / DECLARATIONS

PRESENTATIONS

ADOPTION OF MINUTES OF COUNCIL

- Council meeting of July 10, 2017 001

BUSINESS ARISING

- 1. Councillor Hern, Notice of Motion July 10, 2017 Council Meeting regarding review of remuneration paid to the Municipal Poundkeeper 008
- 2. Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke, correspondence dated April 12, 2017 regarding removal of tax-exempt portion of remuneration paid to local officials 009

DEPUTATIONS

ITEMS FOR CONSIDERATION

1. MINUTES

- a. Drinking Water Source Protection Committee Minutes, February 3, 2017 011
- b. Growth Management Steering Committee Meeting #1 Minutes, April 12, 2017 017
- c. Wellington North Growth Management Strategy Background Report, July 5, 2017 023

Business: Reports, recommendations, correspondence for direction

- 2. BUILDING
 - a. Correspondence from B.M. Ross and Associates Limited, dated July 6, 2017, regarding Albert Street Estates Subdivision (Ruby's Crescent, Mount Forest_ - Phase 1: Final Acceptance of Stage 4 – Phase 2: Final Acceptance of Stage 4 – Final Securities Release (Phase 1 & Phase 2) 067
 - b. Report CBO 2017-11 Building Permit Review period ending June 30, 2017 070
- 3. ECONOMIC DEVELOPMENT
 - a. Report EDO 2017-17 Live and Work Wellington Licensing Agreements 073
 - b. Report EDO 2017-18 Community Improvement Program 075
- 4. FINANCE
 - a. General Fund Summary Report, Budget vs Year-to-Date Actual Ending June 30, 2017 077
 - b. Cheque Distribution Report dated July 18, 2017 078
- 5. ADMINISTRATION
 - a. Report CAO 2017-019 Wellington North Power Inc. loan application approval 081
 - b. Report CAO 2017-020 Lease Agreement – OPP Training Centre, Kenilworth 087
 - c. Report CLK 2017-022 being a report on Smoke Free Workplace Policy 092
 - d. Report CLK 2017-023 being a report on Kennel By-law 046-17 096
 - e. Report CLK 2017-024 report to consider a petition for municipal drain (Brubacher) 110
 - f. Report CLK 2017-026 being a report on the acquisition of a deviation road 115
 - g. Report CLK 2017-027 temporary Summer Student Archivist 2017 assignments/duties 118
 - h. Correspondence from Wesley Haramule, Post Time Pub & Grill, dated June 30, 2017, regarding Buzz's Annual Charity Bike Run in support of Grove's Memorial Hospital 123

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 054-17 being a by-law to authorize the purchase of real property (Part Lot 25, Concession 4, being Part 2 on Plan 61R-21140, formerly Township of Arthur) 124

CONFIRMATORY BY-LAW NUMBER 055-17 125

ADJOURNMENT

MEETINGS, NOTICES, ANNOUNCEMENTS

August 7, 2017	Civic Holiday – Office Closed	
August 13 to 16, 2017	AMO Conference	
August 14, 2017	Council Meeting	2:00 p.m.
August 17, 2017	Cultural Roundtable Committee	12:00 p.m.
August 28, 2017	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
MINUTES OF COUNCIL
JULY 10, 2017 @ 2:00 P.M.
CLOSED MEETING SESSION IMMEDIATELY FOLLOWING OPEN SESSION**

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

Members Present:

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

Staff Present:

CAO: Michael Givens
Clerk: Karren Wallace
Executive Assistant: Cathy Conrad
Treasurer: Kimberly Henderson
Chief Building Official: Darren Jones
Director of Recreation, Park and Facilities: Barry Lavers
Interim Director of Public Works: Derek McCaughan
Economic Development Officer: Dale Small
Manager of Planning and Environment: Linda Redmond

CALLING TO ORDER

Mayor Lennox called the meeting to order

ADOPTION OF THE AGENDA

Resolution 2017-242

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Agenda for the July 10, 2017 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

None

O' CANADA

RECESS TO MOVE INTO PUBLIC MEETING

Resolution 2017-243

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of July 10, 2017 at 2:03 p.m. for the purpose of holding a Committee of Adjustment Hearing under the Planning Act..

CARRIED

PUBLIC MEETING UNDER THE PLANNING ACT

- A06/17 – 2551405 Ontario Ltd. – Committee of Adjustment
- A07-17 – Philip Bauman – Committee of Adjustment

RESUME REGULAR MEETING OF COUNCIL

Resolution 2017-244

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North resume the July 10, 2017 Regular Meeting of Council at 2:26 p.m.

CARRIED

AWARDS / RECOGNITION/ DECLARATIONS

None

PRESENTATIONS

None

ADOPTION OF MINUTES OF COUNCIL / PUBLIC MEETING(S)

Resolution 2017-245

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the minutes of the Public Meeting and the Regular Meeting of Council held on June 26, 2017 be adopted as circulated.

CARRIED

BUSINESS ARISING

Report CLK 2017-018 regarding consent applications B62-17, B63-17, B64-17, B65-17

Resolution 2017-246

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North amend comments regarding Consent Applications B62/17, B63/17, B64/17 and B65/17 to include the following:

- *That the retained parcel is rezoned to establish a residential density in conformity with the Official Plan (Section 4.4.4)*

CARRIED

DEPUTATIONS

a. Peter and Mary Reeves

- Consent Applications B62-17, B63-17, B64-17, B65-17

Peter and Mary Reeves appeared before Council to discuss their proposed severances and development plans for their property fronting on Wellington Street East. The low pressure force main was designed and approved by BM Ross to service a total of five lots. This was approved by the Township in 2008. One home is currently connected. Through previous discussion with Mark Van Patter, County Planner, they had agreed to address intensification requirements when they move forward with development of the proposed sub-division, which will be the next stage of developing the internal lands of their property. The Reeves' were agreeable to adding a condition to the consent application for rezoning the retained lands to ensure intensification.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 2a, 4a, 4b, 5a, 6a, 6b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Resolution 2017-247

Moved: Councillor Hern

Seconded: Councillor Yake

THAT all items listed under Items for Consideration on the July 10, 2017 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

1. *MINUTES*

- a. *Maitland Valley Conservation Authority, Board of Directors Meeting #5/17, May 17, 2017 be received*

3. *FIRE SERVICES*

- *Communiqué #044, June, 2017 be received*

7. *ADMINISTRATION*

- a. *Report CLK 2017-021 being a report on declarations of municipally significant events for the Alcohol and Gaming Commission of Ontario and volunteer organizations be received*

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION

Resolution 2017-248

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2017- 017 being a report to award Tender 2017-012 Annual Asphalt Paving Program; AND FURTHER THAT the Council of the Township of Wellington North award Tender 2017-012 Annual Asphalt Paving Program to The Murray Group (Moorefield, ON) at a cost of \$527,903.70 plus applicable taxes.

CARRIED

Resolution 2017-249

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report PW 2017-018 being a report to award Tender 2017-013 Queen Street (Hwy 89) Connecting Link Resurfacing;

AND FURTHER THAT the Council of the Township of Wellington North award Tender 2017-013 Queen Street (Hwy 89) Connecting Link Resurfacing to The Murray Group (Moorefield, ON) at a cost of \$192,071.75 including HST.

AND FURTHER THAT Staff be authorized to spend up to the approved amount of \$259,188.00 on the resurfacing of the Queen Street Project.

CARRIED

Resolution 2017-250

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Planning Report from Linda Redmond, Manager of Planning and Environment, dated May 15, 2017, regarding Laverne and Erma Weber – Stack Gravel Pit, Part Lot 4, Concession 6 – 9513 Concession 6 North, Zoning By-law Amendment be received

CARRIED

Resolution 2017-251

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report RAC 2017-009 being a report on the award of the RFP WNR Recreation Master Plan be received;

AND THAT the Recreation Master Plan Steering Committee recommends to Council that RFP WN2017-005 be awarded to the firm of Monteith-Brown Planning Consultants, London, ON in the amount of \$39,950 plus applicable taxes.

CARRIED

Resolution 2017-252

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2017-011 being a report on removing the tax-exempt portion of Council remuneration.

CARRIED

Council directed staff to bring a draft a letter of objection to our MP regarding the removal of the 1/3 tax exemption to a future Council meeting and to research which other municipalities are objecting to the removal of the 1/3 tax exemption portion.

Resolution 2017-253

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT Cheque Distribution Report dated July 4, 2017 be received for information.

CARRIED

NOTICE OF MOTION

Councillor Hern gave notice of her intent to bring a resolution regarding a review of the Pound Keepers Agreement, specifically remuneration, to the next Regular Council Meeting.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Burke reminded everyone that the Fireworks Festival will be held July 14 – 16. The organizers are still looking for volunteers, especially help with parking. The car show will be held on Saturday and awards will be presented at 2:00 p.m.

Mayor Lennox announced the following:

- Splash pad in Arthur is open
- Fireworks Festival has fireworks on Friday night and Saturday night
- Demolition Derby will be held Friday night

BY-LAWS

Resolution 2017-254

Moved: Councillor Hern

Seconded: Councillor Yake

THAT By-law Number 052-17 being a by-law to amend Zoning By-law Number 66-01 being the zoning by-law for the Township of Wellington North be read a First, Second and Third time and enacted. (Part Lot 4, Concession 6, former Township of Arthur with municipal addresses of 9513 Concession 6N – Laverne B. Weber and Erma Weber – Stack Pit)

CARRIED

CULTURAL MOMENT

Celebrating Youth & our Wellington North Youth Action Council

The Wellington North Youth Action Council (YAC) is celebrating its' 1st birthday and they would love for you to come out and celebrate with them!

The YAC is made up of local youth aged 13-24 with a passion for creating change in the community. With support from the Township of Wellington North, Mount Forest Chamber of Commerce, and North for Youth, they have come together as a group to discuss issues facing youth in our community and to brainstorm what they could do to help.

During the first year they have developed a vision statement:

To establish more opportunities for youth involvement in Wellington North so as to create a safe and empowering community that reflects a positive perception of youth!

The mandate includes a number of tasks such as:

- ***create a welcoming and safe space for youth,***
- ***plan special events and workshops for youth and adults,***

- **establish community partnerships,**
- **develop a relationship with Wellington North Council so as to advise them on issues important to youth.**

Recently they were involved in hosting an outdoor movie night, gingerbread house competition, North Wellington Youth Connections Day, YACtivities, and much more! Plans for the summer include yoga in the park, a soccer tournament in Holstein, Splash Pad event in Arthur and an Amazing Race!

As you can see, we have lots to celebrate with our Youth Action Council, and everyone is invited to stop by **Game Over Lounge on Monday, July 10th anytime between 3:00 pm – 6:00 pm.** This will be a great opportunity to meet YAC members and Adult Allies and to show your support to the YAC.

There will be pizza, cake, and lots of video games to play!

RECESS COUNCIL MEETING

Resolution 2017-255

Moved: Councillor Hern

Seconded: Councillor Yake

THAT Council recess the meeting at 3:34 p.m.

CARRIED

RECONVENE COUNCIL MEETING

Resolution 2017-256

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North resume the regular meeting of Council at 3:45 p.m.

CARRIED

CLOSED MEETING SESSION

Resolution 2017-257

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 3:45 p.m. that is closed to the public under subsections 239 (2) of the Municipal Act, 2001, specifically:

(d) labour relations or employee negotiations (Fire Chief Services Agreement)

1. REPORTS

- a) Pay Equity Report, Market Check and Organizational Review with supporting documentation prepared by Ward Uptigrove

CARRIED

Resolution 2017-258

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 6:13 p.m.

CARRIED

RISE AND REPORT FROM CLOSED MEETING SESSION

Resolution 2017-259

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of June 26, 2017.

CARRIED

Resolution 2017-260

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North direct staff to engage Ward Uptigrove to recruit and provide a recommendation to hire a full time Human Resources Manager on or before September 30, 2017.

CARRIED

CONFIRMATORY BY-LAW

Resolution 2017-261

Moved: Councillor Yake

Seconded: Councillor Hern

THAT By-law Number 053-17 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on July 10, 2017 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

Resolution 2017-262

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Regular Council meeting of July 10, 2017 be adjourned at 6:15 p.m.

CARRIED

CLERK

MAYOR

**TOWNSHIP OF WELLINGTON NORTH
Regular Meeting of Council**

MOVED BY: _____ DATE: July 24, 2017

SECONDED BY: _____ RES. NO.: 2017-

WHEREAS The Contract Position of Municipal Poundkeeper is relatively new and the full scope of the position was not fully anticipated at the passing of the bylaw and the contract, and

WHEREAS the duties have proven that a call to a location could last several hours, and could also be dangerous requiring specialized livestock handling skills, and

WHEREAS the Municipal Poundkeeper is currently compensated at a flat rate of \$75 plus mileage whether he or she is working for one hour or many hours and this may not be adequate for the duties performed;

THEREFORE BE IT RESOLVED THAT the Council of the Township of Wellington North direct staff to prepare a report on remuneration paid to the Municipal Poundkeeper.

MAYOR _____

CARRIED

DEFEATED

DEFERRED

Recorded vote requested by:		
Member of Council	Yea	Nay
Mayor Andrew Lennox		
Councillor Sherry Burke		
Councillor Lisa Hern		
Councillor Steve McCabe		
Councillor Dan Yake		
Totals		

DECLARATION OF INTEREST



CHERYL GALLANT

MUNICIPALITY OF EAST FERRIS

MAY 02 2017

RECEIVED

 YOUR MEMBER of PARLIAMENT
 RENFREW-NIPISSING-PEMBROKE
 www.cherylgallant.com
April 12th, 2017

Clerk-Treasurer
 East Ferris Township
 390 Highway 94
 Corbeil, Ontario, POH 1K0

Dear Clerk-Treasurer,

As you may be aware, the 2017 Federal Deficit Budget raises personal taxes by targeting all municipal politicians, school board trustees, and elected members of municipal utilities boards, commissions, and corporations.

On Page 208 of the budget, the Trudeau Liberals removed the tax-exempt portion of remuneration paid to local officials.

Introduced in 1947 under the federal *Income Tax Act*, the purpose of the one-third tax-free expense allowance was to provide "an allowance for expenses incidental to the discharge of the person's duties as an elected officer."

Unlike some elected officials in cities who receive office budgets, car and expense allowances as well as six-digit salaries, this is not the case with most municipal politicians I know, with a majority of our councillors receiving a base salary of less than \$20,000.

As it was described to me by a local Mayor about this tax grab:

"Most municipal Council members in rural areas are already very poorly compensated for the work they do in their communities. As Mayor my hourly compensation is well below minimum wage. I make far less than any other municipal staff person working similar hours on behalf of the municipality. It is extremely difficult to attract good candidates into municipal politics now. Removing the 1/3 tax exemption on Council remuneration without compensating for that loss will make it nigh on impossible."

It is the expectation of debt-obsessed Ottawa that remuneration will be "grossed-up" (increasing the salary to offset the increased tax payment) so as not to impact the take-home pay received by a mayor and councillors. This in turn will boost individual tax bills for elected officials as well as costs to ratepayers, who are already struggling with increasing property taxes.

Rather than curbing the abuse of taxpayer money this tax grab claims to stop, by eliminating the tax-free provision, Municipalities will no longer be required to review their remuneration by law at a public meeting once during their four-year term.

Municipalities will now be forced to divert funds which would be spent on roads, bridges or clean water to reimbursing elected officials. This, along with the increased borrowing costs associated with the federal government's infrastructure bank scheme, will place increased pressure to raise property taxes, making home ownership more unaffordable.

This tax grab is an unfair burden on Canadian Municipalities and local ratepayers. The Trudeau Liberals need to be told their spending problem cannot be solved on the backs of home owners struggling to make ends meet.

Sincerely,

Cheryl Gallant, M.P.
 Renfrew—Nipissing—Pembroke
 CG:sf

Cheryl Gallant, M.P.
 Constituency Office
 84 Isabella St.
 Pembroke, ON, K8A 5S5
 (Tel) 613-732-4404
 (Fax) 613-732-4697



TOWNSHIP OF WELLINGTON NORTH
Regular Meeting of Council

MOVED BY: _____ DATE: July , 2017

SECONDED BY: _____ RES. NO.: 2017-

THAT the Council of the Corporation of the Township of Wellington North support the letter from Cheryl Gallant, Member of Parliament regarding the Trudeau Liberals removing the tax-exempt portion of remuneration paid to local officials from their 2017 Federal Deficit Budget;

AND FURTHER THAT copies of this resolution be forwarded to Premier of Ontario, Kathleen Wynne; local MP, John Nater; MP, Cheryl Gallant; and the Association of Municipalities of Ontario.

MAYOR _____

CARRIED

DEFEATED

DEFERRED

Recorded vote requested by:		
Member of Council	Yea	Nay
Mayor Andrew Lennox		
Councillor Sherry Burke		
Councillor Lisa Hern		
Councillor Steve McCabe		
Councillor Dan Yake		
Totals		

DECLARATION OF INTEREST

SOURCE PROTECTION COMMITTEE

MINUTES – MEETING #73

MEETING: SOURCE PROTECTION COMMITTEE

DATE: FRIDAY, FEBRUARY 3, 2017

TIME: 9:00 A.M.

LOCATION: GREY SAUBLE CONSERVATION, OWEN SOUND ON

The Project Manager confirmed the accord of the Source Protection Committee by motion dated October 28, 2016 to appoint Bill Twaddle as Interim Chair.

Motion No. Moved by Carolyn Day
SPC-17-268 Seconded by Les Nichols

THAT Bill Twaddle serve as Interim Chair of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee until the official appointment of a Chair to the Committee has been announced by the Office of the Minister of the Environment and Climate Change.

Carried

CALL TO ORDER

The Interim Chair called the meeting to order at 9:05 a.m.

In Attendance: Interim Chair, Bill Twaddle
Andrew Barton, David Biesenthal, Bruce Davidson, Carolyn Day, Robert Emerson, Ken Furlong, Brent Lanktree, Les Nichols

Others Present: Beth Forrest, Ex-officio, Ministry of the Environment and Climate Change (MOECC)
Angela Newman, Ex-officio member, Grey-Bruce Health Unit
Carl Seider, Project Manager, Drinking Water Source Protection (DWSP)
Nancy Guest, Recording Secretary, DWSP

Also in Attendance: Dick Hibma, Chair, Grey Sauble Conservation
Sonya Skinner, CAO, Grey Sauble Conservation
Wayne Brohman, General Manager/Secretary-Treasurer, Saugeen Valley Conservation
Emily Vandermeulen, Program Supervisor, DWSP
Karen Gillan, Communications Specialist, DWSP

Regrets: Kathie Hughes, Mark Kraemer, Mitch Twolan

Proxy Appointed by: Kathie Hughes

The Interim Chair updated the Committee respecting the outstanding Ministry appointments to Chair positions in various Regions and welcomed Dick Hibma, the newly appointed Chief Administrative Officer for Grey Sauble Conservation Sonya Skinner, Wayne Brohman, Beth Forrest and the new ex-officio from the Grey Bruce Health Unit, Angela Newman.

1. Adoption of Agenda

**Motion No.
SPC-17-269**

**Moved by Bruce Davidson
Seconded by Andrew Barton**

THAT the Agenda be adopted as distributed.

Carried

2. Declaration of Pecuniary or Conflict of Interest

Source Protection Committee (SPC) members were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at this time.

3. Adoption of Minutes

**Motion No.
SPC-17-270**

**Moved by Les Nichols
Seconded by Brent Lanktree**

THAT the Minutes of the September 23, 2016 Source Protection Committee meeting be adopted as distributed.

Carried

4. Matters Arising from the Minutes

Proposed Source Protection Plan Amendments Report 4a

The Project Manager reviewed Report 4a and the amendments to the Source Protection Plan (SPP) that required finalization with respect to grammar and further clarification as to intent. These amendments are being made under s.51 of Ontario Regulation 287/07 and do not change the original intent of the policies.

Sewer Requirement for New Lots Policy #02-05 was reviewed noting that some municipalities are interpreting this policy to mean that any development on new lots would be prohibited unless the lots are serviced by a municipal sewage system. An addition to the wording of the policy was made clarifying that, new lots could be created where the lots will be serviced by a municipal sewage system “or an on-site septic system could be located outside of a vulnerable area with a vulnerability score of 10”.

Water Services for New Lots Policy #TP-04 addresses municipalities giving “due consideration” to including a provision in the Official Plan regarding the servicing of new lots in a wellhead protection area (WHPA) A or B with a vulnerability score of 10; as well as stipulating that new lots are only permitted where the property will be connected to a municipal water system. This policy, if applied to an Official Plan update, would restrict any development of new lots that are currently not serviced by municipal water systems within these vulnerable areas.

Possible changes to Road Salt Application Policy #12-01 are pending updates and direction to the Technical Rules from the MOECC, as well as best management practices or road salt management plans currently under development.

**Motion No.
SPC-17-271**

**Moved by Carolyn Day
Seconded by Robert Emerson**

THAT pursuant to s. 51 of O.Reg. 287/07, the Source Protection Committee for the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region approves the Amended Source Protection Plan for the Saugeen Valley Source Protection Area, the Grey Sauble Source Protection Area and the Northern Bruce Peninsula Source Protection Area pending the implementation of changes, agreed to by the Source Protection Committee during its meetings on September 23, 2016 and February 3, 2017.

Carried

5. Correspondence

Copy of letter from Lake Simcoe Region Conservation Authority dated December 1, 2016 respecting a moratorium on water bottling was **noted and filed**.

A discussion followed respecting commercial water taking and water quantity matters and the Project Manager advised that he will contact the Committee members requesting comments if there are any relevant postings on the Environmental Bill of Rights (EBR).

6. Reports

Administration Report 6a

The Project Manager reviewed Report 6a and advised that there are several outstanding items included in the workplan.

Work on the transportation of fuels around highly vulnerable intakes located in the Great Lakes is expected to be undertaken in the next year, as well as updating the mapping respecting nutrient units and managed lands.

The websites located at <https://www.ontario.ca/page/list-environmental-approvals-and-registrations> and <https://www.wunderground.com/> provide information respecting water testing and emission approvals.

Changes to the Technical Rules may require possible increases in vulnerability scoring.

There is an opportunity for stewardship funding with the Great Lakes Guardian Community Fund and Tara has been identified as a suitable pilot project for tree planting and fencing due to its large WHPA-E area. Source Water will work with Grey Sauble Conservation when a stewardship coordinator has been appointed.

Seventy-five per cent of the risk management threats verification work has been completed and the remaining properties are in the process of being completed. The City of Owen Sound has been added to the municipalities using the Grey Sauble Conservation Risk Management office to assist in its implementation obligations.

Communications Report 6b

The Project Manager reviewed Communications Report 6b and advised that the workshop held in Tara in November 2016 was a successful outreach to agricultural sectors. The workshop covered a template for risk management and best practices respecting farming.

Staff attended a realtors tradeshow in October 2016 and were successful in informing attendees with respect to source water protection and risk management.

The Communications Specialist attended Farmers' Week in Elmwood, Ontario in January 2017 and had an opportunity to interact with producers and hear presentations respecting local stewardship projects that benefit soil and the environment.

The www.waterprotection.ca website is in the process of being updated to become more user-friendly and simplify the availability of information.

An update respecting the Saugeen Valley Conservation and Maitland Valley Conservation Agricultural Outreach Program was attached to the report and the facilitator of this program may attend an upcoming SPC meeting to discuss the progress of the program.

The Committee recessed from 10:05 a.m. to 10:20 a.m.

7. New Business

Environmental Bill of Rights Postings Comments Report 7a

The Project Manager reviewed Environmental Bill of Rights Postings Comments Report 7a and advised that members are welcome to offer comments as individuals and comments on behalf of the SPC should be agreed upon by consensus of the Committee and be submitted by the DWSP office. Members are welcome to forward any comments to the DWSP.

Contaminated Sites Update Report 7b

The Project Manager reviewed Report 7b and advised that the Owen Sound MOECC district office has a comprehensive database of all known contaminated sites and there appear to be none that they are aware of in Grey or Bruce Counties. DWSP Staff will meet with the Guelph MOECC district office to review any sites that may exist in the southern portion of our Region.

**Motion No.
SPC-17-272**

**Moved by Bruce Davidson
Seconded by Andrew Barton**

THAT Drinking Water Source Protection Staff suspend any review of threats from potential contaminated sites until such time as additional information or evidence that warrants further analysis becomes available.

Carried

New Ripley Wells & Point Clark Delineations Consultation Report 7c

The Program Supervisor reviewed the new well delineations in a powerpoint presentation and advised that the larger wellhead protection area (WHPA) for Ripley is due to new methodology. The Project Manager reviewed Report 7c and advised that the new delineations have been presented to Huron-Kinloss and people have 35 days to comment during the consultation period which starts March 1, 2017 and ends at 4:30 p.m. on April 7, 2017. It is anticipated that the Source Protection Plan amendments will be submitted to the MOECC by the end of April or early May.

**Motion No.
SPC-17-273**

**Moved by Carolyn Day
Seconded by Bruce Davidson**

THAT the Source Protection Committee for the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region approves the Amended Source Protection Plan for the Saugeen Valley Source Protection Area, the Grey Sauble Source Protection Area and the Northern Bruce Peninsula Source Protection Area with respect to the Ripley wells and Point Clark delineations pending the implementation of changes agreed to by the Source Protection Committee during its meetings on September 23, 2016 and February 3, 2017; and further,

THAT: Drinking Water Source Protection Staff be directed to forward the Amended Source Protection Plan, following the public consultation period, to the Saugeen Valley Source Protection Authority, to seek support prior to submission to the Ministry.

Carried

8. Other Business


Dave Biesenthal requested that a letter be sent to each member of the Agricultural and Rural Working Group thanking them for their contribution to the program.

There was no other business.


9. Confirmation of Next Meeting and Adjournment

The next Committee meeting will be held on **Friday, June 23, 2017** at the **Walkerton Clean Water Centre**, 20 Ontario Street, Walkerton, Ontario.

There being no further business, Ken Furlong made a motion to adjourn at 11:50 a.m.



Bill Twaddle
Chair



Nancy Guest
Recording Secretary



SHAPING GREAT COMMUNITIES

Township of Wellington North

Growth Management Strategy**Steering Committee Meeting #1**

Date and Time: Wednesday, April 12, 2017, 7:00pm – 9:00pm	
Location: Council Chambers, Kenilworth, ON	
Committee Attendees:	
Mayor Lennox	Teresa Hutchinson
Councilor Dan Yake	Jim Klujber
Councilor Sherry Burke	Brett Parker
Councilor Lisa Hern	Aldo Salis
Mike Givens	Julie Silva
Marianne Christie	Jim Taylor
Jim Coffey	Murray Townsend
Paula Coffey	Marty Young
James Craig	
Regrets:	
Councilor Steve McCabe	
Others:	
Steve Wever (GSP Group)	Dale Small (Economic Development Officer)
Kevin Curtis (Curtis Planning)	Linda Redmond (Wellington County Planning)
Megan Gereghy (GSP Group)	

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

72 Victoria Street South, Suite 201, Kitchener, ON N2G 4Y9 519 569 8883
 162 Locke Street South, Suite 200, Hamilton, ON L8P 4A9 905 572 7477
 gspgroup.ca

Meeting Minutes

1. Welcome and Introductions (Mike Givens)
2. Mayors Message
 - The growth management exercise is an opportunity to shape how and where growth happens in coming years.
 - The Township is in need of more people to contribute to the existing work force.
 - A Master Recreation and Culture Plan is going to be underway this year.
 - A Transportation Master Plan will be started next year.
 - It is excellent to have so much interest in growth management from this Committee and the broader community.
3. Growth Management Project Overview (Steve Wever and Kevin Curtis)
 - a. Introduction of GSP Group and Curtis Planning
 - b. Importance of Growth Management Strategies
 - Community preparedness and readiness for investment and development
 - Alignment of land use, infrastructure, transportation and community services
 - Consultation and consensus-building on future vision
 - Inventory and status of available lands and infrastructure capacities
 - Address upper-tier planning requirements
 - c. Results and Experience with Growth Management Strategies
 - d. Wellington North Project Work Plan and Process
 - Project Initiation (Meeting #1)
 - Research and Analysis
 - Background Issues and Opportunities Report
 - Township Review (Meeting #2)

- Community and Stakeholder Engagement
- Prepare and Evaluate Growth Options
- Township Review (Meeting #3)
- Community and Stakeholders Engagement
- Preferred Growth Option and Final Report
- Township Review (Meetings #4 and #5)
- Public Meeting and Council Presentation

e. Planning Context

- The Provincial Policy Statement provides policies regarding the efficient use of land; implementation of transportation alternatives and a variety of housing types; economic diversity; public health and safety; conservation of natural resources; and, the retention employment lands.
- The Growth Plan for the Greater Golden Horseshoe provides growth targets including:
 - 20% of growth is to be intensification within the built boundary
 - 40 people and jobs per hectare for development in the greenfield
- The Draft Growth Plan for the Greater Golden Horseshoe provides potential future growth targets, which have increased from current targets
- Wellington County Official Plan allocates growth to its local municipalities
 - Wellington North is expected to grow from a population of 11,914 in 2016 to 17,685 in 2041 and employment is expected to increase from 7,860 jobs in 2016 to 9,440 in 2041.
 - Arthur and Mount Forest are designated as Urban Centres in Wellington North and have their own forecasts.
 - Arthur's population is expected to grow from 2,725 in 2016 to 3,670 in 2041.
 - Mount Forest's population is expected to grow from 5,190 in 2016 to 9,230 in 2041.

f. Discussion of Key areas of focus

The Steering Committee shared their perspectives and ideas on future growth and development in the municipality. The following are some of the main points from the general discussion:

- Key Community strengths and assets
 - Hospitals/Health Care services
 - New Schools
 - Cheaper land prices than the GTA
 - Many jobs available
 - Strong Built Heritage Inventory
 - Rivers and streams
 - Small town family friendly community/ sense of community
 - Diversity in industry/employment
 - Great links to other communities (access to highways, airports)
 - Agricultural industry
 - Fiber optic connectivity
 - Strong Community/Volunteers
 - Availability of Hydro
 - Quality of Life
 - Mennonite community shop local
 - Infrastructure (other than waste water treatment plant in Arthur)
- Areas for improvement or investment
 - New commercial/retail options
 - Need a hotel to support larger events held at the community centre
 - Need affordable housing to attract more people
 - Schooling options
 - Using existing built heritage as a resource
 - Areas for new retail sectors
 - On farm business other agricultural centric support
 - Bus routes from Guelph Transit to Wellington North
 - Transit between Wellington North's different communities
 - Increased co-op programs to showcase what jobs are available locally
 - Arthur waste water treatment plant
 - Lack of available and serviced land
 - Too many vacant buildings on our main streets

- Opportunities for growth and development
 - Satellite locations for post-secondary education and/or connection of agricultural and related services and employment opportunities with University of Guelph
 - Protect and highlight environmental features
 - Maintain and grow service clubs
 - Strength of agricultural industry
 - Attract spin off jobs through the industrial and agricultural sectors to attract more people to the area, retain labour force
 - Educate local youth about local employment opportunities
- Constraints for growth and development
 - Outmigration of existing youth
 - Lack of connectivity within the community
 - Maintaining historical assets
 - Balancing agricultural and urban issues
 - Providing adequate health care, with growth there would be a need for more doctors and medical care providers
- General items of note
 - Do not want to become a bedroom community
 - Wellington North is a community with a lot of opportunity that is only an hour away from everything
 - Marketing towards the retirement population can be an opportunity to introduce people with more disposable income and free time

4. Wrap-Up

- Steve Wever outlined the steps to follow through to 2018 and mentioned that there will be a number of steering committee meetings to come throughout the year

5. Next Steps

- GSP Group and Curtis Planning encourage the Steering Committee to provide any additional thoughts or comments via email, of particular interest are any

suggestions or thoughts about community leaders/champions that would be a good asset for input during the growth management process

- Set a follow up meeting date to present and discuss finding from the background review

Contact Information:

Steve Wever, MCIP, RPP

Associate - Senior Planner
GSP Group Inc.
72 Victoria Street South, Suite 201
Kitchener, ON N2G 4Y9
Phone: 519-569-8883
E-mail: swever@gspgroup.ca

Kevin Curtis, PhD, MCIP, RPP

President
Curtis Planning Inc.
Phone: 519-500-9655
E-mail: kevin@curtisplanning.ca

6. Adjournment (meeting adjourned at approximately 9:15pm)

Wellington North Growth Management Strategy

Steering Committee Meeting #2
July 5, 2017

BACKGROUND REPORT



Agenda

7:00 – 7:15 Welcome & Re-cap of Previous Meeting

7:15 – 8:45 Report Summary & Discussion

- Area, Regional & Planning Context
- Future Growth: Supply and Demand Analysis
- Planning Concepts and Ideas for Managing Growth
- General Discussion

8:45 – 9:00 Wrap-up and Next Steps

Meeting #1 Re-cap

- Wellington North is preparing for growth and change
- Creating a vision for the future
- Complete community development
- Connect the dots – land, infrastructure, transportation, community facilities and services
- Active and engaged community – working together
- Build on strengths, address areas for improvement
- Range of planning tools

Meeting #1 Re-cap

Key community strengths, assets and opportunities

1. Hospitals
2. New Schools
3. Cheaper land than other areas
4. Many jobs available
5. Built Heritage Inventory
6. Rivers and streams, environment
7. Small town family friendly community; sense of community
8. Diversity in industry/employment
9. Great links to other communities (access to highways, airports)
10. Agricultural industry
11. Fiber optic connectivity
12. Potential satellite locations for schooling
13. Maintain and grow service clubs
14. Spin off sectors to attract people
15. Available jobs, educate youth about employment opportunities

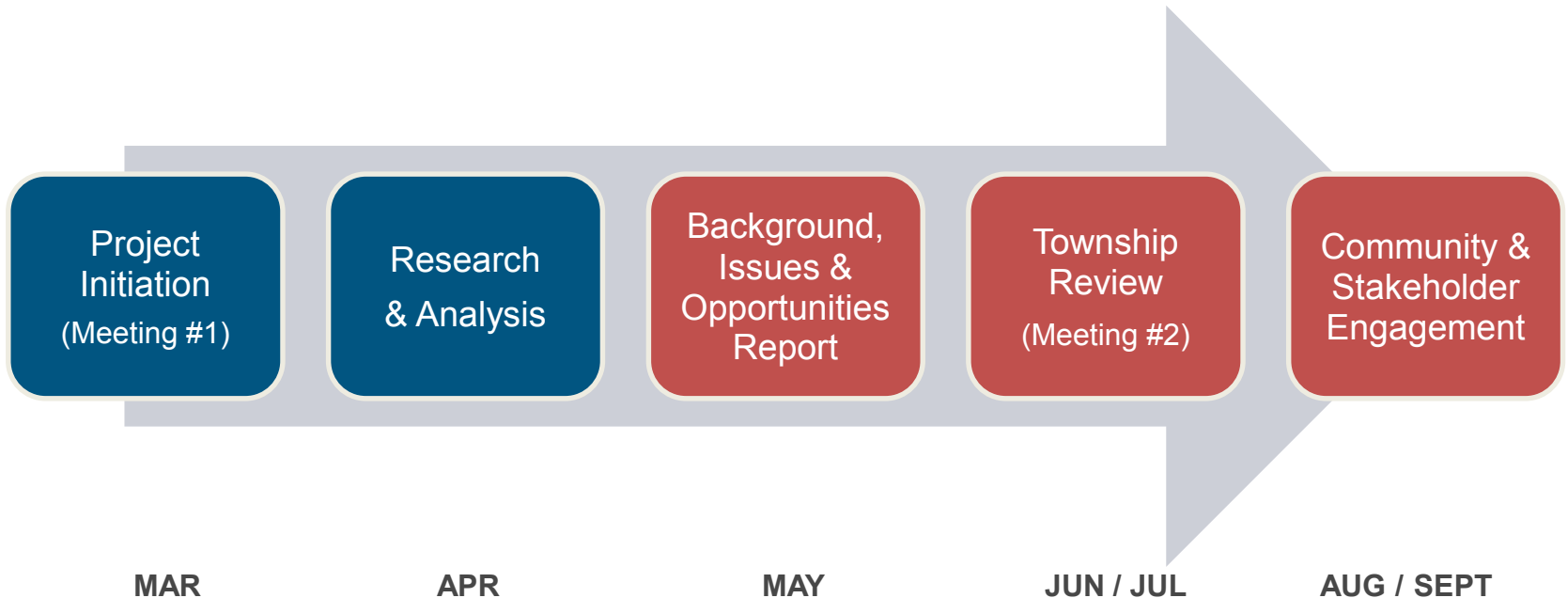
Meeting #1 Re-cap

Areas for improvement / investment and constraints

1. Other commercial/retail options
2. Don't have a hotel for weddings etc to support the community centre
3. Need affordable housing to draw people in
4. Schooling options
5. Existing built heritage as a resource
6. Areas for new retail sectors (and how will it be different in different areas?)
7. On farm business other agricultural centric support
8. Bus routes from Guelph Transit to Wellington North
9. Transit between Wellington North Communities
10. Increased co-op programs
11. Outmigration of youth
12. Lack of connectivity within the community
13. Agriculture vs. Urban issues
14. Need appropriate health services available

Where we are in the process...

PHASE 1: Background Research, Opportunities & Constraints Analysis



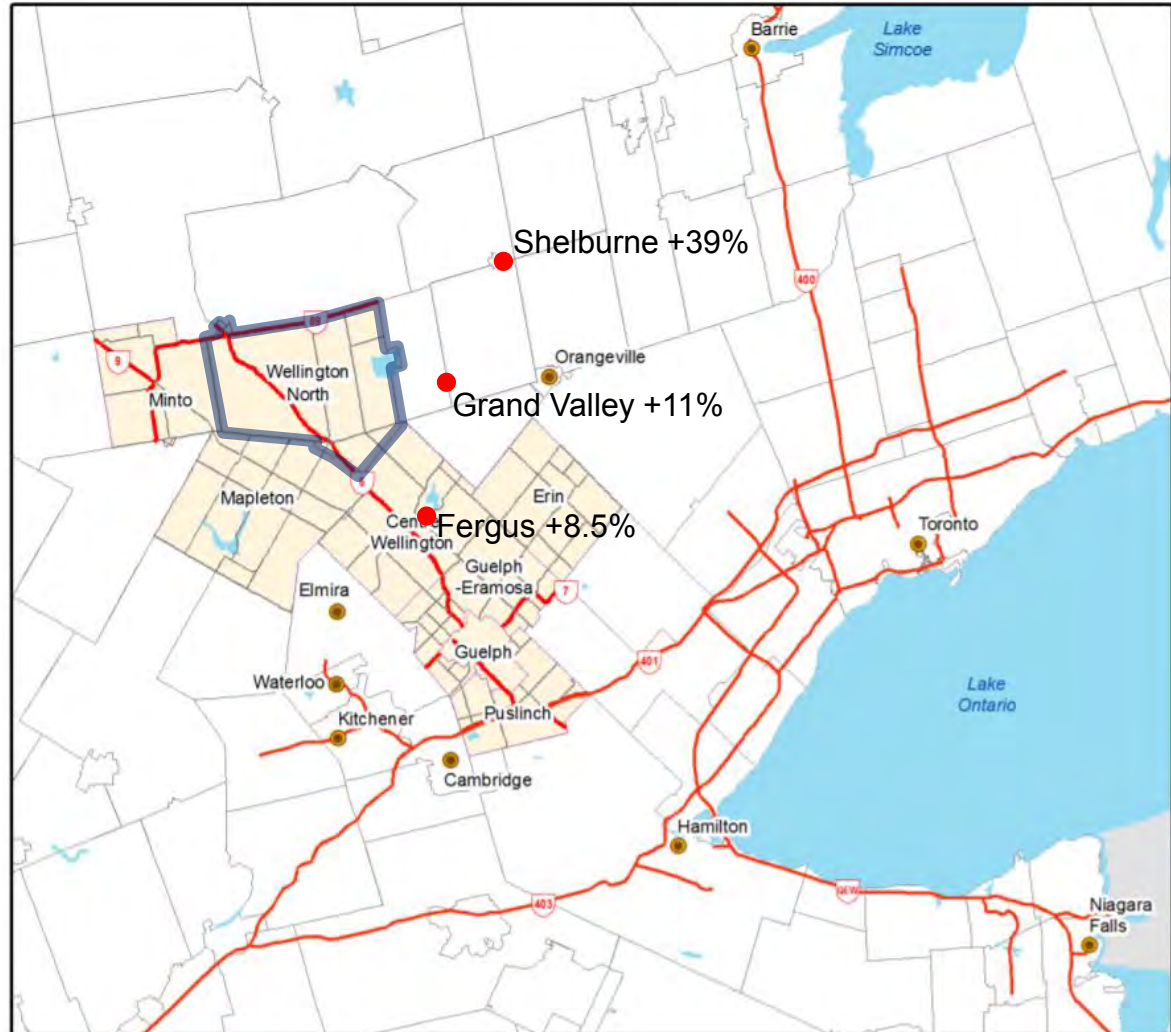
Regional Context

- Part of large and rapidly growing GGH region
- Concentration of people, jobs and economic activity
- Affordability and outward growth pressures in “Outer Ring”



Regional Context

- Five-year population increase in nearby towns, 2011 to 2016
- **Wellington County:** 4.9% population growth



Local Context

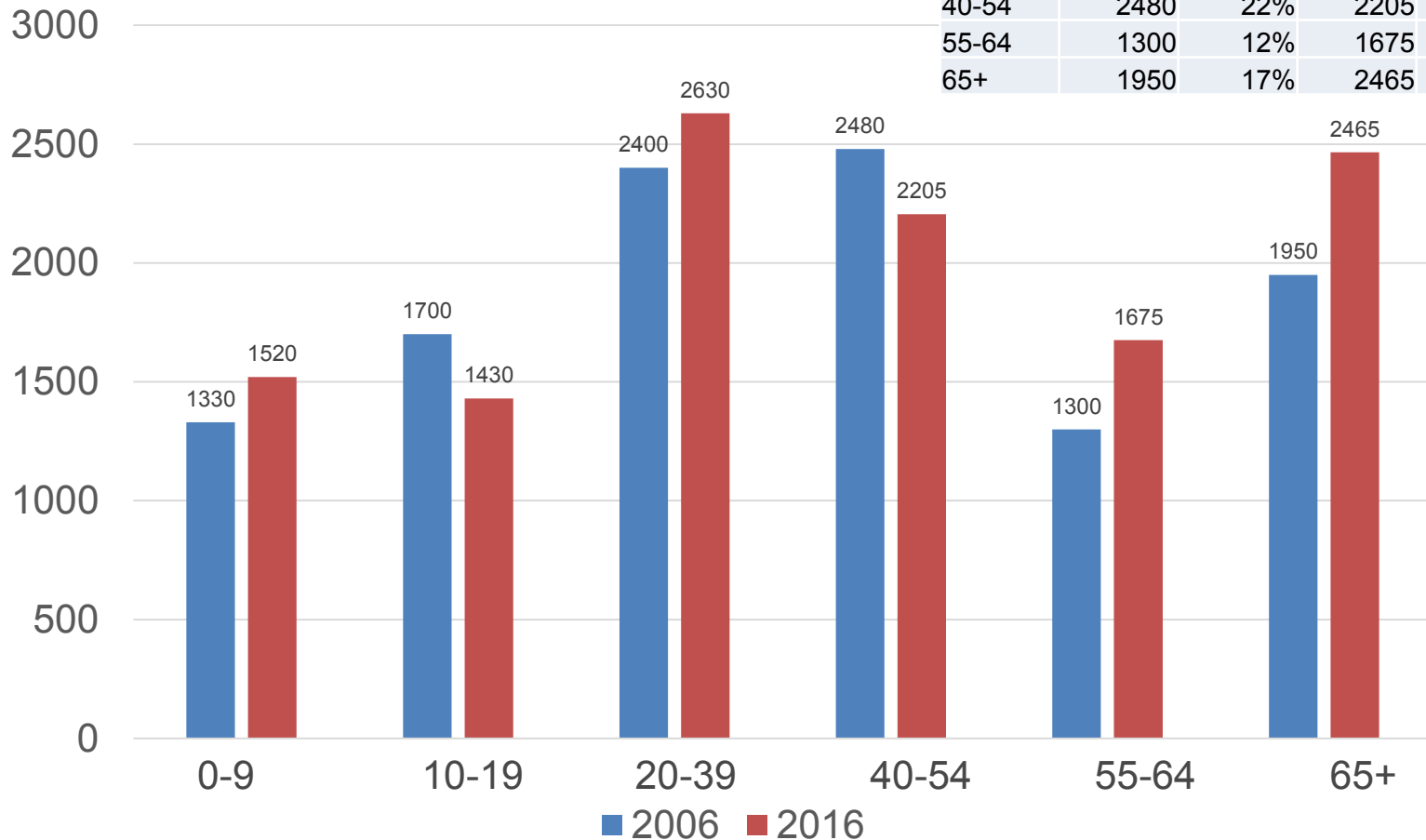
2011 to 2016

- **Wellington North:** 3.8% population growth, over 6% job growth
- **Arthur:** 0.8% population growth
- **Mount Forest:** 4.0% population growth



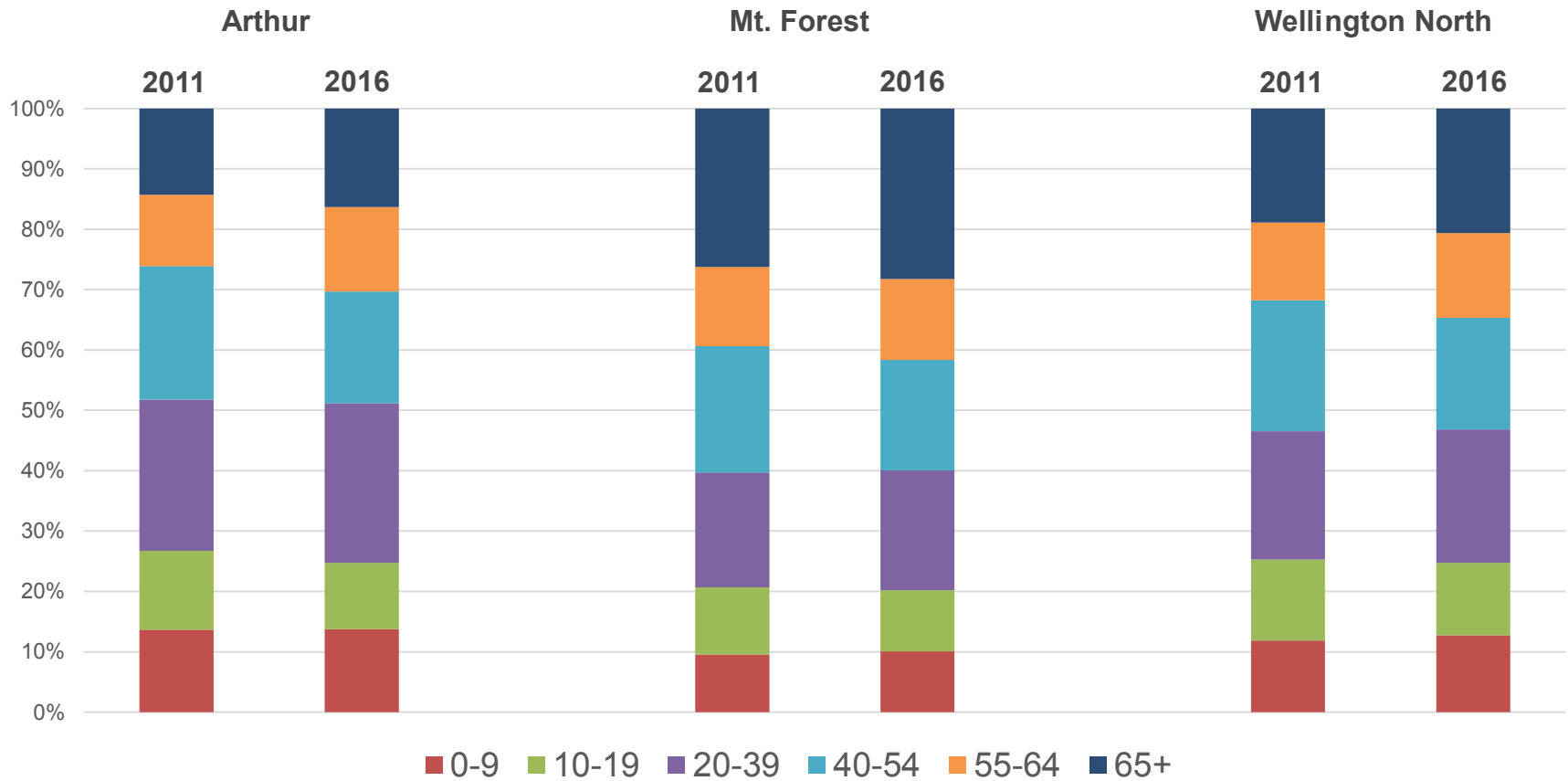
Demographics

Wellington North: Population Age Profile, 2006 and 2016



Demographics

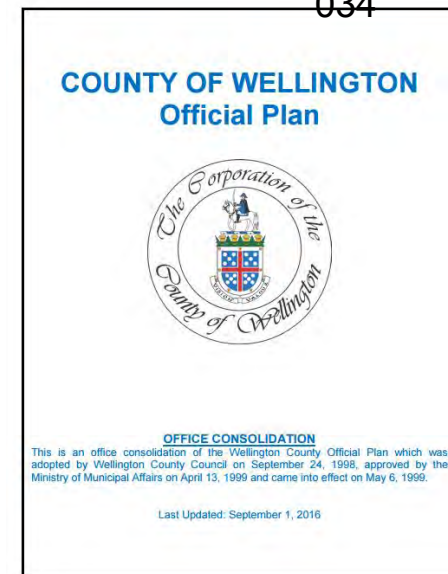
Arthur, Mount Forest and Wellington North: Population Age Profile, 2011 and 2016



Planning Context

Wellington County Official Plan

- Regional-level and local plan for managing and directing growth, development and land use changes
- Allocation of growth to local municipalities



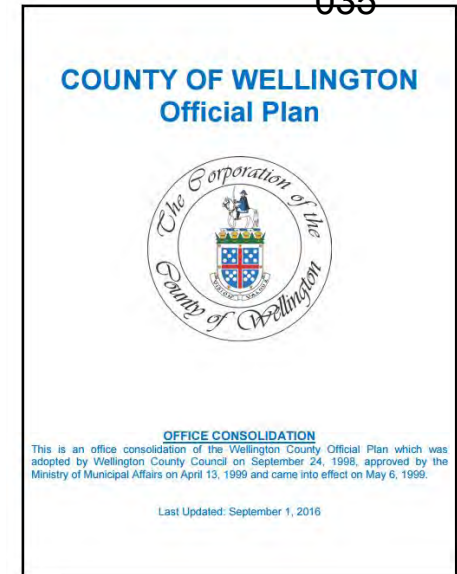
Year	Wellington County		Wellington North	
	Population	Employment	Population	Employment
2016	90,932	45,700	12,490	7,070
2031	122,000	54,000	15,600	9,020
2036	132,000	57,000	17,085	9,320
2041	140,000	61,000	17,685	9,440

SOURCE: Statistics Canada, 2016 and County of Wellington Official Plan 1999 last update September 1, 2016, and Amendment Number 99 to the Official Plan for the County Official Plan, Council Adopted, May 26, 2016.

Planning Context

Wellington County Official Plan

- Population and housing forecasts for urban centres
- Arthur and Mount Forest designated as Urban Centres in Wellington North



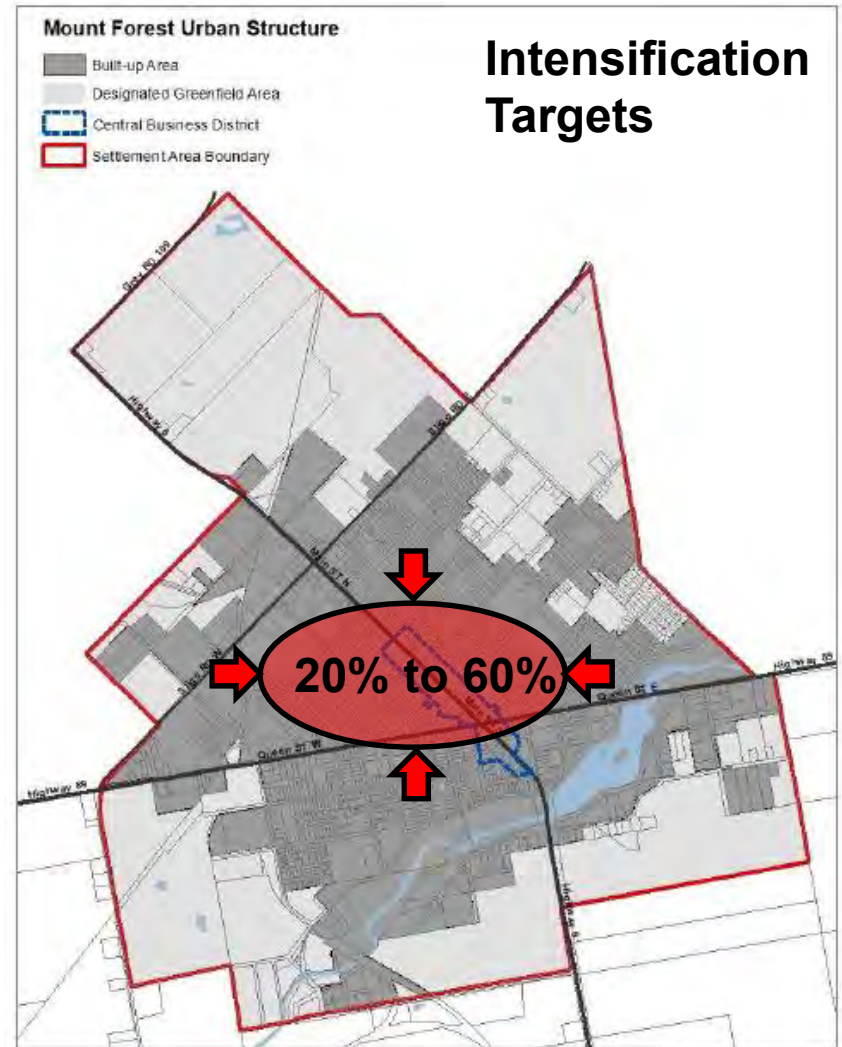
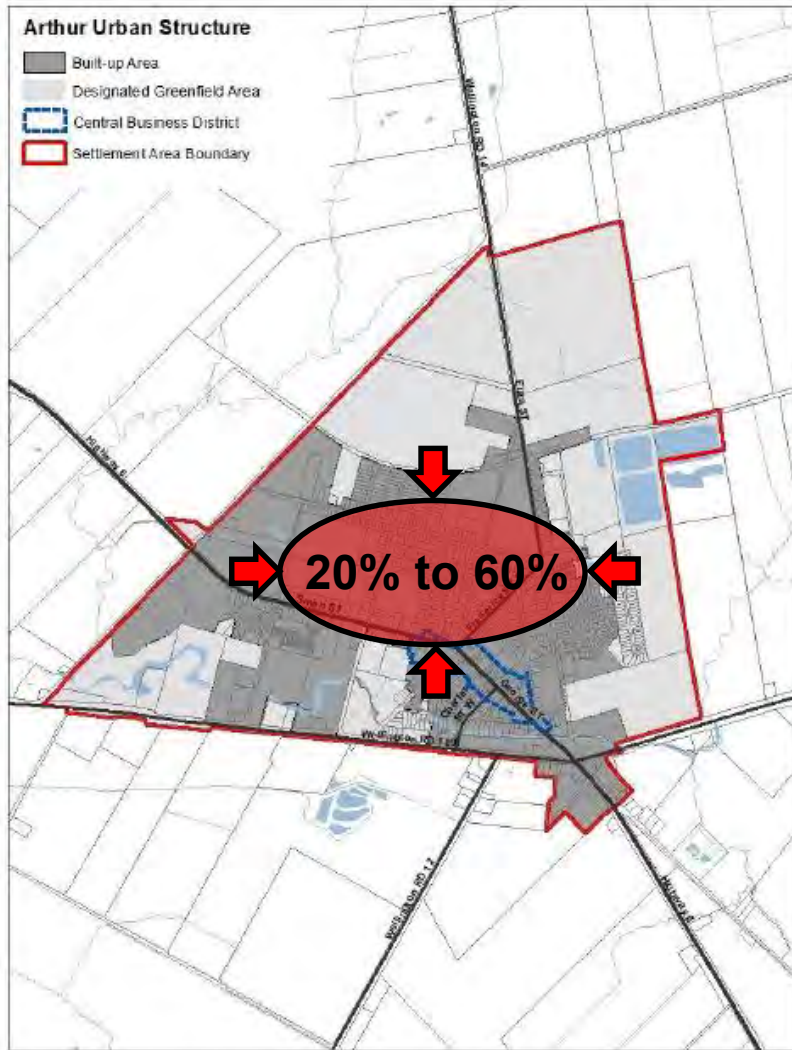
Year	Arthur		Mount Forest	
	Population	Households	Population	Households
2016	2,725	1,005	5,190	2,150
2031	3,310	1,260	7,620	3,050
2036	3,700	1,370	8,550	3,365
2041	3,670	1,370	9,230	3,625

SOURCE: Statistics Canada, 2016 and County of Wellington Official Plan 1999 last update September 1, 2016, and Amendment Number 99 to the Official Plan for the County Official Plan, Council Adopted, May 26, 2016.

Planning Context



Built-up Areas

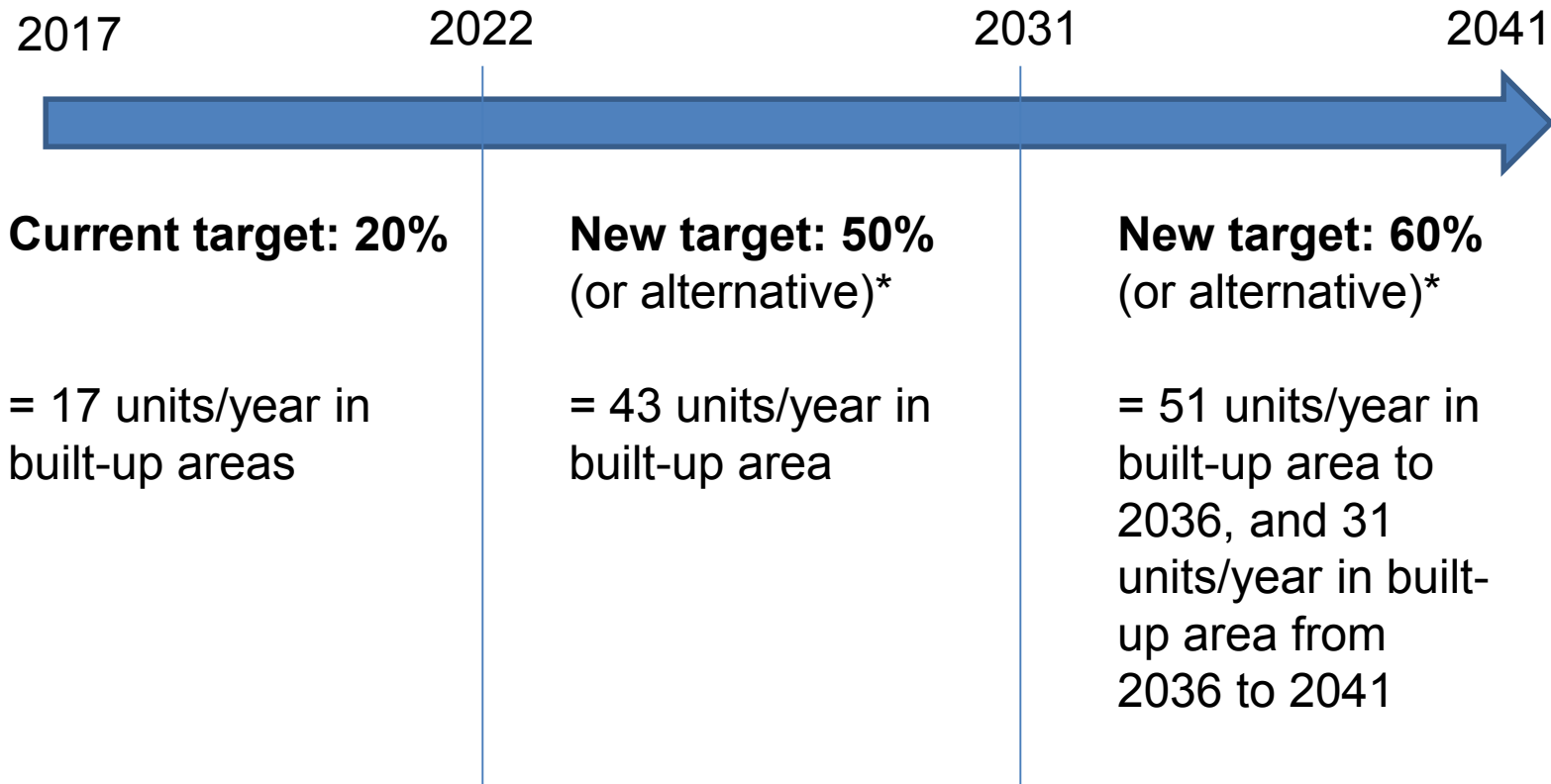


What is intensification?

The development of a property, site or area at a **higher density than currently exists** through: a) **redevelopment**, including the reuse of brownfield sites; b) the **development of vacant and/or underutilized lots within previously developed areas**; c) **infill development**; and d) the **expansion or conversion of existing buildings**. (PPS, 2014)



How much intensification?



*County may request Provincial approval of an alternative County-wide intensification target as part of the next Official Plan Review, and assigns a local intensification target to each local municipality

How much intensification?

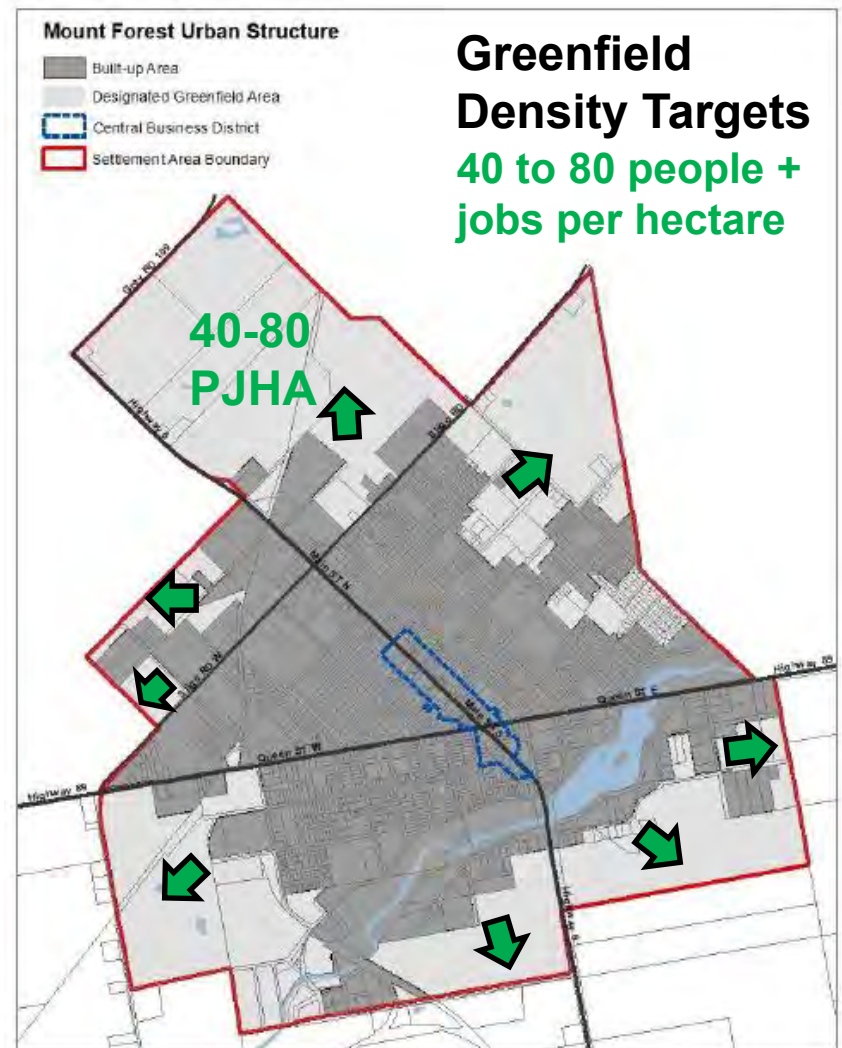
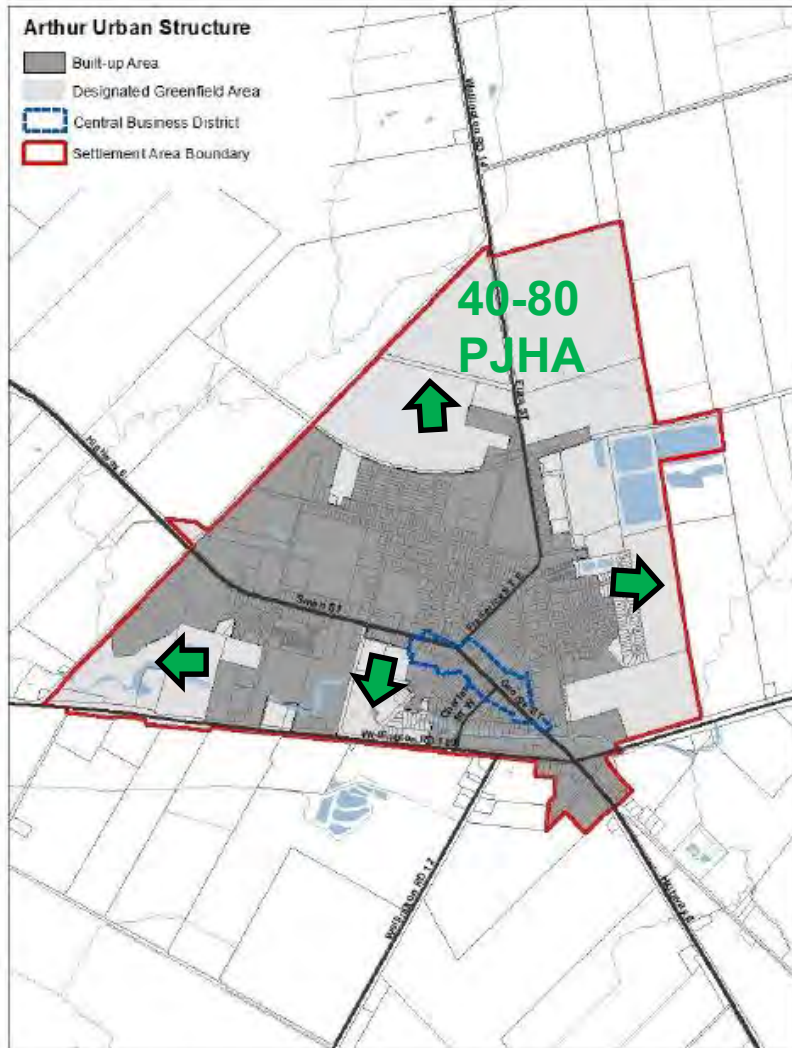
Supply and Demand	Arthur	Mount Forest
Built Boundary Supply	225 units	199 units
Intensification Required*	171 units	702 units
Surplus / Shortfall	+84 units	-503 units

* Based on achieving increasing intensification targets

Options:

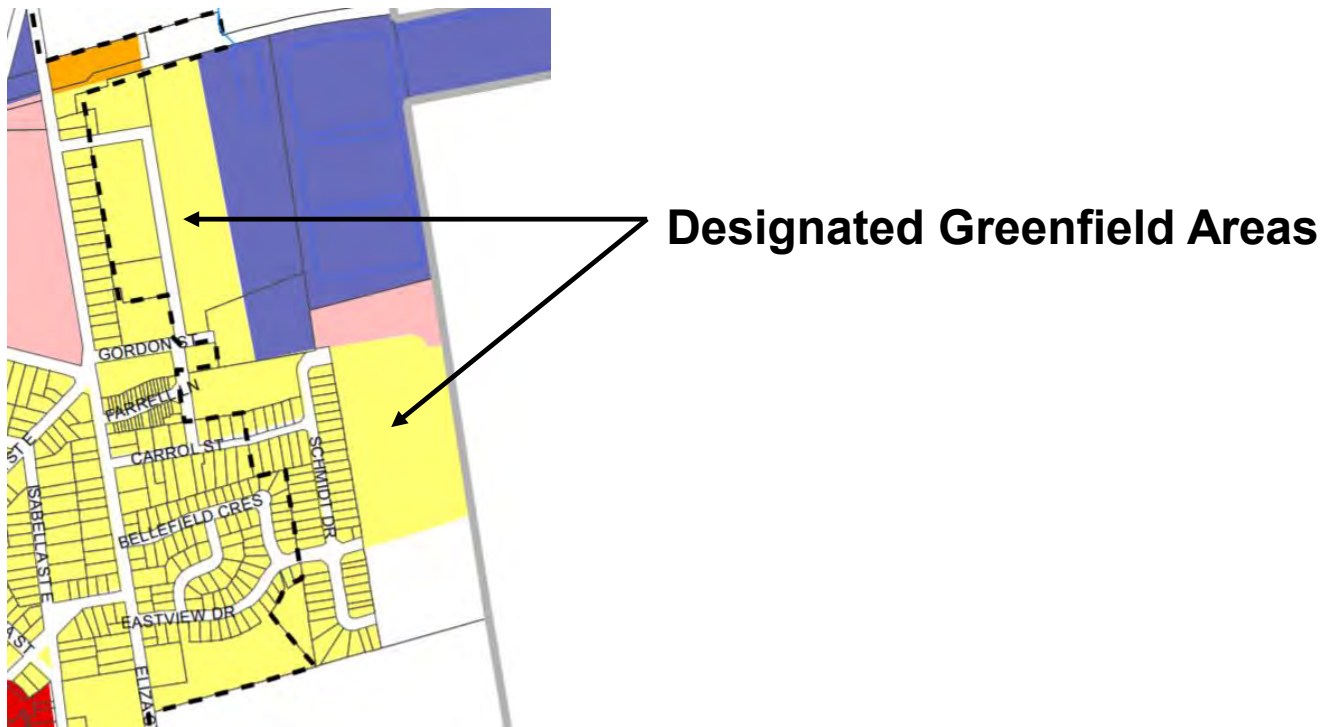
- Shift more intensification to Arthur
- Plan for additional intensification in appropriate areas of both communities, and Mount Forest in particular
- Request lower intensification targets starting in the year 2022 (greater than 20% but less than 50%) and 2031 (greater than the previous target, but less than 60%)

Greenfield Areas



What are Greenfield areas?

*Lands **within settlement areas** but **outside of delineated built-up areas** that have been **designated in an official plan for development** and are **required to accommodate forecasted growth** to the horizon of this Plan. Designated greenfield areas do not include excess lands. (Growth Plan, 2017)*



How is Density measured in Greenfield areas?

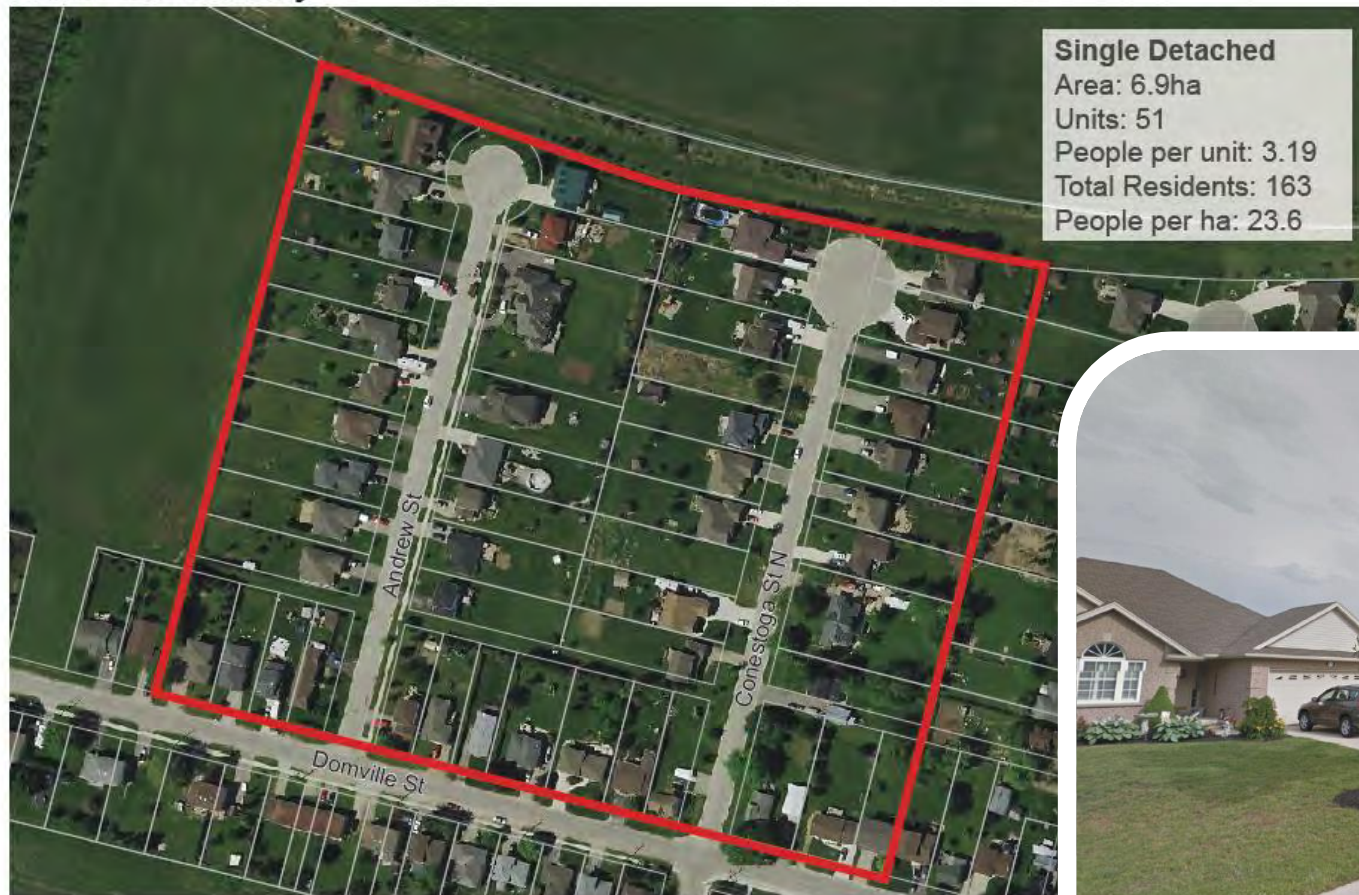
Measured over entire designated greenfield area in the County, excluding:

- Natural areas and floodplains where development is prohibited
- Rights-of-way for electricity transmission lines, energy pipelines, freeways, railways
- Employment areas
- Cemeteries

Greenfield Areas

Residential Density Examples

Arthur - Low Density



Greenfield Areas

Residential Density Examples

Mount Forest - Low Density



Greenfield Areas

Residential Density Examples

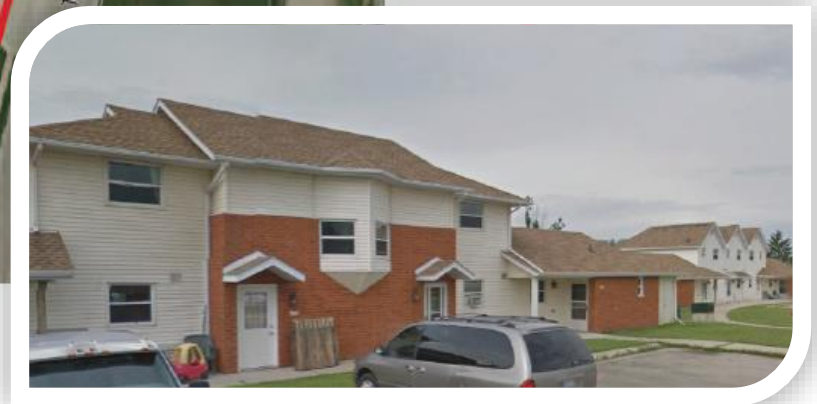
Mount Forest - Low Density



Greenfield Areas

Residential Density Examples

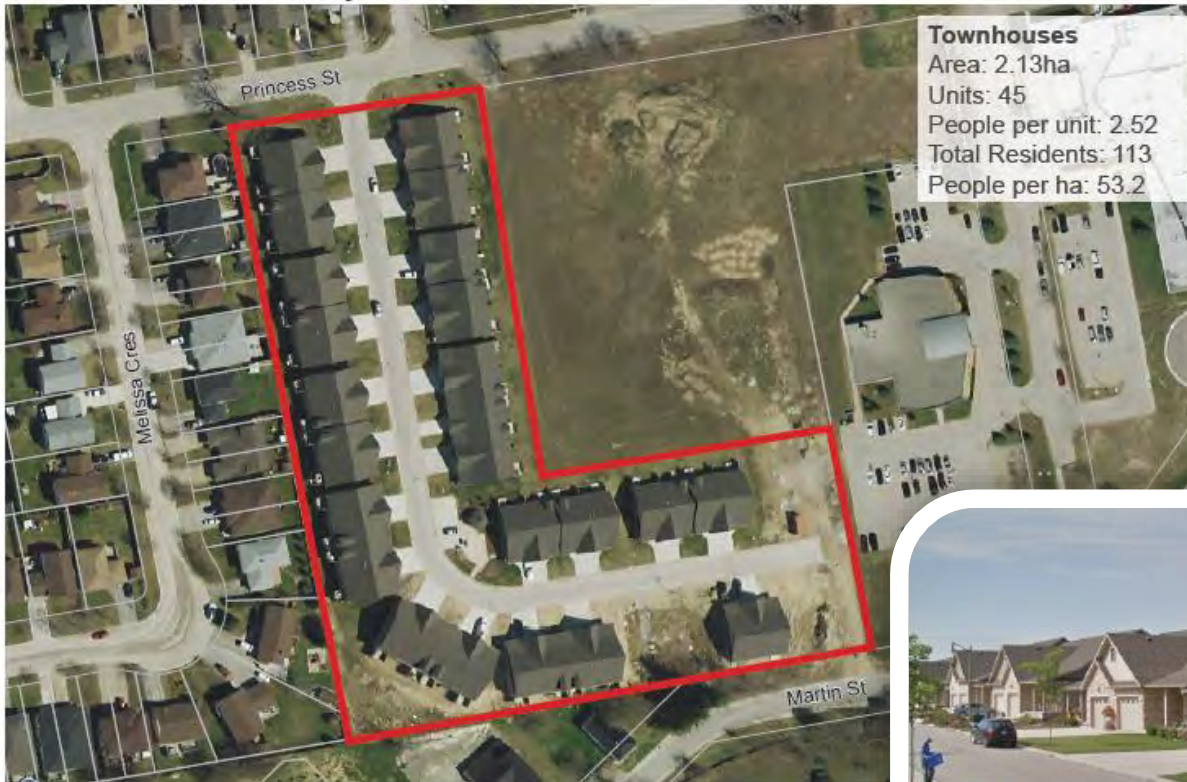
Arthur - Medium Density



Greenfield Areas

Residential Density Examples

Mount Forest - Med Density



Greenfield Areas

Residential Density Examples

Arthur- High Density



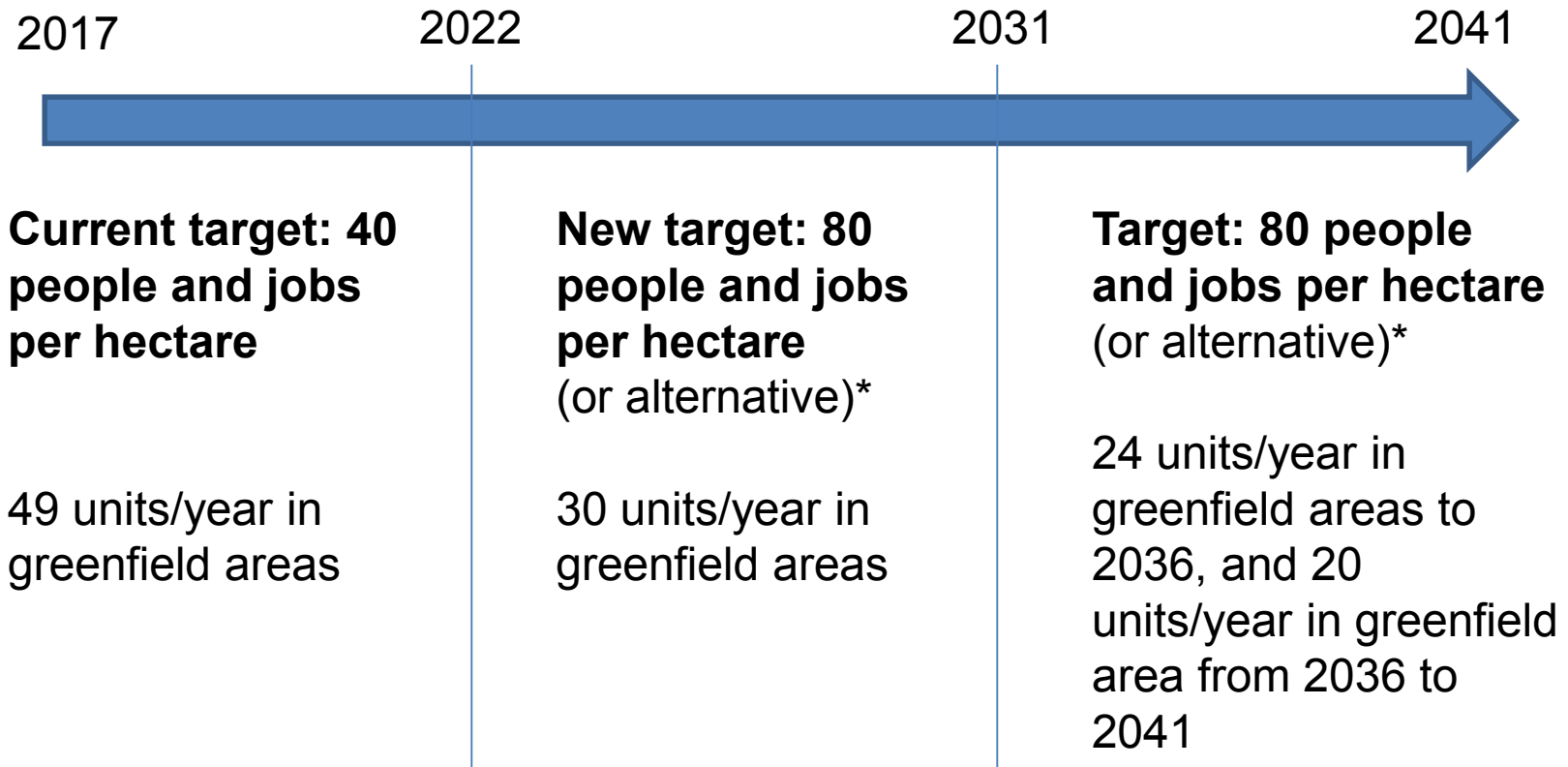
Greenfield Areas

Residential Density Examples

Mount Forest - High Density



How much Greenfield density?



*County may request Provincial approval of an alternative County-wide Greenfield density target as part of the next Official Plan Review, and assigns a local Greenfield density target to each local municipality

How much Greenfield density?

Supply and Demand	Arthur	Mount Forest
Greenfield Supply	287 units	1,018 units
Intensification Required*	209 units	773 units
Surplus / Shortfall	+78 units	+245 units

* Based on achieving increasing intensification targets

Options:

- Shift more greenfield development to Mount Forest
- Plan for a mix of housing types and jobs in greenfield areas of both communities, and identify areas most appropriate for higher densities
- Request lower greenfield density targets starting in the year 2022 (potentially greater than 40 people and jobs per hectare but less than 80 people and jobs per hectare) and revisit target prior to 2031 (greater than the previous target, but likely still less than 80 people and jobs per hectare)

Other Residential Targets

Housing Mix / Unit Types / Affordability

Type	Arthur		Mount Forest	
	2016	2041	2016	2041
Single and Semi-Detached	73%		68%	
Townhouses	10%		8%	
Apartments & Other	17%		24%	
Average Household Size – persons per unit (ppu)	2.4		2.1	
% Affordable (target)*	25%		25%	

* County-wide affordable housing target

Establish housing mix and affordability targets to 2041, for Wellington North and by community

Community Facilities & Services

	Arthur	Mount Forest
Child care and elementary schools	✓	✓
Secondary school		✓
Library	✓	✓
Health care / medical / dental	✓	✓
Fire / Police / EMS	✓	✓
Recreation / Community Centre	✓	✓
Places of Worship	✓	✓
Youth & Seniors Facilities / Services	✓	✓
Parks and Trails	✓	✓

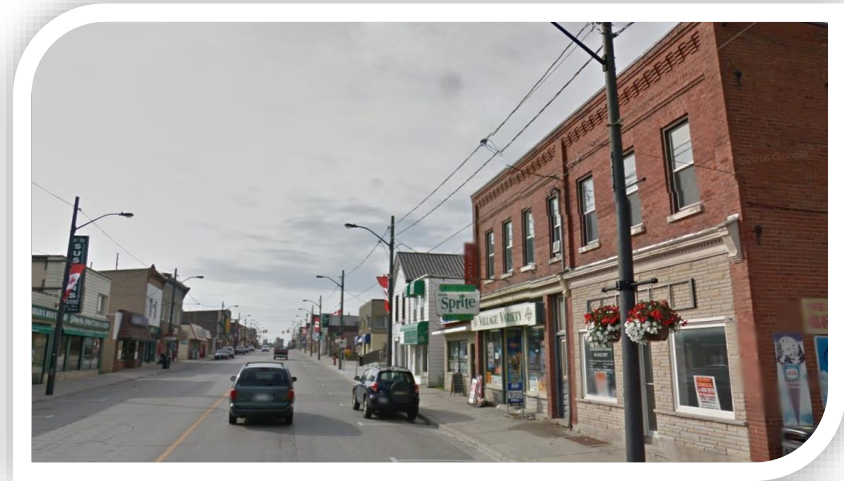
Community Facilities & Services

- Are there any community facilities or services missing?
- Should additional land be specifically designated in the Official Plan for new institutions and community facilities? Where?
- Are there opportunities to increase the capacity of, or intensify, existing community facilities and services to address future growth?



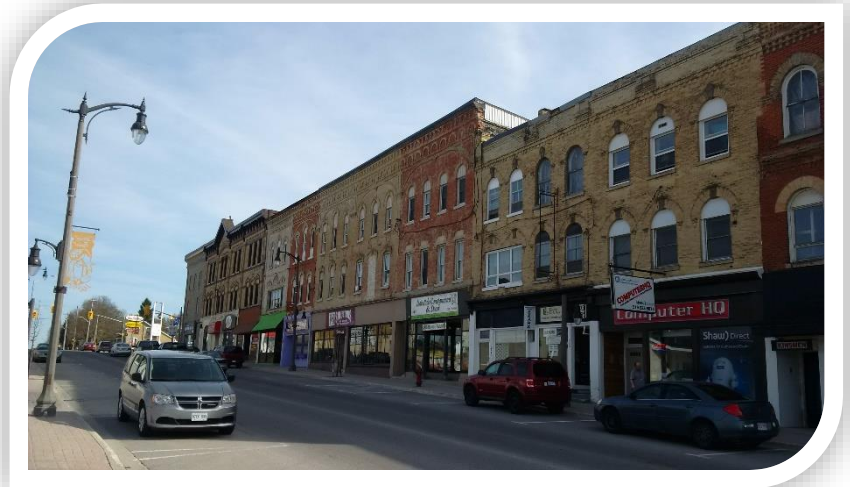
Downtown Main Streets

- Historic town centres
- Retail, office, services, apartments
- 2-3 storey buildings
- Pedestrian orientation
- On-street and rear parking
- **Arthur:** 18.3% vacancy (17 of 93 units)
- **Mount Forest:** 9.3% vacancy (14 of 151 units)
- Population-related employment (PRE)



Downtown Main Streets

- Residential development / redevelopment opportunities?
- New uses to permit and promote?
- What types of improvements should be considered?
- How could the cultural heritage and tourism potential of these areas be enhanced?



Commercial / Gateway Nodes

- Major intersections and commercial highways
- Larger format retail and services
- High visibility and traffic volumes, highway access
- Car-oriented
- Primarily population-related employment (PRE)



Commercial / Gateway Nodes

- Are these areas attractive and welcoming as community gateways? How could that be improved?
- Should pedestrian and cycling access to and within these areas be improved?
- Should there be more of this type of development? If yes, where and how should it look and function?



Employment / Industry

- Manufacturing and industrial facilities, supply and distribution, transport services
- 32 manufacturing businesses
- Largest employment sector
- Space-extensive
- Access to labour, transportation, utilities, services
- Primarily employment-land employment (ELE) – restricts conversion to other uses



Employment / Industry

- What strategies should be considered to retain and attract employers and local jobs?
- Are there opportunities to increase the amount of employment within existing industries? i.e. employment intensification
- Are there any new types of industries or related services that should be encouraged/accommodated? Are there any constraints?



Environment

- 3 watersheds:
 - Grand River (south / Arthur)
 - Saugeen Valley (north / Mt. Forest)
 - Maitland Valley (west)
- Conestogo River (Arthur) and Saugeen River (Mt. Forest)
- Servicing
- Recreational opportunities



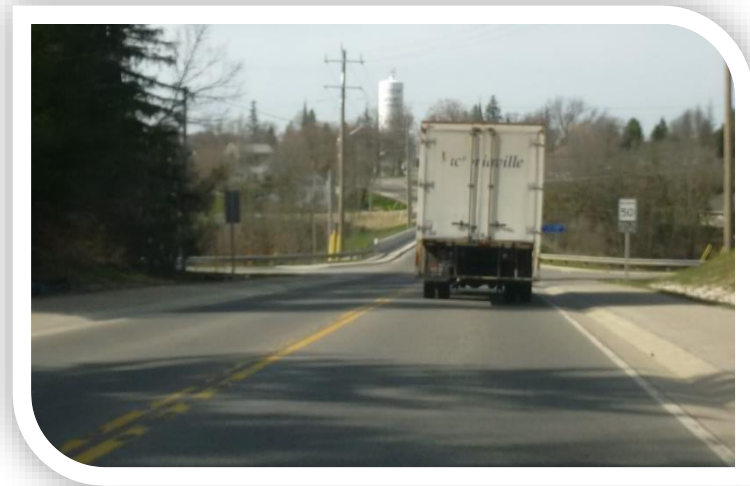
Infrastructure

- Water:
 - New/additional storage
 - Distribution (watermains, looping, etc.)
- Wastewater:
 - Inflow/Infiltration (I&I)
 - Arthur WPCP re-rating and lagoon expansion
 - SPS upgrades and forcemains
- Stormwater:
 - Prepare Master Plan
 - Low Impact Development (LID)



Transportation

- Provincial Highways 6 & 89
 - Arterial Roads & Connecting Links
 - Controlled Access
- County Roads
 - Wellington Roads 6, 14, 15, 109
 - Arterial Roads / regional connections
- Township Roads
 - 331 kilometres of local roads
 - Significant annual funding needs for maintenance and asset management
- Active Transportation
- Future Transit (?)



Next Steps

- Community & Stakeholder Engagement Summer 2017
- Growth Options / Evaluation* Sept-Oct 2017
- Consultation & Feedback Nov 2017
- Preferred Growth Option* Dec 2017
- Final Report* & Public Meeting First Quarter 2018

*Steering Committee meetings

Contact Information:

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Associate - Senior Planner
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File No. 04049

July 6, 2017

Darren Jones, CBO

Township of Wellington North

7490 Sideroad 7 West

PO Box 125, Kenilworth, ON

N0G 2E0

RE: Albert Street Estates Subdivision (Ruby's Crescent, Mount Forest)

-- Phase 1: Final Acceptance of Stage 4 --

-- Phase 2: Final Acceptance of Stage 4 --

-- Final Securities Release (Phase 1 & Phase 2) --

Reeves Construction Limited (the Developer) and the Township of Wellington North entered into a Subdivision Agreement on April 26, 2011 (as amended on July 23, 2012). In accordance with terms of that Agreement, Reeves, through their engineer, have requested Final Acceptance (i.e. of Stage 4) and release of all remaining securities for both Phases 1 & 2 of this subdivision.

Paving of the surface course of asphalt for the entire subdivision took place on May 12, 2014. Therefore the 2-year maintenance period has expired. If the Township is satisfied that there are no remaining deficiencies or outstanding conditions of the subdivision agreement, then the Township can grant Final Acceptance of Stage 4 and release all remaining securities.

Background

On January 29, 2015, BMROSS issued a letter to the Township summarizing the status of servicing for this subdivision, deficiencies, and an opinion regarding Acceptances and securities reductions. On February 9, 2015, the Township granted Final Acceptances of Stages 1, 2 & 3, Preliminary Acceptance of Stage 4, and securities reductions, through the adoption of Resolution 2015-58. Since that time, the following has occurred:

- Asphalt cracking became evident, by March 2015.
- June 3, 2015, letter from MOECC amending the Certificates of Approval for the sewers and SWM facility (Ownership name changed to the Township).

- During/after the winter of 2014-2015, some cracking of the asphalt occurred. The Township decided crack sealing was an acceptable method for addressing this deficiency. Crack sealing was completed by the developer's contractor, by August 10, 2015.
- Review and acceptance by the Township of the SWM detention pond structure (it leans up to approximately 5 degrees from a vertical position).
- May 18, 2016, developer engineer's request for Final Acceptances and release of securities.
- May 18, 2016, BMROSS emailed list of deficiencies.
- A May 25, 2016, Declaration re Payment of Accounts, was submitted by Reeves.
- June 3, 2016, site review by Township staff.
- July 5, 2016, BMROSS email noting additional deficiencies.
- OLS legal survey bar review, including adjustments or replacements as required, and issuance of a June 23, 2016, Wilson-Ford Surveying & Engineering certification letter.
- Revised copies of the As Recorded drawings and service locate sheets were provided, in May 2017.
- Site review completed on May 10, 2017. Evident that resealing of cracks is required.
- Crack re-sealing by Reeves' contractor, by June 28, 2017.

A copy of Reeves Declaration is attached. Copies of other documentation related to the foregoing matters have been previously forwarded to the Township.

There are currently three vacant lots and one partially developed lot. In discussions with Township staff, it has been decided that any known issues related to lot grading, lot drainage and sewer service stack damages are the responsibility of the lot Owner or Builder and will be addressed at the time the lots are developed or, if necessary, through enforcement of property standards.

Final Acceptance of Stage 4

Based on available documentation and the results of site reviews, it is our opinion that Council could pass a resolution to grant Final Acceptances of Stage 4 for Phase 1 and for Phase 2 of the Albert Street Estates Subdivision (i.e. final acceptance for the entire subdivision).

Securities

By resolution of Council dated February 9, 2015, the Township approved reductions in securities to the following minimum amounts:

Phase 1	\$30,000.00
Phase 2	<u>\$30,000.00</u>
Total	\$60,000.00

If the Township grants Final Acceptances, then all securities may be released. The Township should first confirm there are no outstanding amounts owed to the Township by the developer, Reeves Construction Limited.

Summary

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

THAT the Council of the Corporation of the Township of Wellington North grant Reeves Construction Limited, for Phase 1 and for Phase 2 of the Albert Street Estates Subdivision (Ruby's Crescent) in the community of Mount Forest, Final Acceptances for Stage 4.

AND FURTHER that the Corporation of the Township of Wellington North grant Reeves Construction Limited, for the Albert Street Estates Subdivision in the community of Mount Forest, final release of the remaining \$60,000 in securities.

If you have any questions, please contact us.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per



Frank C. Vanderloo, P. Eng.

FCV:fcv
Encl.

cc: Reeves Construction Limited (by email)
Steve Cobean, P. Eng., Cobide Engineering (by email)



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

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070

Plan to
Simply Explore.
www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JULY 24, 2017**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2017-11 BUILDING PERMIT REVIEW
PERIOD ENDING JUNE 30, 2017**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2017-11 being the Building Permit Review for the period ending June 30, 2017.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. CBO 2017-07 Building Permit Review Period Ending May 31, 2017

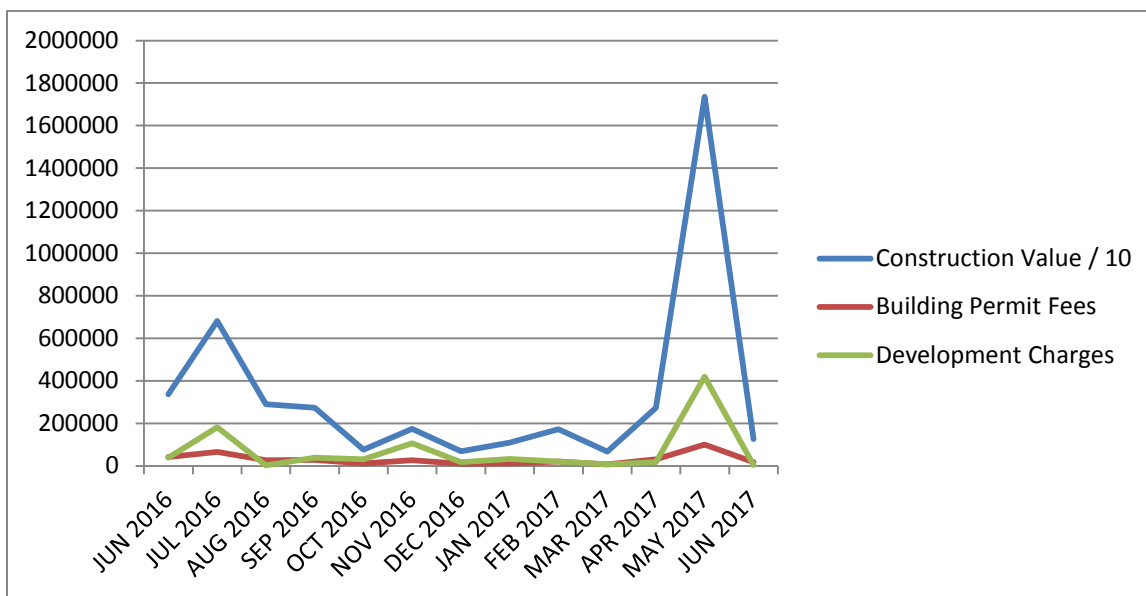
BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	0	0.00	0.00	0.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	1	3,500.00	255.00	0.00
Garages / Sheds	5	64,600.00	1,341.42	0.00
Pool Enclosures / Decks	2	13,000.00	301.88	0.00
Commercial	1	12,000.00	411.00	0.00
Assembly	4	6,625.00	508.00	0.00
Industrial	2	102,000.00	4,203.00	3,465.00

Institutional	0	0.00	0.00	0.00
Agricultural	7	1,027,000.00	10,558.85	0.00
Sewage System	0	0.00	0.00	0.00
Demolition	2	26,000.00	254.00	0.00

Total June 2017	24	1,254,725.00	17,833.15	3,465.00
Total Year to Date	114	24,843,825.00	190,483.17	499,880.81

12 Month Average	20	3,373,931.25	30,018.40	73,199.97
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10 Year Monthly Average	30	2,135,265.00	24,404.04	36,673.98
10 Year, Year to Date Average	112	10,827,490.10	112,113.76	186,441.03

FINANCIAL CONSIDERATIONS

None.

STRATEGIC PLAN

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

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

- Yes
 No
 N/A

Which pillars does this report support?

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

PREPARED BY:	RECOMMENDED BY:
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Mike Givens

DARREN JONES CHIEF BUILDING OFFICIAL	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF July 24th, 2017**

FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER

**SUBJECT: REPORT EDO-2017-17 Live and Work Wellington
Licensing Agreements**

RECOMMENDATION

That the Economic Development Officer report EDO-2017-17 dated July 24th, 2017 with regards to the Live and Work Wellington Licensing Agreements be received;

AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law to enter into the License Agreement with the Corporation of the County of Wellington

PREVIOUS REPORTS PERTINENT TO THIS MATTER

EDO 2015 -15 Simply Explore Jobs and Housing.

BACKGROUND

At Wellington North Showcase 2015 the Township of Wellington North Economic Development Office launched a new online **Jobs & Housing Portal** to connect job and home seekers with opportunities and properties in Wellington North. This was a direct result of the findings garnered through the Business Retention & Expansion Program review that indicated local employers were having difficulty in recruiting workers.

When we launched our program our preferred approach was to try and get the County to step-up and take the lead and to develop a county-wide portal. Unfortunately at the time only two or three of the municipalities saw value in the initiative so understandably the County did not make it a priority. As a result in Wellington North, Minto and Centre Wellington we created our own jobs and housing portals, utilizing the same developer, and implemented the program locally.

At any given time there are upwards to 20 listings on the Wellington North portal for job vacancies within our community and recognizing the continuing challenges our employers face we were pleased when earlier this year the County launched the Live and Work Wellington web-site to draw attention to the needs of the County as a whole.

As part of this launch any municipality wishing to link to the Live and Work Wellington site from our municipal site and/or jobs and housing portal are being asked to sign a standard licensing agreement. Our view is anything we can do to get potential job seekers looking at opportunities in Wellington County and Wellington North is a positive step forward and we are recommending that the Wellington North link be included on the Live and Work Wellington site.

FINANCIAL CONSIDERATIONS

There is no cost to signing the licensing agreement with The County and at the present time we plan to continue to operate the Wellington North Simply Explore Jobs and Housing site. Very little work effort is required on our part other than promoting and marketing the site and we see value in it as it clearly identifies our local needs and provides our employers with a local opportunity.

The cost to host this site is approximately \$1,000 per year so we will monitor this over time and if we see that local businesses are not utilizing the Wellington North site for their hiring needs we will reconsider this decision.

STRATEGIC PLAN

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

Yes No N/A

Which pillars does this report support?

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

PREPARED BY:

RECOMMENDED BY:

Dale Small

Michael Givens

**DALE SMALL
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF July 24th, 2017**

FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER

SUBJECT: REPORT EDO 2017-18 COMMUNITY IMPROVEMENT PROGRAM

RECOMMENDATION

That the Economic Development Officer report EDO 2017-18 dated July 24th, 2017 with regards to the Community Improvement Program be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant of \$2,500 under the Façade Improvement Grant Program as a result of the improvements made to the building at 171 Smith Street in Arthur, home to Erni's Place restaurant.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

There have been numerous reports on the Community Improvement Program since the program was approved by Wellington North council in May 2012. The most recent one was EDO 2017-15 dated June 5th, 2017.

BACKGROUND

Since 2012 our Community Improvement Program has enabled the Municipality to provide incentives for individuals, businesses, Community Groups, organizations, etc. to enhance their building presentation to the public and/or to support Public Art, in an effort to help beautify our community. This ten year program has proven quite popular and to date forty-one applicants have submitted applications for funding to the Community Improvement Program. The total dollar value of the overall improvements made to our Main Streets is conservatively estimated at \$385,249. Of this amount:

- \$ 87,084 (22%) has been covered by grants under the Community Improvement Program
- \$ 22,500 (6%) has been advanced in interest free loans repayable over 5 years
- \$275,665 (72%) has been covered by the applicants

OVERVIEW

In 2016 the new owners of Erni's Place in Arthur approached the Economic Development Officer and discussed a number of improvements they were planning to make to the outside of the building. Over the past year the majority of these improvements have been completed with a few more planned and on June 29th a Façade Improvement Grant application was received requesting \$2,500 in funding to assist with the improvements. As required under our Community Improvement Plan the application has been reviewed by our CIP Review Panel. (Darren Jones & Dale Small)

The required Decision Matrix has been completed and a copy is attached to this report. The Decision Matrix also provides additional information regarding the improvements that were made and the Community Improvement Plan Review Panel recommends council approve funding for the application.

FINANCIAL CONSIDERATIONS

\$15,000 in funding has been approved in the 2017 Economic Development operating budget to cover applications under the Community Improvement Program. With this application the total funding approved to date will total \$21,401.

On July 13th the EDO and CAO met to review the Economic Development Office operating budget for 2017. Utilizing funding from the 2017 BR+E implementation fund this cost overrun can be covered/accommodated within the Economic Development 2017 operating budget.

STRATEGIC PLAN

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

Yes No N/A

Which pillars does this report support?

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

PREPARED BY:

RECOMMENDED BY:

Dale Small

Michael Givens

**DALE SMALL
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

Township of Wellington North
General fund Financial Summary Report
Budget vs Year-to-Date Actual Ending June 30, 2017

	2017 Actuals YTD	2017 Budget 50%	Actual vs Budget YTD (over)/under	Variance %	2016 Actuals YTD	2017 vs 2016 YTD Variance
REVENUE						
Net Taxation (50%)	3,719,358	3,719,358	-	0.0%	3,599,104	120,254
Fees and Service Charges	2,709,551	2,644,615	(64,936)	-2.5%	2,667,955	41,596
Grants and Subsidies	795,705	785,450	(10,255)	-1.3%	741,063	54,642
Trsf from Reserves & Reserve Funds (50%)	182,455	182,455	-	0.0%	-	182,455
Other Income			-			
Penalties and Interest on Taxation	97,742	102,500	4,758	4.6%	99,482	(1,740)
Miscellaneous	36,611	54,000	17,389	32.2%	36,401	210
Investment Income	94,341	82,000	(12,341)	-15.1%	77,165	17,176
Rents, Concessions and Franchises	341,593	363,064	21,471	5.9%	314,639	26,954
Donations	9,155	2,800	(6,355)	-227.0%	26,773	(17,618)
	<u>7,986,511</u>	<u>7,936,242</u>	<u>(50,269)</u>	<u>-0.6%</u>	<u>7,562,582</u>	<u>423,929</u>
EXPENSES						
Council	56,963	66,065	9,102	13.8%	42,997	13,966
Administration	490,489	593,403	102,914	17.3%	461,956	28,533
Property	52,380	63,375	10,995	17.3%	49,304	3,076
Fire Services	392,021	372,193	(19,828)	-5.3%	323,294	68,727
Police Services	25,526	24,353	(1,173)	-4.8%	26,341	(815)
Conservation Authority	131,347	74,576	(56,771)	-76.1%	128,444	2,903
Protective Inspections & Control	126,631	124,500	(2,131)	-1.7%	118,838	7,793
Animal Control	36,653	21,725	(14,928)	-68.7%	10,336	26,317
Property Standards	915	7,090	6,175	87.1%	785	130
Roadways	1,184,218	1,404,949	220,731	15.7%	1,279,427	(95,209)
Street Lighting	83,190	116,911	33,721	28.8%	123,517	(40,327)
Rural Water	2,218	3,697	1,479	40.0%	3,928	(1,710)
Cemetery	5,367	18,996	13,629	71.7%	8,575	(3,208)
Recreation	997,703	1,202,144	204,441	17.0%	1,164,351	(166,648)
Planning	11,336	15,988	4,652	29.1%	11,863	(527)
Economic Development	111,986	107,816	(4,170)	-3.9%	110,427	1,559
Municipal Drains	13,099	38,825	25,726	66.3%	11,355	1,744
Sanitary Sewers	637,517	812,060	174,543	21.5%	751,287	(113,770)
Water Works	474,603	629,752	155,149	24.6%	527,541	(52,938)
Transfers to Reserves/Res Funds (50%)	207,854	207,854	-	0.0%	904,370	(696,516)
Transfers to Capital Fund (50%)	2,029,970	2,029,970	-	0.0%	1,069,501	960,469
	<u>7,071,986</u>	<u>7,936,242</u>	<u>864,256</u>	<u>10.9%</u>	<u>7,128,437</u>	<u>(56,451)</u>
SURPLUS/(DEFICIT)	<u>914,525</u>	<u>-</u>				



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JULY 24, 2017**

FROM: MICHAEL GIVENS, CAO

**SUBJECT: REPORT CAO 2017-019 WELLINGTON NORTH POWER INC. LOAN
APPLICATION APPROVAL**

RECOMMENDATION

THAT Report CAO 2016-019 being a report on Wellington North Power Inc. Loan Application approval be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North, as the primary shareholder, grants approval to Wellington North Power Inc. to borrow up to \$1,700,000 from Infrastructure Ontario to finance the demolition , re-build and energization of Municipal Substation #3.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The Chief Administrative Officer, on behalf of Wellington North Power Inc. (WNP), has contacted the Township seeking support for a loan application to Infrastructure Ontario. A resolution from the shareholder is a requirement of Infrastructure Ontario.

Attached as Appendix 1 significant context for Council's consideration regarding WNP's need for the loan.

FINANCIAL CONSIDERATIONS

N/A

STRATEGIC PLAN

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

- X Yes
- No
- N/A

Which pillars does this report support?

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

As the primary shareholder in WNP the Township has certain responsibilities. Approving loan applications is one of those responsibilities. The rebuild of substation MS#3 will allow WNP to continue to provide safe, reliable electricity to their customers.

PREPARED BY:	RECOMMENDED BY:
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Michael Givens

Michael Givens, CAO

MICHAEL GIVENS CAO	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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Wellington North Power Inc.

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

Phone: 519.323.1710 Fax: 519.323.2425

 E-mail: wnp@wellingtonnorthpower.com
www.wellingtonnorthpower.com

**Item: Shareholder Approval for Loan Application to finance
Municipal Distribution Substation #3 Re-build (2018).**

a) Overview:

Wellington North Power Inc. (WNP) is seeking the Township of Wellington North's (*the Shareholder*) approval for WNP to borrow \$1,700,000 from Infrastructure Ontario in 2018 to finance the demolition, re-build and energization of Municipal Substation #3.

b) Background:

Wellington North Power Inc. (WNP) owns and maintains six Municipal Distribution Substations that feed electricity to the urban areas of Arthur and Mount Forest. In a 2013 asset condition assessment of WNP's Distribution Substations, conducted by an independent 3rd party, it was recommended to plan for the replacement of Municipal Substation #3 (MS3) due to its age and overall condition. Items identified in the assessment of MS3 included:

1. Concern of the condition and true life expectancy of the main transformer given its age and condition. The transformer was refurbished in 1988 and through oil sampling has shown signs of degradation.
2. Concern of the condition and life expectancy of the underground feeder cables due to their age. It is estimated that the cables date back to the early 1970's or possibly the 1960's.
3. Feeder 1 switch failed and has been permanently taken out of service. Repairs to the switch would be costly for unknown life expectancy.
4. The station does not have oil containment and is located in a park. This can be considered as an environmental hazard. The main valve was replaced in 2015 due to a leak.
5. MS3 is located in Mount Forest and this area has proposed future population growth and economic development. The station is required to continue to supply electricity to both existing and future customers.

In WNP's opinion, MS3 substation should be replaced as:

- a) This expenditure supports WNP's business objectives of prudent and sustainable investments in:
 - I. Business system performance and reliability;
 - II. Public and employee safety; and
 - III. Regulatory compliance;
- b) This capital project meets the asset end-of-life replacement and long term planning requirements as specified by the energy regulator, the Ontario Energy Board.

c) Alternatives Considered:

- Option #1 – Do nothing (No cost).
- Option #2 – New Substation. (Estimated cost \$1.67m).
Replace the original substation (MS3) with a new substation that conforms to the latest safety specifications and meets WNP's requirements to distribute electricity to the Mount Forest service territory.
- Option #3 – Replace existing transformer, add oil containment, and replace the 4kV feeder cable. (Estimated cost \$609k).
- Option #4 – Replace existing transformer, add oil containment, replace the 4kV feeder cable and replace the switchgear. (Estimated cost \$769k).

*[Note: *Estimated costs are based at 2015 prices.]*

d) Evaluation of Alternatives:

WNP assessed the four options as summarized below:

Option	Advantages	Disadvantages
Option #1	<ul style="list-style-type: none"> ✓ No capital expenditure. 	<ul style="list-style-type: none"> ✗ This not an option as it poses an unacceptable risk to lose services for a long period of time. ✗ Safety ✗ Reliability is questionable. ✗ Due diligence must be served in this situation. ✗ This substation provides 30% of the load servicing the Mount Forest community. ✗ Continue higher maintenance cost - extra monitoring and oil analysis required. ✗ Risk of failure, oil leak and environmental contamination.
Option #2	<ul style="list-style-type: none"> ✓ Resolves safety and reliability issues that have been identified in the 3rd party Substation Assessment. ✓ Remote control via SCADA. Fast restoration. ✓ New protection and control equipment installed at substation will use today's technology and may be adaptable to future technological development (Smart Grid Capable). ✓ Reclosers will provide better system reliability for customer, i.e. momentary power outages will be handled automatically. ✓ Equipment will be capable of providing "hold-offs" which protect worker safety and equipment. ✓ Solution reduces risk of equipment failure and fulfills the obligation of the typical useful life of 45 years. ✓ This cost, amortized over 45 years is the most cost-effective and prudent to rate-payers. 	

Option #3	<ul style="list-style-type: none"> ✓ Resolves transformer and cable issues that have been identified in the 3rd party Substation Assessment. ✓ Addresses transformer oil containment. 	<ul style="list-style-type: none"> ✗ Does not address the failed 15kV feeder switchgear. No SCADA capability or auto reclose. ✗ Risk that existing underground duct bank cannot be utilized for the installation of new cables. ✗ Does not include for a new tranformer foundation which may be required to support a new transformer. ✗ Installation of oil containment may be constrained by current station footprint leading to additional costs. ✗ Installation of oil containment may lead to undermining current structures causing damage to existing equipment structures. ✗ Does not facilitate Smart Grid technology for control and monitoring.
Option #4	<ul style="list-style-type: none"> ✓ Resolves transformer and cable issues that have been identified in the 3rd party Substation Assessment. ✓ Addresses switchgear life. ✓ Addresses transformer oil containment. 	<ul style="list-style-type: none"> ✗ Risk that existing underground duct bank cannot be utilized for the installation of new cables. ✗ Does not include for a new tranformer foundation which may be required to support a new transformer. ✗ Installation of oil containment may be constrained by current station footprint leading to additional costs. ✗ Installation of oil containment may lead to undermining current structures causing damage to existing equipment structures. ✗ Does not facilitate Smart Grid technology for control and monitoring.

e) Solution:

Given the options cited above, WNP's recommendation is to pursue "Option #2" – replace the aged MS3 substation with a new substation.

Presently, this substation has a high risk of failure and, in WNP's opinion, is a reliability concern. WNP considers this to be an "operational effectiveness" initiative to maintain system reliability.

f) Capital Planning:

WNP plans to demolish, re-build and energize MS3 substation in 2018. This capital project has been included in the company's 10-year Capital Plan since 2015.

This is subject to financing of this capital project, estimated to be \$1,700,000.

g) Stakeholders:

- Ratepayers – this capital project was included in WNP's 5-year Distribution System Plan as part of its 2016 Cost of Service application filed with the energy regulator (the Ontario Energy Board). During this public proceeding, there were no objections received from WNP customers about this project.

- Regulator – the Ontario Energy Board has given approval for WNP to proceed with replacing MS3 substation in 2018. (Approval was received through WNP's 2016 Cost of Service rate application).
- Directors – at WNP's Board of Directors meeting (June 27th 2017), Resolution #2017-0627-103B was passed, directing WNP staff to prepare and submit an application to Ontario Infrastructure and Lands Corporation requesting a loan of \$1,700,000 to finance the demolition, build and energization of MS3 substation in 2018.

h) Financing:

WNP is preparing a loan application to Infrastructure Ontario to be submitted in August 2017. WNP is seeking a financing loan of \$1,700,000 for this project with an amortization of 30 years, commencing in Quarter 1 of 2018. Interest rate is 3.63% (amortizer) as at July 10th 2017.

In order for the loan application to be completed, a Resolution from the Shareholder is also required.

i) Bill Impact:

Monthly loan payments to Infrastructure Ontario will be financed through increases to customers' electricity bills. The table below illustrates the estimated monthly bill impact of incorporating these rates changes.

Customer	Av. Monthly Usage	Current Bill	Proposed Bill	Change
Residential	750 kWh	\$122.37	\$124.03	+\$1.66 or 1.36%
Small Business	2,000 kWh	\$318.42	\$322.10	+\$3.67 or 1.15%

Figures represent total electricity bill (including HST) using July 2017 rates.

j) Purpose:

Wellington North Power Inc. (WNP) presents this case to the members of Council for consideration at the Council Meeting on July 24th 2017.

In reviewing this item, WNP is seeking the Township of Wellington North's (the shareholder) approval for Wellington North Power Inc. to borrow \$1,700,000 from Infrastructure Ontario in 2018 to finance the demolition, re-build and energization of Municipal Substation #3 (MS3).



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JULY 24, 2017**

FROM: MICHAEL GIVENS, CAO

**SUBJECT: REPORT CAO 2017-020 LEASE AGREEMENT-OPP TRAINING
CENTRE, KENILWORTH**

RECOMMENDATION

THAT Report CAO 2016-020 being a report on lease agreement for the OPP Training Centre in Kenilworth be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North directs the CAO to authorize the offer presented by CBRE Limited on behalf of Infrastructure Ontario with the below terms:

1. Extension options-Township (landlord) has the option to extend the lease beyond February 28, 2023, for a maximum period of 5 years. The Township will provide written confirmation of their intentions, extend lease or terminate lease, 6 months' prior.
2. Net rent of any extension shall be determined by mutual agreement as of the date which is six (6) months prior to the expiry of the current lease term, or failing such agreement, by arbitration in accordance with the Lease.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CAO Report 2013-03 OPP Training Centre-Kenilworth

BACKGROUND

The former Sacred Heart School property, owned by the Township, has for a number of years been leased to Her Majesty the Queen in Right of Ontario as Represented by the Minister of Infrastructure and utilized by the Ontario Provincial Police as an ongoing operation for their In-Service Training team.

In 2013 the Township entered into a lease extension agreement with Infrastructure Ontario that called for an **automatic** extension term for the period March 1, 2018 and expiring February 28, 2023. The extension reflected the financial contribution (\$75,000) that the OPP made towards the roof repairs that were undertaken at the facility in 2013. The net rent for this extension was to be determined by “mutual agreement”.

I have been in negotiations with David Sanford, Regional Transaction Manager for CBRE Limited, the organization responsible for lease agreements for property utilized by the Province and their agents. Negotiations were to reflect “market rental” and to update the terms and conditions of the lease for the period March 1, 2018 expiring February 28, 2023.

On July 18, 2017 CBRE submitted a non-binding proposal for the Township’s consideration. The proposal is included as Appendix 1 to this report. The financial terms have been summarized below.

I have conveyed to CBRE and the OPP that is unlikely that the Township would consider a further lease extension beyond the 2023 period. The age of the building is such that significant capital investment will be required to keep it operational long-term. Issues such as the facility plumbing continue to cause concerns. As per the recommendation, I would suggest the Township retain the rights to any future lease extension.

Note-In 2013, the Township included provisions in the lease agreement that would allow the Township to sever off a portion of the property that fronts on to Sideroad 7E. More specifically the lands extending 224 feet (approximate) in depth to match the existing residential lots. Costs would be borne by the Township.

FINANCIAL CONSIDERATIONS

	Current Lease Rates	Proposed Lease Rates
Lease Rate	\$1.00 per Sq. Ft.	\$4.75 per Sq. Ft.
Additional Rent	\$1.01 per Sq. Ft.	\$1.01 per Sq. Ft.
Square footage	9900	9900
Net Rent Amount (rounded)	\$19,900	\$57,024

STRATEGIC PLAN

Do 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

Brand and Identity

Positive Healthy Work Environment

X Strategic Partnerships

Lease arrangements with Infrastructure Ontario ensure continued use of the facility. Use of the former school property by the OPP ensures a significant police presence in Kenilworth.

PREPARED BY:

RECOMMENDED BY:

Michael Givens

Michael Givens, CAO

**MICHAEL GIVENS
CAO**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

IO Property Services



David Sanford
Regional Transaction Manager

CBRE Limited
IO Property & Land Management Services

CBRE Limited
IO Property & Land Management Services
18 King St. E, Suite 1100
Toronto, ON M5C 1C4

416.775-1379 Tel
416.775-3989 Fax

david.sanford@cbre.com

ORIGINAL VIA EMAIL (mgivens@wellington-north.com)

July 18, 2017

Township of Wellington North
7490 Sideroad 7 West
P.O. Box 125
Kenilworth, ON
N1N0G 2E0
ATT: Michael Givens

Dear Mike

Re: 9135 Highway 6, Kenilworth, ON
IO Lease: L11280

CBRE Limited has been engaged to provide lease transaction services for Infrastructure Ontario (IO).

As such, CBRE hereby presents the following non-binding proposal (the "Offer") to the Landlord for consideration of the Tenant's continued tenancy at the subject property. The following terms and conditions are what CBRE can recommend to the Tenant:

Landlord's legal name:	Township of Wellington North (<i>please confirm</i>)
Ownership:	Please confirm that no CBRE employee has an ownership position in this building
Address of Premises:	9135 Highway 6, Kenilworth, ON
Rentable s.f.:	9,900 square feet
Term:	Five (5) years commencing March 1, 2018 and expiring February 28, 2023
Proposed Net Rate:	\$4.75 per rentable sq. ft. per annum throughout the Term.
Additional Rent:	Please confirm 2016 rates: Op. Costs: \$1.01 per rentable sq. ft. per annum
Extension options:	Client has requested one (1) additional option to extend the Lease for 5 years, upon 6 months' prior written notice.
Tenant's right to Terminate	Tenant's right to terminate upon 180 days prior notice to continue
Interest Charges	<u>If applicable</u> , the Landlord agrees that all sections, clauses or provisions in the Lease which obligate the Tenant to pay interest to the Landlord for any reason(s) shall be

deleted by amendment in IO's Standard Lease Extension Template to remove the obligation to pay of interest to the Landlord. IO confirms that such language must be deleted in order for IO to comply with the *Financial Administration Act R.S.O. 1990, CHAPTER F.12.*

Security, Screening
Management:

The Landlord shall provide, establish and maintain, at the Landlord's expense, a workable security management plan for the Building which shall include amongst other matters, a requirement that the Landlord, and any Person hired by the Landlord to do work on the Premises, or who requires access to the Premises to do any work, whether to the Premises or otherwise, undergo security screening checks in compliance with Ontario Government policies.

All other terms and conditions shall continue without change.

We look forward to receiving your response to this offer by August 2, 2017. Once we have received your acceptance, we make our recommendations to Infrastructure Ontario for documentation and signature.

Should you have any questions, please feel free to contact the undersigned at your convenience.

Yours truly,

David Sanford
Regional Transaction Manager
CBRE Limited
(416) 775-1379
david.sanford@cbre.com

Township of Wellington North

I hereby acknowledge receipt of the Offer and accept the terms outlined within.

Per: _____
Authorized Signature

Name & title: _____

CBRE



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
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092

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JULY 24, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-022 BEING A REPORT ON SMOKE FREE
WORKPLACE POLICY**

RECOMMENDATION

THAT CLK Report 2017-022 being a report on Smoke Free Workplace Policy be received.

AND FURTHER THAT Council approve the Smoke Free Workplace Policy 03-17.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The Smoke-Free Ontario Act (the Act) was enacted on May 31, 2006 by the Province of Ontario. As part of the Smoke-Free Ontario Strategy, the SFOA protects people from exposure to second-hand smoke and discourages young people from starting to smoke.

The Act provides and regulates selling, smoking or holding lit tobacco in certain areas and regulates the display, promotion and packaging of tobacco products and accessories. Additionally it provides certain responsibilities for employers, employees and members of the public, particularly around municipal facilities, schools and hospitals.

Some municipal staff are finding compliance with the legislation, particularly among the public, is decreasing. Also, in reviewing the Act it was found that the municipality was not in compliance, particularly with respect to signage and providing containers to serve as ashtrays outside of buildings.

The policy was circulated to the Wellington-Dufferin-Guelph Public Health Unit for comments as well as the Senior Management Team and facility managers.

Staff have drafted a Smoke Free Workplace policy, attached as Schedule A to this report, and are recommending Council endorse the policy.

FINANCIAL CONSIDERATIONS

If an investigation proves the municipality or a municipal employee is contravening the Act, fines of up to \$5,000.00 per employee or \$300,000.00 for the employer can be imposed.

The cost of signage is approximately \$200.00.

STRATEGIC PLAN

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

Yes No N/A

Community Growth Plan
 Human Resource Plan
 Brand and Identity
 Strategic Partnerships

Community Service Review
 Corporate Communication Plan
 Positive Healthy Work Environment

PREPARED BY:

RECOMMENDED BY:

Karren Wallace, Clerk

Michael Givens, CAO

**KARREN WALLACE
CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



SCHEDULE "A"

094

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SMOKE FREE WORKPLACE

DEPARTMENT	CAO	POLICY NUMBER	XXX
EFFECTIVE DATE		LEGISLATIVE AUTHORITY	Smoke Free Ontario Act
APPROVED BY:	BY-LAW OR RESOLUTION OR DEPARTMENT HEAD		

PURPOSE

This policy is intended to show the Township of Wellington North is committed to providing a healthy, comfortable and productive work environment for employees and members of the public using municipally owned facilities by providing information and guidelines on the requirements of the Smoke Free Ontario Act.

SCOPE

This policy covers all municipally owned facilities, vehicles, sports fields and surfaces.

Enclosed workplaces include but are not limited to:

- the inside of a building, structure or vehicle that an employee works in or frequents during the course of their employment whether or not they are acting in the course of the employment at the time
- the inside of a trailer office on a construction site, the inside of a loading dock, or the inside of a delivery truck
- common areas such as washrooms, lobbies and parking garages

On and within 20 metres (65 feet) on playgrounds and sports fields whether children are present or not and include but are not limited to:

- basketball courts, skate parks, baseball diamonds, soccer fields, ice rinks, tennis courts, splash pads, swimming pools, wading pools, swings, slides, sandboxes and spectator areas associated with these locations.

This policy applies to municipal employees and members of the public.

The substances referred to in this policy include tobacco products such as cigarettes, cigars, cigarillos, pipe tobacco, smokeless tobacco and marijuana.

BACKGROUND

- each year, tobacco claims 13,000 lives in Ontario — that equals 36 lives every day
- tobacco-related disease costs Ontario's health care system an estimated \$2.2 billion in direct health care costs
- it also costs an extra \$5.3 billion in indirect costs such as time off work
- Ontario's smoking rate dropped from 24.5 per cent in 2000 to 17.4% in 2014, meaning 408,257 fewer smokers

(Source: <https://www.ontario.ca/page/smoke-free-ontario#section-0>)

RESPONSIBILITIES: EMPLOYERS

The employer shall:

- post "No Smoking" signs at all entrances, exits, washrooms and anywhere signs can be easily placed and seen
- make sure that no one smokes or holds lighted tobacco in an enclosed workplace, public place, or area where smoking is banned
- make sure that a person who does not comply leaves the premises
- remove ashtrays (or any object that serves as one)
- ensure that employees are aware of this policy and any areas where smoking is prohibited

An employer may not dismiss, threaten to dismiss, discipline, suspend, penalize, intimidate or coerce an employee who follows the act or seeks compliance with it.

RESPONSIBILITIES: EMPLOYEES

Employees shall not smoke in an enclosed workplace, public place or area where smoking is banned.

Employees shall remove ashtrays or any object that serves as one.

Employees shall encourage the public to follow the Smoke Free Ontario Act, by asking them to refrain from smoking in areas where smoking is banned or asking them to leave the premises.

ENFORCEMENT

Enforcement is a joint effort between the employer, employee and public to encourage employees and the public to comply with the Smoke Free Ontario Act. If compliance is not achieved, the Public Health Unit will investigate and can lay charges of not more than \$5,000.00 per individual and \$300,000.00 for corporations.



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JULY 24, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-023 BEING A REPORT ON KENNEL BY-LAW
046-17**

RECOMMENDATION

THAT CLK Report 2017-023 being a report on Kennel by-law 046-17.

AND FURTHER THAT staff be directed to place By-law 046-17 on the next meeting of Council for third and final reading.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2017-015 being a report on Zoning By-law amendments for Kennel licenses
CLK 2015-078 being a report to on the Canine Control By-law

BACKGROUND

On June 26, 2017 Council considered and gave first and second reading to by-law 046-17 being a by-law to provide for the operation and licensing of kennels in the Township of Wellington North.

Staff circulated the by-law to licensed kennel operators in Wellington North, our animal control officer, the Guelph Humane Society and members of the public to input.

At the June 26, 2017 meeting, Mary Dart deputated to Council, expressing her appreciation of how well they responded to her concerns regarding animal welfare, noting she was happy with the proposed changes to the Kennel By-law.

Since that meeting, one letter dated July 7, 2017 was received from a licensed kennel operator noting concerns related to the cost of licensing all dogs in a breeding kennel as well as having to provide such frequent record checks for owners and employees. A copy of the letter is attached as Schedule A.

The Humane Society provided some suggested amendments, most of which were incorporated into the third reading of the by-law after consultation with our animal control officer.

The draft version of the proposed final by-law is attached as Schedule B.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report.

STRATEGIC PLAN

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

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

RECEIVED

JUL 12 2017

TWP OF WELLINGTON NORTH

July 7, 2017

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

Re: Updating Kennel Licensing

Thank you for the opportunity of offering our opinions on the updating of kennel licensing for the area. We have been a licensed breeding kennel in the Township for 16/17 years.

We have reviewed the DRAFT.

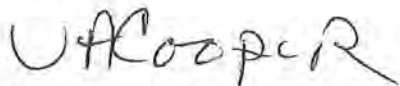
Concerns:

1. We may have misread the draft but it sounds like we'll pay a yearly kennel fee of \$250.00 PLUS each dog will have to be licensed because we own a breeding kennel. To us that sounds like double dipping.
2. While we agree with having a police check for a new kennel license, we feel that having this repeated yearly is over-kill. Could we not tick a section on the renewal saying our police check would not have changed from the previous year? Also, is it not our responsibly to hire and watch over employees dealing with our dogs. Do they really need a police check? We currently have employees with us for up to 15 years.

While we will of course abide by any and all by-laws passed we just wanted to address these couple of issues.

Thank you,

Yours truly,



Brian and Valerie Cooper
8690 Melody Lane
R.R. #2
Arthur, On N0G 1A0

**SCHEDULE B
THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

BY-LAW NUMBER 046-17

BEING A BY-LAW TO PROVIDE FOR THE OPERATION AND LICENSING OF KENNELS IN THE TOWNSHIP OF WELLINGTON NORTH.

WHEREAS the Council of The Corporation of the Township of Wellington North has deemed it necessary to pass a by-law to provide for the establishment of and licensing kennels.

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

1. DEFINITIONS

- 1.1 **Animal Control Officer** - shall mean the person or persons appointed by the Council to enforce this By-law and includes the person appointed by the Municipality to control dogs and any servants or agents of such person, any peace officer having jurisdiction within the Municipality;
- 1.2 **Clerk** means the Clerk of The Corporation of the Township of Wellington North;
- 1.3 **Council** means the Council of The Corporation of the Township of Wellington North;
- 1.4 **Dog** - shall mean any member of the species canis familiaris which is over twelve (12) weeks of age;
- 1.5 **Kennel** – shall mean a place where more than 3 dogs are housed, groomed, bred, boarded, trained, sold or kept for hunting and includes both boarding kennels and breeding kennels on a lot or parcel which is 25 acres or greater in size within an Agricultural Zone of the Municipality's Zoning by-law and which are licensed under the provisions of this By-law;
- 1.6 **Noise** - shall mean the sound made by any dog which unreasonably disturbs the peace, quiet, comfort or repose of any person in any dwelling unit for a period longer than ½ hour, more than twice in seven days;
- 1.7 **Owner** - shall mean any person, group of persons, partnership or corporation who or which possesses or harbours a dog; the words "own", "owns" or "owned", shall have a corresponding meaning, and shall

include a person or persons who are temporarily the keeper of dogs; and where the owner is a minor, shall include the person or persons having the custody of the minor;

- 1.8 **Pound** - includes a veterinary facility or other place(s) designated by resolution of the Council of the Municipality;
- 1.9 **Pound Fee** includes any daily charge that may be collected by the operator of a pound;
- 1.10 **Pound Keeper** - shall mean the person, or persons, or agency that act as keeper of the pound;
- 1.11 **Township** - shall mean The Corporation of the Township of Wellington North;
- 1.12 **Zoned** means a land use designation in a zoning by-law passed under the provisions of the Planning Act, R.S.O. c. P. 13, as amended.

2. KENNELS

- 2.1 Every Owner or Operator of a kennel shall no later than the 15th day of January in each year apply for a Kennel License in the form attached hereto as Schedule A.
- 2.2 No person shall own or operate a Kennel:
- 2.2.1 Without a license to do so issued under this by-law;
- 2.2.2 Without having paid the required fees for the license;
- 2.2.3 At a location other than for which a license is issued under this by-law;
- 2.2.4 Under any other name than the one endorsed on his/her license issued under this by-law .
- 2.3 No person shall transfer or assign a license issued under this by-law.
- 2.4 No person shall obtain a license by providing mistaken, false, or incorrect information.
- 2.5 No person shall obtain a license having been convicted under the Criminal Code of Canada for animal abuse, or had charges under the Dog Owner's Liability Act (DOLA) R.S.O. 1990, c. D.16 or the Ontario

Society for the Prevention of Cruelty to Animals Act (OSPCA). R.S.O. 1990, c. O. 36.

- 2.6 All breeding dogs in a kennel shall be properly licensed and tagged.
- 2.7 No person shall use a tag on a dog other than the dog for which such tag is issued.
- 2.8 Every person who owns or operates a kennel shall comply with the applicable by-laws of the Township. No kennel License shall be issued unless such kennel complies with the by-laws of the Township. Where an Owner or Operator of a kennel fails to comply with a by-law of the Township, the kennel License may be suspended or revoked.
- 2.9 Every person who owns or operates a kennel shall permit an Animal Control Officer, upon production of proper identification, to enter and inspect the kennel at all reasonable times for the purposes of determining compliance with the license and the provisions of this by-law or any other by-laws of the Township applicable to a kennel.
- 2.10 Every person who owns or operates a kennel shall comply with the guidelines set out in "A Code of Practice for Canadian Kennel Operations", (Canadian Veterinary Medical Association) second edition May, 2007) as amended from time to time.
- 2.11 No person who owns or operates a kennel shall keep dogs in an unsanitary condition. Conditions shall be considered unsanitary where the keeping of the animal or animals results in an accumulation of fecal matter, an odour, insect infestation or rodent attractants which endanger the health of the animal or any person.
- 2.12 Every person who owns or operates a kennel shall provide the animals under care, or cause them to be provided with:
 - 2.12.1 clean, fresh drinking water and suitable food of sufficient quantity and quality to allow normal, healthy growth and the maintenance of normal, healthy body weight;
 - 2.12.2 food and water receptacles kept clean and disinfected and located so as to avoid contamination by excreta;
 - 2.12.3 the opportunity for periodic exercise sufficient to maintain good health including the opportunity to be unfettered from a fixed area and exercised regularly under appropriate control;

- 2.12.4 necessary veterinary medical care when any animal exhibits signs of pain, illness or suffering;
 - 2.12.5 sufficient designated space for the proper enrichment and socialization of puppies;
 - 2.12.6 protection from heat, cold and wet;
 - 2.12.7 be of sufficient size to allow the animal the ability to turn around freely and lie in a normal position;
 - 2.12.8 access to a fenced area to the outside that permits the animal to access the outside area and return to the inside area on its own accord.
- 2.13 Animal housing areas within the kennel building shall have:
- 2.13.1.1 Adequate light, including natural and electric lighting;
 - 2.13.1.2 Windows which may be opened for proper ventilation and a heating, ventilation and air conditioning (HVAC) system;
 - 2.13.1.3 Hot and cold running water;
 - 2.13.1.4 Heating and cooling source with thermostat.
- 2.14 Notwithstanding clause 2.13, the Animal Control Officer may exempt any operator of a Kennel from any of the clauses in subsections 2.13.1.2; 2.13.1.3 and 2.13.1.4.
- 2.15 Every run or pen area shall be maintained in a clean and sanitary condition at all times which shall include the removal and proper disposal of excrement, refuse and debris a minimum of twice daily or as often as required.
- 2.16 Every run, pen, or exercise yard shall be surrounded by a sturdy fence with a minimum height of 1.52 meters (five feet).
- 2.17 In the case of a breeding kennel:
- 2.17.1 whelping areas shall be separated from other areas of the kennel;

- 2.17.2 no person shall permit a bitch or queen to be mated if it is less than 18 months old;
 - 2.17.3 no person shall permit a bitch or queen to have more than two (2) litters per licensing year;
 - 2.17.4 the licensee shall maintain and keep breeding and identification records of all whelping bitches/queens, stud dogs, and resulting litter records.
- 2.18 In the case of a boarding kennel every licensee shall record and keep:
- 2.18.1.1 The names and addresses of the owners of all the animals boarded at the kennel;
 - 2.18.1.2 Emergency contact number for the owners of the animals;
 - 2.18.1.3 the name, breed, description, health, dog licence number, vaccination information and microchip number if available;
 - 2.18.1.4 daily health record and any behavioral incidents;
 - 2.18.1.5 cleaning and maintenance logs;
 - 2.18.1.6 exercise logs for dogs;
 - 2.18.1.7 the dates of arrival and departure of all animals.
- 2.19 Every person who owns or operates a kennel shall undertake measures to ensure that residences on adjacent properties are not subjected to persistent barking, calling, whining or other persistent Noise making by the dogs kept at such kennel.
- 2.20 Where the Township receives a complaint about noise emissions from a licensed kennel, an Animal Control Officer shall investigate such complaints and may at his or her sole discretion initiate a prosecution with respect to an alleged contravention of Section 2.17.
- 2.21 Where deemed necessary by the Animal Control Officer to investigate a noise emission complaint under Section 2.17 the Animal Control Officer shall hire a sound emissions specialist at the expense of the kennel owner.
- 2.22 Where a kennel is found guilty of 3 or more violations of subsection 2.17 in one license term, the Animal Control Officer or Council may order the

Owner or Operator to submit, at its expense, a noise evaluation study prepared by a qualified acoustical consultant and may suspend the license to operate a kennel until such time as the Noise evaluation study has been reviewed and approved by the Township and satisfactory arrangements for the implementation of any Noise abatement measures have been made, including the entering into of any agreements and the posting of any securities required to ensure the completion of any required noise abatement measures.

- 2.23 Any application for a new kennel shall be subject to an application being made for an amendment to the Township Zoning By-law in respect to applicable zoning for a kennel in conjunction with the application for a kennel license referred to in Section 2.1.
- 2.24 A license to operate a kennel shall be subject to such terms and conditions set out in the license and no person shall operate a kennel except in accordance with the terms and conditions of the kennel license issued by the Township.
- 2.25 Notwithstanding Section 2 of this by-law, no person shall operate a kennel within or about any household or building within the Township of Wellington North save and except persons with licensed kennels legally established prior to the passing of By-law 49-2000, OR after the passing of By-law 49-2000 where the kennel was established in compliance with the provisions of the applicable Zoning By-law and Licensing By-law for the operation of the kennel within the Township of Wellington North.
- 2.26 The applicant shall provide acoustical barriers where necessary, as determined by the Animal Control Officer. Barriers are to be set out on the detailed site plan and submitted with the application for the kennel license and may include, but not limited to solid fence and/or natural buffer of trees and/or mound of earth.
- 2.27 No kennel or facility or structure used in connection with the kennel and established before the passage of this by-law, shall be located less than 150 metres (492 feet) of any adjacent property owners habitable building or buildings for the keeping of livestock.
- 2.28 Any new kennel license issued after the passage of this by-law shall be limited to a maximum of 25 dogs.
- 2.29 Kennels shall be owned, managed and/or operated by the property owner on which the kennel is located.

- 2.30 The kennel owner/operator/manager shall reside on the property on which the kennel is located.
- 2.31 All kennels who have currently received their 2017 kennel license, shall be subject to the provisions in the amended by-law and will be required to meet the requirements in the kennel application form in 2018 and subsequent years.

3. FAILURE TO COMPLY AND COST RECOVERY

- 3.1 The Township, its agents and servants, and any Animal Control Officer shall not be liable for damages or compensation for any Dog injured or killed under the provisions of this By-law and no such damages or compensation shall be paid to any person.
- 3.2 Where a person defaults in complying with a direction, requirement or order under this By-law to do a matter or thing, an officer or agent on behalf of the Township may, with such assistance from others as may be required, enter the land on which the contravention occurred at any reasonable time, and carry out such direction, requirement or order at the person's expense.
- 3.3 In accordance with section 446 of the *Municipal Act, 2001* the Municipality may recover the costs, from the person directed, required or ordered to do a matter or thing under this By-law, by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes, and such costs to the tax roll and collecting them in the same manner as property taxes, and such costs shall include interest at an annual rate of 15 per cent.
- 3.4 For the purpose of subsection 3.3, interest shall be calculated for the period commencing the day the Municipality incurs the costs and ending on the day the costs including the interest are paid in full.
- 3.5 The amount the Municipality's costs incurred plus interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

4. PENALTY PROVISIONS

- 4.1 Every person who contravenes any of the provisions of this By-law is guilty of an offence pursuant to section 429 of the *Municipal Act* and all contraventions of this by-law are designated as continuing offences.
- 4.2 Every person who is convicted of an offence is liable to a minimum fine of Two Hundred and Fifty Dollars (\$250) and a maximum fine of Twenty-Five Thousand Dollars (\$25,000.00) for the first offence and a maximum fine of Fifty Thousand Dollars (\$50,000.00) for a subsequent offence.
- 4.3 Notwithstanding section 15.2, every person who is convicted of an offence is liable to a set fine pursuant to the *Provincial Offences Act*, R.S.O. 1990, c. P. 33.
- 4.4 Pursuant to section 441 of the *Municipal Act, 2001* if any part of a fine for a contravention of this by-law remains unpaid after the fine becomes due and payable under section 66 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, including any extension of time for payment ordered under that section, the Municipality may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than twenty one (21) days after the date of the notice.
- 4.5 If the fine remains unpaid after the final date specified in the notice, the fine shall be deemed to be unpaid taxes for the purposes of section 351 of the *Municipal Act, 2001*.
- 4.6 In accordance with section 441.1 of the *Municipal Act, 2001* any part of a fine owing pursuant to this by-law or a related provincial offence may be added to the tax roll for any property in the Municipality for which all of the Owners are responsible for paying the fine, and collect such fine in the same manner as municipal taxes.

5. SEVERABILITY

- 5.1 If any section, subsection, clause, paragraph or provision of this By-law is found by any Court of competent jurisdiction to be invalid or beyond the powers of the Council to enact, such section, subsection, clause, paragraph or provision shall be deemed to be severable from the remainder of this by-law and all other sections or parts of this By-law shall be deemed to be separate and independent there from and are enacted as such.

6. REPEAL SECTION

- 6.1 This by-law will come into force and effect upon the passing of this by-law by Council.
- 6.2 Notwithstanding section 6.1 the set fines referred in section 4.3 above will come into force and effect upon the final approval of the set fines Schedule by the Chief Justice, or designate, of the Ontario Court of Justice pursuant to Part 1 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended. The set fines schedule, as approved, is attached hereto as Schedule "A" and forms part of this by-law.

READ A FIRST AND SECOND TIME THIS 26th DAY OF JUNE, 2017.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

READ A THIRD TIME AND FINALLY PASSED THIS DAY OF 2017

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



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Kenilworth, ON N0G 2E0

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Schedule A Kennel Application Form

Date Received:	
----------------	--

Kennel Type		Fee
Breeding Kennel	<input type="checkbox"/>	<input type="checkbox"/> \$150.00
Boarding Kennel	<input type="checkbox"/>	<input type="checkbox"/> \$150.00

Personal information on this form is collected under the legal authority of the Municipal Act. The information is collected and maintained for the purpose of creating a record public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office. 519-848-3620 ext. 27.

Applicant Information			
Full Name	Last	First	MI
Address	Street Name & Number		PO Box
	Apt #	City/Town	Postal Code
Home Phone:		Business Phone:	
E-mail:			
Kennel Name:			
Kennel Address:			

Required Information for your Application – NEW KENNELS
<input type="checkbox"/> Kennel Floor Plans
<input type="checkbox"/> Planning Department Sign off –receipt of Zoning Amendment application
<input type="checkbox"/> Site Plan Approval
<input type="checkbox"/> Building Department Approval

Required Information For Your Application – RENEWAL AND NEW KENNELS

Completed Application Form

License Fee (cash, cheque, debit)

If this is a Renewal License, have you expanded the operation? Yes No

• If yes, please provide details: _____

Dog Licenses for dogs permanently living at address (mandatory purchase at time of application)

Boarding Kennel – Insurance Certificate (minimum limit of \$2,000,000)

Breeding Kennel – Proof of Membership

- Canadian Kennel Club
- Other _____

Police Information Check (dated within 60 days of application)

- Yearly for Owners/Operators
- Staff – 1st year of employment, every 3rd year after

Complete list of all dogs kept on premises stating:

- name, breed, age, and sex

Current veterinary reports for all animals on the premises showing the following:

- that all vaccinations are up to date
- the dogs are in good health; and
- Breeding Kennels – the number of times per year that the dogs were bred

Signature of Applicant

I, _____, hereby declare that the above information is correct, that I have read and understood the provisions contained in By-Law #046-2017, as amended of the Township of Wellington North as well as the Code of Practice for Canadian Kennel Operations, as amended and agree to abide by these and any other applicable by-laws and code pertaining to Kennels.

Signature

Date

FOR OFFICE USE: Department Sign Off:

Planning Department	Signature:	Date:
Building Department	Signature:	Date:
Clerk’s Department	Signature:	Date:

REMIT TO: Clerk, Township of Wellington North, Box 125, 7490 Sideroad 7 W, Kenilworth ON N0G 2E0



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JULY 24, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-024 REPORT TO CONSIDER A PETITION FOR
MUNICIPAL DRAIN (BRUBACHER)**

RECOMMENDATION

THAT Report CLK 2017-024 being a report regarding a petition for drainage works under the Drainage Act on North part Lot 3, Concession 10 (formerly West Luther), be received;

AND FURTHER THAT Council of the Township of Wellington North approves the request for a municipal drain;

AND FURTHER THAT Council appoints K. Smart & Associates Limited as the engineer and directs them to prepare report pursuant to the *Drainage Act*.

OR

THAT Report CLK 2017-024 being a report regarding a petition for drainage works under the Drainage Act on North part Lot 3, Concession 10 (formerly West Luther), be received;

AND FURTHER THAT Council of the Township of Wellington North not approve the request for a municipal drain.

AND FURTHER THAT Council directs the Clerk to notify the petitioners of Council's decision, pursuant to the *Drainage Act*.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

On July 11, 2017 a Petition for Drainage Works by Owners under the *Drainage Act* (the Act) was filed with the Clerk of the Township of Wellington North for drainage works to be constructed on North part Lot 3, Concession 10, attached as Schedule "A".

The work required is to enclose approximately 300 metres of an existing drain. The soils in the area are described as clay loam.

Under the Act, where a petition has been filed, the council shall consider the petition and shall, within thirty days after the filing of the petition, notify the petitioners as follows:

- if Council decides not to proceed with the drainage works, send notice of its decision to each petitioner; or
- if Council does decide to proceed with the drainage works, send notice of the petition and of its decision to each petitioner, the clerk of each local municipality that may be affected, and the conservation authority that has jurisdiction over any lands in the area or, if no such conservation authority exists, the Minister of Natural Resources.

If Council chooses not to proceed with the petition, they do not have to provide a reason but the petitioner has a right of appeal to the Tribunal. .

The Township Drainage Superintendent believes the petition is satisfactory; however that determination is a duty of the Engineer/Surveyor appointed by the municipality.

The Drainage Superintendent recommends that Council appoint an Engineer further to Section 5 of the Drainage Act., after which the Engineer will then convene a site meeting as part of their duties under Section 9 of the Act to determine petition validity, nature and extent of work requested, drain name or number etc.

FINANCIAL CONSIDERATIONS

There are no financial implications as a result of this report. The cost of the engineer's report will be borne by the petitioners. Should the engineer's report indicate an apportionment to the municipality, there would be financial implications.

STRATEGIC PLAN

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

Yes

No

N/A

PREPARED BY:

RECOMMENDED BY:

Karren Wallace, Clerk

Michael Givens, CAO

KARREN WALLACE, CLERK

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



Ministry of Agriculture,
Food and Rural Affairs

Petition for Drainage Works by Owners
Form 1

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Township of Wellington North

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) <u>BRUBACHER</u>	(First Name) <u>DUANE</u>	Telephone Number
--	------------------------------	------------------

Address	
Road/Street Number <u>8134</u>	Road/Street Name <u>LINE 10</u>

Location of Project			
Lot <u>N Pt Lot 3</u>	Concession <u>10</u>	Municipality <u>WELLINGTON NORTH</u> <u>WEST LUTHER</u>	Former Municipality (if applicable) <u>WEST LUTHER</u>

What work do you require? (Check all appropriate boxes)

- Construction of new open channel
- Construction of new tile drain
- Deepening or widening of existing watercourse (not currently a municipal drain)
- Enclosure of existing watercourse (not currently a municipal drain)
- Other (provide description ▼)

ENCLOSING AN EXISTING MUNICIPAL DRAIN

Name of watercourse (if known)
WEST LUTHER DRAIN 19, BRANCH E

Estimated length of project
APPROX 300 meters

General description of soils in the area
clay loam

What is the purpose of the proposed work? (Check appropriate box)

- Tile drainage only
- Surface water drainage only
- Both

Petition filed this 11 day of July, 2017

Name of Clerk (Last, first name) <u>WALLACE Karen</u>	Signature <u>Karen Wallace</u>
--	-----------------------------------

Property Owners Signing The Petition	Page <u>2</u> of <u>2</u>
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- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description LINE 10 - WEST LUTHER CONC 10 PT LOT 3
Ward or Geographic Township	Parcel Roll Number
WELLINGTON NORTH	23 49 000-015-17602-0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
BRUBACHER DUANE	<i>[Signature]</i>	JULY 10/2017
BRUBACHER MARLENE	<i>[Signature]</i>	JULY 10/2017

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	
I have the authority to bind the Corporation.	
Position Title	Date (yyyy/mm/dd)

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	
I have the authority to bind the Corporation.	
Position Title	Date (yyyy/mm/dd)

Check here if additional sheets are attached

Clerk initial *[Signature]*

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information
 Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 825-3552.



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JULY 24, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-026 BEING A REPORT ON THE ACQUISITION
OF A DEVIATION ROAD**

RECOMMENDATION

THAT Report CLK 2017-026 being a report regarding the acquisition of a deviation road Part Lot 25, Concession 4 formerly the Township of Arthur shown as Part 2 on 61R-21140 be received;

AND FURTHER THAT Council authorizes the Mayor and Clerk execute all documentation required to complete the acquisition.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK Report 2016-071 being a report on Consent Application B91-16 (Bell)

BACKGROUND

In 2016 Richard William and Susan Bell applied for a consent which was granted by the County Land Division Committee. When the surveyors completed the reference plan and title search it was determined that a small deviation road had been deeded to the Bell's by the municipality in error sometime ago.

In order to clean up the ownership of the deviation road and complete the severance, it is necessary to acquire the land from the Bell's.

The deviation road is shown as Part 2 on the Sketch attached as Schedule "A".

FINANCIAL CONSIDERATIONS

There are no financial implications. The Bell's solicitors have prepared all the documentation and the Bell's will assume all registration costs.

STRATEGIC PLAN

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

Yes No X N/A

PREPARED BY:	RECOMMENDED BY:
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Karren Wallace, Clerk

Michael Givens, CAO

KARREN WALLACE, CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JULY 24, 2017**

FROM: ADAM SAGASKIE

**SUBJECT: REPORT CLK 2017-027 TEMPORARY SUMMER STUDENT
ARCHIVIST 2017 ASSIGNMENTS/DUTIES**

RECOMMENDATION

THAT Report CLK 2017-027 being a report on the Summer Student Archivist assignment duties be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

MY FIRST TASK: OUTSTANDING DOG LICENCE FEES:

The first task I was assigned during my time with the Township of Wellington North was assisting the Clerk in tracking owners of dogs who were outstanding in paying their licence fees in 2017. To help the Township collect outstanding monies, first I had to learn the rudimentary skills of Microsoft Excel. Once I had a handle on how to use the program, I created a mail merge list of those who had not paid for their dog tags this year. Initially we sent every outstanding dog owner in Wellington North correspondence on the week of May 19th. Several weeks later, after some success with members of the public coming into the office to make payments, the Clerk instructed me to use the GIS system to find roll numbers of outstanding owners for the purposes of putting these fees on taxes if payment was not received. A second round of letters were sent out on June 7th reminding outstanding owners to pay their fees. We made even greater numbers in the amount of outstanding owners who came in to pay their dog licences. When payments

were received, I assisted by writing up receipts, and changing their status on the excel record. I marked those who's licence fees were added to their taxes as paid on the Dog Tag excel sheet and on did a mail merge advising them to remit their dog information and that the cost of the tag had been added to their taxes.

AN AVERAGE DAY: HELP CLOSE UP AT NIGHT WITH CASH, DEBIT, AND LOCKING UP AT MOUNT FOREST; HELP RECEIVING INCOMING MAIL, AND PREPARE OUTGOING MAIL:

While completing these assigned tasks, I began to take on other duties for the office as the Summer Student. When the receptionist was scheduled for vacation or days off, I was shown how to redirect phone calls, assist in receiving and sending outgoing mail during the day, and closing up the offices at the end of the day. This process consisted of making sure that I closed the batch in the debit machine, log off, and store the cash drawers in a locked room at closing time.

RECORDED, COPIED & FAXED BURN PERMITS:

Another example of a task that fell to me was assisting the public who came in to the offices to obtain a burn permit. I had to familiarize myself with the necessary steps in filling out the form, what information to draw the public members' attention to, and the necessity of making copies of the document, scanning, and faxing the information to the relevant fire house.

UPDATES TO 5 LARGE ASSESSMENT ROLL MAPS (MOUNT FOREST, ARTHUR, WEST GARAFRAXA, & 2 MORE RURAL, RECORDED ROLL #'S FOR BUILDING DEPARTMENT:

Several times it fell to me to assist Darren Jones in the Building Department. He brought in the large maps of the county, as well as Mount Forest and Arthur. My job was to find the roll numbers of properties, make sure they were on the corresponding maps, and update the severance drawings. On June 12, I spent half a day checking building permits in the Keystone Complete program to make sure data relevant to the number of homes built and tore down were consistent with the dates and information regarding the relevant building permits.

CRISIS MANAGEMENT:

One of the most unique and unexpected experiences I had working for Wellington North was on June 23rd, the day of the flash floods across Ontario. That day was a crash course in dealing with disasters. I gained a firsthand account of how municipalities deal with emergency situations, as the Township office was short staffed that day. Ironically some of the staff was at an emergency training exercise at the County. As a fill in for the phone receptionist, I had to help emotional public members find the help they needed, and recorded information of flooded out roads and streets to send to the works department. I would also advise them if there were any damages to consult their insurance companies. The week after the event, I sat in, with the town clerk, on a teleconference call to see how the provincial government co-coordinates and organizes a speedy response program with other municipalities as they assess the situation.

MADE A WORD DOCUMENT OF WELLINGTON NORTH EMPLOYEES AND WHAT TRAINING WAS OUTSTANDING OR IN NEED OF RENEWAL AS A SHEET EACH COULD RECIEVE:

The Township Clerk wanted to make sure all township employees had up to date and complete training and certification. Initially all this information was on a spread sheet. I was able through Microsoft Word to make a page or two for each employee including what training and/or certification they have received, as well as when each is past due for recertification or training. This list will make it easier to advise Wellington North employees when they need to retrain.

PREPARED OUTGOING TAX MAIL FOR 2017 –SEVERAL HUNDRED TAX LETTERS BOTH COMMERCIAL AND RESIDENTIAL:

Some of my tasks were more tedious, but no less important in the running of a municipal office. When the tax department had all the statements prepared for the 2017 year, It fell to myself and several other members of the Township office to stuff these tax forms in envelopes to be sent off. Over the course of a day, I put over 1000-2000 tax forms into these envelopes.

CREATING A MASTER LIST FOR THE MOUNT FOREST CEMETARY-SEVERAL WEEK PROJECT-AVG. 400-500 ENTRIES DAILY- INCLUDES OWNER NAMES, INTERED NAMES, SECTION, ROW, LOT #'S, DATE OF BURIAL, STANDARD BAURIAL, DOUBLE DEPTH, CREMATED, PERPETUAL CARE, AND NOTES. TOTAL ENTRIES-OVER 7,000:

As I possess a Bachelor of Arts in History, I found the task of digitizing and creating a complete Mount Forest Cemetery listing from scratch an exciting prospect. As I am pursuing museum studies in the fall, I felt this experience would be a good introduction to

some of the work I would be doing as a curator in a museum setting. Updating a master cemetery list from hand written cards was a daunting task. However, as the future proceeds to become more digitized, updating older paper files to electronic versions makes sense.

On the Master Mount Forest cemetery listing I would enter the name of lot owners, who was interred and in which section, row, and lot numbers. Also included was information on the date of burial, whether a burial was standard or a cremation; double depth, in a lot under perpetual care, as well as comments or other notes of consideration. It was an interesting assignment, one that subconsciously applied my analytical skills. For example, while entering information, you begin to pick up statistical trends in the information, such as popular first names or abnormally common years for death.

Upon completion, the Master list had 7408 entries in the database. The process started around June 12th, and finished on July 13th, 2017. I gained a new appreciation for data collecting, as the sheer amount of time to create a spreadsheet of this sort took full work weeks to complete, not to mention other databases governments and townships use on a daily basis.

I would add that in addition to the information provided on the hand written cards, it might prove beneficial for future work on the database to include data on what organizations (if any) are listed on tomb stones, for example free masonry, Legion of Ontario, as well as finding missing or incomplete information. This I find would prove useful for scholarly research purposes, especially since Wellington North's webpage has a section to submit genealogy inquiries.

SOME FINAL THOUGHTS & EXPERIENCES I WILL TAKE AWAY:

As with any job, there are experiences, memories, and lessons that you take with you well beyond your time with an employer. Working for Wellington North allowed me to further understand how a municipal bureaucracy operates daily, and the responsibilities it has towards its citizens, but also the responsibilities of the citizen to the township in which they dwell.

The public, from what I have seen, generally does not have a complete understanding of the services the Township provides specifically compared to the County or other institutions. One such experience that repeated itself time and again was public members coming in or calling the offices asking for blue recycle boxes which are the County's domain.

However, the Township's public relations are excellent in redirecting inquiries to the proper channels. Time and again I was impressed with the customer service of the employees of the Township, and through my own interactions with the public and, I

learned a few techniques that I can use once I finish college and enter the work place with a new career.

I also came to appreciate how much time it takes for a municipality to operate efficiently. If it can take one person's time for a week to mail out outstanding dog license fees, accomplishing much larger feats would be proportional. That is a revelation you can only understand once you have worked within a government institution.

On a final note, I would like to thank the Township of Wellington North for providing me with this Summer Student Archivist opportunity, and thank the staff for not only making me feel welcome first day, but for all their assistance in helping me complete the job with satisfaction.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report.

STRATEGIC PLAN

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

Yes No N/A

- | | |
|---|--|
| <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 | |

PREPARED BY:

RECOMMENDED BY:

Adam Sagaskie

Michael Givens, CAO

**ADAM SAGASKIE
SUMMER STUDENT ARCHIVIST**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

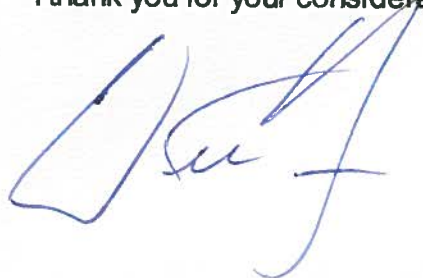
June 30, 2017

To whom it may concern,

Copies of the following letter are being presented to the Ontario Provincial Police, Arthur Fire Department, the Public Health Office, and Wellington North Council as a notification of an event planned at 257 George Street, Arthur, Ontario.

On Saturday, August 26, 2017 Post Time Pub & Grill, Inc. is pleased to, once again, host Buzz's Annual Charity Bike Run, in support of Grove's Memorial Hospital. Up to 700 guests are expected to stop by over the course of the day, between the hours of 12pm and 6pm. Post Time Pub & Grill, Inc. is requesting a letter of "no objection" from Wellington North Council and the other organizations being notified. If there are any questions, or concerns, please contact Vaclav Wesley J. Haramule at 519-829-8604.

I thank you for your consideration.



Wesley Vaclav J. Haramule
Post Time Pub & Grill, Inc.
PO Box 407
257 George St. Arthur, ON, N0G 1A0
(bus.) 519-848-6459 (cell) 519-829-8604

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

BY-LAW NUMBER 054-17

**BEING A BY-LAW TO AUTHORIZE THE PURCHASE OF REAL
PROPERTY. (Part Lot 25, Concession 4, being Part 2 on Plan 61R-
21140, formerly Township of Arthur)**

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

Part of Lot 25, Concession 4 being Part 2 on Plan 61R-21140,
formerly the Township of Arthur

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

1. The corporation is authorized to enter into an Agreement of Purchase and Sale with Richard William Bell and Susan Jane Bell for the purchase of the lands at a purchase price of \$100.00.
2. The Mayor and the Clerk of the corporation are hereby authorized and directed to take such and authorize such documents as in the municipal solicitor's opinion are necessary or advisable to carry out the terms of the said agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24th DAY OF JULY, 2017**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 055-17

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON JULY 24, 2017.

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on July 24, 2017 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 24TH DAY OF JULY, 2017.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**