



# Township of Wellington North

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

## Regular Meeting of Council

Monday, August 9, 2010

Following Committee of Adjustment

Municipal Office Council Chambers, Kenilworth

### AGENDA

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<p>N.    <b><u>NOTICE OF MOTION</u></b></p>	
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<p>Q.    <b><u>ADJOURNMENT</u></b></p> <p style="text-align: right;">Lorraine Heinbuch, Chief Administrative Officer/Clerk</p>	

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

**REGULAR MEETING OF COUNCIL**

**Monday, July 12, 2010**

**6:45 p.m.**

**Members Present:**

**Mayor: Mike Broomhead**  
**Councillors: Ross Chaulk**  
**Bob Mason**  
**John Matusinec**  
**Dan Yake**

**Also Present:** Chief Administrative Officer/Clerk: Lorraine Heinbuch  
Executive Assistant: Cathy Conrad  
Treasurer: John Jeffery  
Manager of Public Works: Gary Williamson

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

A. **CALLING THE MEETING TO ORDER**

Mayor Broomhead called the meeting to order.

B. **PASSING AND ACCEPTANCE OF AGENDA**

**Moved by:** Councillor Matusinec  
**Seconded by:** Councillor Yake

*THAT the Agenda for the July 12, 2010 Regular Meeting of Council be accepted and passed with the following addition and deletion to:*

***I. CORRESPONDENCE***

*Addition to Item #2 Richard Sharpe events at parking lot.*

*Delete Item #3 Caressant Care withdrawn pending another location for BBQ*

**Resolution Number: 1**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, July 12, 2010**

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C. **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE  
THEREOF**

None Reported.

D. **CLOSED MEETING SESSION**

**Moved by:** Councillor Yake

**Seconded by:** Councillor Matusinec

*THAT Council go into a meeting at 6:45 p.m. that is closed to the public under subsections 239 (2) (e) of the Municipal Act, 2001*

- *to consider potential litigation affecting the municipality*

**Resolution Number: 2**

**Carried**

**Moved by:** Councillor Matusinec

**Seconded by:** Councillor Yake

*THAT Council rise from a closed meeting session at 7:02 p.m.*

**Resolution Number: 3**

**Carried**

E. **MINUTES**

1. Public Meeting, June 28, 2010
2. Regular Council Meeting, June 28, 2010

**Moved by:** Councillor Yake

**Seconded by:** Councillor Matusinec

*THAT the minutes of the Public Meeting and the Regular Meeting of Council held on June 28, 2010 be adopted as circulated.*

**Resolution Number: 4**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, July 12, 2010**

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F. **BUSINESS ARISING FROM MINUTES**

None.

G. **DELEGATIONS, DEPUTATIONS, PETITIONS**

None.

H. **STANDING COMMITTEE, STAFF REPORTS, MINUTES AND  
RECOMMENDATIONS**

1. Works Committee
  - Minutes, June 25, 2010

**Moved by: Councillor Matusinec**

**Seconded by: Councillor Yake**

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Works Committee meeting held on June 25, 2010.*

**Resolution Number: 5**

**Carried**

- Report from Gary Williamson, Manager of Public Works, Regarding Wall in Front of Arthur Legion

**Moved by: Councillor Yake**

**Seconded by: Councillor Matusinec**

*THAT the Council of the Corporation of the Township of Wellington North accept the quote from Black Robin Landscape Construction and Maintenance Services to replace the retaining wall in front of the Arthur Legion at the quoted price of \$94,360.00, plus \$2,000.00 for engineering drawings, plus applicable taxes;*

*AND FURTHER THAT Hillis Construction be authorized to complete repairs to the sidewalk and curb for this project at the estimated cost of \$24,000.00, including applicable taxes.*

**Resolution Number: 6**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, July 12, 2010**

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

1. Works Committee (continued)

- Steve Smith, Frank Cowan Company  
Re: Application Filed With Superior Court of Justice to Declare  
Minimum Maintenance Standard Null and Void
  
- J.W. Tiernay, Executive Director, Ontario Good Roads Association  
Re: Request for Contribution of 10¢ Per-capita to a “MMS Litigation  
Fund” to Oppose an Application to Have Minimum Maintenance  
Standards Declared Null and Void on Behalf of Municipal  
Members

**Moved by:** Councillor Matusinec

**Seconded by:** Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North contribute 10¢ per-capita to the Ontario Good Roads Association for a “MMS Litigation Fund” to oppose an application to have Minimum Maintenance Standards declared null and void, on behalf of municipal members.*

**Resolution Number: 7**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

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

2. Water/Sewer Committee
- Report from B.M. Ross and Associates Limited Regarding Tenders for Durham Street Sewage Pumping Station
  - Report from John Jeffery, Treasurer, Regarding Durham Street Pumping Station

**Moved by: Councillor Mason**  
**Seconded by: Councillor Chaulk**

*THAT the Council of the Corporation of the Township of Wellington North award the tender for the Durham Street Sewage Pumping Station to Xterra Construction Inc. at the tendered amount of \$1,990,964.00, including a contingency allowance of \$125,000 and 13% HST, as recommended by Township Engineers, B. M. Ross and Associates Limited.*

**Resolution Number: 8**

**Carried**

3. Mount Forest Fire Department
- June 2010 Response Report

**Moved by: Councillor Chaulk**  
**Seconded by: Councillor Mason**

*THAT the Council of the Corporation of the Township of Wellington North receive the Mount Forest Fire Department June 2010 Response Report.*

**Resolution Number: 9**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, July 12, 2010**

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

4. Finance Committee  
- Minutes, June 23, 2010

**Moved by:** Councillor Mason  
**Seconded by:** Councillor Chaulk

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Finance Committee meeting held on June 23, 2010.*

**Resolution Number: 10**

**Carried**

I. **CORRESPONDENCE FOR COUNCIL'S INFORMATION AND  
DIRECTION**

1. Town of Atikokan  
Re: Request for Support of Resolution Requesting a Ministry of Transportation Review of the Off-Roads Vehicle Act to Include UTVs in the Off-Roads Vehicle Act  
- Received as information

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

**REGULAR MEETING OF COUNCIL**

**Monday, July 12, 2010**

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I. **CORRESPONDENCE FOR COUNCIL'S INFORMATION AND  
DIRECTION** (continued)

2. Richard Sharpe, The Old Roxy Theatre  
Re: - Request for Consent to Use the Parking Lot to the Immediate East side of the Old Roxy Theatre for the Purpose of Presenting Live Productions

**Moved by:** Councillor Mason  
**Seconded by:** Councillor Matusinec

*THAT the Council of the Corporation of the Township of Wellington North approve in principle the proposal to conduct an outdoor event in the municipal parking lot immediately east of the Old Roxy Theatre, 116 Main St. North, Mount Forest;*

*AND FURTHER THAT Richard Sharpe, Old Roxy Theatre, be requested to provide the specific date for one event to be held in 2010;*

*AND FURTHER THAT the proposal be referred to the Building/Property Committee for recommendation with regards to Terms and Conditions for the outdoor event when the date for this event has been received.*

**Resolution Number: 11**

**Carried**

- Request for Approval of AGCO Stadium Endorsement Application for Old Roxy, 116<sup>th</sup> Main St., Mount Forest

**Moved by:** Councillor Matusinec  
**Seconded by:** Councillor Mason

*THAT the Council of the Corporation of the Township of Wellington North support a stadium endorsement being added to the current liquor license at the Old Roxy Theatre in Mount Forest by the Alcohol and Gaming Commission of Ontario.*

**Resolution Number: 12**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, July 12, 2010**

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I. **CORRESPONDENCE FOR COUNCIL'S INFORMATION AND DIRECTION** (continued)

3. Town of Midland

Re: Request for Support of Resolution Regarding Residential Tenancies Act

**Moved by:** Councillor Mason

**Seconded by:** Councillor Chaulk

*THAT the Council of the Corporation of the Township of Wellington North support the resolution of the Town of Midland regarding Residential Tenancies Act.*

Resolution Number: 13

**Carried**

J. **BY-LAWS**

1. 53-10 Being a By-law to Provide for Title Rectification (Queen Street East, Mount Forest)

**Moved by:** Councillor Chaulk

**Seconded by:** Councillor Mason

*THAT By-law Number 53-10 being a by-law to provide for title rectification be read a First, Second and Third time and finally passed. (Queen Street East, Mount Forest)*

Resolution Number: 14

**Carried**

K. **ACCOUNTS**

**Moved by:** Councillor Mason

**Seconded by:** Councillor Chaulk

*THAT the Council of the Corporation of the Township of Wellington North approve the accounts totalling \$505,425.06 for payment.*

Resolution Number: 15

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, July 12, 2010**

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L. **OTHER/NEW BUSINESS**

None.

M. **ITEMS FOR COUNCIL'S INFORMATION**

Grand River Conservation Authority

- Newsletter – GRCA *Minutes*, July 2010, Volume 15 – No. 7

Saugeen, Grey Sauble, Northern Bruce Peninsula Drinking Water Source Protection Committee

- Minutes – Meeting #27, May 28, 2010

N. **COUNCILLOR'S PRIVILEGE**

Councillor Mason informed Council that the Conn Park Breakfast was well attended on Sunday, July 11 with 300 meals served.

Councillor Matusinec inquired about the curtains at the Seniors Hall in Arthur. Councillor Chaulk and Patty Wright, Building Inspector, are looking into this matter.

Mayor Broomhead reminded everyone that the Fireworks Festival will be held July 15 to 17. A Summer Sizzle event will begin on Sunday with a kids camp being held during the day and free concerts on Monday and Tuesday evening.

O. **NOTICES OF MOTION**

None

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

**REGULAR MEETING OF COUNCIL**

**Monday, July 12, 2010**

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**P. CLOSED MEETING SESSION**

1. "Property" matters

**Moved by: Councillor Chaulk**

**Seconded by: Councillor Mason**

*THAT Council go into a meeting at 8:05 p.m. that is closed to the public under subsections 239 (2) (c) of the Municipal Act, 2001*

- to consider a proposed or pending acquisition or disposition of land by the municipality*

**Resolution Number: 16**

**Carried**

**Moved by: Councillor Mason**

**Seconded by: Councillor Chaulk**

*THAT Council rise from a closed meeting session at 9:43 p.m.*

**Resolution Number: 17**

**Carried**

**Q. CONFIRMING BY-LAW**

**Moved by: Councillor Chaulk**

**Seconded by: Councillor Mason**

*THAT By-law Number 54-10 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 12, 2010 be read a First, Second and Third time and finally passed.*

**Resolution Number: 18**

**Carried**

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

**REGULAR MEETING OF COUNCIL**

**Monday, July 12, 2010**

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R.     **ADJOURNMENT**

**Moved by:**     Councillor Mason

**Seconded by:**   Councillor Chaulk

*THAT the Regular Council meeting of July 12, 2010 be adjourned at 9:45 p.m.*

**Resolution Number: 19**

**Carried**

\_\_\_\_\_  
C.A.O./CLERK

\_\_\_\_\_  
MAYOR



RECREATION & CULTURE COMMITTEE MEETING  
THURSDAY, JULY 8, 2010, 8:30 A.M.  
MOUNT FOREST & DISTRICT SPORTS COMPLEX MEETING ROOM

Members present: Chairman Councillor Bob Mason, Councillor Ross Chaulk, Councillor Dennis Evans, Tom Bowden, Arthur Facilities Manager, Mark MacKenzie, Mount Forest Facilities Manager and Linda Spahr, Recreation Co-Ordinator.

Member absent: Mayor Mike Broomhead.

MINUTES:

Moved by Tom Bowden

Seconded by Councillor Mason

"THAT the minutes of the May 20, 2010 committee meeting is accepted."

Carried

A copy of the May 14<sup>th</sup>, 2010 manager's meeting was available for members' information. There was discussion on staff training as the budget will need to be increased next year. A list of training requirements is to be sent to council. There was discussion on repairs to be made to the Kinsmen diamond following the donation of \$2,000 from the Kinsmen Club.

A copy of the Mount Forest Ice Allocation meeting was available for members' information. Members discussed various issues of the meeting and the following resolution resulted:

Moved by Councillor Evans

Seconded by Councillor Chaulk

"THAT the Facility Manager reserves the right to allocate ice."

Carried

A copy of the Township of Wellington North Ice Allocation Policy for Mount Forest was discussed. Members requested that the following be changed:

3. Special Events are given first consideration over regular ice and requests must be submitted at the ice allocation meeting. Late requests must have approval of the group you are "bumping" for your event before final approval. Groups losing ice time due to special events need to secure their lost ice time, if possible, (take out words if possible) prior to regular season start-up.

### BUSINESS ARISING FROM MINUTES:

**New rates** - Are being prepared in By-Law format, covering all Municipal fees and charges for adoption by Council in August.

**Wellington County Active Transportation Plan** - Received grant from Heart & Stroke Foundation for \$5,000.

**Alcohol Policy** - Following discussion this resolution was made:

Moved by Councillor Evans

Seconded by Mark MacKenzie

"THAT the following resolution goes to council that No Minors be allowed at licensed Stag & Does, Video Dances and Special Events. Minors will be allowed at all licensed non public events with parent/guardian i.e. weddings, receptions, retirements, birthdays, anniversaries. Wrist bands will be used at all open public licensed events." This is to be added to our Township Alcohol Policy."

Carried

### NEW BUSINESS:

Letter from Brad Schwindt, submitting a quote to replace the soffit and fascia boards on the existing Mount Forest pavilion. It was decided our own workers will do the work on this project.

**Cork Street Reconstruction** - A letter was received from Gary Williamson outlining the construction project on Cork and Waterloo Streets that is expected to commence in late July, 2010 and finished by October 2010. There was a public meeting held regarding this on July 7<sup>th</sup>.

**Roy Grant Pool** - Mark provided members with an update on the work that was done at the pool. A report will be sent to council.

**Fundraising** - Linda provided members with a report on the Arthur Pool Fundraising Committee and the Mount Forest & District Sports Complex Fundraising Committee.

**Up-to-Date Budget** - Members were provided with an update to the 2010 budget. Linda is to send the budget onto Southgate.

### REPORTS:

The Recreation Co-Ordinator's report and Facility Managers' reports were available for member's information.

The following items were discussed:

The complaint on June 5<sup>th</sup> of the water at the Arthur & Area Community Centre. Councillor Dennis Evans thanked the Recreation Co-Ordinator for providing good public relations to the renters.

The playground equipment at Murphy's Park is now completed.

There was an incident report from the Arthur Facility Manager on the filling of the Arthur Pool and the quality of the water. Pictures were available for the members. It was agreed that next year the water department will be notified when the pool is going to be filled. Tom reported that in all the years he has been employed in Arthur, he has never phoned the water department before filling the pool. Before the ice goes in, the water department will be contacted as well. Linda reported she received a letter from Gary Williamson requesting that our department notify the Water/Sewer Department in advance of filling the Township's swimming pools.

Mark reported that CIMCO did not find any leaks under the cement at the arena, so there should be no problems with ice this year.

Mark was directed to obtain a price for a digital fax in Mount Forest to prevent delays in receiving and printing. Mark tracked his phone calls, etc for the month and members were surprised to learn there was over 281 phone calls, 98 e-mails, 82 faxes and 102 visitors.

Mark reported on the cost to replace the ballasts at Cork Street. Each ballast costs \$600 and we need to replace three of them. The present ones are 18 years old.

### CORRESPONDENCE:

A copy of a letter of thanks that was sent to Mike Smith for the donation of the new LED Sign in front of the Mount Forest Fire Hall.

A copy of a letter sent to the Mount Forest Kinsmen thanking them for their donation of \$2,000 to do work on fencing, benches and booth repairs at the Kinsmen Diamond.

A compliment for the Mount Forest & District Sports Complex and their staff was made available for members, remarking on the cleanliness of the facility and availability of the washrooms.

Copies of resolutions approved by council on June 14<sup>th</sup>.

Copies of certificates of successful completion of courses by Mark MacKenzie and Christine O'Donnell.

Report from Mark MacKenzie on his course on Creative Program Planning and Management. The following resolution was made:

Moved by Tom Bowden

Seconded by Mark MacKenzie

"THAT the following recommendation goes to council that a Master Plan for the Township be considered to help plan future growth and future budget needs."

Carried

### MEMBERS' PRIVILEGE:

- Mark has requested training for the new updated version of Class.
- There was discussion on use of tables and chairs for events on the arena floor. The upcoming Video Dance which is being held July 17<sup>th</sup> by the Arena Fundraising Committee requested tables and chairs for their event. The following resolution was made:

Moved by Mark MacKenzie

Seconded by Councillor Chaulk

"THAT a recommendation goes to council for council to pay for the extra tables and chairs that are needed for the video dance."

Carried

**Tom Bowden** - Tom his holding his Ice Allocation meeting on Tuesday evening and he will let Mark know if there is any open ice.

**Bob Mason** - Asked if there had been any work done on the Optimist Gazebo at Campbell DeVore Park. Linda reported she has been trying to get a hold of Ken Iles who wrote the letter. Bob also told the committee he had met with Linda Thomson regarding use of a room at the complex. Council will deal with her request.

**Linda Spahr** - Reported that she was able to get Pepsi products for the Video Dance as well as Darcy's Tournament. Linda also told members a letter of thanks went out to Jason Benn who voluntarily provided our pool staff with Accessibility Training.

### ADJOURN:

The meeting adjourned at 12:00 p.m.

### NEXT MEETING:

The next meting will be held August 19, 2010 at 8:30 a.m. at the Mount Forest & District Sports Complex.

## Township of Wellington North

### Building/Property Committee Minutes – June 3, 2010

---

Present: Councilor Ross Chaulk (Chair)  
Councilor Bob Mason  
Chief Administrative Officer/Clerk Lori Heinbuch  
Chief Building Official Darren Jones  
Building Inspector Patty Wright  
Mayor Mike Broomhead

Also Present: Jack Benham, Arthur Historical Society  
John Walsh  
O.P.P. Scott Smith  
Wellington County Councilor Linda White  
Arthur Township Yard Foreman Dale Clarke

Meeting was held at The Municipal Office in Kenilworth

Call to Order: 9:00 a.m.

#### DELEGATIONS

1. Linda White and Scott Smith made a presentation to provide their prospective on the Anti – fortification By-law.
2. John Walsh and Jack Benham were present to discussion survey of the Arthur Historical Society lot and relocation of the siren behind the building.
3. Dale Clarke presented a request from the farmer adjacent to the Concession 11 gravel pit for the rental of the useable farmland approximately 13 acres at a rental rate of \$75/acre.

**Moved by: CAO/Clerk Lori Heinbuch**  
**Seconded by: Mayor Mike Broomhead**

***That an agreement be drafted for the rental of the land adjacent to the Concession 11 gravel pit.***

***Carried***

**MINUTES OF THE MAY 12, 2010**

**Moved by: Bob Mason**  
**Seconded by: CAO/Clerk Lori Heinbuch**

*That the minutes of May 12, 2010 be accepted.*

*Carried*

**BUSINESS ARISING FROM MINUTES**

**Arthur Seniors**

**Move by: Mayor Mike Broomhead**  
**Seconded by: Councillor Bob Mason**

*That the lowest estimate be accepted to make repairs to the Ladies washroom floor, ceiling and walls. Men's washroom ceiling tiles, floor and paint. Entrance foyer ceiling tiles.*

*Carried*

**Former Mount Forest Municipal Office**

Marnie Mainland from Big Brother is to find out the position of the organization as far as accessibility needs. Therefore decision on interior renovation to the Big Brothers Meeting room has been deferred.

**Repairs to Wellington North Municipal Office**

Window quote from Lloyd Scott Enterprises to repair casement crank handles on the eight windows required is \$700.83. Other estimates for repairs to the rest of the building have not been submitted for consideration as of meeting time.

**Move by: C.B.O. Darren Jones**  
**Second by: CAO/Clerk Lori Heinbuch**

*That the repairs be made to the windows.*

*Carried*

**Conn Pavilion**

Repairs to the Conn pavilion are well underway.

**Former Mount Forest Daycare**

Any equipment left in the Daycare Centre will be disposed of.

**Building Permit Monthly Review**

Moved by: Darren Jones

Seconded by: Councillor Bob Mason

*That the Building Permit Monthly Review for the period ending May 31, 2010 be accepted as amended.*

*Carried*

**OTHER BUSINESS**

**Building/Property Committee**

"Property and Legal" Matters

Moved by: Mayor Mike Broomhead

Seconded by: CAO/Clerk Lori Heinbuch

*THAT Committee go into a meeting at 9:30 a.m. that is closed to the public under subsections 239 (2) (c) (f) of the Municipal Act, 2001*

- *To consider a proposed or pending acquisition or disposition of land by the municipality*
- *To consider advice that is subject to solicitor-client privilege*

*Carried*

Moved by: Mayor Mike Broomhead

Seconded by: CAO/Clerk Lori Heinbuch

*THAT Committee rise from a closed meeting session at 10:07 a.m.*

*Carried*

**NEW BUSINESS**

**DATE OF NEXT MEETING**

July 14, 2010 at 2:00 pm



**ADJOURNMENT**

Moved by: Councillor Bob Mason  
Second by: Chief Building Official Darren Jones

*That the meeting be adjourned at 11:25 a.m.*

Carried

# **WATER/SEWER COMMITTEE MEETING**

**July 13, 2010**

**Members:** John Matusinec Chairman  
Dan Yake  
Melissa Irvine  
Barry Trood  
Gary Williamson

**Also attending:** Mayor Mike Broomhead  
Councillors Ross Chaulk and Bob Mason  
CAO/Clerk Lori Heinbuch  
Treasurer John Jeffery

**Start:** 3:30 pm                      **End:** 5:45 pm

**Closed Session:** "Property Matter"

The committee went in to Closed Session from 3:30 pm to 4:10 pm to discuss property matters

**CAO/Clerk Heinbuch, Treasurer Jeffery and Councillors Chaulk and Mason left meeting**

**Barry Trood and Melissa Irvine joined meeting (4:20 pm)**

Minutes of the June 15<sup>th</sup> meeting were previously approved and circulated to Council.

Business arising from the June 15<sup>th</sup> meeting:

- Letter was sent to the Recreation Department regarding the swimming pool filling process
- We still have not received our amended C of A from MOE for the Mount Forest Treatment Plant

## **1. DWQMS Internal Audit**

Gary requested that Melissa prepare a report summarizing the results of our Internal Audit. The Mayor had been provided with an uncontrolled copy of the DWQMS and the changes from the audit process for review prior to the meeting. The committee reviewed the changes and following the discussion, the Mayor,

Water/Sewer Chairman and Manager of Public Works signed a new Endorsement of the DWQMS Operational Plan.

We have not received our Water Licence from MOE and we are working with the Treasury Department to prepare the required Financial Plan. Gary interviewed the department staff individually regarding the auditing process and will take their comments into consideration when planning to move forward with next year's Internal Audit.

## **2. MOE Pilot Project**

Gary reported that he had reviewed the information sent out by MOE regarding the proposed reporting format. The Arthur Plant is the main focus of the pilot project. He had some concern that since OCWA operates our plants including the pumping stations that any comments should go through OCWA first. The MOE agreed with this approach. Therefore, Gary submitted his comments along with Triton's comments with regards to the current C of A to OCWA who will review and then forward on the MOE.

**Mayor Broomhead left the meeting (5 pm)**

## **3. Staff Report (see attached)**

## **4. Well Maintenance**

Gary reported that we are having issues with Mount Forest Well #3 regarding well capacity. Investigation has shown that we need to rehab this well to bring its capacity up to its previous level. It is important for this well to be operating at full capacity since it is the main well with back-up power in case of an emergency. Well Initiatives is to submit their quote to complete the work and we can decide whether to do the rehab this Fall or early in the new year.

IWS has completed their tests at Mount Forest Wells #4 & #6. They will submit a report of their findings and their proposal to rehab these two remaining line shaft wells. This work will be planned for 2011.

## **5. Construction Project Up-dates**

Work is proceeding at the Cork St SPS. The Public Information meeting for the residents affected by the street construction was held on July 7<sup>th</sup> with four residents attending. We will be scheduling a pre-construction meeting with Reeves prior to the start of Cork St road construction that is expected to start by mid August. We will also need to amend Article 15.3 of our Water/Sewer Policy to include two homes on Waterloo St West that should be covered under the fringe servicing policy in order for the Township to recover some of the costs for providing sanitary services to an area where they currently do not exist.

The Durham St SPS tender has been awarded and we will be arranging a meeting with the contractor to discuss the scheduling of the project.

The pre-construction meeting for the Conestoga St Watermain project was held on July 8<sup>th</sup>. Drexler Construction is the contractor and plans to start the project by the end of July with completion prior to school starting in the Fall. Drexler also was awarded the contract for the sewer replacement between Fredrick St and Smith St. They will start this project after the Conestoga St project. A public meeting is being planned at the Fire Hall for August 10<sup>th</sup>.

## **6. Other Business**

- Department staff will be repairing the Kenilworth Office sewer line
- Barry and John gave verbal report on ACE Water Convention
- We have received Golden Valley's semi-annual report and it has been sent on to Triton for review
- Just waiting for Triton to finalize Township Standards following the meeting with both Twp engineering companies
- Gary is investigating the possibility of generating revenue through energy shift at peak energy usage demand periods at the two Twp treatment plants by operating the stand-by generators

**Next Meeting: Sept 14<sup>th</sup> @ 4pm**

## **Summary of Changes Drinking Water Quality Management System Operations Manuals, Appendices and Forms**

- removed all references to Turbidity Analyzers, as we are no longer required by the Certificate of Approval to have them
- small editorial/grammatical changes through out the whole plan
- removed first sentence of section 15.3 “planned maintenance includes visual inspections, lubrication, fluid changes and other activities as recommended by the OE Manufacturer”
- update emergency contact list
- update essential services and suppliers list
- section 18.1 and section 18.2, to the first sentence added “...along with Foreman/ORO and/or PCA” (page 32, 33)
- section 19.1 removed the time frame “16 hour” from Internal Auditor Training requirements (page 34)
- update document control table as required
- small editorial changes in Appendices and Forms
- update forms index

**Process Compliance Analyst Monthly Report**  
**July 13<sup>th</sup>, 2010**

- enter June data for microbiological, & distribution residuals into spreadsheets
- enter June flow data into Ministry of Environment Water Taking Reporting System
- backup Mount Forest & Arthur SCADA for June
- in the process of reviewing Mount Forest Operations Manual and making revisions
- updating DWQMS Operations Plan, Appendices and Forms
- obtain flow data and other data for Peter Harrison, BM Ross for Master Plan
- DWQMS Corrective Action Report Forms
- met with Flochem representative to discuss chemical pricing and options
- correspond with Coulter Meters in regards to pricing for calibration of meters

Foreman Hi-Lites

Water/Sewer Committee meeting

July 13, 2010

- Swabbed down Frederick St again had 6" and 10" come out but not missing one.
- Well initiatives in at W3 MF for step test (Friday June 18)
- 6" sewer lat . bored through on June 21 at Acme Ruler by Weber Cont.
- Water leak on private side at 250 york St
- Main Valve inspection on the go in MF
- Pump tests done at W4 and W6 by International water supply
- Public meeting for Cork St area
- Sewer back up at Scotts pizza (on private side)
- Some hydrants have been painted in AV
- Issue with meter at W6 MF different from scada pumping read
- Flo-chem meeting regarding cl2
- Pre -con meeting with Drexler regarding Conestoga St.
- Issue with W6 pre analyzer (may switch to swan)

# TOWNSHIP OF WELLINGTON NORTH

## ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

Wednesday, July 21, 2010 – 4:30 pm

Members Present: Mayor Mike Broomhead, Chair  
Ross Chaulk, Councillor  
Bob Mason, Councillor  
John Matusinec, Councillor  
Dale Small, Business & Economic Manager  
Alan Rawlins  
James Taylor  
Ron Forrest  
Sherry Burke  
Stephen Dineen

Absent: Donna Jack, Tourism, Marketing & Promotion Manager

Also Present: Michelle Stone, Administrative Support  
Gabriel Durany & Nicolas Muszynski (Renewable Energy Systems Canada)

Meeting was called to Order @ 4:30 pm

### **1. Declarations of Pecuniary Interest**

- None reported.

### **2. Approval of EDC June 16th, 2010 Minutes**

Moved by: Ron Forrest  
Seconded by: Al Rawlins

*That the Minutes from the Wednesday, June 16th, 2010 EDC Meeting be accepted*

*Carried*

### **3. Delegation**

- Gabriel Durany and Nicolas Muszynski from Renewable Energy Systems Canada provided the committee with an overview of their company, the Talbot Project underway in Chatham-Kent as well as their approach to Community involvement & benefits.
- Discussion took place regarding the company's approach and thoughts towards potential opportunities in Wellington North.
- A Company profile and other brochures and related information were provided to all Committee members.



#### **4. Report from Chair**

- The Chair reported on several projects that are moving ahead in the Township and commented on the fact that we are fortunate to have so many good projects happening in Wellington North.
- The Chair also indicated that compared to last year; building permits were up over a million dollars. This is mostly in agriculture, but a lot of housing starts as well.

#### **5. Butter Tart Trail: Dale Small & Sherry Burke**

- An update was handed out to all committee members and an overview was provided on the June 22<sup>nd</sup> meeting with the 2010-2011 BTT participants. Based on the participant meeting and subsequent discussions with the designer a new brochure has been developed and was presented to the Committee.
- The Committee, by a vote of 7 – 2 approved the brochure with the front cover that did not include the three smaller pictures. Final version will be submitted to Print One for printing and distribution. Costs for the brochure, design work and printing were shared with the committee and in total will be less than the amount included in our 2010 EDC budget.

#### **6. Economic Development Update: Dale Small**

- An update was handed out to all committee members and an overview provided on a number of activities.
- Recruitment notices that were published searching for additional EDC members did not result in any applications being received. Each committee member was asked to contact individuals who they feel would be good representatives and encourage them to submit their names.
- Five applications have been received to date for the Business Retention & Expansion Program Coordinator position. Applications will be received until July 30<sup>th</sup>. Dale Small and Al Rawlins will interview applicants in August with a planned start date of September 13<sup>th</sup>. A copy of the BR&E work-plan was also provided.
- Update provided on the Community Improvement Plan process. Dale is looking at this for our 2010 budget and will continue to update EDC on progress.

#### **7. New Business / Round table**

- At our August 18<sup>th</sup> meeting there will be a Guest Speaker from OMAFRA – Susan Powell, Economic Development Consultant

#### **8. Next Meeting Date**

- Wednesday, August 18<sup>th</sup>, 2010

#### **9. Adjournment**

- *Meeting be adjourned at 5:55 pm*



# Township of Wellington North

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

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August 5<sup>th</sup>, 2010

TO: Mayor and Members of Council

FROM: Business Economic Manager,  
Township of Wellington North

**SUBJECT: Mount Forest Archives & Museum**

This past July I forwarded a package of information to the Mount Forest Archives and Museum pertaining to the Museums and Technology Fund that is administered by the Ontario Ministry of Tourism and Culture. Since then I have met with members of their committee to assist in putting the application together.

Their application, which meets the guidelines for the fund, will be in the vicinity of \$10,000 and will consist primarily of the purchase of some Personal Computers, scanner and related archive software.

As part of the application they also require a letter of partnership from the Municipality and in this regard I would ask you to please pass the following motion:

***THAT** as recommended by the Business Economic Manager to Council the Township of Wellington North sign a partnership letter to support the Mount Forest Archives & Museum grant application to the Ministry of Culture and Tourism, Museums & Technology Fund.*

Dale Small  
Business Economic Manager  
Township of Wellington North

# Township of Wellington North

## Finance Committee

July 21, 2010

8:15 AM

### Minutes

Attendance: Dan Yake, Chairman  
Bob Mason, Councillor  
Mike Broomhead, Mayor  
John W Jeffery, Treasurer  
Lori Heinbuch, CAO/Clerk  
Mary Jo Marshall, Deputy Treasurer

1. 2009 draft financial statements

Al White of BDO Dunwoody LLP in Owen Sound attended to review the draft financial statements for the year ended December 31 2009. Al pointed out that the statements were not complete pending the final adjustments related to the inclusion in the statements of tangible capital assets. The statements include the Township's share of the net income reported by Wellington North Power. It was noted that the cash position of the Township had improved significantly from 2008 due to the receipt during 2009 of grant proceeds relating to expenditures that had been made in 2008. Al reviewed the operating surpluses and deficits with the committee.

2. Mileage cost and management

The cost and management of mileage claims by staff and council was discussed. John made available to committee members samples of claims that had been made this year to give members an idea of the type of claims being made by staff. There was some general discussion of the management and cost of these claims. This issue will be discussed further at another meeting.

3. Mark Edwards – Avcom Investments

Mark Edwards attended the meeting to discuss with the committee the wording of a letter relating to the security the Townships holds with respect to his development. Lori will review the wording with Gil to determine how it might be changed.

4. Impact of HST on leisure activities and proposed resolution

The introduction of the Harmonized Sales Tax (HST) has resulted in an increase in the cost of leisure activities in the Township particularly with respect to children's activities. It was suggested by Dan Yake that we prepare a resolution to be presented to Council proposing that the Provincial government introduce a tax credit similar to the federal tax credit for the cost of registering children in recreational activities. This tax credit would be an alternative to the exemption of these activities from the application of the HST.

5. Investment Policy.

John presented a simplified wording for the investment policy. It was concluded to present this policy to the next Council meeting for adoption.

There was also a discussion of selling debentures issued by the Township to the general populace of Wellington North. If the Township wishes to do this it is allowed under the Municipal Act, 2001. John indicated however, that doing this would take a significant amount of work to manage and based on experience at other municipalities it is difficult to sell debentures to the general public with a term longer than 5 years.

6. Asphalt issue – 2<sup>nd</sup> lift on Egremont Street

The Township has received a commitment under the Building Canada Fund program for the reconstruction of Egremont Street. The project includes the placement of 2 lifts of asphalt. In other similar projects, the 1<sup>st</sup> lift is put in place when the construction is finished and then the road is allowed to settle for at least a winter. Doing this allows time for problems with the construction to come to light and allow the repair. The 2<sup>nd</sup> lift is to be put in place after the construction problems have been fixed. With the Egremont project, to receive the maximum funding all work has to be completed before March 31 2011. Therefore, the 2<sup>nd</sup> lift of asphalt must be put down in the fall of 2010 without allowing the time for problems to be identified and repaired.

In order to allow the time before placing the 2<sup>nd</sup> lift, the Township is proposing that the March 31 2011 deadline be extended to allow the 2<sup>nd</sup> lift placement in the spring of 2011 after the frost has left the ground.

Township staff have requested a meeting at AMO with the Minister in charge of the Build Canada program to ask that this date be extended.,

7. Fees and charges

A further draft of the fees and charges bylaw was reviewed. Lori will prepare a report noting how the different charges have changed or not from previous bylaws. The bylaw will be presented to the September 13 Council meeting for adoption.

Adjourned 12 noon

**WHEREAS the Government of Ontario introduced the Harmonized Sales Tax (HST) effective July 1, 2010 to replace the former Retail Sales Tax, and**

**AND WHEREAS the HST will be levied on all supply transactions in the same manner as the federal Goods and Services Tax (GST) incorporating the same rules of application and administration, and**

**AND WHEREAS the levying of the HST will have the effect of increasing the cost of registration to participate in recreational or cultural activities by 8%, and**

**AND WHEREAS participation in recreational or cultural activities contribute to the overall improvement in the health of young people, and**

**AND WHEREAS different Ontario municipalities, including the Township of Wellington North, have supported efforts to request the Province of Ontario to exempt such registration fees from HST, and**

**AND WHEREAS the Government of Canada introduced the “Children’s Fitness Tax Credit” in 2007 to acknowledge the importance of physical activity and its effect on better overall health. The credit provides parents with a non-refundable federal income tax credit based on eligible fitness expenses paid to register children in prescribed programs of physical activity,**

**NOW THEREFORE BE IT RESOLVED THAT the Township of Wellington North request that the Province of Ontario introduce a non-refundable provincial income tax credit patterned after the federal “Children’s Fitness Tax Credit”, and**

**THAT said tax credit become effective for the 2010 tax year. and**

**THAT this resolution be sent to all municipalities in Ontario, using the services of the Association of Municipalities of Ontario (AMO), requesting their support, and**

**THAT this resolution be sent to Premier Dalton McGuinty, the Honourable Dwight Duncan, Minister of Finance, the Honourable John Wilkinson, Minister of Revenue, the Honourable Margaret Best, Minister of Health Promotion.**



# Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 West • Kenilworth • Ontario • N0G 2E0

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## REPORT

**TO:** Council

**FROM:** John W Jeffery – Treasurer

**DATE:** August 9, 2010

**RE:** Investment Policy

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The Township accumulates surplus cash at times for different reasons and these holdings of cash are held, depending on how they may have been acquired, for periods of time as short as a few days to several years. They are the result of annual operating surpluses, deposits into the Township reserve funds, and Township trust funds.

The Municipal Act, 2001 allows the Township to invest these cash balances and provides guidelines that should be followed in doing so. Attached to this report is a draft investment policy to be used as a guide for Township staff when investments of these cash surpluses are contemplated. An overriding criteria that is incorporated in this policy is the “security of capital”. This criteria says that no investments should be made that exposes the Township to a risk of ever losing the original amount invested.

The adoption of this policy is necessary to permit the Township to borrow funds from the Township reserve funds to fund capital expenditures in the 2010 budget. These monies are being borrowed in this manner and supported by a promissory note to allow flexibility in the repayment of the debt earlier than would be allowed by issuing long term debentures. As well, interest paid on the debt would essentially be paid to ourselves.

### **Recommendation:**

That Council adopt the investment policy attached to this report.



# TOWNSHIP OF WELLINGTON NORTH POLICY AND PROCEDURE MANUAL

DEPARTMENT	FINANCE	POLICY NUMBER: F01
SECTION		EFFECTIVE DATE: August 9, 2010
SUBJECT	INVESTMENT POLICY	
AUTHORITY	Municipal Act, 2001, S.O. 2001, c.25 as amended. Investments will be those deemed eligible under Ontario Regulation 438/97 as amended or as authorized by subsequent provincial regulations	

## **POLICY STATEMENT:**

This policy is intended to govern the management of the Township's surplus funds and investment portfolio.

## **APPLICATION:**

This policy applies to all municipal employees responsible for the control, administration and management of the Township's surplus funds and investment portfolio.

## **PURPOSE:**

This policy will ensure the prudent management of the Township's surplus funds and investment portfolio.

## **DESCRIPTION:**

### **Investment Objectives**

The primary objectives of the investment program, in priority order, will be:

- Adherence to statutory requirements;
- Preservation of capital;
- Maintaining liquidity(cash); and
- Earning a competitive rate of return.

### **Adherence to Statutory Requirements:**

All investment activities of Ontario municipalities are governed by the Municipal Act, 2001, S.O. 2001, c.25 as amended. Investments will be those deemed eligible under Ontario Regulation 438/97 as amended or as authorized by subsequent provincial regulations. These criteria are considered to be the minimum that must be adhered to. Council may further restrict the nature of Township investments from time to time.

**Preservation of Capital (Original Investment):**

The safety of the original amount invested is an important objective of the investment program. Investments will be made in a manner that seeks to ensure the preservation of the amount invested. Staff will endeavor to avoid or minimize credit and interest rate risk as follows:

**Credit Risk:**

Limiting investments to safer types of investments;  
Diversifying the investment portfolio to ensure potential losses on individual investments are minimized

**Interest Rate Risk:**

Structuring the investment portfolio so that investments mature to meet ongoing cash flow requirements, reducing the need to sell investments on the open market prior to maturity;

Investing operating funds primarily in shorter-term investments or approved investment pools; and

Diversifying longer-term holdings to match the term the of the investments to the requirements of the underlying reserve funds.

**Maintaining Liquidity(Cash):**

The investment portfolio will remain sufficiently liquid to meet all cash flow requirements limiting temporary borrowing needs. This will be done where possible by structuring the portfolio such that investments mature concurrent with anticipated cash demands.

Furthermore, since all possible cash demands cannot be anticipated, the portfolio will consist largely of investments with active secondary or resale markets, or in local government investment pools offering liquidity for short-term funds.

**Competitive Rate of Return:**

Without compromising other previously noted objectives, the Township will maximize the rate of return earned on its portfolio by implementing a dynamic investment strategy as part of its investment program.

Trends in macro-economic variables will be monitored including interest rates, inflation, and foreign exchange rates, as affected through the political arena and international developments and perceptions.

Diversification also provides opportunities to enhance the investment returns of the Township's portfolio by means of prudent and timely adjustments to asset mix. It also ensures safety of principal by limiting exposure to credit, sector or term risks,



## **Standard of Care**

### **Prudence**

Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, considering the probable safety of their investment before the income to be derived. Investments are not to be made for speculation but for investment.

Municipal employees responsible for investments, acting in accordance with written procedure and this investment policy and exercising due diligence, will be relieved of personal responsibility for an individual investment's credit risks or market price changes, provided deviations from this policy are reported in a timely fashion and the liquidation or the sale of investments are carried out in accordance with the terms of this policy.

### **Ethics and Conflicts of Interest**

Staff involved in the investment process will refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Staff will disclose any material personal interests in financial institutions with which they conduct business on behalf of the Township. They will further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

### **Delegation of Authority**

The Treasurer has overall responsibility for the prudent investment of the Township's portfolio and is responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy. The Treasurer will be responsible for all transactions undertaken, will establish a system of controls to regulate the investment activities of other staff, and will exercise control over that staff.

### **Suitable and Authorized Investments**

The following are authorized investments:

Bonds, debentures, promissory notes, or other evidences of indebtedness issued or guaranteed by:

the Government of Canada

the Province of Ontario

another province of Canada

a municipality in Canada including the Township of Wellington North

Wellington North Power, a corporation owned 97% by the Township of Wellington North

and 3% by the Township of Southgate  
a school board in Canada or

Bonds, debentures, term deposits, deposit receipts, deposit notes, certificates of instruments issued, accepted, guaranteed or endorsed by any bank listed in Schedule I or II of the Bank Act (Canada);

Pooled funds administered by Local Authority Services Limited and the CHUMS Financing Authority, subject to the requirements of Section 4.1 of Ontario Regulation 438/97. This investment program is commonly known as "ONE – The Public Sector Group of Funds".

### **Investment Parameters**

The investments will be diversified by:

Limiting investments to avoid over-concentration in investments from a specific issuer or sector (excluding Government of Canada investments);

Limiting investment to those institutions or organizations with higher credit ratings;

Investing with varying maturities; and

Investing in mainly liquid, marketable investments which have an active secondary market, to ensure that appropriate liquidity is maintained.

### **Reporting Requirements**

#### **Reports to Council**

The Treasurer will submit an investment report to Council at least annually before January 31 of the next year, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made since the last report. This management summary will be prepared in a manner which will allow Council to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following:

Listing of individual investments by maturity date held at the end of the reporting period;

Percentage of the total portfolio which each type of investment represents;

A statement about the performance of the investment portfolio during the period covered by the report;

A statement by the Treasurer whether or not, in his or her opinion, all investments were made in accordance with the investment policies and goals adopted by the Township;

Such other information that the Council may request or that, in the opinion of the Treasurer, should be included.

### **Performance Benchmarks**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout the year commensurate with the investment risk constraints and cash flow needs of the Township. Short-term investments will be compared to the return on the three month Government of Canada Treasury Bills and the One Fund's Money Market Fund. Long-term investments will be compared to Scotia McLeod's All Government Short Term Bond Index and One Fund's Bond Fund.

### **Safekeeping and Custody**

All investments will be held for safekeeping by a financial institution approved by the Township. Individual accounts will be maintained for each portfolio. All investments will be held in the name of the Township.

The depository will issue a safekeeping receipt to the Township listing the specific instrument, rate, maturity and other pertinent information. The depository will also provide reports which list all investments held for the Township, the book value of holdings and the market value thereof.

### **RESPONSIBILITIES:**

#### **Treasurer and/or Deputy-Treasurer:**

Enters into arrangements with banks, investment dealers and brokers, and other financial institutions for the purchase, sale, redemption, issuance, transfer and safekeeping of investments

Executes and signs documents on behalf of the corporation

Performs all other related acts in the day-to-day operation of the investment and cash management program

Develops and maintains all necessary operating procedures for effective control and management of the investment function and reasonable assurance that the corporation's investments are properly managed and adequately protected

Obtains adequate insurance coverage to guard against any losses that may occur due to misappropriation, theft, or other unscrupulous acts of fraud with respect to the corporation's financial assets

**Council:**

It is the responsibility of the Council to ensure that this policy is adhered to and that any deviations from this policy are reported to Council and authorized by a Council resolution.

**REFERENCE:**

Section 418 of *Municipal Act, 2001*  
Ontario Regulation 438/97 as amended

**DEFINITIONS:**

**Credit Risk:** the risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**Diversification:** a process of investing assets among a range of security types by sector, maturity, and quality rating.

**Duration:** a measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**Interest Rate Risk:** the risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

**Liquidity:** a measure of an asset's convertibility to cash.

**Local Authorities Service Limited:** entity which operates One Fund, the Public Sector Group of Funds, an investment pool in which local governments can invest.

**Market Risk:** the risk that the value of a security will rise or decline as a result of changes in market conditions.

**Market Value:** current market price of a security.

**Maturity:** the date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity".

**Prudent Person Rule:** an investment standard outlining the fiduciary responsibilities relating to the investment practices of public fund investors.

**Qualifying Assets:** financial assets, either fixed or revolving, that by their terms, convert into cash within a finite time period, plus any rights or other assets designed to assure the servicing or timely distribution of proceeds to security holders.

**Safekeeping:** holding of assets (e.g., investments) by a financial institution.

**Sinking Fund:** money accumulated on a regular basis in a separate custodial account that is used to redeem debt investments or preferred stock issues.

**Special Purpose Entity:** a trust, corporation, partnership or other entity organized for the sole purpose of issuing investments that entitle the holders to receive payments that depend primarily on the cash flow from "qualifying assets", but does not include a registered investment company.

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

MOVED BY: \_\_\_\_\_ DATE: August 9, 2010

SECONDED BY: \_\_\_\_\_ RES. NO.: \_\_\_\_\_

**THAT the Council of the Corporation of the Township of Wellington North accept a letter of credit from Meridian Credit Union in the amount of \$440,000.00 as security for the subdivision agreement between the Township and 2073022 Ontario Inc.**

**AND FURTHER THAT acceptance of letters of credit from credit unions be decided by Council on a case by case basis giving due consideration to the financial strength of the specific financial institution offering the letter of credit as security.**

MAYOR \_\_\_\_\_

CARRIED

DEFEATED



# MOUNT FOREST FIRE DEPARTMENT

Township of Wellington North

## Fire Department Report July 2010

The Mount Forest Fire Department responded to 12 calls for assistance during the month of July 2010.

- |                      |                                       |
|----------------------|---------------------------------------|
| 5 in Mount Forest    | - 1 Fuel Spill (Petro Can – Main St.) |
|                      | - 2 False Alarms                      |
|                      | - 2 Ambulance Assists                 |
| 1 in Southgate       | - 1 Ambulance Assist                  |
| 6 in Arthur Township | - 2 Motor Vehicle Accidents           |
|                      | - 1 Ambulance Assist                  |
|                      | - 1 Mutual Aid (called off on route)  |
|                      | - 1 Control Burn                      |
|                      | - 1 False Alarm                       |

There were two meetings/practice sessions held during the month of July. On July 5<sup>th</sup>, seventeen members attended, and on July 19<sup>th</sup>, fifteen members attended.

On July 6<sup>th</sup> three members attended the Wellington County Mutual Aid meeting held in Drayton and on July 13<sup>th</sup>, two members attended the Grey County Mutual Aid meeting in the Town of Blue Mountains.

The Department hosted 12 children from Guelph Community Resources on July 7<sup>th</sup> and 24 children from the Mount Forest Day Care on July 14<sup>th</sup>.

On July 5<sup>th</sup> the Department received two new members; Kevin Rice and Amanda Tregunna.

Respectfully Submitted,  
Ron MacEachern  
Mount Forest Fire Chief

RECEIVED

AUG - 3 2010

TWP. OF WELLINGTON NORTH

**MOUNT FOREST FIRE DEPT.**

Fire Prevention..... July..... 2010

Evacuation procedures	0
Telephone calls	19
Business and Personal Service	2
Residential	0
Assembly Occupancies	3
Miscellaneous	17
Industrial	0
Meetings	1
Complaint	0
Mercantile	2
Letters / Reports	0
Institutional	0
Burn Permit	0
New construction / Plan Reviews	9
Occupancy permits	0
Extinguisher training & Talk	0
Hydrant location update	1
Emergency planning	3
Reports	

Ian.





# Arthur Area Fire Department

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

## ARTHUR FIRE DEPARTMENT RESPONSES FOR JUNE 2010

The Arthur Fire Department responded to seven calls for assistance during the month of June 2010.

- 4 in Arthur Village
  - 1 MVC (1 Patient extricated)
  - 1 Fire (Industrial: hot plate in lab)
  - 1 MVC (motorcycle and car)
  - 1 Fire (electrical panel in home)
  
- 1 in Arthur Township
  - 1 MVC (3 vehicles, 1 possible stolen)
  
- 2 in West Garafraxa
  - 1 Fire – Illegal Burn (no permit) Occupant charged \$1575.00 – 3 OPP Cruisers on scene; Fergus on scene with three emergency vehicles; Arthur on scene with three emergency vehicles; Fire Chief did a follow-up call / visit
  
  - 1 Fire – Lost two barns, two sheds (6,000 birds); Mutual Aid call to Grand Valley (2 Emergency vehicles) and to Fergus (2 Emergency vehicles) - Total of 25 Firefighters from three Departments

Five practices were held in June. On June 2<sup>nd</sup>, thirteen members attended; on June 9<sup>th</sup>, eleven members attended; on June 16<sup>th</sup>, thirteen members attended, on June 23<sup>rd</sup>, fourteen members and on June 30<sup>th</sup>, eight members attended.

The Chief and two Firefighters attended the Wellington Dufferin County Mutual Aid Association Meeting that was held in Shelburne on June 1<sup>st</sup>.

The Chief met with Welby Soars, Bell Mobility June 4 Communications Fleetnet Radio System.

The Fire Chief met with Resqtech in Woodstock on June 23<sup>rd</sup>.

Jim Morrison  
Arthur Fire Chief

# Arthur Area Fire Department

## Fire Prevention June 2010 Monthly Report

Evacuation procedures	2
Telephone Calls	43
Business & Personal Service	6
Residential	7
Assembly Occupancies	5
Miscellaneous	16
Industrial	3
Meetings	7
Complaints	3
Mercantile	7
Letters/Reports	5
Institutional	0
Burn Permit	4
New Construction/Plan Review	0
Occupancy Permits	2
Extinguisher Training/Talks	4
Follow up Inspections	14
Hydrant Location update	0
Emergency Planning	2
Public Education-Lectures/Tours	2



# Arthur Area Fire Department

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

## ARTHUR FIRE DEPARTMENT REPORT FOR JULY 2010

The Arthur Fire Department responded to twelve calls for assistance during the month of July 2010.

- |                     |   |
|---------------------|---|
| 5 in Arthur Village | - 1 Fire (Shed / Barn)<br>1 Alarm Activated (133 Fredrick)<br>1 Alarm Activated (110 Edward)<br>1 Alarm Activated (Golden Valley)<br>- 1 Ambulance Assist |
| 2 in West Luther    | - 1 MVC (2 Motorcycles & Deer)<br>- 1 MVC (Single Vehicle)  |
| 4 in West Garafraxa | - 1 Ambulance Assist<br>- 1 MVC (Single Vehicle)<br>- 1 MVC (Plane down)<br>- 1 MVC (Plane down – cancelled enroute)                                      |
| 1 in Mapleton       | - 1 MVC (Single Vehicle)  |

Three practices were held in July. On July 7th, twelve members attended; on July 14<sup>th</sup>, seven members attended and on July 21<sup>st</sup>, fifteen members attended.

The Fire Chief and six Firefighters attended the Wellington Dufferin County Mutual Aid Association Meeting that was held in Drayton on July 6<sup>th</sup>.

The Fire Chief attended the Fire Committee Meeting held in Kenilworth on July 20<sup>th</sup>.

One Firefighter took a 40 hour Module "A" Firefighting course in Gravenhurst at the Ontario Fire College.

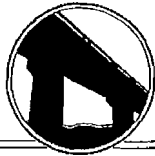
At the Fire Fighter Association of Ontario Convention held in Blyth on July 26 to August 2, 2010, two Firefighters took the two day Trainer Facilitator Course, one Fire Fighter took the Advanced Auto Extrication Course for two days and two Fire Fighters took a one day Forcible Entry Course.

Jim Morrison  
Arthur Fire Chief

# Arthur Area Fire Department

## Fire Prevention July 2010 Monthly Report

Evacuation procedures_____	0
Telephone Calls _____	27
Business & Personal Service_____	3
Residential_____	1
Assembly Occupancies_____	2
Miscellaneous_____	17
Industrial_____	1
Meetings_____	4
Complaints_____	0
Mercantile_____	5
Letters/Reports_____	5
Institutional_____	0
Burn Permit_____	2
New Construction/Plan Review_____	0
Occupancy Permits_____	2
Extinguisher Training/Talks_____	2
Follow up Inspections_____	5
Hydrant Location update_____	0
Emergency Planning_____	2
Public Education-Lectures/Tours_____	1



**BMROSS**  
engineering better communities

**B. M. ROSS AND ASSOCIATES LIMITED**  
Consulting Engineers  
62 North Street, Goderich, ON N7A 2T4  
p. (519) 524-2641 • f. (519) 524-4403  
[www.bmross.net](http://www.bmross.net)

File No. BR516

July 26, 2010

Gary Williamson, Manager of Public Works  
Township of Wellington North  
7490 Sideroad 7 W, Box 125  
Kenilworth, ON N0G 2E0

Dear Sir:

**Re: Deck Deterioration on White Bridge  
Hwy 89 Connecting Link  
MTO Site 35-369**

We wish to report our observations and recommendations related to the apparent deck deterioration at the hwy 89 connecting link bridge over the Saugeen River within Mount Forest.

On July 19 you informed us of the crack pattern and depression over the deck of the bridge. Your staff had filled the depression with cold-patch asphalt and were monitoring the condition daily. We reviewed photos of the situation and on July 23 the undersigned visited the site to observe the areas of concern, in particular, I was looking for movement due to truck tire loads. No movement could be seen but everyone agrees that it appears that a localized deck failure is occurring.

The bridge was inspected by BMROSS on October 16, 2009. At that time there were pavement cracks in various areas over the bridge but no pavement depressions were observed.

### **Previous History**

You will recall that a deck repair was done in the autumn of 1988 to correct a similar problem. There was an unusual pattern of pavement cracks but no depression was reported. Test patches through the asphalt showed that there was no waterproofing membrane and concrete in the affected areas appeared to have been crushed. The report of August 4, 1988 was previously circulated by email. At that time, Norman Reeves reported an incident in 1969 where the crane that lifted the precast beams had an outrigger on the cantilever deck without a spreader pad. That may have been a source of concrete distress.

As a result of the 1988 report, a contract was completed to patch-repair the deck, waterproof and pave. This was done and we have no recollection of any of the deck repairs going through the full 229 mm depth of the deck. The tender quantity for deck patch-repair was stated as 8.5 m<sup>3</sup> but the final payment shows that only 5.37 m<sup>3</sup> were required. The current areas of concern are adjacent to the 1988 repair areas and not centred overtop of them. There may be some overlap with the 1988 patches.

The 1988 repair was completed with the road closed and traffic detoured south of the river to Highway 6.

Prior to the 1988 repairs, BMROSS completed a review and analysis of the structure based on the 1969 plans. The deck of this voided cell structure is heavily reinforced to carry the forces of the cantilever. Longitudinally there are 35 mm bars at 150 c/c. Transversely there are 15 mm bars at 150 c/c. It was determined that the bridge had been sufficiently designed that it could carry prescribed loads from the Bridge Code in effect in 1988.

The wooden falsework used to support the wet concrete of the deck is still encased in the voids of the bridge. The voided slab construction prevents any observations of the deck soffit so that deterioration is completely hidden.

### **Conclusions**

It is difficult to make a precise determination of the problem since the concrete is hidden under the asphalt. However, the depressed condition indicates a punching failure of the deck. Since the deck is designed to be 229 mm thick and very heavily reinforced, we can conclude that the concrete has likely deteriorated due to salt effects on the concrete and the reinforcing steel.

It is our opinion that this condition is unlikely to result in a general failure of the bridge span. However, it is quite possible that the punching failure of a deck segment will make the bridge unserviceable until repairs are made.

The 1988 repairs were required when the bridge was only 19 years old. It has now been 22 years since that repair was done and such deterioration may be expected. The waterproofing membrane should have prevented further chloride and water ingress to the concrete but the chlorides introduced between 1969 and 1988 will still be in the concrete.

### **Recommendations**

In our opinion, repairs are required immediately. The areas of deck cracking and depression could develop quickly into isolated areas of deck failure and the Municipality should be prepared to close the bridge to all traffic until repairs have been completed.

It is recommended that the entire deck be stripped of pavement and waterproofing membrane so that the extent of damage can be determined. This could be done with either a road closure or with temporary traffic controls and asphalt ramps. If conditions are bad, the road may then need to be closed or one lane may need to be closed. Such provisional preparations would need to be ready on the day of asphalt removal. Small deck failures might be bridged with bolted steel plates until a contractor could be hired to make permanent repairs.

Once the deck is cleared and surveyed for deterioration, a contract could be tendered for the work or a direct-hire could be made of a qualified contractor.

One problem that is expected is for the forming of the underside of the deck where patches are full depth of the 229 mm deep slab. The existing falsework is still in place but is likely to have deteriorated or will be damaged by the removals. Gaps between the existing steel bars will only be about 115 mm square. It may be required to cut and restore access holes in the bottom slab of the cantilever arch.

### **Moving Forward**

We trust your staff will monitor the condition of the deck depressions and that you will close the bridge to public traffic if the condition gets noticeably worse.

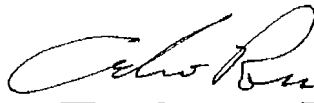
Anticipating a repair program very soon, BMROSS is starting immediately to prepare drawings and specifications for use by a contractor.

Please let us know how you wish to procure a contractor and when you may strip the deck of pavement and waterproofing.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per



A. I. Ross, P. Eng.

AIR:hv  
Encl.



**AIR CADET LEAGUE OF CANADA  
ONTARIO PROVINCIAL COMMITTEE**

26 June 2010

TO WHOM IT MAY CONCERN:

AT OFFICES OF:

**Subject: 2011 Raffle Lottery of the Air Cadet League of Canada (OPC)**

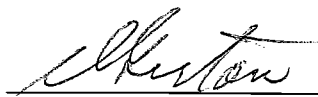
845 Squadron(s) of the Royal Canadian Air Cadets respectfully request(s) permission to sell our OPC Lottery draw tickets in your jurisdiction. The Raffle Lottery is a long-standing project and an essential source of revenue for the Air Cadet Program in this Province.

We provide leadership, life skills, citizenship, team-building, and self-discipline training in a structured program, to youth 12 to 18 years of age in your jurisdiction (and throughout Canada). The Air Cadet Program benefits young men and women both now, and in their future.

Under Licence No.2983, from the Alcohol & Gaming Commission of Ontario (copy attached), our local Squadrons that wish to sell tickets in a jurisdiction other than the City of Toronto (where the OPC is headquartered), must provide notification to the municipality in which it proposes to do so. The Squadron is then required to provide a copy of your acknowledgement / approval to the Commission.

In some jurisdictions, where there are two or more Air Cadet Squadrons, permission need only be issued once for all Squadrons, particularly if a fee is involved. If a fee is normally charged, we respectfully request that it be waived. Any fee adds to the Licence fee already paid to the Commission and subtracts from revenues that will be spent on youth in your community.

Thank-you for your support of Air Cadets!

  
\_\_\_\_\_  
Authorized Squadron Signature

  
\_\_\_\_\_  
David S. Brown, CAE  
Executive Director

Squadron Address and Telephone No:

90 575 WATERLOO ST  
MOUNT FOREST NO 6 2 L3  
519 323 4104





Alcohol and Gaming  
Commission of Ontario  
Commission des alcools  
et des jeux de l'Ontario

## Lottery Licence Licence de loterie

**GIN/NIG:** OPO0174

**Licensee / Titulaire de licence:** ONTARIO PROVINCIAL COMMITTEE OF THE AIR CADET LEAGUE OF CANADA  
4900 YONGE ST SUITE 600  
NORTH YORK ON M2N 6B7

**Lottery Type / Type de loterie:** Raffle

**Raffle Type/Types de tombola:** STUB DRAW

**Value of Prize(s)/Valeur des prix:** 119972.44

**Total Number of Prizes/Nombre total de prix:** 61

**Draw Type(s)/Type(s) de tirage:** FINAL STUB DRAW

**Draw Start Date/Date de début du tirage:** April 15, 2011

**Draw End Date/Date de fin du tirage:** April 15, 2011

### Raffle Details/Détails de la tombola:

The draw(s) must be held on the date(s), time(s) and the location(s) specified on the application for licence, as submitted to and approved by the Registrar, regardless of the outcome of the raffle ticket sales. Failure to hold a draw as specified is a breach of the Terms and Conditions of this licence.

Le(s) tirage(s) doit(vent) se dérouler à la(les) date(s), l'heure ou les heures et l'emplacement ou les emplacements précisés sur la demande de licence, telle que soumise et approuvée par le registrateur, indépendamment du résultat de la vente des billets de la tombola. Le défaut de procéder à un tirage tel qu'indiqué est un manquement aux modalités de la présente licence.

**Lottery Licence Number /Numéro de la licence de loterie:** 2983

**Original Licence Issue Date/Date de délivrance de la licence de loterie:** June 18, 2010

**Amended Licence Issue Date/Date de délivrance de la licence modifiée:**

**Registrar of Alcohol and Gaming /Registreur des alcools et des jeux**

**Not Transferable / Incessible**

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Alcohol and Gaming  
Commission of Ontario  
Commission des alcools  
et des jeux de l'Ontario

## Lottery Licence Licence de loterie

### Special Terms and Conditions/Modalités spéciales

LICENSEES ARE RESPONSIBLE FOR COMPLIANCE WITH THE RAFFLE LICENSE TERMS AND CONDITIONS AND ANY ADDITIONAL TERMS ATTACHED TO THE LICENSE, AND ALSO MUST INCLUDE IN RULES OF TICKET A NOTICE REGARDING ODDS OF WINNING (IF APPLICABLE). SAMPLES OF PRINT ADVERTISING AND SCRIPTS FOR RADIO/TV ARE SUBMITTED TO THE ALCOHOL AND GAMING COMMISSION OF ONTARIO FOR REVIEW AS PART OF THE LICENSING PROCESS. THE AGCO DOES NOT APPROVE ADVERTISING. IT REMAINS THE RESPONSIBILITY OF THE LICENSEE TO ENSURE THAT ADVERTISING CONTENT COMPLIES WITH THE TERMS AND CONDITIONS AND ANY OTHER REQUIREMENTS. THE REGISTRAR OF ALCOHOL AND GAMING HAS THE RIGHT TO REQUIRE A LICENSEE TO REMOVE OR AMEND ADVERTISING AT ANY TIME.

LOTTERY REPORT MUST BE SUBMITTED WITHIN 30 DAYS OF FINAL DRAW DATE. THE LICENSEE SHALL ALSO PROVIDE A VERIFIED FINANCIAL STATEMENT WITHIN 180 DAYS OF THE ORGANIZATION'S YEAR END OUTLINING THE FINANCIAL DETAILS OF THE RAFFLE LOTTERY CONDUCTED DURING THAT YEAR.

PRIZE WINNERS MUST BE ADVISED BY MAIL. NAMES MAY BE PUBLISHED IN THE LOCAL NEWSPAPER AS PER RULE SET OUT IN THE RULES OF PLAY. A PLAYER MUST CONSENT TO THE RELEASE OF HIS/HER NAME SHOULD THEY WIN.

THE DRAW MUST BE HELD ON THE DATE(S), TIME(S) AND LOCATION SPECIFIED ON THE APPLICATION FOR LICENCE, AS SUBMITTED AND APPROVED BY THE REGISTRAR, REGARDLESS OF THE OUTCOME OF THE RAFFLE TICKET SALES. FAILURE TO HOLD A DRAW AS SPECIFIED IS A BREACH OF THE TERMS AND CONDITIONS OF THIS LICENCE.

IF TOTAL PRIZE BOARD IS NOT \$1,000,000.00 OR OVER, THE USE OF INTERNET/WEBSITE IS NOT PERMITTED FOR ACCEPTANCE OF TICKET ORDERS. PUBLISHING NAMES OF WINNERS AND ADVERTISING OF THE LOTTERY IS PERMITTED, PROVIDED THESE NAMES ARE ALSO PUBLISHED AT THE SAME TIME IN THE NEWSPAPER/S.

LICENSEES ARE RESPONSIBLE FOR COMPLIANCE WITH THE RAFFLE LICENSE TERMS AND CONDITIONS AND ANY ADDITIONAL TERMS ATTACHED TO THE LICENSE. SAMPLES OF PRINT ADVERTISING AND SCRIPTS FOR RADIO/TV ARE SUBMITTED TO THE ALCOHOL AND GAMING COMMISSION OF ONTARIO FOR REVIEW AS PART OF THE LICENSING PROCESS. THE AGCO DOES NOT APPROVE ADVERTISING. IT REMAINS THE RESPONSIBILITY OF THE LICENSEE TO ENSURE THAT ADVERTISING CONTENT COMPLIES WITH THE TERMS AND CONDITIONS AND ANY OTHER REQUIREMENTS. THE REGISTRAR OF ALCOHOL AND GAMING HAS THE RIGHT TO REQUIRE A LICENSEE TO REMOVE OR AMEND ADVERTISING AT ANY TIME.

LICENSEE IS REQUIRED TO MAINTAIN A PROPER AUDIT TRAIL IN RESPECT OF THE SALE OF TICKETS. A DETAILED SUBMISSION OF THE SALE OF SINGLE AND DISCOUNTED TICKETS IS REQUIRED TO BE SUBMITTED WITH THE LOTTERY REPORT.

IF A LICENSEE WISHES TO SELL PROVINCIALLY LICENSED TICKETS FROM AN ESTABLISHED POINT OF SALE OR DOOR-TO-DOOR IN MORE THAN ONE MUNICIPALITY, IT MUST SEND A LETTER OF NOTIFICATION TO EACH MUNICIPALITY IN WHICH IT PROPOSES TO SELL TICKETS, INCLUDING COPY OF THE LICENSE AND THE LICENSE APPLICATION.

ANY CHANGES IN THE TICKET NUMBER WILL REQUIRE THE WRITTEN APPROVAL OF THE ALCOHOL AND GAMING COMMISSION OF ONTARIO.

ONLY TICKETS THAT HAVE BEEN PAID FOR AND/OR HAVE BEEN VERIFIED AS PAID FOR ARE ELIGIBLE TO BE ENTERED FOR THE RESPECTIVE DRAW/S. THE LICENSEE IS TO ENSURE THAT THIS REQUIREMENT IS STRICTLY ADHERED TO.

Lottery Licence Number /Numéro de la licence de loterie:

2983

Original Licence Issue Date/Date de délivrance de la licence de loterie:

June 18, 2010

Amended Licence Issue Date/Date de délivrance de la licence modifiée:

Registrar of Alcohol and Gaming /Registreur des alcools et des jeux

**Not Transferable / Incessible**

53



Alcohol and Gaming  
Commission of Ontario  
Commission des alcools  
et des jeux de l'Ontario

## Lottery Licence Licence de loterie

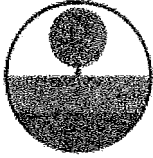
The licensee must observe all terms and conditions of this licence as approved on its application. The conduct of this lottery scheme is restricted to the dates, hours and limits specified on this licence.

Le titulaire de licence doit respecter toutes les modalités de la présente licence telles qu'approuvées sur sa demande. Cette loterie ne peut avoir lieu qu'aux dates, aux heures et selon les restrictions précisées sur cette licence.

Lottery Licence Number / Numéro de la licence de loterie: 2983  
Original Licence Issue Date / Date de délivrance de la licence de loterie: June 18, 2010  
Amended Licence Issue Date / Date de délivrance de la licence modifiée:  
Registrar of Alcohol and Gaming / Registrateur des alcools et des jeux

**Not Transferable / Incessible**

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Grand River Conservation Authority

RECEIVED

JUL 19 2010

**TO:** Municipal Clerks, Planning, Building and Engineering Staff

TWP. OF WELLINGTON NORTH

**FROM:** Nancy Davy, Manager of Resource Planning  
Fred Natolochny, Supervisor of Resource Planning

**DATE:** July 8, 2010

**SUBJECT: GRCA Planning, Permit and Inquiry Revised Fees  
Effective August 1, 2010**

---

The General Membership of the Grand River Conservation Authority has approved a revised GRCA fee schedule for Plan Review, GRCA Permit and Inquiry services. The fees will be implemented throughout the Grand River watershed effective August 1<sup>st</sup>, 2010.

We have attached the revised fee schedules. Please ensure that copies of the attached fee schedule are available to municipal staff and prospective applicants.

**Announcement** A free, web based mapping tool, is available to the public to review GRCA maps of areas regulated under Ontario Regulation 150/06. We note that the text of Ontario Regulation 150/06 defines the areas that are regulated. However, this mapping tool will provide municipal staff and the public with some guidance on the areas regulated by the Conservation Authority. To use this mapping tool please go to [www.grandriver.ca](http://www.grandriver.ca). On the home page click on "Map Your Property" under the Planning and Permits heading.

Proposed activities or works within the areas regulated by the GRCA will require a permit from the GRCA, in addition to a building permit from the municipality.

The policies regarding Ontario Regulation 150/06 and a series of checklists that will aid the public and development industry to prepare satisfactory reports and plans for applications or inquiries can be found under the planning and regulations section of our website at [www.grandriver.ca](http://www.grandriver.ca). The Plan Review and GRCA permit fees are also posted on the GRCA website under the planning and regulation section.

Please note that GRCA [GIS data access](#) is available to download or order data for use with your GIS directly off of the GRCA website.

If you have any questions or concerns regarding the Plan Review or Permit Service Fees please contact us at (519) 621-2761.

Handwritten signature of Nancy Davy.

Nancy Davy  
Manager of Resource Planning  
621-2763, ext. 2235  
[ndavy@grandriver.ca](mailto:ndavy@grandriver.ca)

Handwritten signature of Fred Natolochny.

Fred Natolochny  
Supervisor of Resource Planning  
621-2763, ext. 2229  
[fnatolochny@grandriver.ca](mailto:fnatolochny@grandriver.ca)

**GRCA Permit, Plan Review, Title Clearance and Inquiry Fee Schedule  
effective August 1, 2010**

**1. GRCA Permit**

<b>GRCA Permit Application</b>	<b>Development</b>	<b>Alteration or Interference with Wetlands, Shorelines &amp; Watercourses</b>	
Minor - <i>Low risk of impact on natural hazards or natural features, no technical reports required</i>	\$370 Minor Additions Accessory Structures 30 to 120 m from wetland Grading < 1 ha disturbed	\$370 Culverts for secondary or farm access generally less than 1m diameter Foot bridges (no in-stream work) Pond maintenance Septic system installation or maintenance Directional drilling – perpendicular Off-line pond	
Standard - <i>Moderate hazard risk and/or potential impact on natural hazards or natural features. Detailed report and/or plans required</i>	\$485 Single unit development Grading > 1 ha (no study) Development < 30 m from wetland Major Additions	\$850 New Municipal Trail Repair shoreline protection Bank stabilization Primary access or municipal culverts generally less than 1-2 m diameter Bridge or road repair	
Major - <i>requires one or more studies (Environmental Impact Study, Hydraulic Analysis, Storm Water Management, Geotechnical etc.)</i>	\$7,350 Golf Courses Multi-unit development, large scale development Grading > 1 ha (study)	\$4,815 Bridge replacement Shoreline protection (new)	\$7,350 New bridge or primary access culverts generally greater than 2 m diameter
Works initiated prior to GRCA permit approval	1.5 times the fee for the category	1.5 times the fee for the category	1.5 times the fee for the category
Rural Water Quality Program or related projects	\$75	\$75	

Note: The criteria for establishing the permit fee is based on the definitions of minor, standard and/or major application.

**2. Title Clearance and General Inquiry Fees**

\$180 / property

**3. Plan Review Fee**

**Subdivision and Vacant Land Condominium:**

Base Fee:	\$7,350
Applicant Driven formal modification:	\$1.205
Final Clearance for registration of each stage:	\$4,815
Processing fee:	\$185

<b>Official Plan and/or Zoning By-law Amendment:</b>	Major:	\$1,800
	Minor:	\$370

<b>Consent:</b>	Major:	\$850
	Minor:	\$370
<b>Minor Variance:</b>	Major:	\$485
	Minor:	\$240
<b>Complex Applications OPA/ZC/Site plan etc.</b>		\$7,350
<b>Site Plan Approval Application:</b>	Major:	\$2,525
	Minor:	\$370

**Fee Notes:**

The criteria for establishing the fee is based on the definitions of minor, standard and/or major application. The activities listed in the permit fee schedule identify some examples of projects that may be within these categories. The examples are provided for illustrative purposes. Staff should be consulted to determine the appropriate category for permit fees.

1. **Minor** – Low risk of impact on natural hazards or natural features, no technical reports required
2. **Standard Permit, Major Plan Review**– Moderate hazard risk and/or potential impact on natural hazards or natural features. Scoped technical reports or plans required.
3. **Major** - A hazard risk and/or potential impact to natural hazards or natural features and requires one or more studies (Environmental Impact Study, Hydraulic Analysis, Storm Water Management, Geotechnical etc.).
4. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of the information required to accompany the application, and to determine the appropriate fee.
5. Permit fees are non-refundable, except where review indicates that no permit is necessary.
6. After a permit has expired, a new application must be submitted. For applications to replace a prior permit received within one year of expiry a fee of \$75 is required. Any changes to the plans or a lapse of more than one year will require a full review and the Schedule of Fees in effect at the time will apply.
7. The Conservation Authority may provide a refund or require the applicant submit funds for a permit or plan review fee if it is found that an incorrect fee has been submitted. The fees are assessed based on the extent of review required.
8. Permit or plan review applications that fall into one or more categories will be charged one fee, at the highest rate.
9. Major Permit applications that have previously paid application or clearance plan review fees to the GRCA will be charged fees under the Minor or Standard category.
10. Complex applications are Planning Act (eg. OPA/ZC) and/or Site plan or development permit approval applications for: golf courses, trailer parks, campgrounds, lifestyle communities, and aggregate extraction etc.
11. A processing fee will apply for a clearance letter for a subdivision or condominium application, where no technical review/studies (eg. no *Erosion and Sediment Control plan, SWM brief etc. are required*).
12. Subdivision or Condominium Clearance Fees and revision fees will be paid directly to the Conservation Authority and must be paid prior to issuance of revised draft conditions or the final Conservation Authority clearance letter.

**All fees are to be made payable to the Grand River Conservation Authority.**

County of Wellington Planning and Land Division Committee  
Deborah Turchet, Secretary-Treasurer  
Wellington County Administration Centre  
74 Woolwich Street, Guelph ON N1H 3T9

July 9, 2010

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

**APPLICATION SUBMITTED ON: July 6, 2010**

**FILE NO. B104/10**

### APPLICANT

Lardeb Farms Ltd.  
c/o Larry Schill  
RR#2  
Alma ON N0B 1A0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Arthur Twp)  
Part Lot 1  
Concession 14

Proposed irregular shaped lot line adjustment is 0.04 acres with 13' frontage, (Parcel D on sketch) vacant land to be added to abutting rural residential lot – Margaret Johnston.

Retained irregular shaped parcel is 7.00 acres with 102' frontage, (Parcel A on sketch) vacant land.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**August 18, 2010**

**Please note** that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this APPLICATION for CONSENT.

**Please also be advised** that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Ontario Municipal Board may dismiss the appeal.

If you wish to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the Public

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### MAILED TO:

Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority - Saugeen

Bell Canada    County Clerk    Roads

Neighbour - as per list verified by local municipality and filed by applicant with this application

MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

FILE NO: B104/10

APPLICANT

Lardeb Farms Ltd
c/o Larry Schill
R.R. 2, Alma ON NOB 1AO

LOCATION OF SUBJECT LANDS

WELLINGTON NORTH (Arthur Twp)
Part Lot 1
Concessions 14

Proposed irregular shaped lot line adjustment is 0.04 acres with 13' frontage, (Parcel D on sketch) vacant land to be added to abutting rural residential lot - Margaret Johnston.

Retained irregular shaped parcel is 7.00 acres with 102' frontage, (Parcel A on sketch) vacant land.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 016 10200 0000

Does this description reasonably describe the parcel holdings? YES ( X ) NO ( )

If the answer is no, please provide new information: \_\_\_\_\_

Do you consider the proposal to conform to your Official Plan? YES ( ) NO ( )

What Section(s) does it conform to or contravene? (Please specify)

\_\_\_\_\_
\_\_\_\_\_

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 9 R1A of Bylaw 66-01

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 9 R1A of By-law 66-01 \_\_\_\_\_

If Necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES ( ) NO ( ) N/A ( ) or Minor Variance YES ( ) NO ( ) N/A ( )

Is proposal on an opened maintained year-round public road YES ( X ) NO ( )

If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify \_\_\_\_\_

\_\_\_\_\_

Is the Proposed Lot(s) serviced now by the Municipal Water YES ( ) NO ( X )

Is the Retained Lot serviced now by Municipal Water YES ( ) NO ( X )

Is the Proposed Lot(s) serviced now by the Municipal Sewers YES ( ) NO ( X )

Is the Retained Lot serviced now by Municipal Sewers YES ( ) NO ( X )

Is there a Capital Works Project underway to service these lots in the near future YES ( ) NO ( )

Approximate Time of Servicing Availability: \_\_\_\_\_

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?



MUNICIPALITY COMMENTING FORM

FILE NO: B 104/10

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ( X ) NO ( )

Is there any further Information that may assist the Planning and Land Division Committee?  
(A letter may be attached if there is insufficient space to explain)

Is the Municipality in support of this application? YES ( ) NO ( )

What Conditions, if any, are requested by the Municipality if the Consent is granted?

Does the Municipality request a Notice of Decision? YES ( X ) NO ( )

SIGNATURE: \_\_\_\_\_

TITLE: Deputy Clerk

ADDRESS: 7490 Sideroad 7 W., Kenilworth, ON NOG 2EO

DATE: August 10, 2010

# SKETCH FOR LAND SEVERANCE APPLICATION

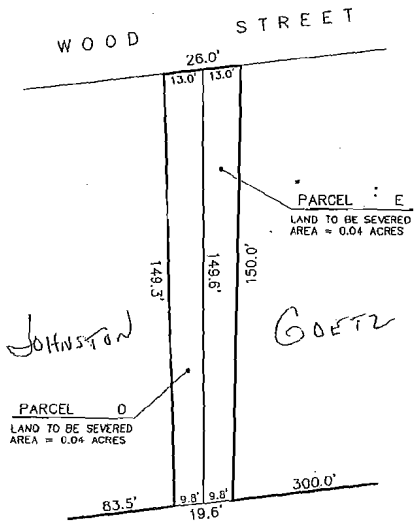
PREPARED FOR MARKHAM WATERLOO MENNONITE CHURCH

SCALE 1" = 400'

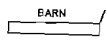
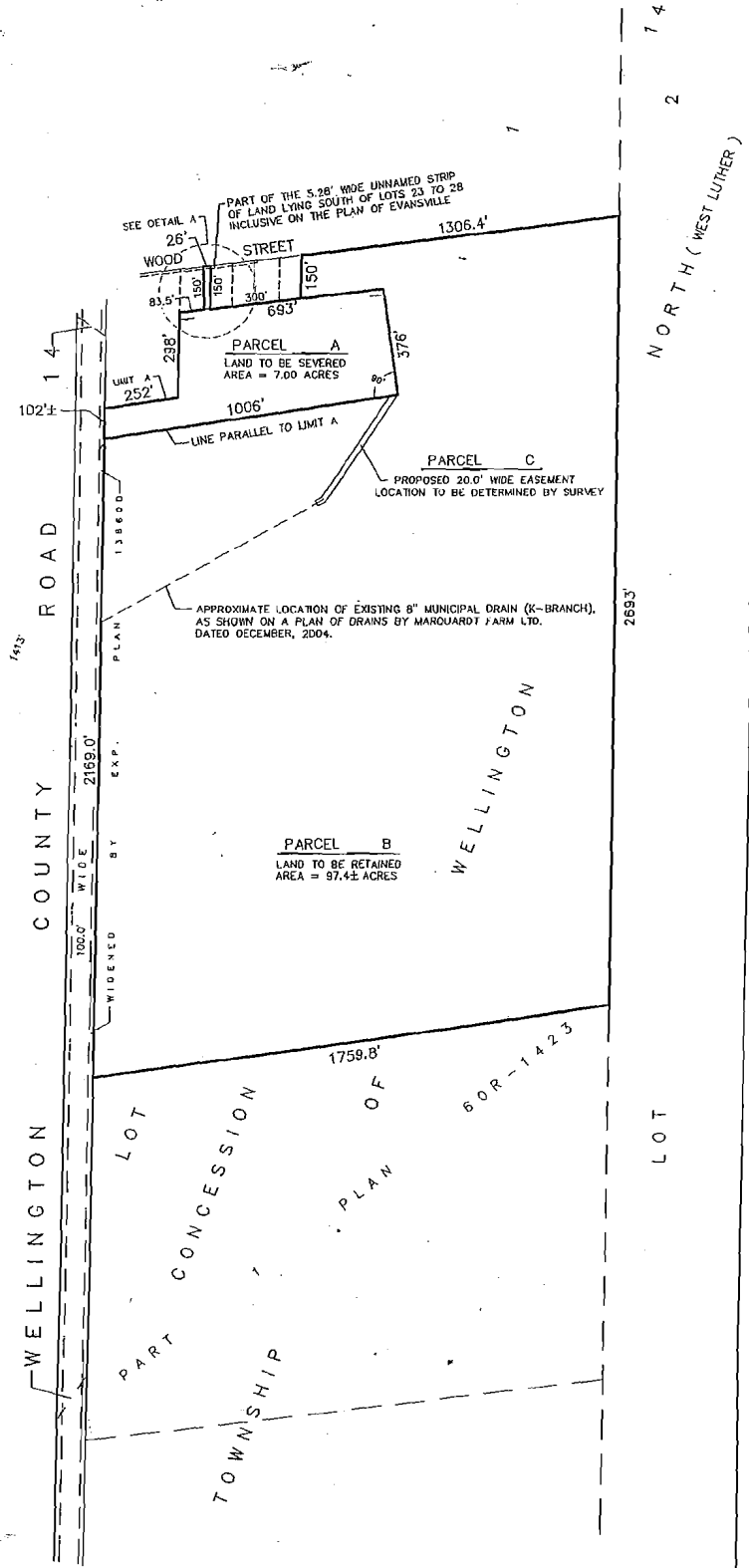
DISTANCES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048

**CAUTION**  
THIS SKETCH IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.

**NOTE**  
THIS SKETCH IS PREPARED FROM COMPILED AND CALCULATED INFORMATION, THE PROPERTY LIMITS SHOWN HAVE NOT BEEN SURVEYED.



DETAIL A  
SCALE 1" = 40'





**COUNTY OF WELLINGTON PLANNING AND DEVELOPMENT DEPARTMENT**

County Administration Centre, 74 Woolwich Street, Guelph, ON N1H 3T9

Phone: (519) 837-2800

Fax: (519) 823-1694

<b>APPLICATION:</b>	B104/10 & B105/10 (also see B106/10)
<b>LOCATION:</b>	Part Lot 1, Concession 14 TOWNSHIP OF WELLINGTON NORTH
<b>APPLICANT/OWNER:</b>	Lardeb Farms Ltd.

**PLANNING OPINION:** These lot line adjustment applications deal with part of a larger parcel intended for a church, school and cemetery development in Conn, which was granted provisional consent on June 10, 2010 under file B49/10. A small, narrow parcel with frontage on Wood Street would be severed and divided between the abutting residential properties.

These applications would be consistent with Provincial Policy and generally conform to the Official Plan. We would have no concerns provided that the following conditions are applied:

- a) That the purchaser take title to the severed lands in the same manner as they hold their abutting land; and,
- b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

**PROVINCIAL POLICY STATEMENT (PPS):** No issues.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated HALMET (Conn) and PRIME AGRICULTURAL. According to Section 10.6.3, lot line adjustments may be permitted in hamlets where there is no adverse effect provided that basic lot patterns in an area are not unreasonably altered.

The matters under Section 10.1.3 were also considered.

**LOCAL ZONING BY-LAW:** The area of the proposed lot line adjustments (Parcel D and E) is zoned Residential (R1A), which is consistent with the land it would be merged with. Parcel A is in the process of being rezoned to Institutional (IN) by the municipality and Parcel C is zoned Agricultural Exception (A-1). We have no zoning compliance concerns with the lot line adjustments.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on July 21, 2010. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Sarah Wilhelm, MCIP, RPP, Planner  
July 23, 2010

County of Wellington Planning and Land Division Committee  
Deborah Turchet, Secretary-Treasurer  
Wellington County Administration Centre  
74 Woolwich Street, Guelph ON N1H 3T9

July 9, 2010

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

**APPLICATION SUBMITTED ON: July 6, 2010**

FILE NO. B105/10

### APPLICANT

Lardeb Farms Ltd.  
c/o Larry Schill  
RR#2  
Alma ON N0B 1A0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Arthur Twp)  
Part Lot 1  
Concession 14

Proposed irregular shaped lot line adjustment is 0.04 acres with 13' frontage, (Parcel E on sketch) vacant land to be added to abutting rural residential lot – Margaret Johnston.

Retained irregular shaped parcel is 7.00 acres with 102' frontage, (Parcel A on sketch) vacant land.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**August 18, 2010**

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### MAILED TO:

Local Municipality – Wellington North County Planning County Treasury Department

Conservation Authority - Saugeen

Bell Canada County Clerk Roads

Neighbour - as per list verified by local municipality and filed by applicant with this application

MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

FILE NO: B105/10

APPLICANT

LOCATION OF SUBJECT LANDS

Lardeb Farms Ltd
c/o Larry Schill
R.R. 2, Alma ON NOB 1AO

WELLINGTON NORTH (Arthur Twp)
Part Lot 1
Concessions 14

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Does this description reasonably describe the parcel holdings? YES (X) NO ( )

If the answer is no, please provide new information:

Do you consider the proposal to conform to your Official Plan? YES ( ) NO ( )

What Section(s) does it conform to or contravene? (Please specify)

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES (X) NO ( )

(Please Specify) Section 9 R1A of Bylaw 66-01

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES (X) NO ( )

(Please Specify) Section 9 R1A of By-law 66-01

If Necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES ( ) NO ( ) N/A ( ) or Minor Variance YES ( ) NO ( ) N/A ( )

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Please specify

Is the Proposed Lot(s) serviced now by the Municipal Water YES ( ) NO (X)

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Is there a Capital Works Project underway to service these lots in the near future YES ( ) NO ( )

Approximate Time of Servicing Availability:

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

FILE NO: B 105/10

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES (X) NO ( )

Is there any further Information that may assist the Planning and Land Division Committee?

(A letter may be attached if there is insufficient space to explain)

Is the Municipality in support of this application? YES ( ) NO ( )

What Conditions, if any, are requested by the Municipality if the Consent is granted?

Does the Municipality request a Notice of Decision? YES (X) NO ( )

SIGNATURE: \_\_\_\_\_

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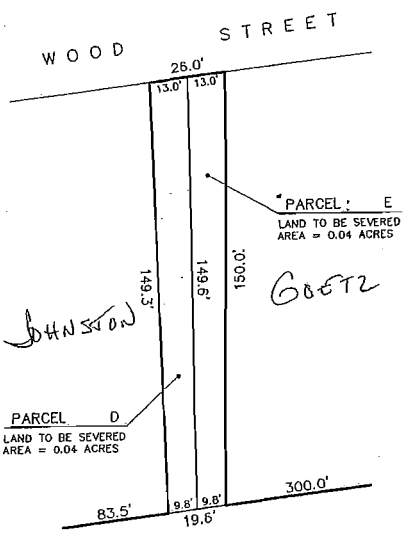
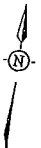
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SCALE 1" = 400'

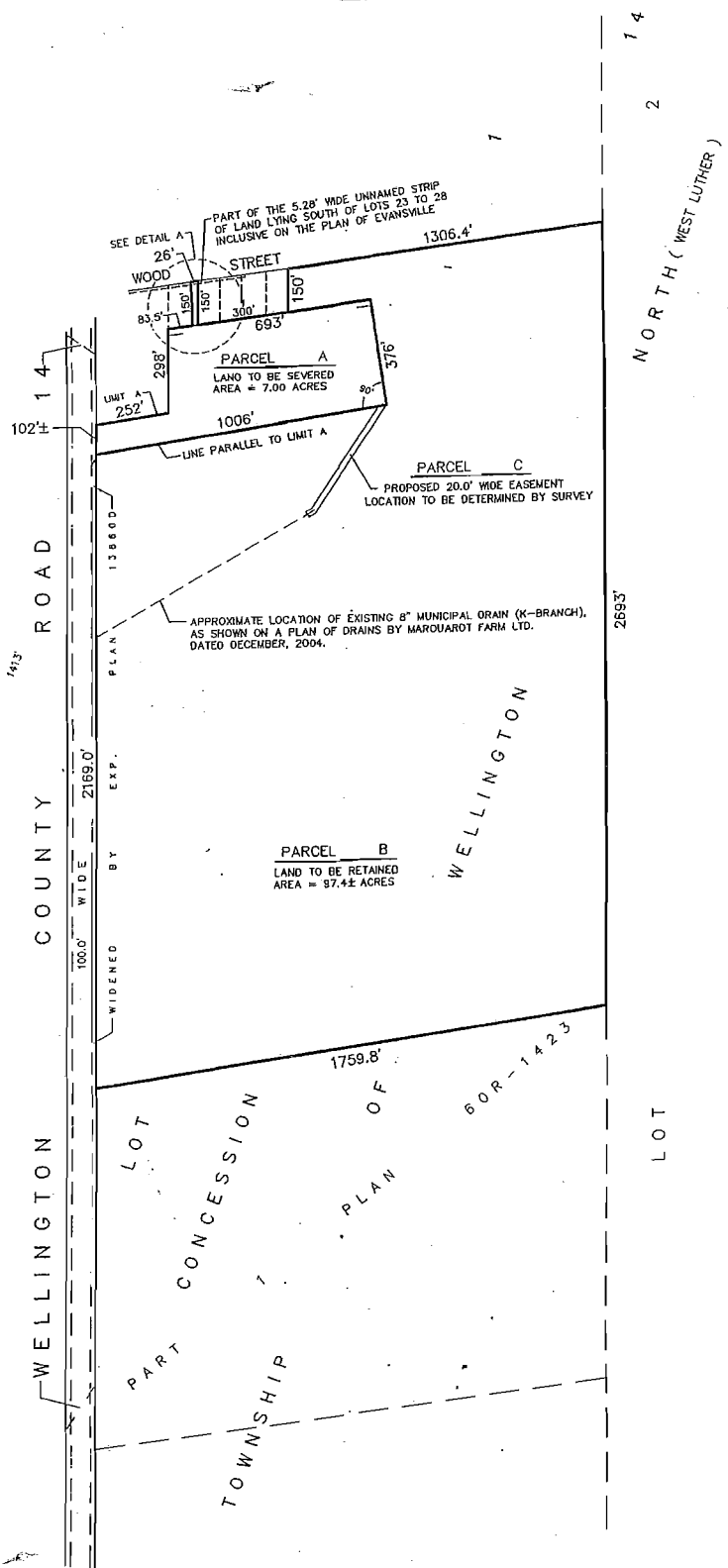
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County Administration Centre, 74 Woolwich Street, Guelph, ON N1H 3T9  
Phone: (519) 837-2600 Fax: (519) 823-1694

<b>APPLICATION:</b>	B104/10 & B105/10 (also see B106/10)
<b>LOCATION:</b>	Part Lot 1, Concession 14 TOWNSHIP OF WELLINGTON NORTH
<b>APPLICANT/OWNER:</b>	Lardeb Farms Ltd.

**PLANNING OPINION:** These lot line adjustment applications deal with part of a larger parcel intended for a church, school and cemetery development in Conn, which was granted provisional consent on June 10, 2010 under file B49/10. A small, narrow parcel with frontage on Wood Street would be severed and divided between the abutting residential properties.

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**SITE VISIT INFORMATION:** The subject property was visited and photographed on July 21, 2010. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Sarah Wilhelm, MCIP, RPP, Planner  
July 23, 2010



County of Wellington Planning and Land Division Committee  
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Wellington County Administration Centre  
74 Woolwich Street, Guelph ON N1H 3T9

July 9, 2010

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

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**APPLICATION SUBMITTED ON: July 6, 2010**

**FILE NO. B106/10**

**APPLICANT**

Lardeb Farms Ltd.  
c/o Larry Schill  
RR#2  
Alma ON N0B 1A0

**LOCATION OF SUBJECT LANDS:**

WELLINGTON NORTH (Arthur Twp)  
Part Lot 1  
Concession 14

Proposed easement is 20' wide (Parcel C on sketch), in favour of Markham Waterloo Mennonite Conference (Parcel A on sketch).

Retained irregular shaped parcel is 97.4 acres with 2169' frontage (Parcel B on sketch), existing and proposed agricultural use.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**August 18, 2010**

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Neighbour - as per list verified by local municipality and filed by applicant with this application

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FILE NO: B106/10

APPLICANT

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Lardeb Farms Ltd
c/o Larry Schill
R.R. 2, Alma ON NOB 1AO

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Part Lot 1
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What Section(s) does it conform to or contravene? (Please specify)

\_\_\_\_\_
\_\_\_\_\_

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 8-A and Section 9 - R1A of Bylaw 66-01

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES ( X ) NO ( )

(Please Specify) Section 8- A Section 9 - R1A of By-law 66-01

If Necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES ( ) NO ( ) N/A ( ) or Minor Variance YES ( ) NO ( ) N/A ( )

Is proposal on an opened maintained year-round public road YES ( ) NO ( )

If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify \_\_\_\_\_

\_\_\_\_\_

Is the Proposed Lot(s) serviced now by the Municipal Water YES ( ) NO ( X )

Is the Retained Lot serviced now by Municipal Water YES ( ) NO ( X )

Is the Proposed Lot(s) serviced now by the Municipal Sewers YES ( ) NO ( X )

Is the Retained Lot serviced now by Municipal Sewers YES ( ) NO ( X )

Is there a Capital Works Project underway to service these lots in the near future YES ( ) NO ( )

Approximate Time of Servicing Availability: \_\_\_\_\_

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

FILE NO: B 106/10

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ( ) NO ( )

N/A

Is there any further information that may assist the Planning and Land Division Committee?  
(A letter may be attached if there is insufficient space to explain)

Is the Municipality in support of this application? YES ( ) NO ( )

What Conditions, if any, are requested by the Municipality if the Consent is granted?

Does the Municipality request a Notice of Decision? YES (X) NO ( )

SIGNATURE: \_\_\_\_\_

TITLE: Deputy Clerk \_\_\_\_\_

ADDRESS: 7490 Sideroad 7 W., Kenilworth, ON NOG 2EO \_\_\_\_\_

DATE: August 10, 2010 \_\_\_\_\_

# SKETCH FOR LAND SEVERANCE APPLICATION

PREPARED FOR MARKHAM WATERLOO MENNONITE CHURCH

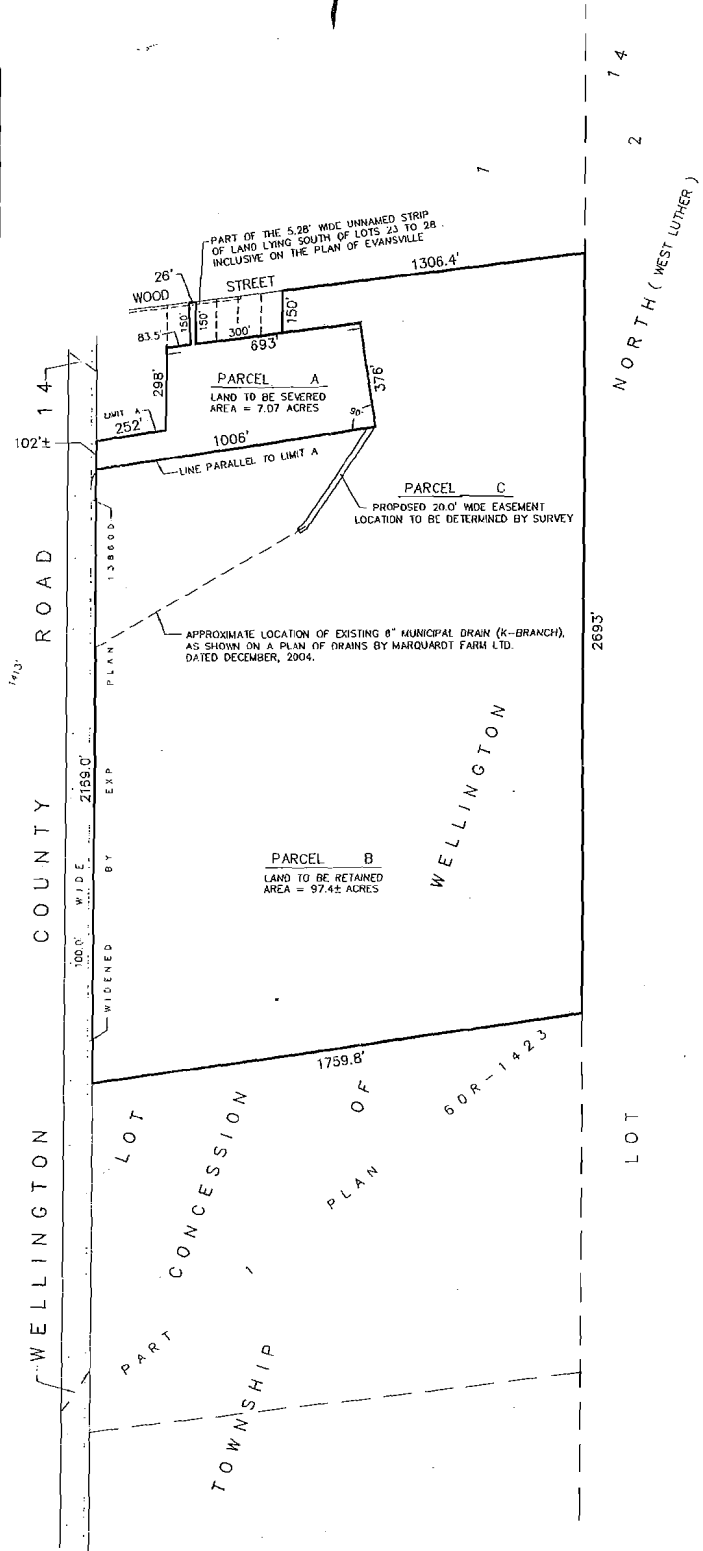
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**COUNTY OF WELLINGTON PLANNING AND DEVELOPMENT DEPARTMENT**

County Administration Centre, 74 Woolwich Street, Guelph, ON N1H 3T9  
Phone: (519) 837-2600 Fax: (519) 823-1694

<b>APPLICATION:</b>	B106/10 (also see B104/10 and B105/10)
<b>LOCATION:</b>	Part Lot 1, Concession 14 TOWNSHIP OF WELLINGTON NORTH
<b>APPLICANT/OWNER:</b>	Lardeb Farms Ltd.

**PLANNING OPINION:** This application would create a 20' wide private drainage easement in Conn. The drainage easement is needed in conjunction with the development of a parcel intended for a church, school and cemetery development, which was granted provisional consent on June 10, 2010 under file B49/10.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We would have no concerns, provided that as a condition of approval a site plan is provided to the satisfaction of the local municipality.

**PROVINCIAL POLICY STATEMENT (PPS):** No issues.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated HALMET (Conn) and PRIME AGRICULTURAL. According to Section 10.6.3, lot line adjustments may be permitted in hamlets where there is no adverse effect provided that basic lot patterns in an area are not unreasonably altered.

The matters under Section 10.1.3 were also considered, including b) "that all lots can be adequately serviced with....stormwater management or drainage....to accepted municipal standards and without undue financial burden on the municipality". Comments provided by the Township's Drainage Superintendent dated July 16, 2010 (attached) indicate "no objections from a drainage perspective, provided the site is graded and constructed as currently proposed".

A site plan application will be required by the Township for the development of the institutional lands. As detailed grading and drainage information would be provided as part of such an application, the site plan review will provide an opportunity to confirm the precise location of the easement prior to finalizing the consent for the easement.

**LOCAL ZONING BY-LAW:** The area of the easement and the retained lands are zoned Agricultural Exception (A-1). We have no zoning compliance concerns with the easement.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on July 21, 2010. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Sarah Wilhelm, MCIP, RPP, Planner  
July 23, 2010

Attach.



**K. SMART ASSOCIATES LIMITED**  
CONSULTING ENGINEERS AND PLANNERS

KITCHENER • SUDBURY • CHATHAM • NEW LISKEARD • RAINY RIVER

85 McIntyre Drive  
Kitchener, ON N2R 1H6

Tel: 519-748-1199  
Fax: 519-748-6100

July 16, 2010

File No. 10-124

Cathy Moore  
Deputy Clerk  
Township of Wellington North  
7490 - Sideroad 7 West, P. O. Box 125  
Kenilworth, ON N0G 2E0

RECEIVED

JUL 23 2010

COUNTY OF WELLINGTON  
Planning & Development Dept.

RE: CONSIDERATIONS REGARDING LAND DIVISION  
ARTHUR DRAIN 2 WATERSHED  
HAMLET OF CONN

Dear Cathy:

This letter is further to a previous letter of advice submitted to yourself June 9, 2010 regarding a proposed land division and development for the Markham Waterloo Mennonite Conference Church and School south of the existing hamlet of Conn.

We have now examined the development and grading plans submitted to us as part of the proposal in June 2010. Sandra Swanton, P.Eng. of this firm has conducted a storm water analysis using the MIDUSS storm water management computer simulation program and the results of that analysis are appended to this letter. As the existing lands are farmland and there is no further development currently proposed or envisioned in the near future to the south of the existing development, a five year design storm return period was utilized in this analysis.

As can be seen in the analysis, the lot grading plan proposed by the proponent would result in a split on the property with resultant flows towards County Road 14 and Branch K of the Municipal Drain No. 2. The existing flow under these circumstances is considered to be 1.94 cubic feet per second. The proposed flow to that drain with storm water management as proposed would be 1.2 cubic feet per second, an actual reduction in the amount of flow running to that drain due to the realignment of drainage areas within the development. This to my mind is the most critical item in that Branch K provides outlet to residences and lands within the hamlet of Conn and is the most susceptible to backwater and flooding should it be overloaded. The subsurface connection to Drain Branch "K" should be a 6" diameter corrugated drain tube or 4" diameter smooth wall.

The other flows from the more easterly portion of the property in the grade plan proposed would flow via a proposed underground extension of 6" diameter corrugated or 4" diameter smooth wall tile drain across the existing farm land to find outlet in the existing Branch H of Drain No. 2. In this particular case, due to the diversion of additional lands to the south and east in Branch H at the expense of lands flowing to Branch K in the westerly portion of the property, the estimated existing flows of 0.42 cubic feet per second would increase to 1.7 cubic feet per second projected with storm water management, and to over 5 cubic feet per second without the storm water management.

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Email: [info@ksmart.on.ca](mailto:info@ksmart.on.ca)

[www.ksmart.on.ca](http://www.ksmart.on.ca)

Based on all of the foregoing, we consider that the storm water management as proposed by the proponent would be sufficient to provide substantial control in flows from the site to the Municipal Drain. Under the scenario proposed, larger flows which could not be carried in the pipe or contained in the storm water management would flow overland across agricultural lands as is the current situation.

The eventual termination of these overland flows would be in surface water road ditches and culverts further to the south and downstream in the Municipal Drain No. 2 watershed and could be carried in existing surface water ditches without damage to property.

The proponent informs me that neighbouring residences to the north have requested that an existing fence row be retained in lieu of a proposed 1' high berm. This should have little impact on flows as the contributing area north of the site is small, and drainage is intercepted by Branch "L" of Municipal Drain 2.

The grading plan as currently circulated proposes trenches along the perimeter of the parking and storm water management areas with proposed dimensions of 42" by 36" filled with ¾" clear drainage stone. This is for both the purposes of drainage and water storage. In discussions with the proponent, it may be possible to reduce the depth of these trenches by the provision of slightly higher berms along the south side of the property and which would result in additional ponding in the parking and water storage areas of the lot to compensate for the reduced capacity of the stone filled trenches. The exact dimensions of the increase in storage depth and increase in berm height will have to be calculated and given to the proponent prior to construction and lot grading taking place.

In summary and based on all of the foregoing, it is our opinion that the grading and water management plans as currently submitted and circulated by the proponent are satisfactory and that \* we have no objections from a drainage perspective, provided the site is graded and constructed as currently proposed.

All of the foregoing is respectfully submitted.

Yours truly,

*J. Swanton*

*per/* Garth Noecker, CST, CET  
Drainage Superintendent  
Township of Wellington North

mw

cc: Ralph Martin  
Sarah Wilhelm, County of Wellington

Existing Conditions:

The property is 7.0 acres (2.83 ha) and the existing land use is agricultural. Based on contour mapping, the majority of the site drains to Branch 'K' of the Arthur Drain 2, while a small portion of the site drains to Branch 'H'. Branch 'K' is connected to Branch 'H' further downstream. Branch 'L' is located at the northern property line but does not receive any water from the subject property.

Proposed Conditions:

The proposed development includes a school, a church with gravel parking lot and a cemetery. The gravel church parking lot will drain to stone trenches to provide underground stormwater storage. Outflow from the stone trenches will be controlled by a 4" orifice. These trenches will be connected to a catchbasin at the rear of the property. The cemetery will be graded to drain to this catchbasin as well. A 6" drain will connect this catchbasin to Branch 'H'. The school yard and access lane will drain to a catchbasin located at the corner of the school yard. A 6" drain will connect this catchbasin to Branch 'K' at County Road 14. A 1 foot high berm will be constructed at the north property line to direct runoff from the adjacent properties away from the subject property. Branch 'L' will pick up this runoff and discharge to Branch 'K' upstream of the subject property. A 1 foot high berm constructed on the south property line will direct water to County Road 14 and Branch 'K', and prevent runoff from the subject property onto the adjacent property.

MIDUSS Model Results:

The computer program MIDSUSS was used to model the runoff from the site during the 5 year design storm. The depth of rainfall during the 5 year storm event is 1.9 inches in three hours.

	Existing	Proposed (with SWM)	Proposed (no SWM)
Peak Flow to Branch 'K'	1.94 cfs	1.20 cfs	1.20 cfs
Peak Flow to Branch 'H'	0.42 cfs	1.70 cfs	5.09 cfs

Under the proposed conditions, the peak flow to Branch 'K' is reduced because a portion of the water is cutoff by the stone trench and diverted to Branch 'H'. Therefore, the peak flow to Branch 'H' is increased over existing conditions, however the proposed stormwater management will provide some control.