

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING AGENDA OF COUNCIL; PUBLIC MEETING  
AUGUST 14, 2017 @ 2:00 P.M.  
CLOSED SESSION @ 1:30 P.M.  
PLUME ROOM, MOUNT FOREST & DISTRICT SPORTS COMPLEX**

**PAGE  
NUMBER**

**CALLING TO ORDER** - Mayor Lennox

**ADOPTION OF THE AGENDA**

**DISCLOSURE OF PECUNIARY INTEREST**

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

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

(d) labour relations or employee negotiations

**1. REPORTS**

a. Pay Equity Report, Market Check and Organization Review with supporting documentation prepared by Ward Uptigrove

**2. REVIEW OF CLOSED SESSION MINUTES**

- July 24, 2017

**RISE AND REPORT FROM CLOSED MEETING SESSION**

**O' CANADA**

**AWARDS / RECOGNITION / DECLARATIONS**

**PRESENTATIONS**

Rich MacVicar, Chair, Mount Forest Homecoming Committee

**ADOPTION OF MINUTES OF COUNCIL**

- Council Meeting of July 24, 2017

001

**BUSINESS ARISING**

**DEPUTATIONS**

**ITEMS FOR CONSIDERATION**

**1. MINUTES**

a. Maitland Valley Conservation Authority, Board of Directors Meeting #6/17, June 21, 2017 010

b. Maitland Valley Conservation Authority, Board of Directors Meeting #7/17, June 26, 2017 016

c. Wellington North Power Inc., Quarterly Update (Quarter 2: Period ending June 30<sup>th</sup>, 2017) 022

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

**2. PLANNING**

a. Planning Report from Jameson Pickard, Planner, dated May 16, 2017, regarding Lorne and Mary Horst, 9446 Highway 6, Zoning By-law Amendment – Kennel 026

b. Lorne Horst, 9446 Highway 6, Zoning By-law Amendment – Kennel, revised drawing 029

**3. FIRE SERVICES**

a. Communiqué #045, July, 2017 031

4. ECONOMIC DEVELOPMENT

- a. Report EDO 2017-19 Community Improvement Plan Program Revisions 037

5. FINANCE

- a. Cheque Distribution Report dated August 4, 2017 106

6. PUBLIC WORKS

- a. Report PW 2017-019 being a report on the 2017 OCWA Annual Report for Arthur Wastewater Treatment Plant (AWWTP) 109
- b. Report PW 2017-020 Sanitary Allocations for 2551405 Ontario Ltd. (166 Queen Street West) and South Saugeen Developments Ltd. (Cork Street) 138

7. ADMINISTRATION

- a. Grand River Conservation Authority, correspondence dated July 24, 2017, regarding Lake Erie Region Source Protection Committee Municipal Member Nomination 143
- b. Ministry of Municipal Affairs, correspondence regarding amendments to the Municipal Elections Act, 1996 – nomination endorsements 150

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

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

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

**NOTICE OF MOTION**

**COMMUNITY GROUP MEETING PROGRAM REPORT**

**BY-LAWS**

By-law Number 041-17 being a by-law to amend Zoning By-law Number 66-01 being the zoning by-law for the Township of Wellington North (WOSR Part Lot 12, Div 3 & 4, subject to ROW RP 61R-8688 Part 2, Geographic Township of Arthur, with a civic address of 9446 Highway 6 – Lorne and Mary Horst) 151

By-law Number 046-17 being a by-law to provide for the operation and licensing of kennels in the Township of Wellington North 155

By-law Number 056-17 being a by-law to authorize the execution of a License Agreement between The Corporation of the County of Wellington and The Corporation of the Township of Wellington North 168

By-law Number 057-17 being a by-law to appoint a Deputy Clerk for The Corporation of the Township of Wellington North 175

By-law Number 058-17 being a by-law to amend By-law 004-17 being a by-law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North 176

By-law Number 059-17 being by-law to amend By-law 062-11 being a by-law to designate a Community Improvement Project Area in the Township of Wellington North 179

**CULTURAL MOMENT**

- a. Saint Mary of the Purification Roman Catholic Church, Mount Forest 180

**CONFIRMATORY BY-LAW NUMBER 060-17** 181

**ADJOURNMENT**

## **MEETINGS, NOTICES, ANNOUNCEMENTS**

August 13 – 16, 2017	AMO Conference	
August 28, 2017	Public Meeting	7:00 p.m.
August 28, 2017	Council Meeting	7:00 p.m.
September 7, 2017	Community Growth Plan Public Open House, Mount Forest	7:00 p.m.
September 14, 2017	Community Growth Plan Public Open House, Arthur	7:00 p.m.

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

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

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

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

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF COUNCIL  
JULY 24, 2017 @ 7:00 P.M.  
CLOSED MEETING SESSION @ 5:00 P.M.**

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

**Members Present:**

**Mayor:** Andy Lennox  
**Councillors:** Sherry Burke  
Lisa Hern  
Dan Yake

**Absent:**

**Councillor:** Steve McCabe

**Staff Present:**

**CAO:** Michael Givens  
**Clerk:** Karren Wallace  
**Executive Assistant:** Cathy Conrad  
**Chief Building Official:** Darren Jones  
**Economic Development Officer:** Dale Small

**CALLING TO ORDER**

Mayor Lennox called the meeting to order

**ADOPTION OF THE AGENDA**

**Resolution 2017-263**

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Agenda for the July 24, 2017 Regular Meeting of Council be accepted and passed.*

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST**

None

**CLOSED MEETING SESSION**

**Resolution 2017-264**

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 5:00 p.m. that is closed to the public under subsections 239 (2) of the Municipal Act, 2001, specifically:*

*(d) labour relations or employee negotiations*

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

**1. REPORTS**

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

- b) CAO verbal report on contract negotiations with Fire Chief
  - c) Report CLK 025-17 being a report on animals at large (8167 Line 12)
2. REVIEW OF CLOSED SESSION MINUTES
- July 10, 2017

**CARRIED**

**Resolution 2017-265**

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 6:59 p.m.*

**CARRIED**

**RISE AND REPORT FROM CLOSED MEETING SESSION**

**Resolution 2017-266**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North direct staff to contract a change management consultant to review the implementation plan, create a staff and public communications plan and conduct change management training for Council and Staff;*

*AND FURTHER THAT Council and key staff be provided with leadership training.*

**CARRIED**

**Resolution 2017-267**

Moved: Councillor Yake

Seconded: Councillor Burke

*THAT Council of the Township of Wellington North approve the Ward & Uptigrove job evaluation tool as attached, effective July 1, 2017 to be utilized as the Wellington North methodology for the current and future job evaluations to achieve internal and statutory pay equity for non-union positions and statutory pay equity for the union positions.*

**CARRIED**

**Resolution 2017-268**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT Council of the Township of Wellington North Approve and implement the new non-union pay administration policy effective July 1, 2017, as presented as Appendix F (attached) in the confidential Compensation and Organizational Review report prepared by Ward Uptigrove dated July 10, 2017.*

**CARRIED**

**Resolution 2017-269**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT Council of the Township of Wellington North approve the new non-union pay band structure moving from 7 steps to 5 steps;*

*AND FURTHER THAT Council direct staff to implement the market check and job evaluations for all existing and recommended non-union positions as set out in Appendix H attached.*

**CARRIED**

**Resolution 2017-270**

Moved: Councillor Burke

Seconded: Councillor Hern

*THAT Council of the Township of Wellington North direct staff to develop and implement a plan to improve engagement, leadership and communications.*

**CARRIED**

**Resolution 2017-271**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT Council of the Township of Wellington North direct staff to review the recommendations in the confidential Compensation and Organizational Review report prepared by Ward Uptigrove dated July 10, 2017 on or before July 2018, to ensure all approved recommendations have been implemented.*

**CARRIED**

**Resolution 2017-272**

Moved: Councillor Burke

Seconded: Councillor Hern

*THAT Council of the Township of Wellington North appoint Cathy Conrad as a Deputy Clerk for the Township of Wellington North;*

*AND FURTHER THAT Cathy Conrad, Deputy Clerk will report to the Clerk;*

*AND FURTHER THAT a by-law appointing Cathy Conrad as Deputy Clerk be brought to a future meeting of Council.*

**CARRIED**

**Resolution 2017-273**

Moved: Councillor

Seconded: Councillor

*THAT Council of the Township of Wellington North direct Senior management to proceed with cross training opportunities in key customer support departments to provide enhanced customer service through a collaborative pooled approach.*

**CARRIED**

**Resolution 2017-274**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT Council of the Township of Wellington North approve and authorize the confidential direction provided to staff in the closed session meeting related to the confidential recommendations contained in the report prepared by Ward & Uptigrove, dated July 10, 2017.*

**CARRIED**

**Resolution 2017-275**

Moved: Councillor Burke  
Seconded: Councillor Hern

*THAT report CLK 2017-025 being a report on Animals at Large (8167 Line 12) be received; AND FURTHER THAT Council of the Corporation of the Township of Wellington North approve and authorize the confidential direction provided to staff in closed session.*

**CARRIED**

**Resolution 2017-276**

Moved: Councillor Burke  
Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of April 24, 2017.*

**CARRIED**

**O' CANADA**

**AWARDS / RECOGNITION/ DECLARATIONS**

None

**PRESENTATIONS**

None

**ADOPTION OF MINUTES OF COUNCIL**

**Resolution 2017-277**

Moved: Councillor Burke  
Seconded: Councillor Hern

*THAT the minutes of the Regular Meeting of Council held on July 10, 2017 be adopted as circulated.*

**CARRIED**

**BUSINESS ARISING**

1. Councillor Hern, Notice of Motion July 10, 2017 Council Meeting regarding review of remuneration paid to the Municipal Poundkeeper

**Resolution 2017-278**

Moved: Councillor Hern  
Seconded: Councillor Burke

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

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

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

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

**CARRIED**

2. Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke, correspondence dated April 12, 2017 regarding removal of tax-exempt portion of remuneration paid to local officials

**Resolution 2017-279**

Moved: Councillor Hern

Seconded: Councillor Burke

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

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

**CARRIED**

**DEPUTATIONS**

None

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

Items 2a, 3a, 5a, 5b, 5d, 5e, 5g

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

**Resolution 2017-280**

Moved: Councillor Hern

Seconded: Councillor Burke

*THAT all items listed under Items for Consideration on the July 24, 2017 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:*

1. MINUTES
  - a. *Drinking Water Source Protection Committee Minutes, February 3, 2017 be received.*
  - b. *Growth Management Steering Committee Meeting #1 Minutes, April 12, 2017 be received.*
  - c. *Wellington North Growth Management Strategy Background Report, July 5, 2017 be received.*
2. BUILDING
  - b. *Report CBO 2017-11 Building Permit Review period ending June 30, 2017 be received.*
3. ECONOMIC DEVELOPMENT
  - b. *Report EDO 2017-18 Community Improvement Program, dated July 24<sup>th</sup>, 2017, with regards to the Community Improvement Program be received;*  
*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant of \$2,500 under the Façade Improvement Grant*



*Program as a result of the improvements made to the building at 171 Smith Street in Arthur, home to Erni's Place restaurant.*

4. FINANCE

- a. *General Fund Summary Report, Budget vs Year-to-Date Actual Ending June 30, 2017 be received.*
- b. *Cheque Distribution Report dated July 18, 2017 be received.*

5. ADMINISTRATION

- c. *Report CLK 2017-022 being a report on Smoke Free Workplace Policy be received; AND FURTHER THAT Council approve the Smoke Free Workplace Policy 03-17.*
- f. *Report CLK 2017-026 being a report on the acquisition of a deviation road be received;*  
*AND FURTHER THAT Council authorizes the Mayor and Clerk execute all documentation required to complete the acquisition.*
- h. *Correspondence from Wesley Haramule, Post Time Pub & Grill, dated June 30, 2017, regarding Buzz's Annual Charity Bike Run in support of Grove's Memorial Hospital be received.*

**CARRIED**

**CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION**

**Resolution 2017-281**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North grant Reeves Construction Limited, for Phase 1 and for Phase 2 of the Albert Street Estates Subdivision (Ruby's Crescent) in the community of Mount Forest, Final Acceptance for Stage 4; AND FURTHER THAT the Corporation of the Township of Wellington North grant Reeves Construction Limited, for the Albert Street Estates Subdivision in the community of Mount Forest, final release of the remaining \$60,000 in securities.*

**CARRIED**

**Resolution 2017-282**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2017-17 being a report on the Live and Work Wellington Licensing Agreements; AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law to enter into the Agreement with the Corporation of the County of Wellington.*

**CARRIED**

**Resolution 2017-283**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2016-019 being a report on Wellington North Power Inc. Loan Application approval; AND FURTHER THAT the Council of the Corporation of the Township of Wellington North, as the primary shareholder, grants approval to Wellington North Power Inc. to borrow up to*

*\$1,700,000 from Infrastructure Ontario to finance the demolition, re-build and energization of Municipal Substation #3.*

**CARRIED**

**Resolution 2017-284**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2016-020 being a report on lease agreement for the OPP Training Centre in Kenilworth;*

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

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

**CARRIED**

Council directed staff to amend Kennel By-law Number 046-17 to remove the requirement for Kennel Staff to obtain a criminal record check, the requirement to licence dogs within a kennel and change the frequency of criminal record check for owner/operators to every three years.

**Resolution 2017-285**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-023 being a report on Kennel By-law 046-17.*

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

**CARRIED**

**Resolution 2017-286**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-024 being a report regarding a petition for drainage works under the Drainage Act on North part Lot 3, Concession 10 (formerly West Luther);*

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

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

**CARRIED**

**Resolution 2017-287**

Moved: Councillor Burke

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-027 being a report on the summer student archivist assigned duties for information.*

**CARRIED**

**NOTICE OF MOTION**

None

**COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Burke announced that the Fireworks Festival was a good event and is considered to be a success.

Councillor Yake informed Council that the Blacksmith Committee has been doing a lot of clean up, trimming of bushes and grass cutting around the building as well as tidying up inside the buildings. An old car was removed and is now for sale to raise some funds for the project.

Councillor Yake announced that our community lost two outstanding citizens last week. Mary Schmidt was one of the biggest advocates for the community that he has ever seen, As president of the Arthur Chamber of Commerce, she came to Council many times and was rarely turned down. Ivan Fair was a firefighter for 50 years with the Arthur Station and was a valuable member of the Department. Councillor Yake requested that a short pause be held to reflect their contributions to our community.

Councillor Hern commented that Gerald and Mary Townsend conducted a milk run in Arthur on July 15.

Mayor Lennox announced that community meetings for the Recreation Master Plan and the Community Growth Plan will be held in the near future.

**BY-LAWS**

**Resolution 2017-288**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT By-law Number 054-17 being a by-law to authorize the purchase of real property be read a First, Second and Third time and enacted. (Part Lot 25, Concession 4, being Part 2 on Plan 61R-21140, formerly Township of Arthur)*

**CARRIED**

**CONFIRMATORY BY-LAW**

**Resolution 2017-289**

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT By-law Number 055-17 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on July 24, 2017 be read a First, Second and Third time and enacted.*

**CARRIED**

**ADJOURNMENT**

**Resolution 2017-290**

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Regular Council meeting of July 24, 2017 be adjourned at 7:50 p.m.*

**CARRIED**

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**CLERK**

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**MAYOR**

*Working for a Healthy Environment!*

## Board of Directors Meeting #6/17

**June 21, 2017**

- DIRECTORS PRESENT:** Jim Campbell, David Turton, Deb Shewfelt, Art Versteeg, Alison Lobb, Roger Watt, Matt Duncan, Paul Gowing, Bob Burtenshaw, David Blaney
- ABSENT WITH REGRETS:** Wilf Gamble
- STAFF PRESENT:** Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Administrative/Financial Services Coordinator  
Geoff King, Stewardship Services Coordinator  
Jayne Thompson, Communications Coordinator  
Stephen Jackson, Flood/Erosion Safety Coordinator
- COMMUNITY ATTENDEES:** Bryan Gilvesy, CEO, ALUS Canada  
Cliff Evanitski, GM, Long Point Region Conservation Authority

### 1. Call to Order

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

### 2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

### 3. Minutes

The minutes from the Board of Directors meeting #5/17 held on May 17, 2017 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motion was made.



**Motion FA #50/17****Moved by: Deb Shewfelt****Seconded by: Alison Lobb**

THAT the minutes from the Board of Directors meeting #5/17 held on May 17, 2017 be approved.

**(carried)****4. Presentations**

- a) Bryan Gilvesy, CEO, Alus Canada

At the March 15, 2017 meeting the Board passed this motion.

THAT a follow up letter be written to ALUS expressing MVCA's concerns; AND THAT Mr. Gilvesy, Chair of ALUS be invited to attend a MVCA Board of Directors meeting to address the concerns.

Following receipt of Chair Jim Campbell's letter sent on March 21, 2017, Mr. Gilvesy accepted the invitation to attend tonight's meeting.

Mr. Gilvesy addressed the Board and outlined the ALUS program background, projects undertaken future goals, and the relationship with its community partners. Following his presentation, Mr. Gilvesy introduced GM Cliff Evanitski, from the Long Point Region Conservation Authority to provide an overview of Long Point's experience working with the ALUS program and then invited questions from the Director's.

After gaining further understanding of the program, this motion was made.

**Motion FA #51/17****Moved by: Deb Shewfelt****Seconded by: David Blaney**

THAT the ALUS program be tabled for further discussion and added to the September meeting agenda.

**(carried)**

- b) 2017 Work Plan Update: **Report #34/17**

Jayne Thompson, Communications Coordinator presented this report to outline the progress made on the activities and projects in each of the service areas 2017 work plan.

The Director's commented that the report was well done.

**5. Business Requiring Direction**

- a) Proposed Revisions to Regulation Policies: **Report #35/17**

This report was presented to outline the proposed changes to MVCAs regulation policies that were removed by the Board in 2016 in compliance with the Divisional Court's ruling. Steve advised that the

Court of Appeal has overturned the Divisional Court's decision and that the policies related to public safety may now to be reinstated.

Flood and Erosion Safety Coordinator Steve Jackson reviewed the proposed revisions with the Board. The Board agreed with the reinstatement of the public safety policies therefore the following motion was made.

**Motion FA #52/17**

**Moved by: Alison Lobb**

**Seconded by: Dave Turton**

**THAT** the Board approves the MVCA'S Regulation Policies recommended for reinstatement subsequent to the Court of appeal ruling.

**(carried)**

**Motion FA #53/17**

**Moved by: David Blaney**

**Seconded by: Art Versteeg**

**THAT THAT** the Board approves the two additional shoreline polices recommended for adoption.

**(carried)**

**b) Conserving Our Future: A Modernized Conservation Authorities Act: Report #36/17**

Phil Beard, General Manager/Secretary-Treasurer provided an overview of the Province's proposed changes to the Conservation Authorities Act and partnership as outlined in Bill 139 and the report "Conserving Our Future: A Modernized Conservation Authorities Act.

Phil asked the Board if they had any comments/questions regarding the proposed changes that they would like to have addressed at the June 26<sup>th</sup> Conservation Ontario meeting. The Director's provided this feedback.

- Communicate that MVCA supports the Minister of Municipal Affairs and Housing as well as the Minister of Natural Resources and Forestry in their endeavours with changes to the act.
- Suggest that more rural support to enhanced funding is needed.
- Express MVCA's gratitude to Conservation Ontario for moving our requests for changes to delegates along.

**c) Proposed Follow up Actions: Board Governance Review: Report #37/17**

Phil Beard presented this report to gain further direction from the Board following the internal governance review and survey that took place in May.

The Director's discussed the two items that were identified for follow up further and made this motion.

**Motion FA #54/17****Moved by: Deb Shewfelt****Seconded by: Dave Turton**

**THAT** staff develop a succession policy for the General Manager/Secretary-Treasurer to be reviewed by the personnel policy committee and then presented to the Board at the October meeting.

**(carried)**

d) In Camera Session: Legal Matter

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

**Motion FA #55/17****Moved by: Paul Gowing****Seconded by: Bob Burtenshaw**

**THAT** the Board of Directors move in camera for a legal matter.

**(carried)**

**Motion FA #56/17** to resume regular session was made in-camera

**(carried)****6. Reports**

a) Chair's Report

There were no reports from Chair Jim Campbell at this time.

b) Director's Committee and Municipal Reports

Director Deb Shewfelt attended the WPSC meeting on June 16, 2017 and toured in the ABCA watershed. While in the Bayfield area, some of the same problems were apparent there as in MVCA. Cottagers see the effects of flooding from farmlands and there aren't consistent practices of stormwater management.

Director Art Versteeg added that it was a good tour and that the County deals with natural heritage issues and erosion along the lakeshore is a concern.

Director Paul Gowing took this opportunity to comment to staff about the conditions of the Morris Tract Conservation Area on Cardiff Road. Conservation Areas staff will follow up with Paul.



## 7. Consent Agenda

- a) 2017 Budget Update **Report #38/17**
- b) Revenue/Expenditure Report for May: **Report #39/17**
- c) Agreement Signed: **Report #40/17**
- d) Correspondence Received for Information:

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

The following motion was made.

### Motion FA #57/17

**Moved by: Alison Lobb**

**Seconded by: Matt Duncan**

**THAT** reports #38/17 through #40/17 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

## 8. Review of Meeting Objectives/Follow-up Actions/Next meeting:

Chair Jim Campbell reviewed the meeting objectives and reminded the Directors that the August meeting will be a tour of the Garvey Glenn Watershed Restoration Project.

Jim advised that he decided to postpone the tour to Wawanosh due to the amount of business to be discussed at tonight's meeting and asked the Board to set a date for touring the Wawanosh Nature Centre Facility. It was decided to hold this tour on July 19, 2017.

The Director's discussed changing the August and September meetings due to conflicts. August 23, 2017 and September 27, 2017 are the postponed dates of these two meetings.

## 9. Adjournment

The meeting adjourned at 9:12 pm with this motion.


### Motion FA #58/17

**Moved by: Paul Gowing**

**Seconded by: Art Versteeg**

**THAT** the meeting be adjourned.

(carried)

  
Jim Campbell  
Chair

  
Danielle Livingston  
Administrative/Financial  
Services Coordinator

General Remarks

- 1) The following items are reported to the Council for their information:
- 2) The following items are reported:
- 3) The following items are reported:
- 4) The following items are reported:

The following items are reported to the Council for their information:

The following items are reported:

Information

General Remarks

Information

The following items are reported to the Council for their information:

(continued)

Information

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Information

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Information

General Remarks

Information

The following items are reported to the Council for their information:

(continued)

Secretary of the Council  
for the Council

Secretary of the Council  
for the Council

**Board of Directors Meeting #7/17**

**June 26, 2017**

**DIRECTORS PRESENT:** Dave Turton, Deb Shewfelt, Art Versteeg, Alison Lobb, Matt Duncan, Paul Gowing, David Blaney

**ABSENT WITH REGRETS:** Jim Campbell, Roger Watt, Bob Burtenshaw, Wilf Gamble

**STAFF PRESENT:** Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Administrative/Financial Services Coordinator  
Geoff King, Stewardship Services Coordinator  
Jayne Thompson, Communications Coordinator  
Stewart Lockie, Conservation Areas Coordinator  
Stephen Jackson, Flood/Erosion Safety Coordinator  
Jeff Winzenried, Water Resources Technician

**1. Call to Order**

Vice-Chair Dave Turton called the meeting to order at 7:30 pm and announced that Chair Jim Campbell is unable to attend the meeting tonight.

**2. Declaration of Pecuniary Interest**

There were no pecuniary interests at this time.

**3. Overview of June 23/24<sup>th</sup> flood event in the Maitland/Nine Mile Watersheds and follow-up actions with municipalities with flood damage centres: Steve Jackson, Flood/Erosion Safety Services Coordinator.**

Stephen Jackson, Flood/Erosion Safety Coordinator debriefed the Director's outlining the chronology of events, the mitigation actions that staff took in response and the impacts of the flooding event that began in the early morning hours on June 23, 2017.



**4 a) Proposed delineation of the flood in Harriston: Steve Jackson, Flood/Erosion Safety Services Coordinator.**

In the Harriston area, this event exceeded the previous record by 40% causing excessive sewage discharge that resulted in a boil water advisory in Minto. A preliminary assessment by MVCA staff indicates this was in excess of the 1:100 year flood event.

Harriston has an approved special policy area where the 1:100 year flood elevation is the minimum flood proofing standard.

Staff are recommending that MVCA retain a consultant to determine the magnitude of the event and a land surveyor to identify the flood elevations throughout the town to determine the areas affected by the June 23<sup>rd</sup> flood event and compare them to the elevations for the existing 1:100 year flood.

The Board agreed with the proposed follow up actions and passed the following motion.

**Motion FA #59/17**

**Moved by: Alison Lobb**

**Seconded by: Matt Duncan**

**THAT** staff be authorized to proceed with the retention of a consultant and surveyor to delineate the flood plain and to determine the magnitude of the flood event.

**(carried)**

**b) Proposed process and policy for handling emergency repairs to crossings/culverts: Steve Jackson, Flood/Erosion Safety Services Coordinator.**

The rainfall event caused extensive damage to roads and culverts along the Lake Huron shoreline and along watercourses across the watershed. Staff anticipates that many roads and culverts will require emergency repairs to these structures in order to re-establish access ensure to their homes and/or farms. Staff are proposing that the Board consider waiving the requirement for permits to repair these structures as we do not have the resources to review them all. Delays in repairing these structures may result in additional erosion and pollution downstream as well as lengthy delays in being able to access or leave their developments. The proposed procedure for dealing with these calls is that staff would request that the work being documented by the applicant and that pictures be taken before and after the work has been completed. Staff would ask them to replace the structure with one that is at least as large as what was there before and if possible larger. The Board agreed that the authority should provide some leniency for emergency repairs and decided that they should review this decision at the July 19<sup>th</sup> Board meeting.

The following motions were made.

**Moved by: Art Versteeg**

**Seconded by:**

**THAT** the emergency repairs to culverts and roads damaged during the June 23, 2017 flood be permitted as outlined Report #41/17.

This motion wasn't seconded and therefore didn't carry.

The following motion was passed.

**Motion FA #60/17**

**Moved by: David Blaney**

**Seconded by: Paul Gowing**

**THAT** the emergency repairs to culverts and roads damaged during the June 23, 2017 flood be permitted as outlined Report #41/17 with an open-ended date, to be reviewed at the July 19<sup>th</sup> Board Meeting.

**(carried)**

**5. Conservation Areas: Stewart Lockie, Conservation Areas Coordinator.**

Following the assessment of MVCA Conservation Areas, Coordinator Stewart Lockie provided an update to the Board of the conservation areas most affected by the flood event.

**a) Wawanosh Campground Evacuation/follow up assessment required.**

Trailers that were at risk were evacuated before dark on June 23, 2017, approximately 30. Damages are expected to be minimal and site clean-up will begin when the area is dry and suitable for entering.

**b) Overview of impact of flood on Gorrie/Pioneer Conservation Areas & actions taken.**

The emergency spillway was eroded away by flood flows. The extent of damage to the picnic shelter will be assessed when water levels have receded. The pedestrian bridge was swept away by floodwaters. The mill building has sustained some damage at the back of the structure but the foundation has minimal damage. Permanent barriers will be put in place as soon as possible and the conservation area has been closed to the public. Staff will contact MNRF to determine what process we need to follow in terms of identifying options with respect to the dam. MNRF regulates the construction, repair and operation of dams in Ontario. Staff will report back to the Board once they have had a chance to meet with MNRF. The cleanup of the debris will take time as we need to assess the damage first. The remaining logs will be removed in order to help direct the flow away from the emergency spillway.

The Bluevale Dam has a lot of tree debris piled up against it but the structure held up well. Staff advised the Board that it is critical to remove debris and repair the boards.

Following discussion, these motions were made.

**Motion FA #61/17**

**Moved by: Alison Lobb**

**Seconded by: Deb Shewfelt**

**THAT** staff be authorized to proceed with removal of any safety hazards at Gorrie Conservation Area; **AND THAT** staff investigate the OMNRF's requirements for dealing with the Gorrie Dam and report back to the Board.

**(carried)**

**Motion FA #62/17****Moved by: Deb Shewfelt****Seconded by: Art Versteeg**

**THAT** staff be authorized to proceed with the clean up of debris and the repair and replacement of the boards in the Bluevale Dam.

**(carried)****Motion FA #63/17****Moved by: Paul Gowing****Seconded by: Matt Duncan**

**THAT** staff be authorized to proceed with the cleanup of debris at the Brussels Dam.

**(carried)**

**6. Stewardship Demonstration Projects: Garvey Glen Rural Stormwater Management project/Scott Municipal Drain Rural Stormwater Management Project: Geoff King, Watershed Stewardship Services Coordinator: Impacts/Follow Up actions**

Geoff King, Stewardship Services Coordinator provided an overview of his assessment of the storms impact on the Garvey Glenn rural storm water management watershed project and the Scott Municipal Drain Rural Stormwater project following the weekend flooding event. There was evidence that the infrastructure put in place through past MVCA initiatives did work well in terms of handling the runoff from this storm event even though the flows exceeded the design of the system.

**7. Communications Follow-up: Jayne Thompson, IT/GIS/Communications Coordinator**

- a) Proposed information that would be covered in follow up communications re: flood event and process for determining next steps with respect to the flood event (Harriston flood delineation, policy for dealing with emergency repairs, assessment of damages/options for conservation areas, posting of Gorrie/Pioneer/Wawanosh Campground until safe to reopen. Magnitude of flood event, and increasing probability for similar and greater flood events due to changing climate.

Communications Coordinator Jayne Thompson outlined the information and messaging that has been issued to municipalities and the public to date in Report #42/17. The Director's discussed follow up communication and made this motion.

**Motion FA #64/17****Moved by: Paul Gowing****Seconded by: Matt Duncan**

**THAT** communications messages outlined in Report #42/17 be distributed to target audiences, **AND THAT** updates be provided to target audiences as required.

**(carried)**

+

**8. Review of Meeting Objectives/Follow-up Actions/Next meeting-tour of Wawanosh Nature Centre Facility: July 19, 2017 at 7:00pm.**

Vice-Chair Dave Turton reviewed meeting these objectives;

- *To provide direction on follow up actions from June 23/24<sup>th</sup> flood event*
- *To provide direction follow up actions for conservation area damages*
- *To provide direction on communications follow up re: flood event and next steps*

A reminder was given to the Directors that the next meeting and tour of the Wawanosh Nature Centre Facility will be held on July 19, 2017 at the Wawanosh Nature Centre at 7:00 pm.

**9. Adjournment**

The meeting adjourned at 9:10 pm with this motion.

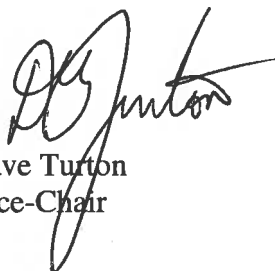
**Motion FA #65/17**

**Moved by: Alison Lobb**

**Seconded by: Paul Gowing**

**THAT** the meeting be adjourned.

carried)



Dave Turton  
Vice-Chair



Danielle Livingston  
Administrative/Financial  
Services Coordinator







## Wellington North Power Inc. Quarterly Update

(Quarter 2: Period ending June 30<sup>th</sup> 2017)

**Objective:** A concise quarterly report for Municipal Councillors to share Wellington North Power's initiatives and performance.

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### 1. Introduction

Welcome to Wellington North Power Inc.'s Quarterly Newsletter. As your local electricity distribution company, we take pride in providing safe, reliable electricity distribution to consumers in the urban areas of Arthur, Holstein and Mount Forest.

Our Mission Statement is:

Wellington North Power Inc. (WNP) shall provide its customers with the most cost effective delivery of electricity safely, reliably and efficiently. This will be done while providing superior customer service and promoting customer education and green initiatives within its service area.

Our strategic objectives are to:

- Manage a safe and reliable distribution system in an efficient and cost effective manner
- Provide outstanding customer service
- Continue to increase shareholder value
- Meet all regulatory obligations

## 2. 2017 Priorities

- Maintain day-to-day activities: System reliability, safety and customer service;
- Promote Health & Safety to protect staff and the general public;
- Complete capital projects adhering to safety regulations with no reported injuries;
- Work with and support stakeholders with encouraging economic growth in our communities;
- Control and manage operating and capital budgets;
- Encourage Energy Conservation and continue to deliver energy-savings advice to customers;
- Comply with the Ministry of Energy and the energy regulator rules and codes;
- Keep abreast of activities and speculation in the energy sector.

## 3. Updates

- Thank you to all Shareholders / Council members who attended WNP's Annual Shareholder meeting in May. As presented at this meeting, WNP Directors and Officers are investigating other revenue streams that will increase shareholder value and safeguard the interests of WNP.
- In June 2017, government passed the "Ontario Fair Hydro Plan Act" which will see the reduction of electricity bills by 25% on average as part of a significant system restructuring that will address long-standing policy challenges and ensure greater fairness. These measures include:
  - An 8% per cent rebate (equivalent to the HST portion) introduced in January 2017 for residential and small businesses;
  - Time of Use rates reduced by 13% (average) from May 1, 2017 and lowered further by 16% (average) from July 1, 2017 for residential and small businesses;
  - Removal of the Ontario Electricity Support Program charge (\$0.0011 per kWh) for all consumers from May 1, 2017;
  - Reduction of Rural and Remote Rate Protection charge from \$0.0021 /kWh to \$0.0003 for all consumers effective from July 1, 2017;
  - Reducing the eligibility criteria for the "Industrial Conservation Initiative" to 500 kVA (from 1 MW) from July 1, 2017. WNP met with all its eligible industrial customers, explaining the concept and providing detailed data analysis of their energy demand. Consequently, WNP has registered two customers for this initiative.
- A telephone survey of 300 WNP customers was performed by a third-party in Q1 2017 to measure satisfaction. Energy regulations require all electricity utilities to perform a survey every 2 years, with specific questions being asked. WNP achieved a satisfaction score of 79% - similar distribution companies who also completed the survey at the same time achieved an average satisfaction score of 77.8%). The survey was conducted at a time when hydro and government energy policies were dominating the media.
- WNP continues to promote and assist customers in applying for the Ontario Energy Support Program (OESP) initiative. The OESP program provides financial assistance to eligible low-income households and seniors in our community.
- WNP is testing a new e-bill notification service. Customers will receive an e-mail advising their electricity bill is available and users will be able to view and download it from a safe and secure website. WNP plans to soft launch this in August 2017 and inform all customers via a bill insert in September 2017.

#### 4. Scorecard (year-to date ending June 30<sup>th</sup> 2017)

Wellington North Power Inc. uses a Scorecard as an indicator to measure and monitor monthly performance in the four core areas of:

- a) Financial control - income, revenue and operating expenses;
- b) Reliability and safety - planned and unplanned power outages and events;
- c) Customer Service - telephone answer rate, scheduling of work; new connection rate;
- d) Conservation - energy savings in our community against a mandated Ministry of Energy set target.

Below is a summary of the key elements of the Scorecard as at (year-to-date):

Indicator	Measure	Variance (YTD/2017 Target)	Notes  (Summary of variance between Year-to-Date versus Year-to-Date Target).
Financial Value	Net Income	-8%	Income for Q2 2017 is 19% below plan (\$24k) due to expenses as noted below.
	Revenue	0%	Revenue for Q2 2017 is as per plan.
	Expenses	-2%	Total operating expenses for Q2 2017 are currently 2% above plan (\$24k) due to: a) Fees for external party conducting a "Cyber-security" audit; b) Engineering delays affecting Operations commencing with capital construction work; and c) Higher amortization costs than forecasted
Reliability	Power Outages due to WNP	-26%	No major outages reported in latest quarter. 26% below WNP's 5-year average as set by the OEB. [Note: this excludes upstream outages – i.e. outages caused by others that can affect WNP's distribution system.]
Service Quality	Customer Services indices <small>(calls answered, appointments scheduled and completed)</small>	+15%	Services indices targets are set by the energy regulator. WNP is performing ahead for each service indices measure in 2017.
Energy Conservation	kWh Energy Savings		A contract was signed in January 2016 for GreenSaver to deliver and manage energy conservation for 2016 and onwards on behalf of WNP. Customers have commented on the excellent service and support offered by GreenSaver. 2015 WNP achieved 72% of "annual" energy conservation target (above the 50% min. level required) 2016 WNP achieved 53% of "annual" energy conservation target (above the 50% min. level required) Q1 & Q2 2017 results have not been published by the governing body.

<b>Legend</b>	Green	On plan / ahead of target
	Amber	Slightly behind plan – to monitor closely
	Red	Behind plan – remedial action required

Note: The "Financial Value" amounts shown are unaudited numbers. Audited 2017 values will be available at in April 2018

## 5. Major Projects for 2017

Project	Scope
Pole line rebuild in Holstein	Our largest infrastructure project this year will be a pole line rebuild along Grey County Road 109 in Holstein. Work on this project started in June.
System Access Projects	WNP is working on a numbers of smaller projects which will facilitate the connection of new customers. The pole line extension on Sligo Road in Mount Forest is a good example.
Metering (MIST)	WNP is required to complete the regulatory requirement to upgrade GS>50kW customers to MIST (Metering Inside Settlement Timeframe) meters. This involves the replacement of approximately 36 interval type meters that will be monitored over a cellular network.
Metering	Our Smart meters are reaching their “seal dates” or theoretical end of life. WNP is developing a plan which will involve a combination of recertification and replacement of meters.

## 6. Outlook

- a) A “Risk Register” has been drafted and reviewed by WNP Directors. This register monitors known and new risks that affect WNP and was implemented in April 2017.
- b) MS3 substation in Mount Forest is due for replacement in 2018 due to its age and condition. In June 2017, WNP Directors and Officers passed a resolution to proceed with this project. WNP are planning to demolish the old substation, build and energize the new substation in 2018. A financing loan application for the project is currently being prepared.
- c) WNP continues to actively encourage growth and development in our community. This includes meeting with developers to understand electricity servicing requirements as well as participating on the Community Growth Plan Steering Committee.

## 7. Did you know...

Under the government’s “Ontario Fair Hydro Plan Act” electricity bills have been reduced. For a Wellington North Power customer the effect is:

	Before January 1, 2017	July 1, 2017	Change per Month
Residential Customer <i>(average monthly usage of 750kWh)</i>	\$161.26 <i>(inc. HST)</i>	\$122.37 <i>(inc. HST)</i>	<b>\$(38.90) or -24%</b>
Small Business Customer <i>(average monthly usage of 2,000kWh)</i>	\$421.89 <i>(inc. HST)</i>	\$318.42 <i>(inc. HST)</i>	<b>\$(103.46) or -25%</b>

Thank you for taking the time to read the information. Should you have any questions or feedback or require further information, please contact Jim Klujber (COO) [jklujber@wellingtonnorthpower.com](mailto:jklujber@wellingtonnorthpower.com) or Richard Bucknall (CAO) at [rbucknall@wellingtonnorthpower.com](mailto:rbucknall@wellingtonnorthpower.com) or telephone 519-323-1710.

*Wellington North Power Inc.*



**PLANNING REPORT  
for the TOWNSHIP OF WELLINGTON NORTH**

Prepared by the County of Wellington Planning and Development Department

**DATE:** May 16, 2017  
**TO:** Mike Givens, C.A.O.  
 Township of Wellington North  
**FROM:** Jameson Pickard, Planner  
 County of Wellington  
**SUBJECT:** **Lorne & Mary Horst**  
**9446 Highway 6**  
**Zoning By-law Amendment- Kennel**

**Planning Opinion** This zone amendment will rezone the property to permit a Kennel to operate on a site specific basis on the subject lands. This amendment is required in order to comply with the Kennel Licencing process outlined in Townships Dog Licencing By-law.

The applicant has identified two potential locations for the proposed kennel operation as shown on Figure 1 of this report. We are generally supportive of the kennel operation at proposed location "A", as this location provides a suitable distance away from neighbouring dwellings to the North and South and benefits from existing buffering on the property (existing buildings and trees). The proposed kennel operation will be a enclosed building and will house a maximum of 10 dogs.

**INTRODUCTION**

The property subject to the proposed amendment is described as WOSR Pt Lot 12, DIV 3 & 4, subject to ROW RP 61R-8688 Part 2, in the Geographic Township of Arthur, with a civic address of 9446 Highway 6 and is approximately 10.34 ha (25.56 ac).

**PROPOSAL**

The purpose of the application is to rezone the subject lands to permit the construction and operation of a dog kennel. The property is occupied by a dwelling, drive shed and Barn. The kennel will consist of a 32 ft. x 64 ft. (9.7 m x 19.5 m) Kennel building designed to house 10 dogs.

**PROVINCIAL POLICY STATEMENT (PPS)**

The subject property is considered to be within a PRIME AGRICULTURAL area. Section 2.3.3.1 states "In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses."

"Proposed agriculture-related and on-farm diversified uses shall be compatible with, and shall not hinder surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objective."

**WELLINGTON COUNTY OFFICIAL PLAN**

The subject lands are designated PRIME AGRICULTURE and CORE GREENLANDS according to schedule "A6" of the County Official Plan. Kennels are considered a permitted use within the Prime Agricultural as per Section 6.4.3 of the Plan.

## **ZONING BY-LAW**

The subject lands are zoned Agricultural (A) and Natural Environment (NE). Section 6.5 of the by-law states:

“a kennel is a restricted use in all zones within the Township of Wellington North. Kennels are prohibited uses unless specifically permitted by an amendment to this By-law. Where specifically permitted by an amendment to this By-law, no land, building or structure shall be used for a kennel, unless the land, building and structure is in compliance with the approved By-Law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North.”

It is our understanding that the applicant is in the process of obtaining the appropriate licensing from the Township for the new kennel operation. This zone amendment is required in order to comply with licensing requirements set out in section 7.15 of the Dog Licensing By-law No. 004-17 and to be permitted on a site specific basis in the Agricultural zone.

## **KENNEL LICENSING**

The Township has passed Dog Licensing By-law 004-17, being a By-law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North. This by-law sets out a number of requirements and standards which the applicant must meet in order to successfully carry on the kennel operation over the licensing term.

The definition of a kennel in the Dog Licensing By-law indicates that in order for a kennel to be established the property must house more than 3 dogs, be located within an Agricultural zone and have a minimum acreage of 25 ac. The applicant is proposing a max 10 dogs in the kennel, the subject property is zoned Agricultural (A) and has an acreage of 25.56 ac. It appears the minimum eligibility requirements set out in the Dog Licensing by-law appear to be met.

The Dog Licencing By-law provides no specific setbacks for a kennel operation to maintain however, section 7.11 of the by-law does require the owners of a kennel to undertake measures to ensure residences on adjacent properties are not impacted.

## **PLANNING CONSIDERATIONS**

### **Compatibility**

The subject property is located centrally in the Township and is surrounded by agricultural lands and rural residential uses to the North and East and lands associated with the Riverstown waste facility to the immediate West and South, and the hamlet of Riverstown further south. The property is currently accessed via Highway 6.

The applicant is proposing to construct an approximate 32 ft. x 64 ft. (2,048 ft<sup>2</sup>) kennel building designed to house 10 dogs. Figure 1. below shows two locations for the kennel (Proposal 'A' & Proposal 'B') as proposed by the applicant and their respective setbacks from neighboring dwellings.

Proposal 'A' is preferable to staff as it allows for the maximum distance (approx. 143 m) between the dwelling to the North while still maintaining a significant distance (approx. 198 m) from the dwelling to the south. Further with the kennel at this location, the dwelling to the north receives additional buffering from existing buildings and trees on the site.



**Figure 1.**

The proximity of the of the proposed kennel at location 'A' to the southern lot line is approximately 6 m. The lands immediately to the south are vacant and zoned for a sanitary waste landfill and do not permit any sensitive land uses (i.e. Dwellings) to be constructed. In addition, there is a significant tree line separating the subject lands from the properties to the south providing visual and noise attenuation. We do not anticipate any negative impacts to result on adjacent properties at location 'A'

Respectfully submitted  
 County of Wellington Planning and Development Department

*Jameson Pickard*

---

Jameson Pickard, B.URPL  
 Planner

jameson p @ wellington . ca

029

Hi : Jameson

Here is the revised drawing with proposed kennel location. I have also added lot line measurements to replace previous proposals A+B. on pg. 7 or 13. g.

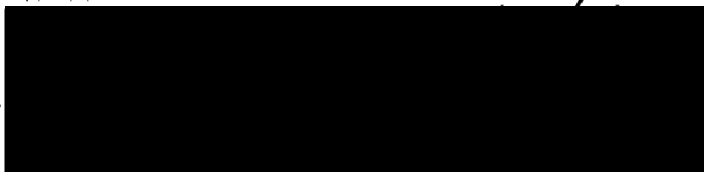
13(g)	6m	from kennel	to south lot line
	150m	from kennel	to north lot line
	150m	from kennel	to west lot line
	360m	from kennel	to east lot line

This new building site is able to be adjusted to meet minimum distance requirements. Measurements are approximate and can be tweaked.

Thanks

Lorne Horst

ps. Any questions please call me at



LH

Please note that the kennel will open only toward south toward bush/windbreak. Thus no excessive barking should be heard from the neighbouring homes, because of isolation.







# Communiqué



From the desk of:

July, 2017 # 045

## **Fire Chief.**

1. Operating and Capital Budget. We are all managing the 2017 budget very well. One of our major Capital expenditures will not happen in 2017. That is the new Pumper for Mount Forest. That funding will be held in reserve for use in 2018. **Thanks for all you help!!**
2. Canada 150, Mount Forest Home Coming and the Fire Works Festival were a huge success. The WNFS was front and center and very visible in the Community's. Well Done!
3. **REMINDER**, please use your IAM responding!! Your fellow firefighters are counting on you! We need to know who is responding. Hey folks. **TRUCK IS THE COMMAND POST.** The Captain is the Incident Commander. **The non-users of lam Responding are being identified. Please USE this valuable tool!**
4. **Porta-Tank Lifts:** The Porta-Tank lifts will be installed shortly. We will start with Mount Forest T127.
5. Fire Prevention has been extremely busy. We have been involved in joint operations with the O.P.P. dealing with Grow-Ops and Immediate Threat to Life issues. Very time consuming!!!
6. The joint training sessions are going very well and there is been a lot of positive feedback. I truly appreciate every ones efforts! The Training Committee will be meeting in September to review the summer sessions. Any comments, ideas or areas for improvement would be appreciated.

***“Life is 10% of what happens to you and 90% how you react to it.”***

**Charles R. Swindoll**



# Communiqué



## FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to July for the years 2016 and 2017				
	2016		2017	
	<i>Fatal fires</i>	<i>Fatalities</i>	<i>Fatal fires</i>	<i>Fatalities</i>
Ontario fatal fires (except Federal and First Nations properties) from January 1 to July 31.	37	43	42	48
Fatal fires on Federal or First Nations properties from January 1 to July 31	1	9	2	2
Total	38	52	44	50

Respectfully;

Fire Chief



# Communiqué



## July Fire Report 2017

### **ARTHUR STATION:**

The Arthur Station responded to 13 calls for assistance during the month.

### **Practice/ Meetings:**

July 04, 2017 (12) members were present  
July 11, 2017 (14) members were present  
July 25, 2017 (10) members were present

### **MOUNT FOREST STATION:**

The Mount Forest Station responded to 24 calls for assistance during the month.

### **Practice/ Meetings:**

July 04, 2017 (13) members were present  
July 11, 2017 (14) members were present  
July 25, 2017 (12) members were present

Respectfully submitted by  
Bill Hieber



# Communiqué



CALL TYPE	ARTHUR STATION	AREA	MOUNT FOREST STATION	AREA
Medical	3	Township(3)	9	Town (4)
				Southgate (2)
				Township(3)
Fuel Leak	1	Township (1)	1	Town (1)
Dumpster Fire	1	Town (1)		
Motor Vehicle Collision	4	Township (3)	6	Southgate (1)
		Town (1)		Township (3)
				Town (1)
Fire Alarm	4	Township (2)	3	Town (3)
		Town (2)		
C/O Smoke Alarm	0		4	Town (3)
				West Grey (1)
Stand-By	0		1	Kenilworth (1)



# Communiqué



## Fire Prevention/Public Education

### FIRE SAFETY PRESENTATIONS

#### FIRE SAFETY INSPECTIONS

119 Wellington St. W. Mount Forest  
121 Wellington St. W. Mount Forest  
150 Edward St. Arthur

#### FIRE INVESTIGATIONS

#### FIRE SAFETY COMPLAINT INSPECTIONS

8852 Wellington Road 16 Damascus

#### FIRE SAFETY PLAN REVIEWS

#### VULNERABLE OCCUPANCY FIRE DRILLS

#### BURN PERMIT SITE INSPECTIONS

8323 12<sup>th</sup> Line  
8323 Line 2  
7444 Concession 5  
8186 Line 8  
8376 Line 8

#### BURN COMPLAINTS

8378 Line 6  
383 Parkside, Mount Forest



**“TEST YOURS *TODAY*”**



# Communiqué



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



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

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

Next communiqué will be August 9th, 2017



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

[www.wellington-north.com](http://www.wellington-north.com) 1.866.848.3620 FAX 519.848.3228

519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF August 14th, 2017**

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

**SUBJECT: REPORT EDO 2017-19 COMMUNITY IMPROVEMENT PLAN  
PROGRAM REVISIONS**

### **RECOMMENDATION**

**THAT** the Economic Development Officer report EDO 2017-19 dated August 14th, 2017 with regards to the revisions being made to the Township of Wellington North Community Improvement Plan (CIP) be received;

**AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North approve the revisions to the Community Improvement Project Areas (CIPA) boundaries as well as the addition of three new incentive programs to the CIP as contained in the report "Community Improvement Plan Update 2017 Draft Final – August 2017"

**AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North authorize the Mayor and Clerk to sign a by-law to amend by-law number 62 -11 to reflect the new Community Improvement Project Area Boundaries.

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

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

The ones most relevant to this update were:

- May 7<sup>th</sup>, 2012 which established C.I.P.A. boundaries and financial incentive programs for the communities of Arthur and Mount Forest
- Sept 8<sup>th</sup>, 2014 which extended the C.I.P.A. boundaries and financial incentive programs to include the hamlet of Kenilworth



## BACKGROUND

Through our Community Improvement Plan the Township of Wellington North has taken a strong interest in the revitalization of our commercial cores, main streets, hamlets and rural areas. Our Community Improvement Plan (CIP) has established a framework for the Township to support the implementation of programs to encourage the maintenance and rehabilitation of commercial buildings, their facades as well as associated signage and green spaces within our community.

For those who have read Doug Griffiths “13 Ways to Kill your Community” and/or attended his presentation earlier this year you will remember that #6 was ***“if the failure of your community is your ultimate goal, continue to make business and community aesthetics a low priority and you will no doubt be very successful in driving business and newcomers away from your community”***.

Through our CIP framework Wellington North has made ***business and community aesthetics a high priority*** and we are able to provide incentives for individuals, businesses, Community Groups, etc., to enhance their building presentation to the public, and/or to support Public Art, in effort to help beautify and stimulate pride in our downtowns and core area. As a result, rather than “killing” our community, we hope this program, along with others, will help us to ***be very successful in driving business and newcomers into our community***.

At the November 16th 2016 Economic Development Committee meeting the committee approved a recommendation by staff to undertake a complete review of the Wellington North Community Improvement Plan. This recommendation was also one of the 17 recommendations coming out of the March 2016 Municipal Development Forum and with the plan now in its fifth year, it was felt timely to complete this review to ensure relevance, quality and future success.

Late 2016 Wellington North contracted Stempski Kelly and Associates (SKA) to complete this review which commenced in 2017. SKA are very familiar with Wellington County and Wellington North and were involved in the completion of our first CIP in 2012 as well as the amendment in 2014.

The objectives of the review, as contained in the letter of engagement with SKA, were as follows:

1. Research and provide recommendations to expand the CIPA boundaries to include all commercial and industrial areas within the Township of Wellington North
2. Review existing financial incentive programs and provide recommendations to revise these programs and/or add additional incentive programs
3. Analyze the recent Wellington County CIP amendments and provide recommendations on how the Township of Wellington North can best leverage County involvement in the CIP process
4. Research and report on current programs in other municipalities having a focus on incentives targeting absentee landlords/landowners
5. Review, simplify and revise the grant application form to permit future in-house editing/reformat

To assist in the completion of the CIP a community engagement session was held on March 28<sup>th</sup>, 2017 at Wellington North Showcase and since that time we have worked closely with SKA to complete the final recommendations and enhancements to our CIP.

A high-level overview of the recommendations as it relates to all five of the above objectives is as follows and a copy of the complete report is attached to this update:

<b>OVERVIEW OF RECOMMENDATIONS</b>
------------------------------------

1. **Extension of the CIPA boundaries:**           The CIPA boundaries have been refined to best reflect Township objectives and will now include a more inclusive catchment area of commercial, institutional and industrial buildings in our urban, hamlet and rural areas.
  - **The Urban Centre CIPA** boundary has been established to cover the entire urban boundary of Arthur and Mount Forest
  - **The Hamlet CIPA** boundary has been established to cover the entire Hamlet boundary of Kenilworth, Damascus, Conn and Riverstown
  - **The Rural CIPA** boundary has been established to covers all other lands within the Township of Wellington North not included in the Urban or Hamlet areas.
  
2. **Financial Incentive Programs:**           It is recommended that the following four incentive programs continue to be offered as part of the Wellington North Community Improvement Plan:
  - Façade Improvement Loan and Grant Program
  - Application Fees and Development Charges Grant Program
  - Tax Increment Equivalent for Rehabilitation & Redevelopment (TIERR) Grant Program
  - Public Art Grant Program

It is recommended that the following three new incentive programs be added to the Wellington North Community Improvement Plan.

  - **Building Improvement Grant:**           The intent of the Building Improvement Grant is to assist with improvements to existing buildings. These improvement projects can include structural repairs to walls, ceilings, floors, and foundations, repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems, interior restoration and design, etc.. as approved by the Township.
  - **Accessibility Grant:**                   The intent of the Accessibility Grant is to assist with the removal of barriers and increase accessibility for people with disabilities and to support improvements in order to meet Ontario's accessibility laws and standards. These accessibility projects can include the installation of ramps, elevators, lifts, automatic door openers or any other improvements that improve accessibility and remove barriers, as approved by the Township.
  - **Building Conversion/Expansion Grant:**   The intent of the Building Conversion/Expansion Grant is to assist in the conversion of existing unused or underused space into new or existing eligible uses and support an increase in non-residential assessments. Projects supported under this grant could include conversion of unused or underused building space and/or expansion of existing eligible uses to increase the gross floor area, as approved by the Township.
  
3. **Wellington County C.I.P.:**           The County currently has plans to undertake a complete review of the Community Improvement Program to determine how they can best support the Municipalities who have CIP plans in place. This review will commence later this year. At the present time, should the opportunity arise, we are able to approach and potentially receive support from the County with any applications that are received under the TIERR Grant Program.

4. **Programs targeting absentee landowners/building owners:** During our review some changes have been made to the Vacant Unit Rebate Program and these changes were approved by Wellington North and Wellington County council over the past few months. Effective with the 2018 tax year Municipalities will have greater flexibility to deal with absentee/vacant building owners and we hope these changes will bring positive results to our Downtowns.
5. A revised **Financial Incentive Program Application** form has also been designed and once implemented will go a long way to simplify the application process. The new two page application can be used to apply for funding from any one of the seven financial incentive programs and should make the application process much more streamlined and much easier for completion.

We are also currently working with our website provider in order to have the capability for the applicants to complete and submit the application form on-line.

### FINANCIAL CONSIDERATIONS

\$7,500 in funding from the 2016 BR+E implementation fund was utilized to contract Stempski Kelly and Associates to complete this review and to provide the report recommendations

This ten year program has proven quite popular and to date forty-one applicants have submitted applications for funding to the Community Improvement Program.

A year by year overview of the applications and funding approved, etc. is as follows:

<b>YEAR</b>	<b>Number of Applicants</b>	<b>Municipal Contribution</b>	<b>Applicant Contribution</b>	<b>Total \$\$ Value of Improvements</b>
2012	4	\$7,500	\$39,722	<b>\$47,222</b>
2013	4	\$10,778	\$18,910	<b>\$29,688</b>
2014	9	\$25,247	\$62,098	<b>\$87,345</b>
2015	7	\$26,050	\$57,960	<b>\$84,010</b>
2016	9	\$18,358	\$61,538	<b>\$79,896</b>
	<b>33</b>	<b>\$87,933 (27%)</b>	<b>\$240,228 (73%)</b>	<b>\$328,161</b>
<b>2017 YTD</b>	<b>8</b>	<b>\$21,651</b>	<b>\$35,437</b>	<b>\$57,088</b>
	<b>41</b>	<b>\$109,584 (28%)</b>	<b>\$275,665 (72%)</b>	<b>\$385,249</b>

On an annual basis, as part of the Municipal budget process, council approve the level of funding they wish to allocate to the Community Improvement Program for the upcoming year. In the first two years \$10,000 in funding was approved however on average, over the six years of the program, approximately \$20,000/year has been required to cover all applications.

With the addition of these new programs it is expected that the 2018 budget request could be in the vicinity of \$25,000

**STRATEGIC PLAN**

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

**Yes**                       No                                       N/A

Which pillars does this report support?

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

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

*Dale Small*

*Michael Givens*

<b>DALE SMALL</b> ECONOMIC DEVELOPMENT OFFICER	<b>MICHAEL GIVENS</b> CHIEF ADMINISTRATIVE OFFICER
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# Community Improvement Plan Update 2017

## Township of Wellington North



Draft Final - August 2017

### ska

Stempski Kelly Associates Inc.  
.....

Design Landscape Architecture Planning

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**Participants in the  
Township of Wellington North  
Community Improvement Plan Update  
2017**

▪

**Township of Wellington North Economic Development**  
Dale Small (Economic Development Officer)

▪

**Wellington North Community Members**  
March 27, 2017 Open House (20 community members)

▪

**Stempski Kelly Associates Inc.**  
Sean Kelly, Stasia Stempski, Megan Thomas & Nicola Moffat



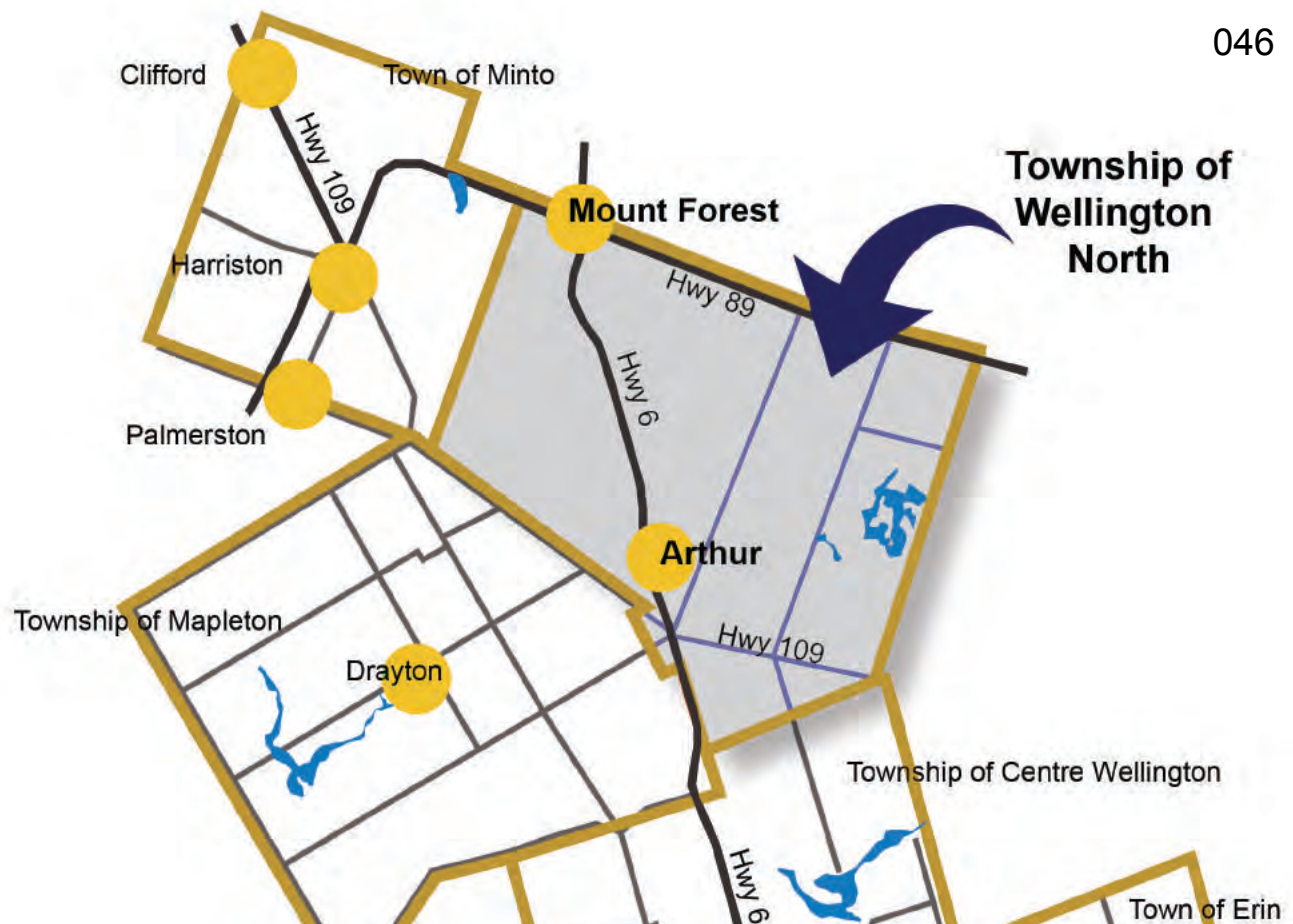
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# 1.0 Introduction

*The Community Improvement Plan provides a framework to encourage the rehabilitation of commercial buildings and their facades, improvement of commercial signage, and redevelopment of vacant and under utilized properties and buildings. This update builds on the initial Wellington North CIP (2011), an amendment adding a CIPA for Kenilworth (2014), and now broadens to include urban centres, hamlets and rural areas located within the Township.*



# Introduction

## 1.1 Background

Through its Community Improvement Plan the Township of Wellington North has taken a strong interest in the revitalization of their commercial cores, main streets, hamlets and rural areas.

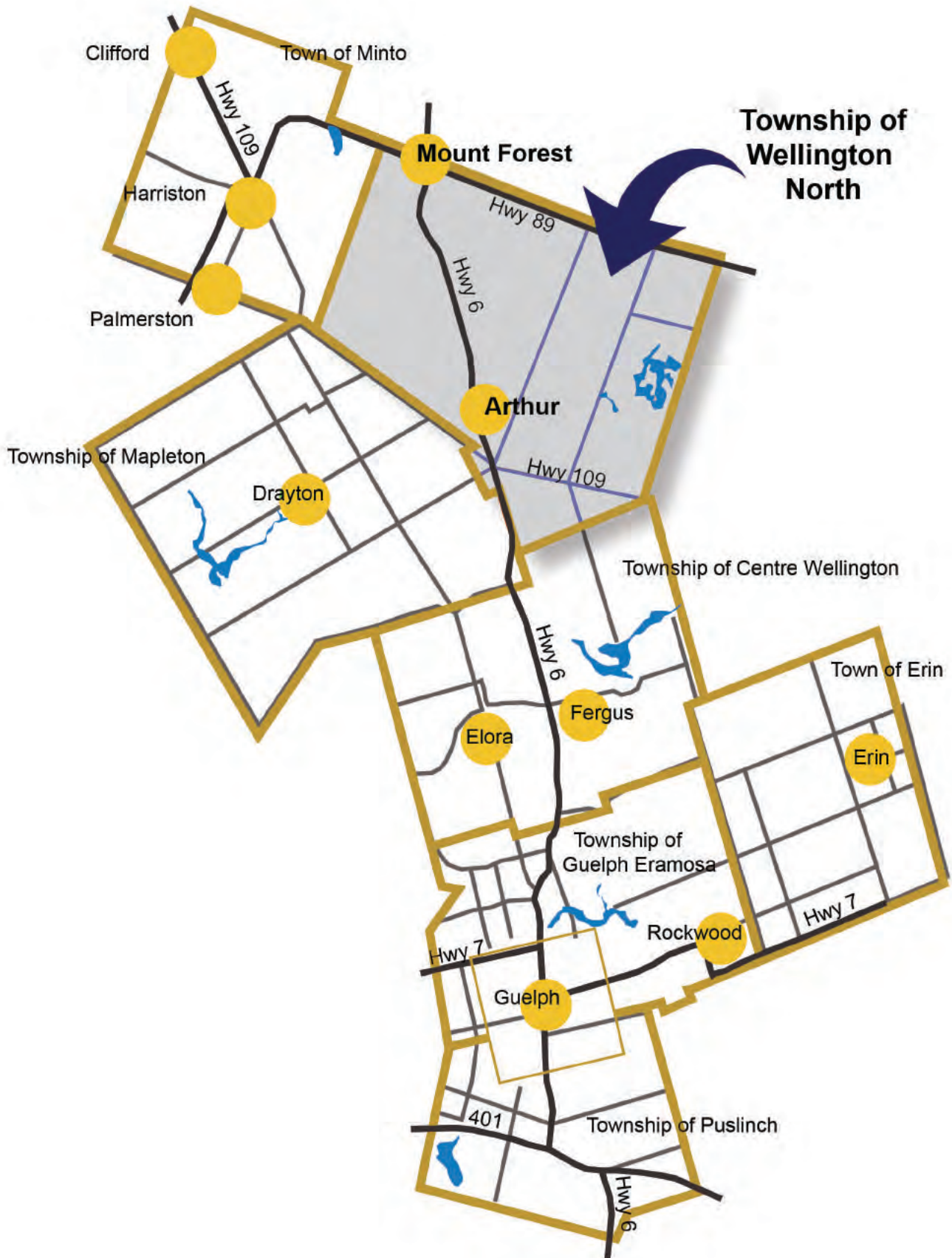
In 2011, the Economic Development Officer (EDO) led the Township in the initial preparation of a Community Improvement Plan, amended it in 2014 to add a CIPA for Kenilworth. In general the CIP has been very popular. The Community Improvement Plan (CIP) has established a framework for the Township support and implementation of programs to encourage the maintenance and rehabilitation of commercial buildings, their facades as well as associated signage and green spaces for the communities of Mount Forest, Arthur and Kenilworth.

Through this framework the Township has been able to provide incentives for individuals, businesses, Community Groups and organizations, etc., to enhance their building presentation to the public, and/or to support Public Art, in effort to help beautify and stimulate pride in these communities' downtowns and core areas.

At the November 16th 2016 Economic Development Committee meeting the committee approved a recommendation by staff to undertake a complete review of the Wellington North Community Improvement Plan. This recommendation was also one of the 17 recommendations coming out of the Municipal Development Forum and with the plan now in its fifth year, it was felt timely to complete this review to ensure relevance, quality and future success. The review of the CIP, captured in this document, includes:

- Researching and providing recommendations to expand the Community Improvement Program boundaries to include all commercial and industrial areas within the Township of Wellington North
- Reviewing existing funding programs and providing recommendations to revise these programs and/or add additional funding programs to the Community Improvement Plan
- Analyzing the recent Wellington County CIP amendment and recommendations on whether and, if so, how the Township of Wellington North may best leverage County involvement in the CIP process
- Researching and reporting on current programs in other municipalities having a focus on incentives targeting absentee landlords/landowners to rent their vacant buildings and/or develop their vacant land and or/a refurbish buildings in disrepair
- Reviewing, simplifying and revising grant application forms to permit future in-house editing/reformat by the Township

Figure 1.1 Municipalities in Wellington County





Economic Development Committee approval was also received to contract Stempski Kelly and Associates Inc., who had prepared the initial CIP approved in 2012.

Currently, the Township's CIP program, along with the support of the local citizens, advocates a return to community self-reliance, "local empowerment, and the rebuilding of traditional commercial districts, identifiable hamlets and countryside rural areas based on their unique assets; distinctive architecture and rural character, pedestrian-friendly environments, and a sense of community."

The Township of Wellington North's Economic Development Officer currently manages the project: he advises and assists Council and the citizens of Wellington North on matters related to economic development planning for the long term prosperity of the community is a key activity. This includes the following six focus area;

1. Downtown Revitalization
2. Business Retention and Expansion
3. Tourism, Marketing and Promotion
4. Workforce Development Recruitment and Attraction
5. Land Development
6. Rural Revitalization

In addition, downtown revitalization is informed by the internationally proven "Main Street" approach, four points which work together to build a community revitalization effort include;

1. **Organization** involves getting everyone working toward the same goal of assembling the appropriate human and financial resources to implement a revitalization program. A governing board and standing committees make up the fundamental organizational structure of the volunteer-driven program. Volunteers are coordinated and supported by a program director or EDO. This structure not only divides the workload and clearly delineates responsibilities, but also builds consensus and cooperation among the various stakeholders.
2. **Promotion** sells a positive image of the community and encourages consumers and investors to live, work, shop, play, and invest in the valued areas of a community. By marketing these areas' unique characteristics to residents, investors, business owners, and visitors, an effective promotional strategy focuses on positive image through advertising, retail promotional activity,



special events, and marketing campaigns carried out by local volunteers. These activities improve consumer and investor confidence in the district and encourage commercial activity and investment in the area.

3. **Design** means getting a community into top physical shape. Capitalizing on its best assets – such as memorable open spaces, historic buildings and pedestrian-oriented streets-is just part of the story. An inviting atmosphere, created through attractive window displays, parking areas, building improvements, street furniture, signs, sidewalks, street lights, and landscaping, conveys a positive visual message about the community and what it has to offer. Design activities also include instilling good maintenance practices in the community, enhancing the physical appearance of the community by showcasing beautiful vistas, rehabilitating historic buildings and increasing accessibility, encouraging appropriate new construction, developing sensitive design management systems, and long-term planning.
4. **Economic Restructuring** strengthens a community's existing economic assets while expanding and diversifying its economic base. The community improvement program helps sharpen the competitiveness of existing business owners, recruits compatible new businesses and new economic uses, helping to build a commercial district inclusive of farm-based enterprise, that responds to today's consumer needs. Converting unused or underused commercial space into economically productive property also helps boost the profitability of the district.

Over the last few years, the Township's EDO has been busy preparing and reviewing business-related research analyses and other programs, while past CIP activities have taken this research on the local market to develop a vision and a clear plan to achieve it. This plan in part supports a previous efforts towards a strategic direction but now has been expanded to significant communities within the Township of Wellington North including its business areas, hamlets and rural areas.

The Council of the Township of Wellington North assists the Economic Development Officer through:

- **Leadership** – providing consultation, review, approvals; championing additional revitalization tools and projects; and, promoting the community improvement programs.
- **Incentives** – encouraging investment into privately owned lands and buildings.



Successes have been monitored since the CIP's inception and since 2012, forty applicants have submitted application to the Community Improvement Plan. The total dollar value of the overall improvements made to the Main Streets is conservatively estimated to exceed \$375,000. Of this amount:

- \$84,584 (22%) has been covered by grants from the CIP
- \$22,500 (6%) has been advanced in interest free loans repayable over 5 years
- \$269,000 (72%) has been the applicants contributions

In 2016, similar to past years, \$10,000 in grant funding as well as \$10,000 in loan funding was approved at the start of the year in the Economic Development budget to cover applications under the CIP and in 2017 this budget was increased to \$15,000.

This speaks positively to the success and popularity of the program and as a result, as part of the 2018 municipal budget process, the Township will be looking for council's approval to increase the level of funding to the Community Improvement Plan.

## 1.2 Purpose of Community Improvement Plan

The **Community Improvement Plan (CIP)** will continue the framework for the Township's support and implementation of programs to encourage the maintenance and rehabilitation of commercial buildings and spaces, their façades as well as associated signage in the Community Improvement Project Areas of the Township of Wellington North. The CIP enhances the role of the Wellington North community as a commercial, administrative and cultural centre. The CIP continues to provide a framework to encourage and support the redevelopment of vacant, underutilized and/or inaccessible properties and buildings. Consistent with the initial CIP for the Township, the Community Improvement Plan process described below takes into account legislative requirements prescribed under sections 17 and 28 of the Planning Act.

Specifically, the purpose of the CIP is to:

- a) Define an appropriate community improvement project area;
- b) Develop financial incentives to promote private sector investment and redevelopment;
- c) Plan physical improvements within the project area that are designed to lead and stimulate private sector investment and redevelopment.

In addition, the CIP update continues to build on the synthesis of several other reports and initiatives, many captured in the original CIP, including:

- Renew Northern Wellington Arts & Business Association
- Wellington North's Strategic Plan (2015-2018)
- Wellington County's Official Plan (2016)
- Kenilworth Community Improvement Plan Amendment (2014)
- Wellington County and Wellington North Business Retention and Expansion (2013-2014)
- Waterloo Wellington Dufferin Local Labour Market Plan (2011)
- Wellington County Economic Development Strategic Plan (2011 TBD)
- Wellington County Manufacturing Characteristics & Trends Report (2011)
- Wellington North Community Improvement Plan (2011)
- Wellington North Business Retention & Expansion Project Report (2011)

The CIP contained within this document has been prepared in accordance with the provisions of the Planning Act and the Municipal Act, 2001 (see section 1.5 Legislative Authority). A copy of the Community Improvement Policies (Section 4:12) of the **Wellington County Official Plan** is included as Appendix B to this plan.

The CIP has also been prepared in accordance with, and is consistent with, policies under the 2005 Provincial Policy Statement (PPS) and the 2006 Places to Grow Plan for the Greater Golden Horseshoe (Growth Plan). This CIP recognizes the opportunities for intensification and redevelopment. Notably Section 1.1.3.1 of the PPS indicates that Settlement areas shall be the focus of growth and their vitality and generation shall be promoted. Wellington North's CIP process included a number of measures to enable public input into its preparation.

The initial CIP process included statutory public meetings in Mount Forest and Arthur, held in accordance with Section 17 of the Planning Act, R.S.O. 1990. Notice of the most recent public meeting was advertised in the local media and held 28 March 2017 in Mount Forest (Wellington North Showcase) to explain the program update and receive feedback.

### 1.3 Goals

The Community Improvement goals continue:

- a) To provide incentives for businesses to enhance their buildings presentation and function to the public;
- b) To stimulate pride in Mount Forest, Arthur downtowns, Wellington North hamlets of Kenilworth, Damascus, Conn, Riverstown, and the agri-based enterprises found in Wellington North's rural areas.;
- c) To contribute to the overall enhancement of our communities as a place for family friendly business;
- d) To encourage the revitalization of vacant, underutilized and/or inaccessible properties and buildings;
- e) To provide a commitment to the applicants with a program timeframe of up to 2021.



## 1.4 Objectives

The Community Improvement objectives continue as follows:

- (a) To provide for rehabilitation or improvement of commercial façades, through the use of municipally assisted programs and funding sources;
- (b) To provide an incentive for private investment through the use of municipally assisted programs, (eg. tax incentives, grants, loans) and funding sources;
- (c) To improve the physical, functional and aesthetic amenities of buildings in downtown Mount Forest, Arthur, Kenilworth and hamlets while stimulating private investment and revitalization.

## 1.5 Legislative Authority

### Section 28 – Planning Act

Section 28 of the *Planning Act* allows municipalities with provisions in their official plans relating to community improvement to designate by by-law a “community improvement project area” and prepare and adopt a community improvement plan for the community improvement project area. Once the community improvement plan has been adopted by the municipality and comes into effect, the municipality may exercise authority under Section 28(6), (7) or (7.2) of the *Planning Act* or Section 365.1 of the *Municipal Act, 2001* in order that the exception provided for in Section 106(3) of the *Municipal Act, 2001* will apply.

According to Section 28(1) of the *Planning Act*, a “community improvement project area” is defined as “a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason”.

Section 28(1) of the *Planning Act* defines “community improvement” as “the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable, or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary”.

The CIP permits the Township of Wellington North to:



- i) acquire, hold, clear, grade or otherwise prepare land for community improvement (Section 28(3) of the *Planning Act*);
- ii) construct, repair, rehabilitate or improve buildings on land acquired or held by it in conformity with the community improvement plan (Section 28(6));
- iii) sell, lease, or otherwise dispose of any land and buildings acquired or held by it in conformity with the community improvement plan (Section 28(6)); and
- iv) make grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan (Section 28(7)).

Section 28(7.1) of the *Planning Act* specifies that the eligible costs of a community improvement plan for the purposes of Subsection 28(7) may include costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities.

Section 28(7.3) of the *Planning Act* specifies that the total of all grants and loans made in respect of particular lands and buildings under Section 28(7) and (7.2) of the *Planning Act* and tax assistance provided under Section 365.1 of the *Municipal Act*, 2001 in respect of the land and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings. The incentive programs contained in Section 4.0 of this Plan contain safeguards to ensure that this legislative requirement is met.

#### Section 365.1 – Municipal Act, 2001

Section 365.1(2) and (3) of the *Municipal Act*, 2001 allows municipalities to pass a by-law providing tax assistance to an eligible property in the form of a deferral or cancellation of part or all of the taxes levied on that property for municipal and education purposes during the rehabilitation period and the development period of the property, both as defined in Section 365.1 (1) of the *Municipal Act*, 2001. Section 365.1 of the *Municipal Act*, 2001 operates within the framework of Section 28 of the *Planning Act*. A municipality with an approved community improvement plan in place that contains provisions specifying tax assistance will be permitted to provide said tax assistance for municipal purposes.

#### Wellington County Official Plan

The Official Plan contains policies relating to community improvement areas and the Council of the Township may designate the whole or any part of an area as a community improvement project area, based upon recommendations from the Economic Development Officer. When a By-Law has been passed, the Council may provide for the preparation of a plan suitable for adoption as a community improvement plan for the community improvement project area. Once the updated community improvement plan is in effect, for the purpose of carrying out a community improvement plan, the Township of Wellington North may make grants, loans to registered owners and tenants of lands and buildings within the community improvement project areas, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the cost of rehabilitating such lands and buildings in conformity with the community improvement plan.



Main Street looking north, Mt. Forest, Ont 58

## 2.0 Background Information

*The Township of Wellington North was founded in 1999 with the amalgamation of the Township of Arthur, Village of Arthur, the Township of West Luther and the Town of Mount Forest*



## Background Information

### 2.1 History of Wellington North

The Township of Wellington North was founded in 1999 with the amalgamation of the Township of Arthur, Village of Arthur, the Township of West Luther and the Town of Mount Forest.

Located at the north end of Wellington County and anchored by the communities of Arthur and Mount Forest. The Township also encompasses the hamlets of Conn, Damascus, Farewell, Gordonville, Kenilworth, Monck, Petherton, Riverstown and Tollgate. Each of these communities has a rich and diverse history dating back to the 19<sup>th</sup> century. Wellington North has historically been an active agricultural area; farming is still the predominant land use.

The Township of Wellington North is home to five (5) elementary schools and one (1) secondary school, under the jurisdiction of two school boards, the Upper Grand District School Board and Wellington Catholic District School Board. Wellington North is also home to a large Mennonite community with ten (10) Mennonite schools and churches scattered throughout the community. The Butter Tarts & Buggies Explore the Simpler Life, a wide variety of year round activities, events and programs are located in Wellington North; including the Mount Forest Firework Festival, Fall Fairs in both Mount Forest and Arthur and two Santa Claus Parades.

The Arthur & Area Community Centre contains an ice skating surface and the new Mount Forest & District Sports Complex recently opened in 2008 contains an Olympic size ice surface and walking track. Both Arthur and Mount Forest have curling clubs, outdoor swimming pool facilities, lawn bowling clubs, snowmobile clubs, baseball diamonds, soccer pitches and children's playgrounds. These facilities are supported by minor hockey, minor ball, lacrosse and soccer associations and community service groups that organize youth athletic activities all year long.

Wellington North contains a number of public parks and walking trails. The Saugeen Trail in Mount Forest connects major park areas within the core area. Luther Marsh provides an opportunity to; hike, bike or cross-country ski on trails and canoe and kayak throughout the marsh.

The Township also takes pride in its municipal services, something that is reflected in a safe and healthy community environment. The community wants to maintain a certain standard of services.



The local workforce, which is 6,976 strong, is employed by a variety of sectors such as auto parts manufacturing, primary and secondary agricultural, retail trade, health care, transportation, leisure and hospitality, and wholesale distribution.

The Township governing body consists of an elected mayor, and four councillors.

## 2.2 Population

The Township of Wellington North's population has remained steady over the past decade. As of 2016 there were approximately 12,490 residents and a population projection of 17,085 residents by 2036.

## 2.3 Character / Streetscape

Wellington North has a unique variety of architecture. While it has many homes from the Victorian and Edwardian periods, it also has examples from other periods of architecture. Maintaining the unique architecture and community environment of Wellington North should be a key strategy for community improvement.

The Township is a product of place and time and it is important that residents and visitors enjoy their stay and experience the complete value of its host communities. Even with such notable aspects such as being situated along significant highway thoroughfares, having prime locations, and a rich history premised on significant, original main streets, much can be embraced, interpreted and made available to the visitor. Success with area manufacturing is leading to a desire for plant expansion and a CIP continues to be positioned to serve these projects as they come on-line.

## 2.4 Supporting Initiatives

To learn more about the issues and concerns facing Wellington North's downtown/commercial district a **Business Retention and Expansion Report (BR+E)** had been developed and was used to inform the 2011 CIP and the 2014 Kenilworth CIP. In addition several other studies/reports had been prepared including Local Labour Market Plan Waterloo Wellington Dufferin, Wellington County: Manufacturing Characteristics and Trends. (see Section 3.0 for detail)

## 2.5 Community Improvement Project Areas (CIPA)

The Community Improvement Project Areas (CIPA) for each community had initially been identified through a process that:

- a) Captured community session participants' thoughts concerning specific areas/buildings requiring improvement, significant features and extents for the respective communities;
- b) An analysis of this information with consideration of existing commercial districts, BIA extents, residential districts, roadway corridors, etc.

Refining of the CIPA to best reflect Township objectives are illustrated in the following figures. These include a more inclusive catchment of identified areas requiring improvement and inclusion of significant buildings and now include rural and hamlet areas.

The Arthur CIPA and the Mount Forest CIPA consists of the entire urban boundary within these two urban centres.

The Kenilworth, Damascus, Conn and Riverstown CIPA includes the entire Hamlet boundary of these four Hamlets.

The Rural CIPA boundary covers all lands within the Township of Wellington North designated as agriculture.

***The area(s) subject to the CIP will include only those urban centre, rural and hamlet lands designated as Community Improvement Project Areas (CIPA) and were approved under Municipal By-Law (Blank) by council.***

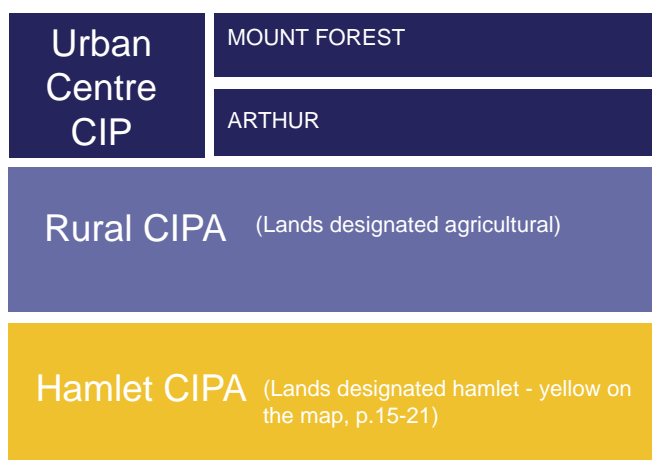
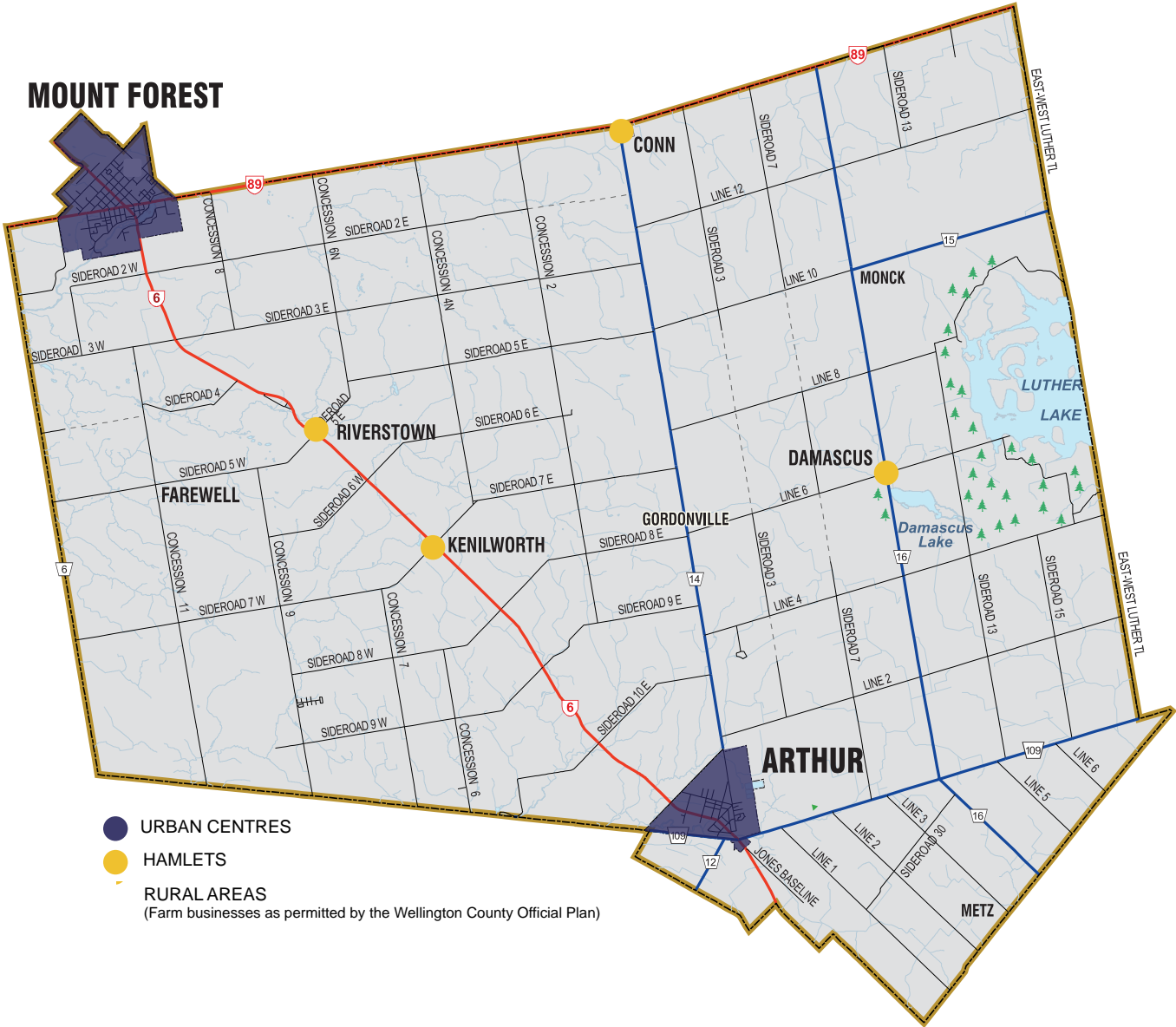


Figure 2.1 Township of Wellington North



Background Information

Figure 2.2: Mount Forest Site: Community Improvement Project Area



Figure 2.3: Arthur Site: Community Improvement Project Area





Figure 2.4: Kenilworth Site: Community Improvement Project Area



Figure 2.5: Damascus Site: Community Improvement Project Area



Figure 2.6: Conn Site: Community Improvement Project Area



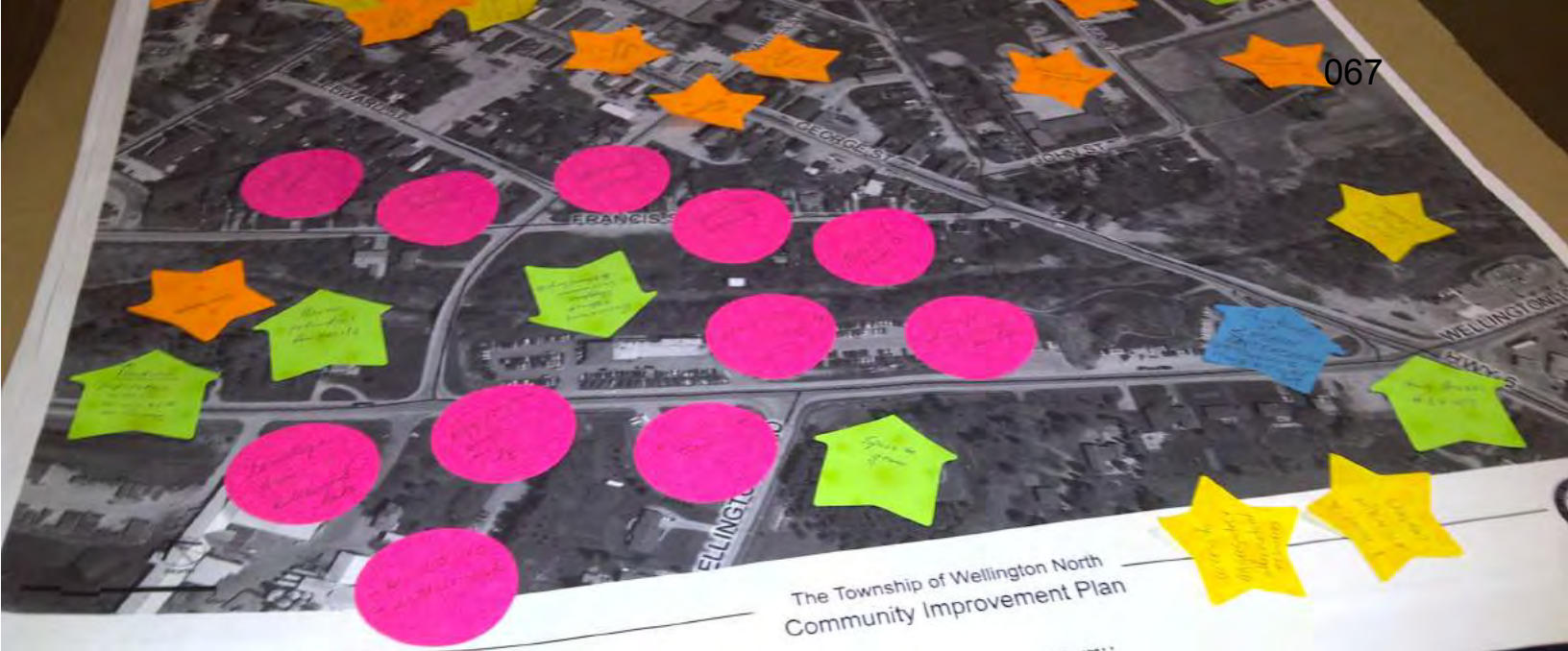
Figure 2.7: Riverstown Site: Community Improvement Project Area





## 3.0 Opportunities

*The current CIP was informed by many supportive activities including the many Business Retention and Expansion (BR+E), Local Labour Market, Manufacturing Sector Reports and community workshops. Several opportunities had been highlighted. The following summarizes these.*



## Opportunities

### 3.1 Community Sessions (SWOT Analysis)

Initial activities for the first CIP in 2011 included two community sessions (Arthur, Mount Forest) and used a facilitated SWOT analysis technique to garner comments from +60 community participants concerning problems and deficiencies (in addition to opportunities) for each of the respective communities. Comments for each SWOT segments were then 'captured' under either 'location & proximity' or 'identity & image' groupings.

In short, the comments from the exercises included remain relevant for this update:

#### Strengths

- Rural context, green, river/natural area *Location & Proximity*
- Location & proximity to other centres

#### Weakness

- Lack of identity/developed image *Identity & Image*
- Lack of youth amenity/engagement
- Underutilized space/vacant areas
- Empty storefronts/buildings

#### Opportunities

- Empty storefronts/buildings/vacant land *Identity & Image*
- Signage

#### Threats

- Non-downtown retail formats (big boxes, strip malls) *Location & Proximity*
- Demographics (youth leaving, aging, employment elsewhere)
- Store vacancies (image, stagnant)



Given this, it was determined that the Township CIP objectives should focus on programs related to capitalize on *identity, image, location, and proximity* including:

- a) providing for rehabilitation or improvement of commercial facades;
- b) providing for the physical and aesthetic amenities of buildings in a defined CIPA;
- c) providing an incentive for private investment through the use of municipally assisted programs and funding sources.

On March 27th, 2017 the Township of Wellington North hosted an Open House to confirm the findings from the 2011 SWOT analysis as part of the 8th annual Wellington North Showcase. This open house was attended by the Mayor, a member of Council, CAO, EDO and was attended by upwards to 20 community members. As part of this open house the suggestion to broaden our CIPA boundaries to include all hamlets and rural areas was widely supported.

In addition, many reports were referenced as resources contributing to the initial CIP and its subsequent update. To add to these resources are several other initiatives as follows:

### 3.2 The Township of Wellington North's Strategic Plan ( 2015-2018)

The Township of Wellington North outlines in their Strategic Plan their mission of 'who they are' and their vision statement 'our desired future'. It is important for this plan to present the realities of the government and community relation. Wellington North is the sole provider for many key services in the community who have little choice in choosing who they receive services from. This promotes a much closer relationship than in communities where more choice is available. Key strategic priorities were established in the development of the Strategic Plan this includes:

1. To assemble a Task Force to provide Council with advice on how to develop a near term, medium term and long term Community Growth Plan that addresses the projected 40% population growth in the employment base.
2. To develop a comprehensive Human Resources Plan that will advance the Township of Wellington North into an employer of choice.
3. To conduct a Township wide Community Service Review



4. To create a Corporate Communication Strategy focusing on consistent professional information sharing within the corporation.
5. To develop a constant Brand and Identity for the Township, Staff and Council. Ensure it is consistently used on staff clothing, tools, vehicles and all other materials
6. To ensure Wellington North promote a positive and healthy work atmosphere that fully engages staff. Attempt to eliminate department 'silos', promote more group activities for all staff, and encourage healthy lifestyles and increased safety for all employees.
7. To explore new strategic partnerships where additional resources can be accessed in order to meet the service needs of the community

### 3.3 Renew Northern Wellington (2015-2016)

Renew Northern Wellington is modeled off of the successful Renew New Tecumseh program that helps to put talented people into downtown storefronts to gain exposure, build their business and become a sustainable enterprise.

The Township of Wellington North began the process, to develop this program, to help revitalize its downtowns by filling empty storefronts with fresh, new, innovative business ideas. The Township of Wellington North was also successful in garnering \$66,300 in funding from the Ontario Trillium Foundation to support the program.

Community representation from the respective areas make up a volunteer board to govern the not for profit corporation. Renew Northern Wellington will match vacant commercial retail space with new businesses that need a hand getting started. It will help entrepreneurs get exposure and grow their business by providing low cost access to a storefront location, which will aid in growing foot traffic in the downtowns and appeal of the available commercial locations.

The new small business growth the Renew Northern Wellington will incubate will stimulate employment, generate economic activity and invigorate our downtowns making them a more desirable destination to visit, shop, dine in, stay and invest.





Launch it Minto and the Saugeen Economic Development Corporation will aid in providing business resources by providing business resources by providing training and mentorship designed to educate new and established business owners on a wide range of business strategies. Northern Wellington is a place for entrepreneurs to be successful. Being committed to see the vision happen will offer education and guidance not only to the new business we are seeking to attract, but to our existing business environment as well, to support growth and success.

### 3.4 Wellington County and Wellington North Business Retention and Expansion (2013-2014)

At the onset of the Business Retention and Expansion (BR&E) exercise the County of Wellington provided council delegations to each of the seven municipalities who had previously given their support. The purpose of the presentations, which took place in Wellington North on July 15th, 2013, was to reiterate the goals, timelines and the important role that each of the municipalities would play. Each municipality was responsible for selecting a cross section of 7-10 businesses within each of the four key sectors (agriculture, health care, manufacturing and the creative economy).

Each municipality coordinated interviews during the fall of 2013. All interviewers had previously completed a BR&E training session provided by the County and the Ontario Ministry of Rural Affairs.

In January 2014, 235 business surveys were completed and the County pulled the aggregate data as a whole, by key sector and municipality. Overall, the survey results were positive with 75% of the respondents indicated the business climate in Wellington North was good or excellent and 97% indicated the Quality of Life was good or excellent. 77% of the businesses in Wellington North expected sales to grow or remain the same and 78% had a positive outlook for their industry.

The entire data set and sector data was presented in a summary report prepared by the County Economic Development department and provided to the WMEDG in advance of a day long BR&E retreat in February 2014. The retreat allowed participants to further understand what businesses had shared anecdotally through the surveys. The group then was able to identify the significant challenges and opportunities that would lead to the development of an action plan. The action plan was then completed in mid-March at a follow up session with the WMEDG. Each municipality was provided their own data set that allowed them to understand the challenges

and opportunities unique to them. By completing the countrywide report and action plan first, it allowed the municipalities to understand their collaborative involvements with the County, neighboring municipalities and support agencies prior to identifying their own specific and unique needs.

On April 4th, 2014 a Business Retention & Expansion End of Project Celebration was hosted by the County and provided an opportunity to share the aggregate survey results, opportunities and actions with the business community. On April 8th the Wellington North specific report was reviewed and discussed and the recommendations and actions were discussed with the Wellington North Economic Development Committee on April 16th. The final report, consisting of both the Wellington County data and Wellington North specific data was presented to the Wellington North Council on April 28th 2014.

Implementation of the recommendations from the BR&E program took place during the 2014-2015 under the direction of the municipalities Economic Development Committee. The County had allocated \$25,000 per municipality to assist with the implementation of BR&E recommendations.

Detailed analysis of the Wellington North specific data took place with the assistance of Al Rawlins the Economic Development Committee BR&E Champion. Majority of the Wellington County action plans and next steps also applied to Wellington North and in some cases reflected programs and initiatives already underway within the Municipality.

Moving forward there is consideration to the following opportunities highlighted below. Items that are new or not currently underway have been highlighted for ease of reference and not all current programs have been included however once finalized detailed action plans will be completed.

1. Promote Wellington County & Wellington north
2. Support business
3. Encourage our downtowns to leave an indelible impression
4. Workforce Development, Housing & Transportation
5. Develop Local Food Sector in Wellington

### 3.5 Analyzing Wellington County's CIP Participation

As described in the CIP, there are policies that enable Wellington County to participate financially in Wellington North's CIP – these are defined in the Official Plan. Specifically, Section 4.12.5 states that County Council may participate in a municipality's Community Improvement Plan, and make grants and loans to the Council of a lower tier municipality for the purposes of carrying out a Community Improvement Plan that has come into effect, on such terms as to security and otherwise, as County Council considers appropriate. Currently, at least five of the seven municipalities situated in Wellington County, including the Township of Wellington North, have Community Improvement Plans in place and the County has been considering how to best participate in those CIPs.

Ideally, the County could participate in existing financial incentive programs that are currently in effect through the existing CIP, especially, in our opinion, the Tax Increment Equivalent Grant Program (TIEG), which all the local levels having a CIP currently provide. It is assumed that participating in a similar program for all local level CIPs may be attractive to and efficient for the County. Note, an amendment would be required to any existing CIP to indicate the extent to which the County will participate (i.e., the value of the grant/s) and as such, Wellington North should consider this amendment seriously before finalizing their current CIP update.

Through this update, the Township of Wellington North should inquire about the County's capacity to be involved in its CIP. This could include:

1. The County's framework for participation in Wellington North's CIP programs;
2. Options for County participation in certain WN CIP Financial Incentives offered through the Plan;
3. Parameters for participation, such as the review/approval of applications, and agreement execution.

### 3.6 General Research: Rural CIP Programs

A comparison of CIPs in other rural municipalities demonstrates similarities with general rural municipal goals and to Wellington North's own CIP's successes. Rural communities are commonly challenged by stagnant downtowns and the loss of local services. Local initiatives to improve the community tend to be narrowly directed at main street revitalization. Thus a trend in rural municipalities and smaller communities is to use incentive tools that are aimed at promoting the local retail economy. For instance, façade improvement grants are a commonly used financial incentive program, as are signage and building improvement programs. These tools are commonly used because of their effectiveness in small communities. In rural municipalities, it is rare to see more than one CIP tool successfully implemented. Even within the prime goal of promoting the local retail economy more work needs to be done by municipalities to attract applicants to the full array of incentive programs in any one CIP.

Experience shows that many CIPs in rural Ontario have identified a significant challenge with implementing a CIP. This may be because the MMAH CIP Handbook actually lacks detailed information on implementing a CIP. Similar to Wellington North, many rural municipalities rely on an economic development manager or officer to champion the financial incentive programs and manage the application, approval and administration processes.

In the larger urban context, where we can presume a larger operating budget and a greater degree of available resources, multiple CIPs can be implemented in a single municipality. These CIPs can complement each other by targeting different objectives. For instance, the Downtown and Community Renewal (DCR) CIP in the City of Hamilton focuses on redevelopment of downtown commercial districts and surrounding mixed-use neighbourhood while the Environmental Remediation and Site Enhancement (ERASE) CIP is designed to encourage brownfield redevelopment.

Again in larger centres, CIPs have traditionally been driven by shared community improvement goals such as specific neighbourhoods being targeted for rejuvenation. Overall, CIPs developed in the larger, urban context are broader in scale and scope than CIPs in the rural context. These municipalities are capable of managing multiple designated CIP areas and can become quite creative in their choice of CIP tools and financial incentives. A greater degree of variability is seen in the structure of urban community improvement planning. That being said, rural municipalities benefit from close-knit business communities and strong community groups like BIAs: There are challenges and opportunities in each scenario. Wellington North appears to be doing quite well with its programs and regular updates provide the opportunity to 'fine tune' incentives, process and administration.



## 4.0 Community Improvement Plan Update

*In response to the influences of commercial development and the potential for community connections along the main street corridors, in its hamlets and for commercial activities found in its rural areas, the Township of Wellington North has embarked upon updating its CIP to revitalize and re-shape the Township's commercial enterprise supporting economic, social and healthy community initiatives.*



## Community Improvement Plan Update

The current CIP has been quite effective in addressing many of these challenges and opportunities noted above. The current CIP's success has led to a desire to offer the incentive programs to a broader area with through this update.

In response to the influences of commercial development along the main street corridors, hamlets and rural areas and the findings of the EDO activities, the Township of Wellington North has embarked upon updating their CIP to revitalize and re-shape Wellington North's community areas.

Two categories of programs are continued to be offered in this draft; leadership programs for the Township to undertake and financial incentive programs for community improvement project area applicants. An applicant may participate in one or more programs, listed in Sub-section 4.2. The total of the grants and loans made in respect of particular lands and buildings under subsection 28(7) of the Planning Act, and the tax assistance as defined in the Section 365.1 of the Municipal Act, 2001 that has provided in respect of the lands and buildings shall not exceed the cost of rehabilitating the lands and buildings. The Township continues to provide a commitment to applicants with a program time-frame to 2021.

### 4.1 THE LEADERSHIP PROGRAM

These two (2) programs provide benefit to the community members yet are initiated and performed by the Township's departments, staff and/or committees. They are focused toward the Township's capacities and are not programs that the community members would typically undertake. These may currently be in operation.

#### Initiation/Performance

The **Economic Development Officer (EDO)** will undertake investigation into the feasibility of urban design guideline development for Wellington North. The EDO will then forward its recommendations to the Council and/or appropriate Township management.

### 4.1.1 Urban Design Guidelines

To champion the development of Urban Design Guidelines in the Township which, ensure compatible 'new development' and façade improvements at time of development agreement/site plan; can be used to design a coordinated public realm, consistent with an overall community theme (e.g. historical, traditional).

### 4.1.2 Open Space Improvement

The intent of the Open Space Improvement Township Leadership Program is to investigate and promote improvement to playgrounds, parks, trails and open space; including the creation and/or improvement of interpretive signage and way-finding signage to such community assets and destinations.

## 4.2 FINANCIAL INCENTIVE PROGRAMS

The following seven (7) incentive programs encourage investment into privately owned lands and buildings. They are focused towards the Township's capacities and typical to many communities similar to Wellington North. These include:

- Facade Improvement Loan and Grant Program
- Tax Increment Equivalent for Rehabilitation & Redevelopment (TIERR) Grant Program
- Application Fees & Development Charges Grant
- Public Art Grant
- Building Improvement Grant
- Accessibility Grant
- Building Conversion/Expansion Grant

As part of its annual budget council will determine the maximum allocation to be made available to these programs under this Community Improvement Plan for the current year.

### Review & Recommendation Responsibilities

For each program the **Economic Development Officer (EDO)**, is responsible for reviewing the communities' applications with the **Community Improvement Plan Review Panel (CIPRP)** and for forwarding its recommendations to the Township of Wellington North's Council. The EDO is also charged with reviewing the parameters and overall results of the program and to make an annual report to Council. Applicants will be afforded an opportunity to appeal recommendations and decisions made by Council.

### Promotion

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

## General Rules

The provision of any loan and/or grant as described in Section 4.0 shall be administered on a first come, first served basis to the limit of the available funding. Amendment or discontinuation of the Plan's programs must be done in accordance with the *Planning Act* and may require pre-consultation of the Minister of Municipal Affairs. Amendments requiring such actions include:

- (1) Change or expand the geographic area to which financial or land programs outlined in a CIP apply;
- (2) Change the eligibility criteria;
- (3) Add new municipal assistance program(s) involving grants, loans, tax assistance or land; and/or:
- (4) Increase financial incentive being offered within a municipal CIP program, regardless of its significance.

The Township may discontinue programs if goals are not being met without an amendment to the CIP.

It is the sum of all grants and/or loans and tax assistance that may not exceed the cost of rehabilitating the lands and buildings, per subsection 28(7.1) of the *Planning Act*.

### 4.2.1 Façade Improvement Loan and Grant Program

The Façade Improvement Loan and Grant Program is intended to encourage façade improvements in the **Community Improvement Areas** as shown in **Figures 2.1 and 2.2** through the provision of financial assistance to eligible owners. This has been a very successful program for the Township.

#### 4.2.1.1 What Can Be Done

- Repainting or cleaning of the façade and those parts of the building visible from adjacent streets or public areas;
- Restoration of façade masonry, brickwork or wood and metal cladding;
- Replacement or repair of cornices, eaves, parapets and other architectural features;
- Replacement or repair of windows;
- Entrance-way modifications including provisions to improve accessibility for the physically challenged;
- Redesign of the store front;
- Removal of inappropriate signage and installation of appropriate new or refurbished signage;
- Restoration of original façade appearance;
- Replacement or repair of canopies and awnings;
- Installation or repair of exterior lighting; and
- Such other similar improvements to the building exterior as may be approved by the CIPRP, EDO and Township's Chief Building Official (as needed).

*Note: all applications fees associated with any of the programs contained in the CIP should be considered under the Application Fees and Development Charge Grant program. Application fees shall be paid by the applicant at time of submission, and will be reimbursed by the Township as part of the program. Fees will only be reimbursed once the project has been approved and work has been completed to the satisfaction of the Township in accordance with this plan.*

#### 4.2.1.2 Who is Eligible

- Registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject

- property are not eligible to receive the loan and grant;
- Applicants are permitted to apply for both the Loan and Grant Programs simultaneously;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial properties are eligible for Façade Improvement Loan and Grant funding;
- Township contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.

#### 4.2.1.3 General Terms of the Program

The applicant may choose to apply for either the Grant or Loan Program, or both simultaneously.

- To qualify for an interest free loan the total costs of the improvements must exceed \$7,500 in which case the applicant is eligible for interest free loan of \$2,500. The interest free loan is repayable, non-interest bearing loan with a maximum amortization of five (5) years commencing immediately upon issuance of completion notice of the approved project.
- The loan will be secured through a lien placed against the title of the property.
- Loan payments will be deferred for 6 months after the advancement of the funds. Full payment may be made at any time with no penalty. The loan is also transferable to successors in title provided the new owner meets the eligibility criteria and agrees to the terms and conditions of the loan.
- Demolition permits may not be issued for the building unless the loan has been paid in full.
- Program grants of up to \$2,500 are available. The Township will cover 50% of eligible costs up to a maximum grant of \$2,500.
- Before a Township cheque is issued for either the grant or loan, the applicant must submit proof of payment for approved eligible completed work.

Any work completed and/or initiated prior to the approval of the CIP by the Township is not eligible. Costs in excess of the maximum grant and loan shall be the responsibility of the applicant. Successful applicants will enter into an agreement with the Township which will outline the specific terms of the loan/grant program.

#### 4.2.1.4 Applying is Easy

##### For Applicants - What To Do

- Complete a program application form and submit to the Economic Development Officer;
- Provide a minimum of two quotes with each application and a recommendation will be made to the Economic Development Officer within sixty (60) days;
- The applicant is responsible for obtaining all building permits and any other required permits for the work to be done (this may require drawings to be prepared by appropriate architectural/engineering professionals);
- The applicant is responsible for conformance with all applicable health and safety standards;
- The applicant also agrees to maintain the improvement;
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for this program.

##### Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel (CIPRP) shall manage the process;





- Prior to approving a facade loan and/or grant, Township staff may need to inspect the building to review the condition of the facade and the proposed improvement;

#### **Once Approved**

- As the availability of loan and grant amount for each year may be limited – loans and grants will be awarded on a first-come, first-served basis;
- If approved, a Financial Assistance Agreement will be drafted between the successful applicant and Township;
- When the work is completed, a statement with supporting invoices shall be submitted to the Township upon which the work will be inspected by the Township and if approved, a “completion notice” will be issued upon which the financial assistance will be initiated;
- Funding approval will lapse if completion is not issued within eight months of the date of execution of the Financial Assistance Agreement. The Economic Development Officer may grant an extension of up to four (4) months following receipt of a written response by the owner setting out the reasons for the extension and providing a new date of completion.

### **4.2.2 Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program**

This program is meant to stimulate and promote the rehabilitation of existing buildings and the redevelopment of vacant or under-developed sites in the community improvement project areas.

#### **4.2.2.1 Who is Eligible**

- Applicants for a TIERR Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial properties are eligible for this program’s funding;
- Township contributions will be issued only after the project is completed and approved;

#### 4.2.2.2 General Terms for the TIERR Grant Program

The program would provide a grant to owners who undertake improvements or redevelopment that would result in an increased property assessment. The increase in taxes, or tax increment and is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. A municipality may provide any proportion of the increment for any length of time their council deems is appropriate. The tax increment does not include any increases/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.

- This grant program offers a tax grant of 100% of the increase in municipal realty taxes for a period of three (3) consecutive years. After the third year and in subsequent years, the municipal portion of the realty taxes must be paid in full, and no further grant will be paid;
- The amount of the tax increment equivalent grant is equal to the difference between the municipal portion of the property tax prior to remediation, rehabilitation and/or redevelopment and the municipal portion of property taxes after the remediation, rehabilitation and/or redevelopment project;
- The duration will be a maximum of three consecutive years from the date to be specified in a site-specific by-law governing the implementation of this program for any given property;
- The registered owner of the property must file an intent to participate in this program within the prescribed period of the Plan;
- The program does not apply retroactively;
- A “filing of intent” cannot be accepted for any property which has already been completed and reassessed;
- The total amount of the grant shall not exceed the eligible costs specified in this Plan.

#### 4.2.2.3 Applying is Easy

##### For Applicants - What To Do

- The property owner submits a Letter of Intent indicating the owner’s intent in participating in the TIERR Grant Program;
- In order for a project to qualify, the proposed project must be in compliance with the Township’s Zoning By-law, Official Plan, the Ontario Building Code, and any applicable guidelines established by the Township;

##### Township Support

- The Economic Development Officer, with assistance from the Township’s Treasurer and support staff, as well as recommendation from the CIPRP, shall manage the process;
- The CIPRP reviews the proposed project on its merits and will approve, or otherwise, the assistance in principle;
- The Township will produce a Financial Assistance Agreement documenting anticipated assistance, including assistance from other programs as may be relevant, and obligations on the part of both the owner and the Township;



### Once Approved

- This commitment agreement represents a site specific funding agreement which will be implemented once the property is reassessed;
- On completion of the project, if the Notice of Reassessment shows an increased assessment, and if the construction complies with all applicable program guidelines established by the Township (including verification of eligible costs), the owner and the Township will implement the site specific funding agreement;
- The site specific funding agreement will stipulate the pre-improved and post-improved assessed value, applicable municipal tax rate of that year, the amount of the grant in that year;
- The method to be used to calculate the grant in the subsequent four years using municipal tax rates to be determined in each of those years, and the anticipated delivery dates of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Financial Agreement have been paid in full.

### Required Documentation

1. A Letter of Intent for this program will contain the following:

- the name, address and phone number of the owner,
- the municipal address of the subject property,
- the legal description of the subject property,
- the assessment roll number of the subject property,
- the property owner's signature
- detailed drawings or renderings acceptable to the Township drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken.  
Such renderings will show, where applicable:
  - building materials to be used;
  - interior and / or exterior colour (for walls, brick, stone, etc);
  - signage detailing;
  - exterior and / or interior lighting;
  - architectural detailing;
  - door and window style and detailing, awnings; and,
  - details relating to exterior and / or interior renovations or remodeling.

2. The *Financial Assistance Agreement* for this program will state the following:

- The rehabilitation or redevelopment of the building or land must result in an increased assessment of the property;
- Building permit must have a minimum construction value of \$5000 in order for project to qualify;
- The pre-improved assessed value of the property will be the value of the property on the date of application for the building or demolition permit;
- The total amount of the grant shall not exceed the eligible costs specified in this Plan;
- Issuance of a demolition permit for a property which has participated in the TIERR Grant Program is at the discretion of the Township for the five-year period following the project's completion;
- If the property is demolished, in whole or in part, before the expiration of the grant period, the grants shall stop and all previously received grant payments will be repayable to the Township;
- The program will be available to owners of properties, or their assignees. The agreement to provide assistance will only be with the registered owner of the property. The Financial Assistance Agreement between the Township and the owner shall provide for the grant to be paid to an assignee of the owner, as required;
- Participants of the TIERR Grant Program are eligible to apply to any other financial program applicable to the Community Improvement Project Area;
- The subject property shall not be in a position of tax arrears;
- Outstanding work orders on the property must be completed by the time of completion of the project. If they are not, the grant will be withheld;
- Improvements made to any buildings or lands will be in accordance with a Building Permit, the Ontario Building Code, all applicable Zoning requirements, and any applicable design guidelines, as established by the Township;
- An owner can participate in the TIERR Grant Program more than once;
- The Financial Assistance Agreement is transferable. Should a subject property be sold before the grant period lapses, the grant will continue for the prescribed time-frame, provided that notice from the owner is given to the Township, indicating the details of the transfer of title.
- The Financial Assistance Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests;
- Construction must be completed within two years after the date of issuance of the building permit. Extensions may be accepted by the Economic Development Officer at his sole discretion;
- The date of commencement of tax-based grant assistance will be specified in a municipal by-law which sets out the basis for application of this program to a specific property. (The date of commencement is at the discretion of the Township, but will not commence prior to reassessment of the property as a result of partial or full redevelopment as relevant in the circumstances);
- The TIERR Grant Program is not retroactive. Any construction commenced before a Financial Assistance Agreement is issued by the Township is ineligible for the program. However, those construction projects for which a building permit will be issued in 2011 and for which approval for use and occupancy has not been issued by the Chief Building Official will be eligible, provided that a Financial Assistance Agreement is issued by the Township prior to the earlier of: approval for use and occupancy, or issuance of a Notice of Reassessment by MPAC respecting assessment changes resulting from the construction, and provided that all other criteria of this Program are met;
- There is no guarantee that a specific improvement will increase property assessment. Consequently, there are no eligible improvement projects that will guarantee a grant from the TIERR Grant Program. The grant depends upon the extent of the construction, and the

- approach and results of the Municipal Property Assessment Corporation reassessment;
- All conditions of this program shall be met for the grant to be received. Final decisions on applications and allocation of funds have been delegated to the Township. The applicant, however, is afforded an opportunity to appeal the decision of the Township to Council through the appropriate committee;
- The total of the grants and loans made in respect of particular lands and buildings, and the tax assistance defined in Section 365.1 of the Municipal Act, 2001, that is provided in respect of the lands and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings.

### 4.2.3 Application Fees and Development Charges Grant

The intent of the Application Fees and Development Charges Grant program is to reduce the cost of improvements by offering a grant for any required planning application fees (e.g. minor variance), building permit fees or development charges; a successful applicant may be provided a grant equivalent to;

- o building permit fees;
- o planning fees (minor variance); and,
- o development charges.

#### 4.2.3.1 Who is Eligible

- Applicants for the Application Fees and Development Charges Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial properties are eligible for grant funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines

#### 4.2.3.2 General Terms of Application Fees and Development Charges Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year.

The maximum grant amount that an applicant can receive for fee and charge relief is capped at \$1,500. The Township will pay up to 100% of the eligible costs up to the maximum of \$1,500. The grant will be processed immediately upon receipt of the fees by the Township. Permit fees are payable at the time of issuance of permits, variances or development charges with the Community improvement Area.

#### 4.2.3.3 Applying is Easy

##### For Applicants - What To Do

- Qualified applicants must complete the application form and submit to the Economic Development Officer for processing;
- The applicant agrees to maintain the project to which this grant supports.



- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefitting from this grant program.

#### **Township Support**

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.

### **4.2.4 Public Art Grant**

The intent of the Public Art Grant Program is to encourage the inclusion of art programming such as mural work, sidewalk art, commemoration, custom site amenities, etc. It is a one-time grant for the cost of the art-related work located within approved areas of community improvement project areas.

#### **4.2.4.1 Who is Eligible**

- Applicants for the Public Art Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person (assignee) to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;
- Only commercial properties approved and or adjacent public lands are eligible for public art grant funding;
- Proposed works must comply with all applicable By-Laws, codes and guidelines.



#### 4.2.4.2 General Terms of Public Art Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year.

The maximum grant amount that an applicant can receive for a public art project is limited to \$2,500. The Township will pay up to 100% of the eligible costs up to the maximum of \$2,500.

Eligible costs associated with the public art projects include:

- application fees;
- preparation of building/area to receive art installation;
- service/ product fabrication of art work; and,
- installation charges of proposed art work.

Any work completed prior to approval of the application is not eligible. Costs in excess of the maximum grant shall be the responsibility of the applicant.

Grants are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed. Before a Township cheque is issued for either the grant, the applicant must submit proof of payment or approved eligible completed work.

#### 4.2.4.3 Applying is Easy

##### For Applicants - What To Do

- Qualified applicants must complete the Public Art Grant's application form including: the name, address and phone number of the owner; the municipal address of the subject property; the legal description of the subject property; the assessment roll number of the subject property; detailed drawings or renderings acceptable to the Township drawn to scale, illustrating the nature, extent, location and appearance of the public art work to be undertaken.
- A minimum of two quotes are required with each application;
- The applicant is responsible for obtaining all required permits for the work to be done;
- The applicant is responsible for conformance with all applicable health and safety standards;
- The applicant also agrees to maintain the art work;
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for this grant program.

### **Township Support**

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel shall manage the process.

### **Once Approved**

- If approved, work must be completed within six (6) months from the date of approval of the application unless extended by the Economic Development Officer.

## **4.2.5 Building Improvement Grant**

The intent of the Building Improvement Grant is to assist with improvements to existing buildings, to meet the current Building Code, improve accessibility, and to provide for safe and usable eligible uses.

These improvement projects can include structural repairs to walls, ceilings, floors, and foundations, repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems, interior restoration and design, improvements to accessibility for people with disabilities, as approved by the Township.

### **4.2.5.1 Who is Eligible**

- Applicants for the Building Improvement Grant may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial properties are eligible for grant funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines

### **4.2.5.2 General Terms of Building Improvement Grant**

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year. Program grants of up to \$2,500 are available. The Township will cover 50% of eligible costs up to a maximum grant of \$2,500. The grant will be processed immediately upon receipt of the fees by the Township. Permit fees are payable at the time of issuance of permits, variances or development charges with the Community improvement Area.

### **4.2.5.3 Applying is Easy**

#### **For Applicants - What To Do**

- Qualified applicants must complete the application form and submit to the Economic Development Officer for processing;





- The applicant agrees to maintain the project to which this grant supports.
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefiting from this grant program.

#### **Township Support**

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.



## 4.2.6 Accessibility Grant

The intent of the Accessibility Grant is to assist with the removal of barriers and increase accessibility for people with disabilities in Wellington North and to support improvements to private property in order to meet the Ontario's accessibility laws and standards.

These accessibility projects can include the installation of ramps, elevators, lifts, automatic door openers, or any other improvements that improve accessibility and remove barriers, as approved by the Township.

### 4.2.6.1 Who is Eligible

- Applicants for the Accessibility Grant Program may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial properties are eligible for grant funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines

### 4.2.6.2 General Terms of Accessibility Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year. The maximum grant amount that an applicant can receive for accessibility improvement is capped at \$1,500. The Township will pay up to 50% of the eligible costs up to the maximum of \$1,500. The grant will be processed immediately upon receipt of the fees by the Township. Permit fees are payable at the time of issuance of permits, variances or development charges with the Community improvement Area.



### 4.2.6.3 Applying is Easy

#### For Applicants - What To Do

- Qualified applicants must complete the application form and submit to the Economic Development Officer for processing;
- The applicant agrees to maintain the project to which this grant supports.
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefiting from this grant program.

#### Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.

### 4.2.7 Building Conversion/Expansion Grant

The intent of the Building Conversion/Expansion Grant is to assist in the conversion of existing unused or underused space into new eligible uses, existing eligible uses and support an increase in non-residential assessments.

Projects supported under this grant could include conversion of unused or underused building space into new eligible uses and/or expansion of existing eligible uses to increase the gross floor area.

#### 4.2.7.1 Who is Eligible

- Applicants for the Building Conversion/Expansion Grant may be the registered owners, assessed owners and tenants of lands and buildings, and any person to whom such an owner or tenant has assigned the rights for the subject property;
- Township staff will review property tax records. Property owners who are in arrears of property taxes, local improvement charges or any other municipal accounts receivable on the subject property are not eligible to receive the grant;
- Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to grant approval;
- Only commercial properties are eligible for grant funding;
- Town contributions will be issued only after the project is completed and approved;
- Proposed works must comply with all applicable By-Laws, codes and guidelines

#### 4.2.7.2 General Terms of Building Conversion/Expansion Grant

As part of its annual budget council will determine the maximum allocation to be made available to this program under this Community Improvement Plan for the current year. The maximum grant amount that an applicant can receive for building conversion /expansion is capped at \$2,000. The Township will pay up to 50% of the eligible costs up to the maximum of \$2,000. The grant will be processed immediately upon receipt of the fees by the Township. Permit fees are payable at the time of issuance of permits, variances or development charges with the Community improvement Area.

#### 4.2.7.3 Applying is Easy

##### For Applicants - What To Do

- Qualified applicants must complete the application form and submit to the Economic Development Officer for processing;
- The applicant agrees to maintain the project to which this grant supports.
- The purchase of local products and services is encouraged where possible, local businesses should be given first opportunity to supply goods and services for any projects benefiting from this grant program.

##### Township Support

- The Economic Development Officer, with assistance from the Chief Building Official and support staff, as well as recommendation from the Community Improvement Plan Review Panel, shall manage the process;
- The Community Improvement Plan Review Panel will review the application and make a recommendation to the Economic Development Officer within sixty (60) days.



## 4.3 COMMUNITY IMPROVEMENT PLAN BUDGET

### 4.3.1 Funding Sources

The grant and loan programs described in Section 4.0 of this Plan are funded by the Township of Wellington North with current and/or potential funding from OMAFRA's Rural Economic Development (RED) program, Ministry of Tourism and Culture, Healthy Communities initiatives, Wellington County BR+E Implementation fund, or similar.

These programs assist with the costs of projects that use the power of partnership to create change. Generally, the goal of these programs is to breathe new life into rural communities, make more opportunities to develop skills, and improve access to healthful lifestyles.

The programs are funded by municipal budget allocations, reviewed annually on an as-required basis and may be subject to fund replenishment through repayment of the loan portion of the loan and grant program(s).

## 4.4 IMPLEMENTATION

### 4.4.1 Authority

This Community Improvement Plan will be implemented through the provisions of Section 28 of the Planning Act, Section 365.1 of the Municipal Act 2001 and Section 9.21 of the Wellington County Official Plan as outlined in Section 1.5 of this document.

Council of the Township of Wellington North passed By-Law \_\_\_\_\_ 62-11 being a By-Law to designate the Community Improvement Plan Area respecting the redevelopment, revitalization, prosperity and beautification of its Arthur and Mount Forest communities.

Council of the Township of Wellington North passed By-Law No. \_\_\_\_ being a By-Law to adopt this Community Improvement Plan.

Council of the Township of Wellington North passed By-Law No. \_\_\_\_ being a By-Law to amend the 2011 CIP to add the Kenilworth CIPA.

Further, Council of the Township of Wellington North passed By-Law No. \_\_\_\_ being a By-Law to adopt this updated Community Improvement Plan.






















#### **4.4.2 Delegation**

The overall implementation of the grant and loan programs, including liaison with the Ministry of Municipal Affairs and Housing, shall be the responsibility of Economic Development Officer for the Township of Wellington North.

#### **4.4.3 Administration**

The grant and/or loan programs will be administered on a first come, first served basis to the limit of the available funding in accordance with any administrative rules governing this and other grant or loan programs. The Township's Community Improvement Plan will be reviewed by the Economic Development Officer every six (6) months to one (1) year.

Figure 4.1 Program Availability Chart

	Urban Centre CIPA	RURAL CIPA	HAMLET CIPA
Facade Improvement Loan and Grant Program			
Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant Program			
Application Fees and Development Charges Grant			
Public Art Grant			
Building Improvement Grant			
Accessibility Grant			
Building Conversion/Expansion Grant			



## 5.0 Interpretation





## 5.1 Community Improvement Plan Foundation

All sections, figures, appendices, with the exception of Appendix D, of this document shall form the CIP for the Township of Wellington North.

## 5.2 Community Improvement Plan Amendments

Changes to the Community Improvement Project Areas or addition or increase in grant or loan programs, shall require an amendment to this plan. The deletion of a program does not require an amendment to the CIP. This plan has been prepared in accordance with and shall be deemed to conform to the Wellington County Official Plan.

## 5.3 Community Improvement Plan Title

This plan shall be referred as the ***Community Improvement Plan Update for the Township of Wellington North***. At such time as other CIP's are prepared for this or other areas, this title may be modified for clarification purposes without requiring amendment to this plan.

## 5.4 Definitions

**“Commercial”** means any property or building that is engaged in commerce, involved in work that is intended for the mass market, or used for the sale or production of goods.

**“Community Improvement Plan”** means a plan for the community improvement of a community improvement project area.

**“Community Improvement Project Area”** means a municipality or an area within municipality, the community improvement of which, in the opinion of Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Façade, signage, and brownfield improvements are limited to the Community Improvement Project Area.

**“Improvement”** means a reconstruction, rehabilitation, enhancement of the façade or signage, addition, or other improvement of a structure.

**“Qualified Person”** is an individual who meets the qualifications prescribed in Ontario Regulation 153/04 as amended from the Planning Act.

**“Redevelopment”** means either the demolition of existing buildings unfit for occupancy and their replacement with new buildings, or the restoration of buildings or properties.

**“Rehabilitation”** means any efforts that result in the productive reuse of lands and/or buildings within the Community Improvement Project Area.

**“Official Plan”** means a comprehensive long range plan for land use which guides growth and land use change in a municipality.

**“Proponent”** means the owner or their heirs, successors or assignees of a property located in the Community Improvement Project Area. This definition is not applicable in the Brownfield Property Tax Assistance Section.

**“Tax Increment”** refers to the increase in taxes, or tax increment and is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. A municipality may provide any proportion of the increment for any length of time their council deems is appropriate. The tax increment does not include any increases/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.

## Appendices

- A Community Improvement Plan Establishment And Approval Process
- B Wellington County Official Plan (Section 4.12)
- C Community Open House Newspaper Advertisement Notices
- D The Corporation of the Township of Wellington North - By Law Number 62-11
- E The Corporation of the Township of Wellington North - By Law Number 72-14
- F The Corporation of the Township of Wellington North - By Law Number \_\_\_\_\_



## Appendix A: Community Improvement Plan Establishment & Approval Process

June 2017

# COMMUNITY IMPROVEMENT PLAN ESTABLISHMENT AND APPROVAL PROCESS

### Executive Summary

The Community Improvement Plan (CIP ) process described below takes into account legislative requirements prescribed under sections 17 and 28 of the Planning Act. It should be noted that most CIPs require several months of preparation and approval time.

### Recommended Municipal Process

1. **Identify the community-improvement need** (physical, environmental, social and/or community economical development reason)
2. **Report to Municipal Council** – problem, rationale for need, description of CIP process, goals, area for rehabilitation, approach (in house or by consultant), who and how it will be administered, project timelines, staffing and financial implications. Send report to council to seek direction and authorization to proceed with Community Improvement Plan exercise.
3. **Establish strategy for public input and feedback** – identify stakeholders (could be municipal staff, political reps in area, Business Improvement Areas (BIAs), industry representatives, financial institutions, consultants etc.) This step can help identify community impediments, provide feedback on municipal strategies and implementation programs.
4. **Research and Analysis** – of the project area regarding existing physical, economic and social characteristics. Assemble data/information, analyze to identify area of need and key impediments to community improvement. Obtain stakeholder feedback on key impediments. Finalize based on public input and research and analysis.
5. **Designate Community Improvement Project Area** – area delineated based on research. Map or describe Community Improvement Project Area. Forward to council recommending designation. Council approves and directs staff to prepare by-law. The draft by-laws for the Community Improvement Project Area and draft of the Community Improvement Plan can be sent to Council for information and support at the same time.
6. **Draft the Community Improvement Plan**– strategies, actions and proposed incentive programs, all aimed at achieving stated goals and overcoming impediments to community improvement.

### Approval Process

7. **Consultation with Ministry of Municipal Affairs and Housing (MAH)** – Municipal Services Office staff reviews documentation and forwards the draft plant to: Ministry of Finance for comments on CIPs with

*Municipal Act, 2001* s.365.1 programs; Ministry of the Environment for comments on brownfields CIPs; Ministry of Culture for comments on heritage related CIPs of Ministry of Economic Development and Trade for comments on economic development related to CIPs.

8. **Notice of Public Meeting** (*Planning Act*, ss17(15) to (18)) – The Community Improvement Plan is to be made available with the notice 20 days prior to public meeting with the Notice.
9. **Public Meeting on draft Community Improvement Plan** (*Planning Act*, clause 17(15)(c) and ss 17(17) – The public meeting is held with council disclosing the community improvement plan. Council approves CIP and passes by-law.
10. **20 Day Appeal Period** (*Planning Act*, ss. 17(36)) – if no appeals are made then decision is final (*Planning Act*, ss.17(38)). If appealed, file processed to OMB (*Planning Act*, ss. 17(36) and (37)). The OMB has can either dismiss the appeal (*Planning Act*, ss.17(45)) or provide for a hearing (*Planning Act*, ss. 17(44)).

## Appendix B: Wellington County Official Plan (Section 4.12)

### 4.11 PUBLIC SPACES, PARKS AND OPEN SPACE

Planning and design play an important role in community health by providing opportunities for active lifestyles and recreation activities.

Wellington is fortunate to have a number of: publicly-accessible rail trails; agreement forest trails; rivers, lakes and reservoirs; conservation areas; and municipal parks and recreation complexes. Equally important is the involvement of community groups who provide support and stewardship for a number of these facilities.

The County will promote healthy, active communities by:

- a) planning public roads, streets and facilities to be safe, meet the needs of pedestrians, and facilitate pedestrian and non-motorized movement, including but not limited to, walking and cycling;
- b) providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, open space areas, trails, and, where practical and appropriate, water-based resources;
- c) providing opportunities for public access to shorelines;
- d) considering the impacts of planning decisions on parks, agreement forests and conservation areas.

### 4.12 COMMUNITY IMPROVEMENT

#### 4.12.1 Introduction

The Community Improvement provisions of the Planning Act provide for and co-ordinate comprehensive physical improvements in older areas of a community. Community

improvement policies are intended to provide a planning mechanism for improvements, access to provincial cost sharing programs and encouragement for private investment.

The Plan may, under the Planning Act, designate "Community Improvement Areas" within which a local municipality may acquire land, prepare improvement plans and undertake various community improvement projects and works to implement those plans.

#### 4.12.2 Objectives

Community Improvement Policies are intended to accomplish the following objectives:

- a) identify areas that exhibit problems of instability, building deterioration, inadequate municipal services and facilities or inappropriate arrangements of land uses;
- b) promote the long term stability and viability of identified Community Improvement Areas by reducing land use conflicts and upgrading municipal services;
- c) encourage coordinated municipal expenditures, planning and development activities within identified Community Improvement Areas;
- d) stimulate the maintenance and renewal of private property;
- e) enhance the visual quality of the community.

#### 4.12.3 Identifying Areas

Council shall consider the following criteria in the designation of community improvement areas:

- a) a significant portion of the housing stock and other buildings are in need

- of maintenance, rehabilitation or redevelopment;
- b) municipal services including sanitary sewer, storm sewer, water supply systems, roads, sidewalks, curbs, gutters, street lighting or parking facilities are inadequate and in need of repair;
- c) the supply of public open space or recreation facilities is deficient;
- d) there are conflicting land uses in the area;
- e) within commercial areas, deterioration in the appearance of building facades, inadequate parking facilities or inadequate pedestrian access;
- f) a significant portion of the buildings are considered heritage resources.
- d) co-operate with groups and organizations whose objectives include community improvement.

#### 4.13 ALTERNATIVE AND RENEWABLE ENERGY

Alternative energy systems and renewable energy systems shall be permitted in the urban system and the rural system in accordance with provincial and federal requirements. These systems should be sited, designed and constructed to minimize impacts on agricultural operations, enjoyment of property, sensitive land uses and the greenlands system.

The County may develop more detailed policies governing various types of alternative and renewable energy systems. Local municipalities may establish zoning restrictions to regulate the location and scale of alternative and renewable energy systems to ensure matters such as land use compatibility, public safety and environmental impact are appropriately addressed.

##### 4.13.1 WIND ENERGY SYSTEMS

In its simplest form, a wind energy system is a system that converts wind energy into electricity, and consists of a wind turbine, a tower and associated control or conversion electronics. In its most complex form, a wind energy system is an array of turbines on multiple properties in a wind farm development that is connected to the electricity grid in circuits at a substation. For the purposes of this Plan, wind energy systems are divided into Micro, Small and Large Wind Energy System categories as follows:

A **Micro Wind Energy System** consists of one wind turbine on a lot with nameplate capacity of 5kW or less.

A **Small Wind Energy System** consists of one or more wind turbines on a lot that have a total nameplate capacity of more than 5kW and less than 100kW.

#### 4.12.4 Community Improvement Area

Community Improvement areas are identified on Schedule "A" to the Plan. The boundaries of the community improvement area are considered approximate and minor adjustments may be made without amendment to this Plan provided that the overall intent is maintained.

#### 4.12.5 Implementation

In order to accomplish the community improvement objectives set out in the Plan, a local Council may:

- a) prepare and carry out a community improvement program under the authority provided by the Planning Act;
- b) take advantage of federal and provincial funding programs which would benefit the community;
- c) prepare and adopt a property standards by-laws;

Appendix C: Community Open House Newspaper Advertisement Notice

Community Improvement Plan Update  
community session



**You're Invited!**

**Wellington North's  
Community Improvement  
Plan Update**

**Open House**



**Tuesday March 28, 2017**  
**2pm - 4pm**

At the  
**Wellington North Showcase**  
(Mount Forest and District Sports Complex)



*This is an 'open house' community session hosted by Wellington North Economic Development to aid the development of a Community Improvement Plan Update.*

*This session will provide information on the draft Community Improvement Plan Update for the CIP project areas located in Wellington North's urban centres, hamlets and rural areas.*

**All are welcome!**

Information by calling Stempel Kelly Associates Inc. ☎ 519-787-4313



*Appendix D: The Corporation of the Township of Wellington North - By Law Number 62-11*

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

**BY-LAW NUMBER 62-11**

**BEING A BY-LAW TO DESIGNATE A COMMUNITY IMPROVEMENT PROJECT AREA RESPECTING THE REDEVELOPMENT, REVITALIZATION, PROSPERITY AND BEAUTIFICATION OF THE ARTHUR AND MOUNT FOREST COMMUNITIES.**

**AUTHORITY:** Planning Act, R.S.O. 1990

**WHEREAS** Section 28(2) of the *Planning Act*, R.S.O. 1990, c. P.13, s. 28(2); 2006, c.23, s. 14(3) provides that “where there is an official plan in effect in a local municipality that contains provisions relating to community improvement in the municipality, the council may, by By-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area”;

**AND WHEREAS** Section 28(2) of the *Planning Act*, a municipality or an area within a municipality, that community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason”;

**AND WHEREAS** the Official Plan for the Township of Wellington North contains provisions enabling the Council of the Corporation of the Township of Wellington North to designate Community Improvement Areas, by By-law, for the purposes of preparing and undertaking a Community Improvement Plan;

**AND WHEREAS** the Council of the Corporation of the Township of Wellington North has deemed it appropriate to designate areas of the communities of Arthur and Mount Forest as a Community Improvement Project Area for the purposes of establishing a Community Improvement Plan respecting the redevelopment, revitalization, prosperity and beautification of the Arthur and Mount Forest community, in accordance with Section 28(2) of the *Planning Act*;

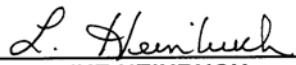
By-law No. 62-11  
Page 2 of 2

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

1. Areas of the Communities of Arthur and Mount Forest, as illustrated in Schedule "A" and "B" attached hereto and forming part of this By-law, are hereby designated as the Community Improvement project Area respecting the redevelopment, revitalization, prosperity and beautification of the Arthur and Mount Forest communities.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29TH DAY OF AUGUST, 2011.**

  
\_\_\_\_\_  
RAYMOND TOUT,  
MAYOR

  
\_\_\_\_\_  
LORRAINE HEINBUCH,  
CHIEF ADMINISTRATIVE OFFICER/CLERK

## THE CORPORATION OF TOWNSHIP OF WELLINGTON NORTH

### BY-LAW NUMBER 72-14

**BEING A BY-LAW TO AMEND BY-LAW NUMBER 62-11 BEING A BY-LAW TO DESIGNATE A COMMUNITY IMPROVEMENT PROJECT AREA RESPECTING THE REDEVELOPMENT, REVITALIZATION, PROSPERITY AND BEAUTIFICATION OF THE ARTHUR AND MOUNT FOREST COMMUNITIES TO INCLUDE THE KENILWORTH COMMUNITY.**

**AUTHORITY:** Planning Act, R.S.O. 1990

**WHEREAS** Section 28(2) of the *Planning Act*, R.S.O. 1990. c. P.13. s.28(2): 2006. c.23. s.14(3) provides that “where there is an Official Plan in effect in a local municipality, the Council may, by By-law, designate the whole or any part of an area covered by such an Official Plan as a community improvement project area”;

**AND WHEREAS** Section 28(2) of the *Planning Act*, a municipality or an area within a municipality, that community improvement of which, in the opinion of the Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reasons”;

**AND WHEREAS** the Official Plan for the Township of Wellington North contains provisions enabling the Council of the Corporation of the Township of Wellington North to designate Community Improvement Areas, by By-law, for the purposes of preparing and undertaking a Community Improvement Plan;

**AND WHEREAS** the Council of the Corporation of the Township of Wellington North has deemed it appropriate to designate areas of the community of Kenilworth as a Community Improvement Project Area for the purposes of utilizing a Community Improvement Plan respecting the redevelopment, revitalization, prosperity and beautification of the Kenilworth community, in accordance with Section 28(2) of the *Planning Act*.

*Appendix F:* The Corporation of the Township of Wellington North - By Law Number \_\_\_\_\_

**By-law No. 72-14**  
**Page 2 of 2**

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

1. Areas of the Community of Kenilworth, as illustrated in Schedule 'A' attached hereto and forming part of this By-law, are hereby designated as the Community Improvement Project Area respecting the redevelopment, revitalization, prosperity and beautification of the Kenilworth community.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
 THIS 8TH DAY OF SEPTEMBER, 2014.**




---

**RAYMOND TOUT**  
**MAYOR**




---

**MICHAEL GIVENS**  
**CHIEF ADMINISTRATIVE OFFICER/CLERK**



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

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

519.848.3620  
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF AUGUST 14, 2017**

**FROM: BARRY TROOD, SUPERINTENDENT OF WATER/SEWER**

**SUBJECT: REPORT PW 2017-019 BEING A REPORT ON THE 2017 OCWA  
ANNUAL REPORT FOR ARTHUR WASTEWATER TREATMENT  
PLANT (AWWTP)**

#### **RECOMMENDATION**

**THAT** Report PW 2017-19 being a report on the 2017 Ontario Clean Water Agency (OCWA) annual report for the Arthur Wastewater Treatment Plant be received for information.

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

Pw 2017-009

#### **BACKGROUND**

Ontario Clean Water Agency (OCWA) is the operating authority for the Township's wastewater collection and treatment facilities which includes sanitary lift stations and pollution control plants. The Township owns six sanitary lift stations (North Water SPS, Perth SPS, Durham SPS, Cork SPS, Frederick SPS, Wells SPS) and two pollution control plants (Arthur WWTP, Mount Forest WWTP).

OCWA prepares an annual report on each communities wastewater treatment facilities for submission to the Ministry of Environment and Climate Change.

On November 28, 2016 the MOECC issued a new ECA (Environmental Compliance Approval) for the AWWTP. Under the conditions of the new ECA the annual reporting

period is now based on information data from the period of May 1<sup>st</sup> of the current year to April 30<sup>th</sup> of the following year. The Annual Report for the AWWTP must now be completed and submitted to the MOECC by August 1 of the current year. Previous to this the Annual reporting period for the AWWTP was January 1 to December 31. The change in part was done to reflect and show a complete discharge period from the AWWTP to the Conestoga River which is from September 15 of the current year to April 30 of the following year.

OCWA's 2017 annual report for the Arthur WWTP from the period of January 1 , 2017 to April 30, 2017 is included as Schedule A.

**FINANCIAL CONSIDERATIONS**

In 2016 OCWA represented an annual operating expense to the Township of approx. \$427k.

**STRATEGIC PLAN**

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

- X Yes                                       No                                       N/A

Which pillars does this report support?

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

Wastewater treatment is critical public infrastructure needed to support community growth. Township Council and staff need to continue to develop their knowledge of wastewater to aid future decision making.

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

*Barry Trood*

*Michael Givens, CAO*

<b>BARRY TROOD SUPERINTENDENT OF WATER/SEWER</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
--	--



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

136 Main Street East  
Shelburne, Ontario  
Canada L9V 3K5

TEL: 1 866 214 6987  
TEL: 519 925 1938  
FAX: 519 925 0322  
WWW.OCWA.COM

**August 1, 2017**

**Mr. Mike Givens**  
**CAO**  
**Township of Wellington North**  
**7490 Sideroad 7 West**  
**Kenilworth, ON**  
**N0G 2E0**

**Re: January to April 2017 Performance Report for the Arthur Wastewater Treatment Plant**

Attached is the January to April 2017 Performance Report for the **Arthur Wastewater Treatment Plant** located in the Village of Arthur. This report has been completed in accordance with Environmental Compliance Approval #3773-ABJKXX Section 10 (6) issued November 28, 2016 to the Township of Wellington North.

This report was prepared by the Ontario Clean Water Agency on behalf of the Town Wellington North based on the information we have in our records. The report covers the period from January 1, 2017 to April 30, 2017.

If you have any questions regarding the attached report please do not hesitate to contact me at (519) 925-1938.

Kind Regards,

A handwritten signature in black ink, appearing to read "Scott Craggs".

**Scott Craggs**  
**Senior Operations Manager**  
**Ontario Clean Water Agency**  
**Highlands Hub**

SC/lb



# **Ontario Clean Water Agency Agence Ontarienne Des Eaux**

---

## **January to April 2017 Report**

for the

## **Arthur Water Pollution Control Plant**

**Environmental Compliance Approval # 3773-ABJKXX**  
(issued November 28, 2016)

prepared for the Township of Wellington North

by the Ontario Clean Water Agency

Prepared by: Lisa Benoit  
Process & Compliance Technician  
Ontario Clean Water Agency  
Highlands Hub



**January - April 2017 Annual Report for  
the Arthur Water Pollution Control Plant  
Environmental Compliance Approval No. 3773-ABJKXX**

**Operated by the Ontario Clean Water Agency (OCWA)  
under contract to the Township of Wellington North  
for the period of January - April 2017**

**Section 1 - Introduction:**

The Ontario Clean Water Agency is pleased to provide the Ministry of the Environment and Climate Change (MOECC) with the January – April 2017 Annual Report for the Arthur Water Pollution Control Plant.

This report is designed to inform the MOECC of the quality of effluent being discharged from this plant. The entire treatment process at the Arthur Water Pollution Control Plant can best be described as a “transformation”.

A transformation from a harmful wastewater into two useful end products:

- a) A disinfected treated effluent
- b) An agricultural liquid fertilizer

Inquiries regarding this report can be directed to Scott Craggs, Senior Operations Manager at the Ontario Clean Water Agency office located at 136 Main St. East in Shelburne, Ontario (Tel. (519) 925-1938, Fax (519) 925-0322, email: [scraggs@ocwa.com](mailto:scraggs@ocwa.com)).

**Section 2 - Project Description:**

The Arthur Water Pollution Control Plant began operating in its present configuration in January 1991.

The plant is an extended aeration facility, with grit channels and parshall flume, comminutor and two aeration tanks. Phosphorus removal by continuous alum feed, one final clarifier and effluent filter system for tertiary treatment. Ultraviolet radiation is used for disinfection of final effluent. Three former waste stabilization lagoons have been modified to act as effluent holding ponds. Discharge is withheld from the receiving water (Conestoga River) during summer months due to low flow conditions, thus plant effluent is discharged to the holding ponds during this time.

The facility receives residential, commercial and industrial wastewater and provides a level of treatment to meet the “Certificate of Approval” issued to the plant for discharging into the Conestoga River.

**January – April 2017 Annual Report for  
the Arthur Water Pollution Control Plant  
Environmental Compliance Approval No. 3773-ABJKXX**

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As outlined in the Environmental Compliance Approval No. 3773-ABJKXX under Terms and Conditions:

7. (1) *The effluent from the plant is to be discharged as follows unless otherwise approved in writing the District Officer.*
- a) *From May 1 to September 15 the effluent from the plant should be transmitted to the holding ponds for storage.*
  - b) *From September 16 to April 30, the effluent from the plant may be discharged directly to Conestoga River provided that there is adequate flow in the river.*
  - c) *From September 16 to April 30, effluent stored in the holding pond may be transmitted to the plant, filtered and then discharged to the river provided that there is adequate flow in the river.*
  - d) *Effluent from the holding pond may be discharged to Conestoga River during emergencies provided that prior written authorization has been obtained from the District Officer.*

A gauging station near the outfall of the plant is used to monitor and record the flow in the Conestoga River. Charting the depth of flow in the river against the "Theoretical Rating Curve" at this location will provide us with the river flowrate. Monthly Arthur WPCP Discharge Curves are used along with this river flowrate and Total Ammonium Nitrogen in the effluent to find the allowable daily effluent discharge rate.

Sludge is digested aerobically. The six storage tanks/digesters provide a maximum of 18 to 20 weeks storage (this includes primary and secondary digester capacity). Sludge loading facilities provide for transfer of digested aerobic sludge to trucks. Digested sludge is land-applied as farm fertilizer.

A "Process Flow Schematic" is included in Appendix E of this report.

**January – April 2017 Annual Report for  
the Arthur Water Pollution Control Plant  
Environmental Compliance Approval No. 3773-ABJKXX**

**Section 3 - Plant Facts:**

**Facilities** > Extended aeration activated sludge STP

**Design Capacity** > 1,465 m<sup>3</sup>/day

**Average Daily Flow (2017)** > 1,858 m<sup>3</sup>/day

**Receiving Water** > Conestoga River

**Service Population** > 2,500 people approximately

**Certificates of Approval** > 3-1256-88-908

**Plant Classification** > WWT-III

**Effluent Requirements** >

Parameter	Average Annual Concentration mg/L	Average Monthly Concentration mg/L	Average Annual Loadings kg/day
CBOD <sub>5</sub>	10	15	14.65
Suspended Solids	10	15	14.65
Total Phosphorus	1	1	1.47
Total Ammonium Nitrogen	1.5	2.3	2.20

As outlined in the Certificate of Approval No. 3773-ABJKXX under Terms and Conditions:

6. (3) *The average geometric mean density of fecal coliforms in the effluent shall not exceed 200 per 100 mL."*

**Any exceedance of the above parameters constitutes non-compliance with this certificate.**

**Sampling Requirements** >

**Final effluent:** Composite samples from the plant and the pond shall be collected at least once a week during the period when the effluent is being discharged to the Conestoga River, and a grab sample at least once a month during the period when the effluent (secondary) is being transferred to the holding ponds. These samples will be analyzed for CBOD<sub>5</sub>, Total Suspended Solids, Total Phosphorus, Total Ammonium Nitrogen, Nitrite, Nitrate, Total Kjeldhal Nitrogen, E.Coli, Dissolved Oxygen, pH and Temperature.

**Raw sewage:** a 24 hour composite sample of the raw sewage shall be collected at least every month and analyzed for at least the following parameters: BOD<sub>5</sub>, Suspended Solids, Total Kjeldhal Nitrogen and Total Phosphorus.

**Aerobic sludge:** a grab sample is collected monthly during the non-spreading and spreading season and tested for Total Solids, Nitrite, Nitrate, Total Phosphorus, Total Ammonia Nitrogen, pH and Metals.

#### **Section 4 - Sampling Procedures:**

Final effluent is sampled weekly during the period when the effluent is being discharged to the Conestoga River and tested for CBOD<sub>5</sub>, Total Suspended Solids, Total Phosphorus, Total Ammonium Nitrogen, Nitrite, Nitrate and Total Kjeldhal Nitrogen. These are also collected using an automatic composite sampler (over a twenty-four hour period). A grab sample of final effluent is collected weekly during the period when the effluent is being discharged to the Conestoga River and is tested for E.coli, pH, Temperature and Dissolved Oxygen. In addition to this, weekly grab samples of final effluent are also tested in house for pH and Temperature.

During the non-discharge period when the effluent is directed to the lagoons, the secondary effluent is sampled for CBOD<sub>5</sub>, Total Suspended Solids, Total Phosphorus, Total Ammonium Nitrogen, Nitrite, Nitrate, Total Kjeldhal Nitrogen, Dissolved Oxygen, pH and Temperature.

Raw sewage is sampled monthly during the discharge period and tested for BOD<sub>5</sub>, Total Suspended Solids, Total Phosphorus and Total Kjeldahl Nitrogen. Samples are collected using an automatic composite sampler (over a twenty-four hour period).

In-house tests are conducted by licensed operators for monitoring purposes using Standard Methods. The data generated from these tests is used to determine the treatment efficiency while maintaining process control. All in-house monitoring equipment is calibrated based on the manufacturer's recommendations.

Aerobic sludge is collected and tested as per the sampling requirements.

#### **Section 5 - Summary of Report:**

During the period of January to April 2017, the Arthur Water Pollution Control Plant provided effective wastewater treatment, producing effluent with removal rates for CBOD<sub>5</sub>, SS, TKN and Total Phosphorus all at 94.5% or better.

This facility was in compliance with all the effluent concentrations and loading limits for the January to April 2017 period. However, there were two effluent samples in January that were missing the CBOD<sub>5</sub> analysis one due to not receiving the new ECA prior to the start date of the new requirement for CBOD<sub>5</sub> rather than BOD<sub>5</sub> (January 4, 2017) and the other due to laboratory error (January 30, 2017).

The bacteriological quality of the effluent complied with the certificate of approval annual geometric mean density of <200 organisms per 100 ml sample during the period of January to

**January – April 2017 Annual Report for  
the Arthur Water Pollution Control Plant  
Environmental Compliance Approval No. 3773-ABJKXX**

April 2017. The annual geometric mean density of organisms was 2.89 organisms per 100 ml sample, indicating effective effluent disinfection. Aerobic sludge produced at the facility continued to meet all the Guidelines established for agricultural utilization. Wessuc Inc. of New Lowell are contracted to haul and spread sludge from the Arthur WPCP. During the period of January to April 2017, the sludge from the Arthur Plant was sent to Listek International Incorporated.

**Section 6 - Compliance With Provincial Regulations:**

OCWA operates this sewage system in accordance with provincial regulations, by:

- The use of Accredited Labs (SGS Canada Inc.): Analytical tests to monitor the effluent quality are conducted by a laboratory audited by the Canadian Association for Environmental Analytical Laboratories (CAEAL) and accredited by the Standards Council of Canada (SCC). Accreditation ensures that the laboratory has acceptable laboratory protocols and test methods in place. It also requires the laboratory to provide evidence and assurances of the proficiency of the analysts performing the test methods. During the period of January to April 2017, all chemical sample analyses were conducted by SGS Lakefield Research Limited.
- Operation by Licensed Operators: This sewage system is operated and maintained by the Ontario Clean Water Agency's licensed staff. The mandatory licensing program for operators of sewage treatment facilities in Ontario is regulated under the Ontario Water Resources Act (OWRA) Ontario Regulation 129/04. Licensing means that an individual meets the education and experience requirements and has successfully passed the certification exam.

The following are certified operators who operated this facility during the period of January to April 2017 with current certified classification, certificate numbers and certificate expiry dates (TABLE 1):

**TABLE 1**

<b>Operator</b>	<b>Level</b>	<b>Certificate #</b>	<b>Expiry Date</b>
Dwight Hallahan	WWT 2	#15499	Apr 30/19
	WWC 1	#16002	Oct 31/19
Dan Yake	WWT 2	#57390	July 31/19
	WWC 1	#69121	Jan 31/20
Don Irvine	WWT 1	#94108	July 31/19
	WWC 1	Deemed	July 31/19
Curtis Parker	WWT 4	#79166	Mar 31/19
	WWC 3	#79167	Jul 31/18

**January – April 2017 Annual Report for  
the Arthur Water Pollution Control Plant  
Environmental Compliance Approval No. 3773-ABJKXX**

**Section 7 - System Information:**

Facility Name:	Arthur Water Pollution Control Plant	Client Services: Phone Number	David O'Connell (289) 259-3653
Receiving Water Disinfection Method	Conestoga River Ultraviolet Radiation	E-mail Address	doconnell@ocwa.com
Municipal Location	Village of Arthur	Senior Operations Manager Phone Number	Scott Craggs (519) 925-1938
Service Population	2,500 people approx.	E-mail Address	scraggs@ocwa.com

**Section 8 - Flows:**

The total flow treated from January to April 2017 was 223,348 m<sup>3</sup>. The average daily flow of 1,858 m<sup>3</sup>/day was 126.8% of the design capacity. The maximum peak flow of 4,110 m<sup>3</sup>/day occurred on March 1, 2017 and represents a peaking factor of 2.8 times design flow.

The monthly average daily design flow was exceeded in January, February, March and April 2017. This was due to heavy rainfall events and snow melt resulting in the infiltration of water into the collection system.

A total volume of 320,387 m<sup>3</sup> was discharged during the discharge period.

**Section 9 - Raw Sewage Quality:**

The annual average raw sewage BOD<sub>5</sub> concentration to the plant was 93.125 mg/L. This corresponds to an average BOD<sub>5</sub> loading of 173 kg/day. The annual average raw sewage suspended solids (SS) concentration to the plant was 87.000 mg/L. This corresponds to an average SS loading of 165 kg/day. The annual average raw sewage nitrogen concentration (as represented by TKN) to the plant was 16.663 mg/L. This corresponds to an average TKN loading of 31 kg/day. The annual average raw sewage Total Phosphorus concentration to the plant was 2.643 mg/L. This corresponds to an average Total Phosphorus loading of 4.9 kg/day.

**Section 10 - Plant Performance & Effluent Quality:**

There were normal operating problems encountered and/or corrective actions required at the Arthur Water Pollution Control Plant during the period January to April 2017 which included call-ins for power, UV and equipment failures and highflow events. The operators responded to the call-ins as part of the corrective action required and at no time did the problems affect the effluent quality. All repairs/maintenance can be found in Section 14.

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**January – April 2017 Annual Report for  
the Arthur Water Pollution Control Plant  
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Detailed analytical results from SGS Lakefield Research Limited are available at the office on request.

Removal rates for CBOD<sub>5</sub>, SS, TKN and Total Phosphorus were all 94.5% or better for the period of January to April 2017.

The average effluent CBOD<sub>5</sub> concentration was 2.750 mg/l with a removal efficiency of 97.0%. The annual average effluent SS concentration was 2.663 mg/l with a removal efficiency of 97.9%. The annual average effluent Total Kjeldahl Nitrogen (TKN) concentration was 0.882 mg/l with a removal efficiency of 94.7%. The annual average effluent Total Phosphorus concentration was 0.194 mg/l with a removal efficiency of 94.5%. The annual average effluent concentration for Ammonia-Nitrogen was 0.111 mg/l. The average waste loadings for the final effluent can be found in Appendix A.

The bacteriological quality of the effluent complied with the certificate of approval annual geometric mean density of <200 organisms per 100 ml sample for the period of January to April 2017. The geometric mean density of organisms for January to April 2017 was 2.89 organisms per 100 ml sample, indicating effective effluent disinfection.

No final effluent data is reported from May to September, because all plant effluent was diverted to the lagoons during this period. For compliance purposes, annual average concentrations are based only on data from the six months of river discharge. Raw sewage flows for the entire year are used to assess capacity. During the winter discharge period, stream flow in the river is noted daily, and plant discharge to the river is adjusted accordingly.

According to the Certificate of Approval discharge to the Conestoga River may begin on September 16 provided that there is adequate flow in the river.

### **Section 11 - Sludge Management**

Sludge produced at the Arthur WPCP during the period of January to April 2017 was land-applied in accordance with the Nutrient Management Act 2002 and Ontario Regulation 267/03.

Grab samples of digested (aerobic) sludge are collected as the sludge truck is being filled. For the period of January to April 2017 sludge sample analyses was carried out by SGS Lakefield Research Limited. A summary of sludge sample results and sludge haulage sheets are provided in Appendix B of this report.

Wessuc Inc. was contracted to haul sludge from the Arthur plant from January to April 2017. (Certificate of Approval - Waste Management System #1603-4LGJBN)

A total volume of 540 m<sup>3</sup> of sludge was hauled to Listek International Incorporated during the period of January to April 2017.

**January – April 2017 Annual Report for  
the Arthur Water Pollution Control Plant  
Environmental Compliance Approval No. 3773-ABJKXX**

The Certificate of Approval for the Mount Forest Sludge Storage Facility # 7965-5EKNUW allows storage of sludge from the Arthur sewage treatment plant.

Based on the design flow and average wastewater quality, the anticipated volume of sludge generated for 2017 would be approximately 1,080m<sup>3</sup>.

Monthly haulage volumes from the plant were as follows:

<b>Month</b>	<b>Cubic metres</b>	<b>Month</b>	<b>Cubic metres</b>
January	108	July	0
February	144	August	0
March	144	September	0
April	144	October	0
May	0	November	0
June	0	December	0

**Section 12 – A summary of any complaints received during the reporting period and any steps taken to address the complaints:**

A standard operating procedure (SOP) has been in place for a number of years to deal with complaints received from the community. All complaints are to be addressed and logged in detail in the facility logbook and a generic "Complaint Form". The information from the form would be entered on OCWA's electronic database system "OPEX". This system contains all the required information and history of all complaints.

No complaints were received during this reporting period with regard to the Arthur Water Pollution Control Plant.

**Section 13 - Bypassing and Abnormal Conditions:**

There were no bypasses at the Arthur Water Pollution Control Plant during the period of January to April 2017 reporting period.

**Section 14 - Calibration Activities and Maintenance items:**

Plant maintenance, including non-scheduled maintenance is monitored using Maximo Workplace Management System. Detailed maintenance reports are available. All routine and preventative maintenance was conducted as scheduled during January to April 2017.

A number of repairs or improvements to equipment on the works were made or identified during the period of January to April 2017 and are as follows:



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**January – April 2017 Annual Report for  
the Arthur Water Pollution Control Plant  
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**Plant:**

- CAI completed an inspection of the compressors.
- CAI repaired the pressure switch and belts on the compressor.

**Frederick St. Pumping Station:**

- Repair of the force main in the wet well.

Hollen Controls Limited was contracted to calibrate all flow measuring equipment on September 28, 2016. Copies of these calibration reports can be found in Appendix C of this report.

**Section 15 - Inspection of the Facility by the Ministry of the Environment:**

There was no MOECC inspection during the period of January to April 2017.

**Section 16 – Notice of Modifications:**

There were no notices of modifications sent to the Water Supervisor during this reporting period with regards to the Arthur Water Pollution Control Plant.

**Section 17 – Operational Objectives:**

The Arthur Water Pollution Control Plant continues to provide excellent wastewater treatment. OCWA and its operators will continue to strive through expertise and knowledge to meet all objectives and to continually improve and optimize the efficiency of the facility.

**Section 18 – Appendix**

- The Summary for January to April 2017 –Appendix A
  - Flows and Average Daily Flow (ADF) January to April 2017
  - Average Raw Sewage and Effluent Data January to April 2017
- Sludge Quality Data & Haulage January to April 2017 – Appendix B
- Calibration Reports 2017 – Appendix C
- River Levels/Total Ammonium Results/Discharge Flows January to April 2017 – Appendix D
- Process Flow Schematic January to April 2017– Appendix E

**January to April 2017 Report for  
the Arthur Water Pollution Control Plant  
Environmental Compliance Approval No. 3773-ABJKXX**

**Appendix A**

**Summary**

**for**

**January to April 2017**

# ARTHUR WATER POLLUTION CONTROL PLANT SUMMARY

FOR 2017

FLOWS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL	Ratio	
															Capacity	Total
Total	1000m <sup>3</sup>	63,649	48,184	55,389	56,126										223,348	
Avg day flow	1000m <sup>3</sup> /d	2,053	1,721	1,787	1,871										1,858	Average
Max day flow	1000m <sup>3</sup> /d	3,381	3,888	4,110	3,817										4,110	Maximum

### BYPASS

Pumping Station Volume	m <sup>3</sup>	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL	Total
Time	hrs.	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Partial Tertiary Volume	m <sup>3</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time	hrs.	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### RAW SEWAGE

	mg/l	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL	AVERAGE
BOD		68.0	145.5	103.0	56.0										93.1
TSS		82.0	81.0	131.0	74.0										87.0
TKN		11.8	20.2	24.8	9.9										16.7
Total P		2.46	3.91	2.59	1.61										2.64
pH		7.89	7.64	7.68	7.95										7.74

### SECONDARY EFFLUENT TO STORAGE (Max 1 to Sep.15)

	mg/l	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL	C. of A. Monthly
BOD5															15
TSS															15
TKN															2.3
Nitrite															
Nitrate															
Total P															
pH															

### FINAL EFFLUENT

	mg/l	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL	C. of A. Monthly	min	max
CBOD		2.00	2.50	2.75	3.75									2.75	15		
TSS		2.40	2.50	2.75	3.00									2.66	15		
TAN		0.120	0.125	0.100	0.100									0.111	2.3		
TKN		0.840	0.900	0.775	1.025									0.885			
Nitrite		0.046	0.148	0.245	0.050									0.122			
Nitrate		8.698	6.098	6.755	8.425									7.994			
Total P		0.248	0.288	0.143	0.098									0.19	1		
pH (grab)	min	6.95	7.24	7.27	6.87									7.08		6.87	
pH (grab)	max	7.49	7.42	7.42	7.70									7.51			
Temp (grab)	celcius	7.52	6.08	7.33	9.08									7.50			7.70



**January to April 2017 Report for  
the Arthur Water Pollution Control Plant  
Environmental Compliance Approval No. 3773-ABJKXX**

**Appendix B**

**Sludge Quality Data and Haulage**

**January to April 2017**



**January to April 2017 Report for  
the Arthur Water Pollution Control Plant  
Environmental Compliance Approval No. 3773-ABJKXX**

**Appendix C**

**Calibration Reports**

**2017**



160 Southgate Drive  
 Guelph, Ontario, N1G 4P5  
 Phone: 519-766-1152  
 Fax: 519-766-1153  
 www.hollencontrols.ca

## Instrument Report

Magmeter

Verification:  Yes

Calibration:

Customer: OCWA West Highland Hub  
 Description: Plant Effluent (to Pond)  
 Manufacturer: Rosemount  
 Model: DR12NOM4

Plant: Arthur WPCP  
 Date: 28-Sep-16  
 Checked By: Matt O'Grady  
 Serial No: 860216177

Tag No.: FIT 201

Application: Effluent Flow

Input %	Input	As Found	As Left	% Error
0%	4.00	4.00	4.00	0.000%
25%	8.00	8.01	8.00	0.000%
50%	12.00	12.01	12.01	0.083%
75%	16.00	16.01	16.01	0.063%
100%	20.00	20.01	20.01	0.050%

Confirmed Run Mode:  Yes      Returned to service:  Yes

**Flowmeter Information:**

Meter Type: Magnetic  
 Flow Unit: L/s  
 Flow Range: 0-100 L/s  
 Pipe Size: 6"  
 Pipe Material: Stainless Steel  
 Calibration Factor: 0916605509025005

**Comments:**

Verification of original calibration.

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Signature: 





160 Southgate Drive  
 Guelph, Ontario, N1G 4P5  
 Phone: 519-766-1152  
 Fax: 519-766-1153  
 www.hollencontrols.ca

## Instrument Report

Magmeter

Verification:  Yes

Calibration:

Customer: OCWA West Highland Hub  
 Description: Plant Effluent Flow  
 Manufacturer: Rosmeount  
 Model: DR12N0M4

Plant: Arthur WPCP  
 Date: 28-Sep-16  
 Checked By: Matt O'Grady  
 Serial No: 860220959

Tag No.: FIT 202

Application: Effluent Flow

Input %	Input	As Found	As Left	% Error
0%	4.00	4.00	4.00	0.000%
25%	8.00	8.01	8.00	0.000%
50%	12.00	12.01	12.01	0.083%
75%	16.00	16.01	16.01	0.063%
100%	20.00	20.01	20.01	0.050%

Confirmed Run Mode:  Yes

Returned to service:  Yes

**Flowmeter Information:**

Meter Type: Magnetic  
 Flow Unit: L/s  
 Flow Range: 0-100 L/s  
 PipeSize: 6"  
 Pipe Material: Stainless Steel  
 Calibration Factor: 0895005708809005

**Comments:**

Verification of original calibration.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature:



160 Southgate Drive  
 Guelph, Ontario, N1G 4P5  
 Phone: 519-766-1152  
 Fax: 519-766-1153  
 www.hollencontrols.ca

## Instrument Report

OCM III

Verification:  Yes

Calibration:

Customer: OCWA West Highland Hub  
 Description: Plant Effluent Flow (Flume)  
 Manufacturer: Milltronics  
 Model: OCM III

Plant: Arthur WPCP  
 Date: 28-Sep-16  
 Checked By: Matt O'Grady  
 Type: 9" Parshall Flume

Tag No.: FIT 203                      Range: 0-100 L/s

Input %	Input	As Found	As Left	% Error
0%	4.00	4.00	4.00	0.000%
25%	8.00	8.00	8.00	0.000%
50%	12.00	12.01	12.01	0.083%
75%	16.00	16.01	16.01	0.063%
100%	20.00	19.99	19.99	0.050%

Confirmed Run Mode:  Yes                      Placed in service:  Yes

**Parameters:**

Setup Parameters

P0	Language	0
P1	Units	0
P2	Temperature Unit	0
P3	Primary Element	0
P4	Calculation	1
P5	Flow Unit	0
P6	Max Flow	100
P7	Height of Max Head	33.4
U0	Exponent	1.53
P24	mA Assignment	0
P26	mA Span	0
P32	Totalizer Multiplier	3
P45	Low Flow Cut-off	0
P46	Range at Zero Head	96
P47	Blanking Distance	30.48264

Relay Parameters

Relay	Function	On	Off
Parameters	P15	P16	P17
Relay 1	8	90	80
Parameters	P18	P19	P20
Relay 2			
Parameters	P21	P22	P23
Relay 3			

**Comments:**

Verification of calibration  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature:

**January to April 2017 Report for  
the Arthur Water Pollution Control Plant  
Environmental Compliance Approval No. 3773-ABJKXX**

**Appendix D**

**River Levels/Total Ammonium Results/Discharge  
Flows**

**January to April 2017**

### Arthur WPCP Monthly Data Flow Sheet

Month: JAN 20 17

Date	Plant Discharge Flow (m3)	Logoon Effluent to Plant (m3)	Plant Effluent to Logoon (m3)	Total Raw Flow (m3)	River Level Average (cm)	River Level Flow (m3/sec)(From Table)	T.A.N. (mg/l) (From Table)	Allowable Discharge (from discharge curve)
1	2314	464	0	1650	37.02	0.9116		
2	2314	558	0	1756	40.165	1.1888		
3	3497	620	0	2877	60.47	2.5	0.0253	6500
4	3127	1283	0	2344	74.34	4.208		
5	3251	1347	0	1904	71.08	3.812		
6	3408	1479	0	1929	74.97	4.340		
7	3211	1462	0	1749	76.25	4.472		
8	2343	1110	0	1233	80.22	5.000		
9	3110	1412	0	1698	80.03	5.000	0.0502	6500
10	2104	1031	0	1073	91.41	6.830	0.0753	6500
11	4353	972	0	3381	104.96			
12	3661	502	0	3159	98.69	8.190		
13	3131	502	0	2629	96.28	5.996	0.0251	6500
14	2201	366	0	1835	72.70	4.076		
15	2812	466	0	2346	60.77	2.618		
16	2609	450	0	2159	48.35	1.5364		
17	2710	443	0	2267	43.26	1.2524		
18	2717	446	0	2271	47.02	1.4796	0.0251	6500
19	3673	1822	0	1851	48.81	1.5932		
20	3052	1035	0	2017	50.99	1.735		
21	3319	814	0	2505	66.26	3.208		
22	3317	626	0	2691	83.80	5.664		
23	2978	746	0	2232	84.78	5.830	0.0251	6500
24	2977	766	0	2211	72.23	3.944		
25	2816	748	0	2068	63.81	2.972	0.0251	6500
26	3345	1261	0	2084	63.11	2.854		
27	4064	2052	0	2012	57.89	2.330	0.0251	6500
28	3135	1672	0	1463	50.12	1.650		
29	3077	1634	0	1443	46.85	1.4796	0.0251	6500
30	3153	1763	0	1390	47.05	1.4796		
31	3213	1791	0	1422	43.80	1.3092		

\*\*\*RIVER AVERAGE TAKEN FROM PREVIOUS AND CURRENT DAY\*\*\*

Arthur WPCP Monthly Data Flow Sheet

Month: FEB 20 17

Date	Plant Discharge Flow (m3)	Lagoon Effluent to Plant (m3)	Plant Effluent to Lagoon (m3)	Total Raw Flow (m3)	River Level/Average (cm)	River Level Flow (m3/sec)(From Table)	T.A.N. (mg/l) (From Table)	Allowable Discharge (from discharge curve)
1	3132	1782	0	1350	37.94	0.9684	0.0251	6500
2	3042	1845	0	1197	33.51	0.7412		
3	3209	1986	0	1223	31.50	0.6276	0.0251	6500
4	2773	1703	0	1070	31.31	0.5708		
5	2698	1665	0	1033	30.27	0.5140		
6	2866	1770	0	1096	29.33	0.4572	0.0251	6500
7	3300	1789	0	1511	32.81	0.6844		
8	3227	1870	0	1357	37.46	0.9116		
9	2879	1705	0	1174	37.66	0.9684	0.1255	6500
10	3164	1911	0	1253	36.14	0.8548		
11	3626	2174	0	1452	34.68	0.7980		
12	2055	1261	0	794	32.61	0.6844		
13	2903	1730	0	1173	32.27	0.6276	0.1757	6500
14	2875	1738	0	1137	32.53	0.6844		
15	2804	1719	0	1085	31.37	0.5708	0.0251	6500
16	2951	1805	0	1146	30.30	0.5140		
17	1573	600	0	973	29.44	0.4572		
18	1870	0	0	1870	33.07	0.6844		
19	2509	0	0	2509	45.57	1.4228		
20	2403	820	0	1583	54.95	1.9900		
21	3785	1728	0	2057	59.78	2.5000	0.0251	6500
22	4786	968	0	3818	88.79	6.494		
23	3964	363	0	3601	103.68		0.0251	
24	5328	1440	0	3888	95.81	7.6800		
25	3792	1213	0	2579	81.54	5.1660		
26	3143	1199	0	1944	60.22	2.5000		
27	3152	1288	0	1864	52.75	1.9050	0.1255	6500
28	3702	1255	0	2447	81.97	5.8320	0.1757	6500
29								
30								
31								

\*\*\*RIVER AVERAGE TAKEN FROM PREVIOUS AND CURRENT DAY\*\*\*

# Arthur WPCP Monthly Data Flow Sheet

Month: MARCH 20 17

Date	Plant Discharge Flow (m3)	Lagoon Effluent to Plant (m3)	Plant Effluent to Lagoon (m3)	Total Raw Flow (m3)	River Level Average (cm)	River Level Flow (m3/sec/From Table)	T.A.N. (mg/l) (From Table)	Allowable Discharge (from discharge curve)
1	4853	743	0	4110	96.17	7.6800		
2	3352	1005	0	2347	68.22	3.4440		
3	3031	1041	0	1990	51.70	1.8200	0.0251	6500
4	2678	919	0	1759	45.13	1.3660		
5	2711	967	0	1744	39.27	1.0252		
6	2777	966	0	1811	41.67	1.1956	0.0251	6500
7	2881	966	0	1915	54.04	1.9900		
8	2735	964	0	1771	53.63	1.9900	0.1255	6500
9	2687	964	0	1723	43.69	1.3092		
10	2805	993	0	1812	40.67	1.1388	0.0251	6500
11	2683	946	0	1737	38.86	1.0252		
12	2537	883	0	1654	35.75	0.8548		
13	2739	951	0	1788	32.71	0.6844	0.0251	6500
14	2689	936	0	1753	28.99	0.4572	0.0251	6500
15	2705	936	0	1769	26.18	0.2868	0.0251	6500
16	3069	1023	0	2046	25.46	0.2300		
17	1045	313	0	732	26.23	0.2868		
18	807	0	0	807	24.87	0.2300		
19	2356	790	0	1566	24.15	0.2208		
20	2687	905	0	1782	25.69	0.2868	0.0251	6500
21	2707	910	0	1797	24.71	0.2300		
22	2732	1344	0	1388	26.59	0.3436	0.0251	6500
23	2226	514	0	1712	28.26	0.4004		
24	1766	0	0	1766	35.59	0.8548		
25	1786	0	0	1786	44.62	1.3660		
26	2087	0	0	2087	53.91	1.9900		
27	3270	1500	0	1770	59.15	2.4150	0.0502	6500
28	2201	949	0	1252	50.77	1.7350		
29	2857	1247	0	1610	43.81	1.3092		
30	2763	1235	0	1528	39.80	1.0820		
31	2945	868	0	3077	42.92	1.2524	0.0251	6500

\*\*\*RIVER AVERAGE TAKEN FROM PREVIOUS AND CURRENT DAY\*\*\*

LB Arthur WPCP Monthly Data Flow Sheet LB LB Month: Apr 20 17

Date	Plant Discharge Flow (m3)	Logoon Effluent to Plant (m3)	Plant Effluent to Logoon (m3)	Total Raw Flow (m3)	River Level Average (cm)	River Level Flow (m3/sec)(From Table)	T.A.M (mg/l) (From Table)	Allowable Discharge (from discharge curve)
1	2747	643	0	2104	43.80	1.3092		
2	2419	553	0	1866	38.83	1.0252		
3	2493	206	0	2287	44.53	1.3660	0.0251	6500
4	3757	357	0	3394	63.03	2.8540		
5	3192	391	0	2801	67.82	3.4440	0.5271	6500
6	3817	0	0	3817	70.78	3.8120		
7	2710	0	0	2710	72.52	4.0760		
8	3117	1003	0	2114	59.62	2.5000		
9	2535	878	0	1657	50.31	1.6500		
10	3866	1057	0	2809	55.47	2.0750	0.0502	6500
11	2098	320	0	1778	58.06	2.3300		
12	1975	0	0	1975	47.58	1.5364	0.0251	6500
13	1640	0	0	1640	38.74	1.0252		
14	1387	0	0	1387	34.85	0.7980		
15	1340	0	0	1340	34.90	0.7980		
16	1309	0	0	1309	33.9545	0.6844		
17	1264	0	0	1264	32.71	0.6844		
18	1286	1244	45	1341	31.38	0.5708	0.0502	6500
19	1474	0	0	1474	29.54	0.5140		
20	1949	0	0	1949	28.58	0.4572		
21	2081	0	0	2081	50.87	1.7350	0.0251	6500
22	1545	0	0	1545	41.28	1.1388		
23	1663	0	0	1663	34.83	0.7980		
24	1282	0	0	1282	31.75	0.6276		
25	1597	0	0	1597	30.80	0.5708		
26	1390	0	0	1390	28.95	0.4572		
27	380	0	1099	1479	28.85	0.4572	0.0251	6500
28	0	0	1635	1635	27.62	0.4004		
29	0	0	1066	1066	25.90	0.2868		
30	0	0	1472	1472	32.65	0.6844		
31								

\*\*\*RIVER AVERAGE TAKEN FROM PREVIOUS AND CURRENT DAY\*\*\*

**January to April 2017 Report for  
the Arthur Water Pollution Control Plant  
Environmental Compliance Approval No. 3773-ABJKXX**

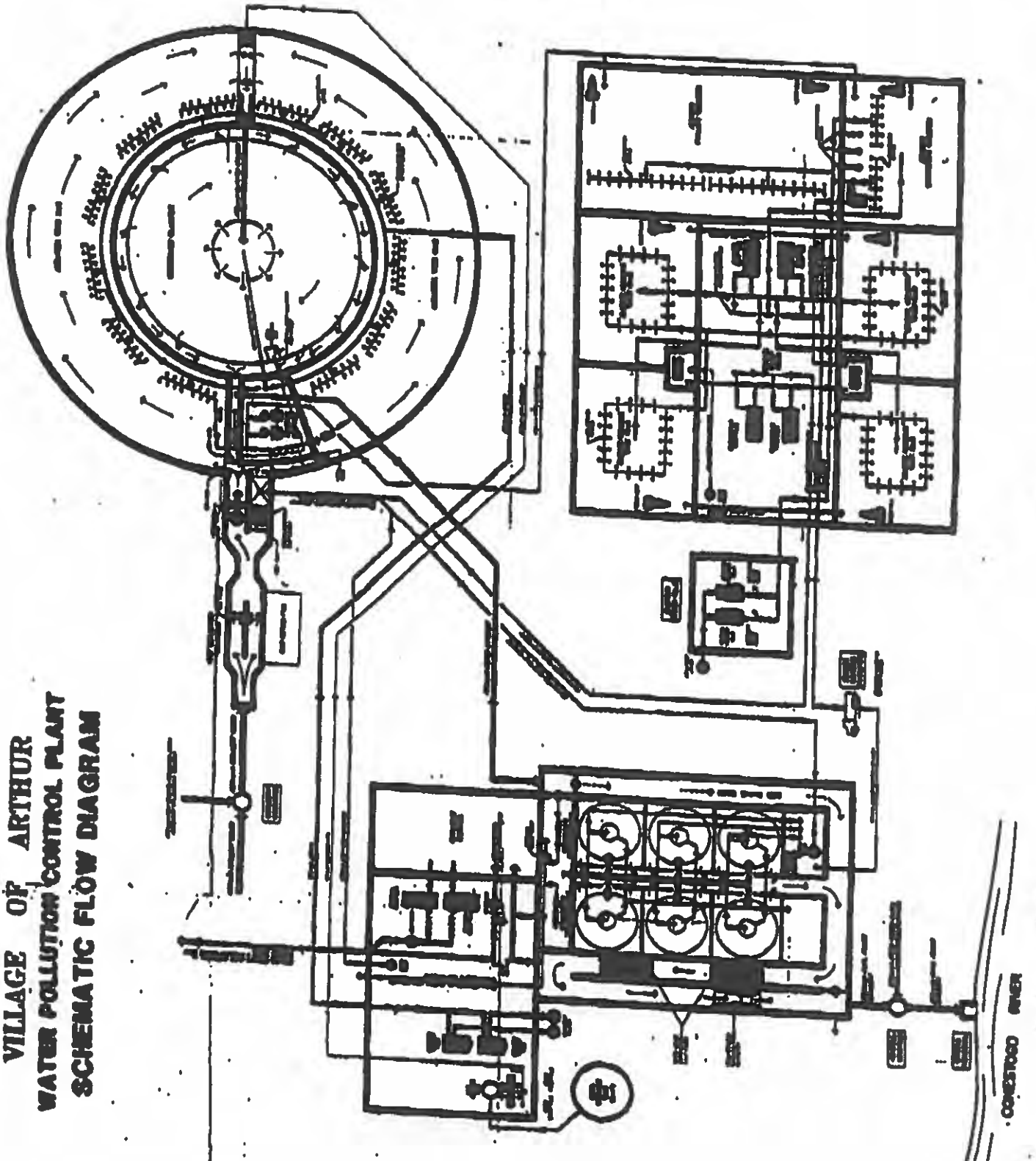
**Appendix E**

**Process Flow Schematic**

**2017**



**VILLAGE OF ARTHUR  
WATER POLLUTION CONTROL PLANT  
SCHEMATIC FLOW DIAGRAM**





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

[www.wellington-north.com](http://www.wellington-north.com) 1.866.848.3620 FAX 519.848.3228

519.848.3620

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

**FROM: DEREK McCAUGHAN, INTERIM DIRECTOR OF PUBLIC WORKS**

**SUBJECT: REPORT PW 2017-020 - Sanitary Allocations for 2551405 Ontario  
LTD. (166 Queen Street West) And South Saugeen Developments  
Ltd. (Cork Street)**

#### **RECOMMENDATION**

**THAT** Report PW 2017-019 being a report on the sanitary allocation for 2551405 Ontario LTD. (466 Queen Street West) AND SOUTH SAUGEEN DEVELOPMENTS LTD. (Cork Street) be received;

**AND FURTHER THAT** the Council of the Township of Wellington North commit six (6) sanitary sewer allocations to 2551405 Ontario Ltd. for six townhouses at 466 Queen Street West, Mt. Forest;

**AND FURTHER THAT** the sanitary sewer allocations to 2551405 Ontario Ltd. for six townhomes at 466 Queen Street West, Mt. Forest have an expiry of thirty-six months from date of passage of the resolution, after which period the allocation of 6 sewer units for this development will be withdrawn;

**AND FURTHER THAT** the Council of the Township of Wellington North commit twelve (12) sanitary sewer allocations to South Saugeen Developments Ltd. for twelve semi-detached units on Pt. of Pk. Lts 10, 11 & 12, s/s of Princess St; Pt of Park Lots I, K & L, MacDonald's Survey; Pt of Division 1 of Lot 2, WOSR, (Wellington North) Cork Street, Mt. Forest;

**AND FURTHER THAT** the sanitary sewer allocations to South Saugeen Developments Ltd. for twelve semi-detached units on Cork Street have an expiry of thirty-six months from date of passage of the resolution, after which period the allocation of 12 sewer units for this development will be withdrawn.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

Report PW 2017-010 being a report on 2017 wastewater capacity calculations for Wellington North.

**BACKGROUND**

The Township has received applications for Sanitary Sewer Allotment from two developers:

**2551405 Ontario Ltd.** for six townhouse units at 466 Queen Street West in Mt. Forest. (see attached illustration)

AND

**South Saugeen Developments Ltd.** for 12 semi-detached units on Cork Street in Mt. Forest. (see attached illustration)

Based upon *persons per equivalent residential unit* and *average daily per capita flow* as identified in Report PW 2017-010, it is estimated these 18 equivalent units will generate a sewage flow of approximately 16,800L/day. The Mount Forest Waste Water Treatment Plant will have approximately 844m<sup>3</sup> of uncommitted reserve capacity of equivalent residential units **after** allocation of these 18 equivalent sewer connections.

Public Works has no objections to these allocation requests.

**FINANCIAL CONSIDERATIONS**

N/A

**STRATEGIC PLAN**

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

X Yes                       No                       N/A

Which pillars does this report support?

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

Sanitary sewer capacity and infrastructure is a prerequisite to community growth.

PREPARED BY:

RECOMMENDED BY:

*Derek McLaughan*

*Michael Givens, CAO*

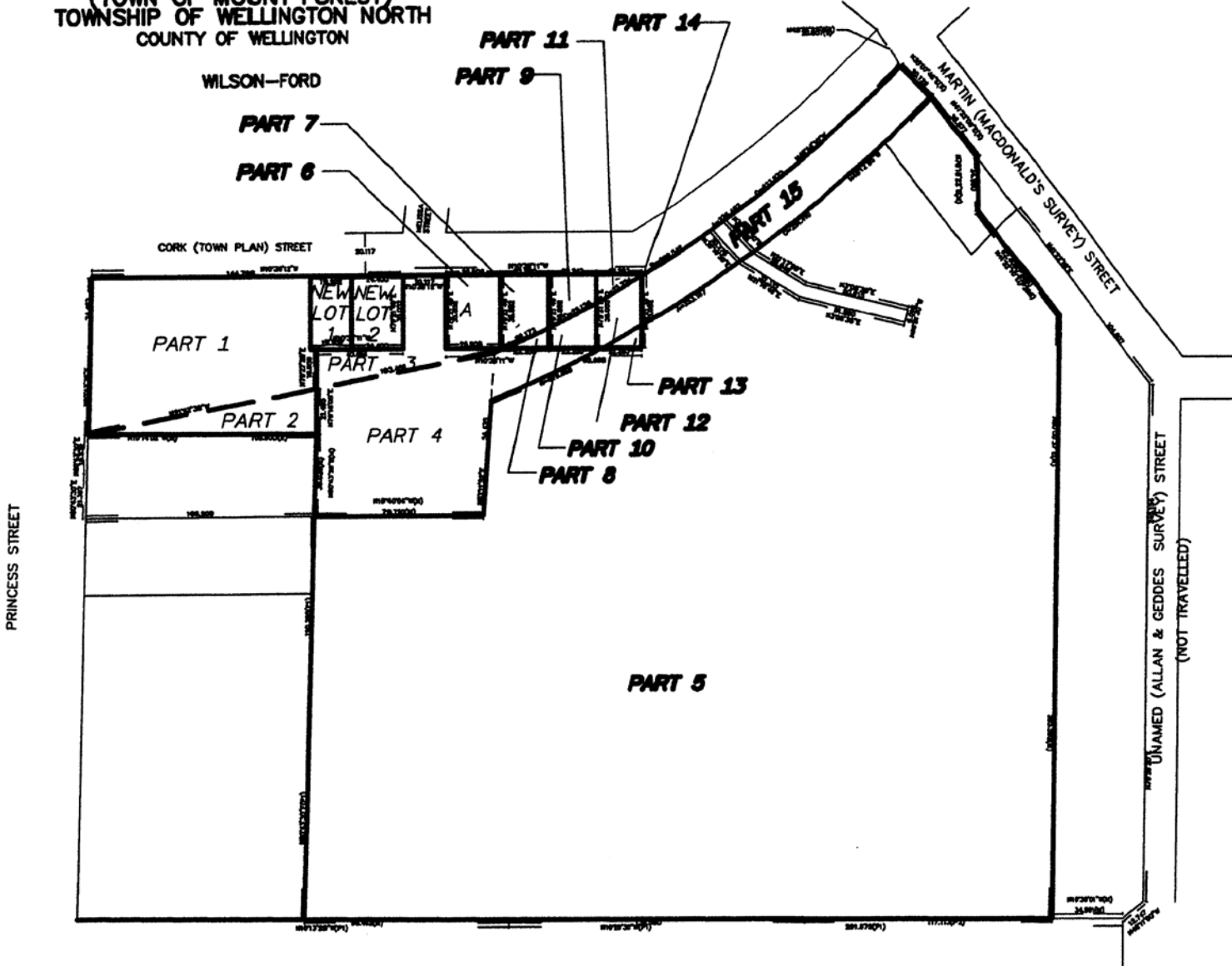
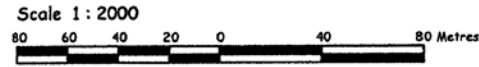
**DEREK McCAUGHAN  
INTERIM DIRECTOR OF PUBLIC WORKS**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**

Attachments (2)



SKETCH OF  
**PART OF PARK LOT 10, SOUTH OF PRINCESS STREET &  
 PART OF PARK LOT 1<sup>st</sup> McDONALD'S SURVEY &  
 PART OF DIVISION 1 OF LOT 2 WOSR  
 (TOWN OF MOUNT FOREST)  
 TOWNSHIP OF WELLINGTON NORTH  
 COUNTY OF WELLINGTON**



**CAUTION:** THIS SKETCH IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR ANY PURPOSE EXCEPT THAT SHOWN IN THE TITLE BLOCK.

- WILSON FORD SURVEYING & ENGINEERING 2022

NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE OR ALTER THIS SKETCH IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF WILSON FORD SURVEYING & ENGINEERING.

**WILSON - FORD**  
 SURVEYING & ENGINEERING  
 130 MOUNT ST. 1. SAN 2M  
 MOUNT FOREST ON, NEO ZLW  
 PHONE 01 775 2111

DRAIN BY 21/01/2022 1 PRODUCT NO. 07/20



July 24, 2017

Karen Wallace, Clerk  
Township of Wellington North  
7490 Sideroad 7 West, PO Box 125  
Kenilworth ON, N0G 2E0

**Re: Lake Erie Region Source Protection Committee Municipal Member Nomination**

Dear Ms. Wallace,

In July 2016, Dale Murray resigned from the Lake Erie Region Source Protection Committee. He was appointed by the Grand River Source Protection Authority in 2007 and represented the 17 northern municipalities in the Lake Erie Source Protection Region, specifically municipalities in Group 1 for the geographic area of Grey, Dufferin, Wellington and Halton. The municipal groups were established by the Grand River Source Protection Authority in August 2007 as per Ontario Regulation 288/07 and detailed in Report SPA-07-08-04 (attached).

The Lake Erie Source Protection Committee is a 24 member multi-stakeholder committee comprised of seven members representing municipalities, seven members representing the economic sector, and seven members representing the public sector. The committee also includes two representatives from Six Nations of the Grand River and one representative from the Mississaugas of the New Credit First Nation.

Ontario Regulation 288/07 Section 2. (2.) states that the municipal members appointed by the Source Protection Authority must represent the interests of the municipalities that are located, in whole or in part, in the Source Protection Region. Section 3.(3) requires that the Source Protection Authority must appoint the person jointly submitted by the municipalities in a group.

We ask that your municipality confer with the other municipalities in the group and jointly select one representative. Although the regulation does not require it, we suggest that each municipal council in the group pass a resolution naming the jointly selected

representative. The decision naming the representative should be sent to the undersigned. The name of the chosen representative must be sent to the Grand River Conservation Authority, no later than **Monday, November 6, 2017**. This would ensure the new municipal member can be appointed in time for the December 7, 2017 Lake Erie Region Source Protection Committee meeting.

Lake Erie Region staff have discussed this matter with staff from Wellington Source Water Protection, Township of Southgate, Dufferin County, and Halton Region during two teleconferences in June and July 2017. Wellington Source Water Protection and the Township of Centre Wellington has offered to coordinate the selection of a representative for the 17 municipalities in Group 1.

The process by which a representative is selected is determined by the municipalities in the group. However, Lake Erie Region staff are available to assist in facilitating discussions among municipalities, if requested.

Additional details on the functions and obligations of members of the Source Protection Committee are attached to aid you in your selection of a representative.

If you have any further questions regarding the selection of a municipal committee representative, or would like assistance, please contact me. We look forward to receiving your joint selection of a municipal representative for the Lake Erie Region Source Protection Committee.

Sincerely,



Martin Keller  
Source Protection Program Manager  
Lake Erie Source Protection Region  
c/o Grand River Conservation Authority  
400 Clyde Road, Box 729  
Cambridge, ON N1R 5W6  
[mkeller@grandriver.ca](mailto:mkeller@grandriver.ca)

Encl.



**GRAND RIVER SOURCE PROTECTION AUTHORITY****REPORT NO. SPA-08-07-04****DATE:** August 31, 2007**TO:** Members of the Grand River Source Protection Authority**SUBJECT:** Groupings for Municipal Representation on the Source Protection Committee

---

**RECOMMENDATION:**

THAT the Grand River Source Protection Authority approve the seven municipal groupings for municipal representation on the Lake Erie Region Source Protection Committee;

AND THAT the Grand River Source Protection Authority direct staff to send a notice of the municipal groupings to the clerk of each municipality in the Lake Erie Source Protection Region before the end of the day on September 4, 2007, with instructions to jointly select a municipal representative within each group.

**SUMMARY:**

Ontario Regulation 288/07 (O. Reg. 288/07) on Source Protection Committees under the *Clean Water Act, 2006* requires that the Lead Source Protection Authority (Conservation Authority) divide the municipalities in the Lake Erie Source Protection Region into groups and assign each group a number of members on the SPC. As required by the regulation, the Source Protection Authority consulted with municipalities from July 13 to August 15, 2007. The final list of groups must be sent to municipalities prior to September 4, 2007.

**REPORT:**

O. Reg. 288/07, *under the Clean Water Act, 2006* requires that the Lake Erie Region Source Protection Committee have 7 municipal representatives. Because there are more than 7 municipalities in the Lake Erie Region, the regulation requires that the Grand River Source Protection Authority, as the Lead SPA, divide municipalities in the Lake Erie Region into groups for the purposes of municipal representation on the Source Protection Committee.

On July 13, 2007 a letter was sent to all municipalities describing the proposed municipal groupings and the rationale used to develop them. Municipalities were asked to provide comments on the groupings to the Grand River Conservation Authority by August 15, 2007. The proposed municipal groupings are listed in Table 1 below, and shown on a map of the Lake Erie Region in Attachment 1.

The suggestions for municipal groups (as shown in previous reports) are based on the following principles:

- There are no well or wellhead protection area or intake protection zone issues across municipal boundaries within a group;
- Municipalities within a group have similar water supply sources (i.e. wells, river intakes, Great Lakes intakes);
- There is sufficient proximity that municipalities within a group have historically had opportunity to work together; and

- Municipalities within a group have good working relationships.

**Table 1: List of Municipal Groupings**

Group	Municipalities
1	Grey County, Township of Southgate Dufferin County, Township of Melancthon, Township of Amaranth, East Luther-Grand Valley, Township of East Garafraxa Wellington County, Township of Wellington North, Township of Mapleton, Township of Centre Wellington, Town of Erin, Township of Guelph-Eramosa, Township of Puslinch Halton Region, Town of Milton, Town of Halton Hills
2	City of Guelph
3	Region of Waterloo, Wilmot Township, Wellesley Township, Woolwich Township, North Dumfries Township, City of Waterloo, City of Kitchener, City of Cambridge
4	City of Brantford County of Brant City of Hamilton
5	Haldimand County Norfolk County
6	Perth County, Township of Perth East, Township of North Perth Oxford County, Township of Blandford-Blenheim, East-Zorra Tavistock, Township of Norwich, City of Woodstock, Township of Southwest Oxford, Tillsonburg
7	Elgin County, Municipality of Bayham, Township of Malahide, Town of Aylmer, Municipality of Central Elgin, Township of Southwold Middlesex County, Township of Thames Centre, Township of Middlesex Centre City of St. Thomas City of London

As of August 21, seventeen municipalities provided comments on the proposed groupings. Attachment 2 of this report provides a summary of the comments received to date. Of the 17 comments, 15 were supportive of the groupings as proposed. Two municipalities did not support being grouped with other municipalities. Norfolk County recognized the difficulty in developing the groupings and accepted the rationale provided, but continued to request that they have their own representative due to the complexity and diversity of drinking water sources in Norfolk and ongoing water quantity issues in the Norfolk Sand Plain. Additionally, water services staff at the City of Brantford requested that the City have its own representative because of the uniqueness of the Brantford surface water intake in the watershed.

Although it is recognized that grouping Norfolk County with Haldimand County is not ideal due to differences in municipal drinking water sources, there are no cross-boundary drinking water issues to contend with between the two municipalities.

Similarly, grouping the City of Brantford with the County of Brant and the City of Hamilton presents fewer cross-boundary municipal drinking water issues than other groupings, and builds on the working relationships that the City of Brantford and the County of Brant have developed.

Having considered all comments received to date, the Lake Erie Region Management Committee recommends that the municipal groups be finalized as proposed.

#### **FINANCIAL IMPLICATIONS:**

Source Protection Committee members will be paid per diems and reimbursed for travel/mileage

expenses by the Grand River Conservation Authority, from the annual source protection funding received from the Ministry of Natural Resources.

The provincial government has committed to pay 100% of the cost of studies required to develop the first round of source protection plans and to build capacity in the Conservation Authorities to undertake their new roles.

**OTHER DEPARTMENT CONSIDERATIONS:**

Not Applicable

Prepared by:



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Lorrie Minshall  
Source Protection Program Director

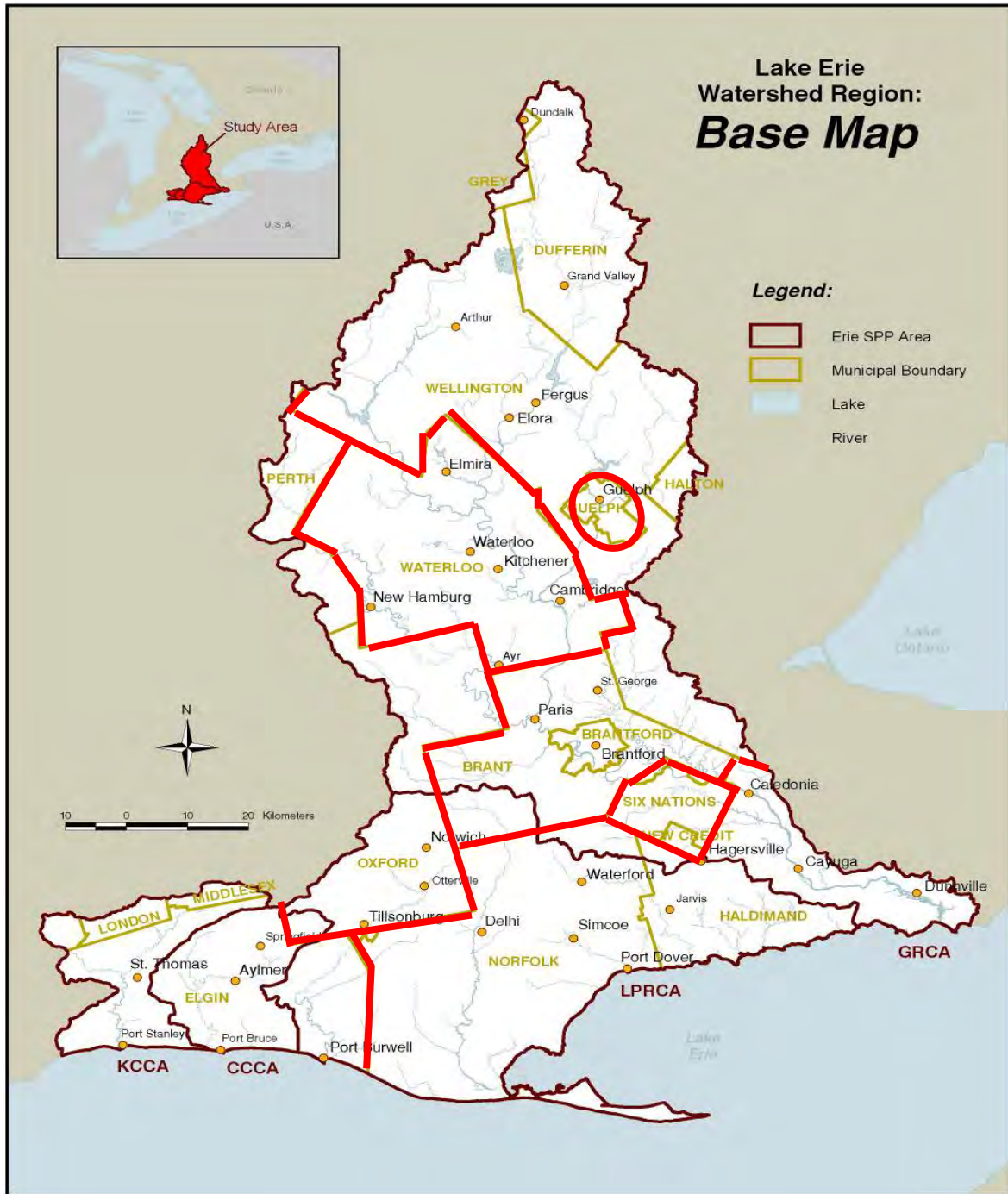
Approved by:



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Paul Emerson  
Chief Administrative Officer

Attachment 1: Municipal Source Protection Committee Representation Groups



## Attachment 2: Summary of Municipal Comments on Municipal Groupings

Region/Municipality	Response		Actions/Recommendations/Comments
	Supportive	Not Supportive	
City of Guelph	X		Wanted to impress the importance that the City of Guelph have representation on the committee. See letter for details.
County of Brant	X		Requested that we advise of the process for the City of Hamilton, City of Brantford, and the County of Brant to determine its responsibilities. Letter to be sent.
County of Oxford	X		County would like to make the nomination of an individual to serve to represent the grouping of Perth and Oxford municipalities.
Elgin County	X		Supportive of Malahide's proposed approach to representative selection.
Middlesex County	X		As only a small part of Middlesex County is included in this Source Protection Region, they do not feel they need to be involved in the nominating process and wish only to be advised of who their representative is. Their response is to be forwarded to facilitator of the Elgin/Middlesex/London group.
Municipality of Bayham	X		That Wayne Casier be nominated as a potential Municipal representative for Elgin/Middlesex
Municipality of Central Elgin	X		Would respectfully like to request that a representative from Central Elgin fills the seat for reasons stated in the letter.
Township of Malahide	X		Council resolution recommending that the area representatives for the municipalities be appointed from Kettle Creek CA or Cattfish Creek CA. Lorrie called CAO and advised per regs SPC members cannot be CA board member. Inquired about rotating the member every 3 or 4 years.
Township of Southwold	X		Staff call to inquire about eligibility (re Malahide Twps request)
County of Perth			
Town of North Perth			
Township of Perth East	X		Would like to work with Oxford to actively participate in nominating the individual who will represent the area.
Region of Halton	X		Small mun area in Region - do not intend to participate on SPC. Will participate on municipal water services working group. Encourage municipal reps to represent 'municipal interest' broadly rather than local interest.
Norfolk County		X	Norfolk would like to have their own representation, not a combined representation.
Haldimand County		X	Expect request to designate an "other" seat for the Grand Valley Water Board
City of Brantford		X	Water services staff at the City of Brantford requested that the City have its own representative because of the uniqueness of the Brantford surface water intake in the watershed. Staff inquired about rotating the member every 2 or 3 years.
Region of Waterloo			
City of Cambridge			
City of Kitchener			
City of Waterloo	X		Support the groupings. No further comments.
Township of Wellesley			Lorrie attended Council to answer questions.
Township of Wilmot			
Township of Woolwich			
Township of North Dumfries	X		CAO was concerned with disproportionate representation of smaller jurisdictions, but understands it is a diverse study area and is satisfied with the groupings.
Wellington County			
Township of Wellington North			
Township of Centre Wellington			
Township of Mapleton			
Township of Guelph/Eramosa			
Township of Puslinch	X		No further comments.
Town of Erin			
City of Hamilton			
City of London			
City of St. Thomas			
City of Woodstock			
County of Dufferin			
Township of Melancthon			L. Minshall attended Council to answer questions.
Township of Amaranth			
Township of East Garafraxa			
Township of East Luther Grand Valley			
Grey County			
Township of Southgate			
Norwich Township			
Town of Aylmer			
Town of Halton Hills			
Town of Milton	X		Supportive, but deferred comment to Halton Region.
Town of Tillsonburg			
Township of Blandford-Blenheim			
Township of East-Zorra Tavistock			
Township of South-West Oxford			
Township of Middlesex Centre			
Township of Thames Centre			

**Ministry of  
Municipal Affairs**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-7000  
Fax: 416 585-6470

**Ministère des  
Affaires municipales**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-7000  
Télééc. : 416 585-6470



17-74433

Dear Head of Council:

I am writing you on behalf of the Honourable Bill Mauro, Minister of Municipal Affairs, regarding recent changes to the Municipal Elections Act, 1996 under Bill 68 (Modernizing Ontario's Municipal Legislation Act, 2017).

We heard from a number of municipalities that the requirement to collect 25 signatures endorsing a candidate's nomination, which comes into force on April 1, 2018, may present a challenge to candidates in certain municipalities.

At Standing Committee on Social Policy, the government brought forward an amendment to the Municipal Elections Act, 1996 to provide an exemption to this requirement for candidates in municipalities with fewer than the prescribed number of electors. As a part of that process, we committed to consulting with municipalities to understand any challenges that they anticipate candidates within their municipality may face in meeting this requirement.

To help municipalities attract suitable candidates for their elections, we are looking for your council's feedback regarding the following two questions:

1. Would potential candidates in your municipality have any challenges in fulfilling the requirement to have their nomination endorsed by 25 electors?
2. The Minister of Municipal Affairs now has the authority to provide an exemption from the requirement for municipal council candidates to have their nomination endorsed by 25 electors in a municipality with less than the prescribed number of electors. What number of electors in a municipality is the appropriate threshold for the exemption to apply?

We look forward to hearing back from you by September 15, 2017. Please accept my best wishes.

Sincerely,

Lou Rinaldi  
Parliamentary Assistant to the Minister of Municipal Affairs

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

**BY-LAW NUMBER 041-17**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01 BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH (.WOSR Part Lot 12, Div 3 & 4, subject to ROW RP 61R-8688 Part 2, Geographic Township of Arthur, with a civic address of 9446 Highway 6 – Lorne and Mary Horst)**

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

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

1. THAT Schedule “A” Map 1 to By-law 66-01 is amended by changing the zoning on lands described as WOSR Part Lot 12, Div 3 & 4, subject to ROW RP 61R-8688 Part 2 in the Geographic Township of Arthur as shown on Schedule “A” attached to and forming part of this By-law from:
  - **Agricultural (A) to “Agricultural Exception (A-194)**
  
2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

<p><b>33.194</b> WOSR Part Lot 12, Div 3 &amp; 4, subject to ROW RP 61R- 8688 Part 2</p>	<p><b>A-194</b></p>	<p><b>Notwithstanding any other section of this by-law to the contrary, a Kennel may be permitted on the lands in addition to the uses permitted under the Agriculture (A) zone, and shall operate in accordance with the regulations set out in the Townships Dog Licencing By-law, as amended and the following:</b></p> <ul style="list-style-type: none"> <li>• <b>That no more than 10 dogs are permitted on the property at any time. Dogs shall mean any member of the species canis familiaris which is over twelve (12) weeks of age as defined in the canine By-law 046-17, as amended.</b></li> </ul>
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**By-law Number 041-17  
Page 2 of 2**

3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 14th DAY OF AUGUST, 2017.**

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**ANDREW LENNOX, MAYOR**

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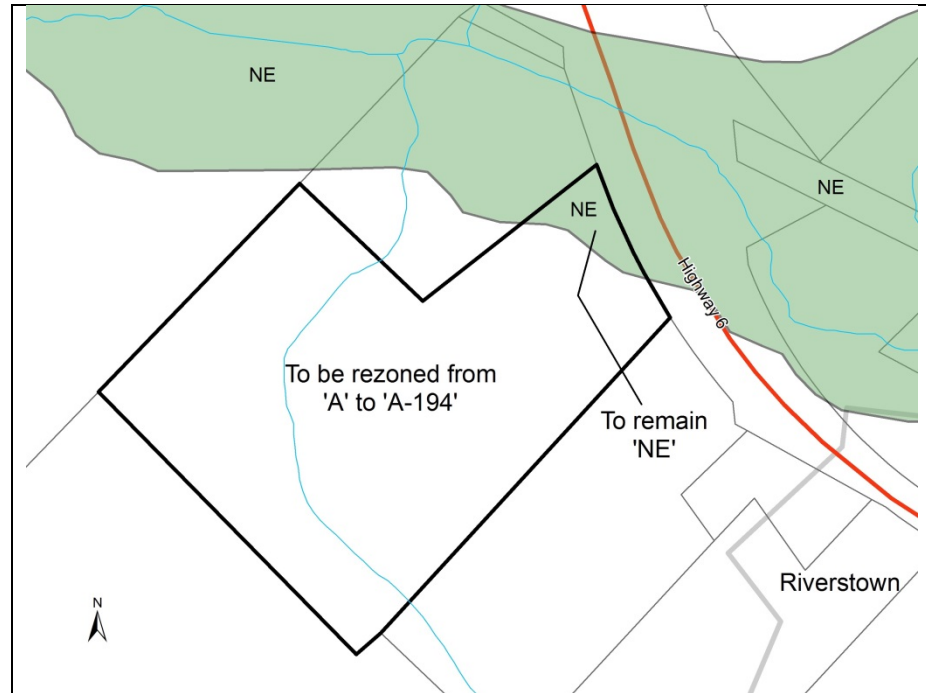
**KARREN WALLACE, CLERK**



**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 041-17**

**Schedule "A"**



**Rezone from Agricultural (A) to Agricultural Exceptions (A-194)**

**Passed this 14th day of August, 2017**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

**EXPLANATORY NOTE****BY-LAW NUMBER 041-17**

**THE LOCATION** being rezoned is WOSR Part Lot 12, Div 3 & 4, subject to ROW RP 61R-8688 Part 2, Geographic Township of Arthur, with a civic address of 9446 Highway 6. The lands subject to the amendment are 10.34 ha (25.56 ac) in size and are currently zoned Agriculture (A) and Natural Environment (NE).

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands to permit a Kennel to operate in accordance with the Townships Dog Licensing By-law 046-17, being a By-law to provide for the operation and licensing of kennels in the Township of Wellington North.

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 046-17

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

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

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

#### 1. DEFINITIONS

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

where the owner is a minor, shall include the person or persons having the custody of the minor;

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

## **2. KENNELS**

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

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

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

- 2.11.5 sufficient designated space for the proper enrichment and socialization of puppies;
  - 2.11.6 protection from heat, cold and wet;
  - 2.11.7 be of sufficient size to allow the animal the ability to turn around freely and lie in a normal position;
  - 2.11.8 access to a fenced area to the outside that permits the animal to access the outside area and return to the inside area on its own accord.
- 2.12 Animal housing areas within the kennel building shall have:
- 2.12.1 Adequate light, including natural and electric lighting;
  - 2.12.2 Windows which may be opened for proper ventilation and a heating, ventilation and air conditioning (HVAC) system;
  - 2.12.3 Hot and cold running water;
  - 2.12.4 Heating and cooling source with thermostat.
- 2.13 Notwithstanding clause 2.13, the Animal Control Officer may exempt any operator of a Kennel from any of the clauses in subsections 2.13.1.2; 2.13.1.3 and 2.13.1.4.
- 2.14 Every run or pen area shall be maintained in a clean and sanitary condition at all times which shall include the removal and proper disposal of excrement, refuse and debris a minimum of twice daily or as often as required.
- 2.15 Every run, pen, or exercise yard shall be surrounded by a sturdy fence with a minimum height of 1.52 meters (five feet).
- 2.16 In the case of a breeding kennel:
- 2.16.1 whelping areas shall be separated from other areas of the kennel;
  - 2.16.2 no person shall permit a bitch or queen to be mated if it is less than 18 months old;

- 2.16.3 no person shall permit a bitch or queen to have more than two (2) litters per licensing year;
  - 2.16.4 the licensee shall maintain and keep breeding and identification records of all whelping bitches/queens, stud dogs, and resulting litter records.
- 2.17 In the case of a boarding kennel every licensee shall record and keep:
- 2.17.1 The names and contact information of the owners of all the animals boarded at the kennel;
  - 2.17.2 the name, breed, description, health, dog licence number, vaccination information and microchip number if available;
  - 2.17.3 daily health record and any behavioral incidents;
  - 2.17.4 cleaning and maintenance logs;
  - 2.17.5 exercise logs for dogs;
  - 2.17.6 the dates of arrival and departure of all animals.
- 2.18 Every person who owns or operates a kennel shall undertake measures to ensure that residences on adjacent properties are not subjected to persistent barking, calling, whining or other persistent Noise making by the dogs kept at such kennel.
- 2.19 The applicant shall provide acoustical barriers where necessary, as determined by the Animal Control Officer. Barriers are to be set out on the detailed site plan and submitted with the application for the kennel license and may include, but not limited to solid fence and/or natural buffer of trees and/or mound of earth.
- 2.20 Where the Township receives a complaint about noise emissions from a licensed kennel, an Animal Control Officer shall investigate such complaints and may at his or her sole discretion initiate a prosecution with respect to an alleged contravention of Section 2.18.
- 2.21 Where deemed necessary by the Animal Control Officer to investigate a noise emission complaint under Section 2.18 the Animal Control Officer shall hire a sound emissions specialist at the expense of the kennel owner.

- 2.22 Where a kennel is found guilty of 3 or more violations of subsection 2.18 in one license term, the Animal Control Officer or Council may order the Owner or Operator to submit, at its expense, a noise evaluation study prepared by a qualified acoustical consultant and may suspend the license to operate a kennel until such time as the Noise evaluation study has been reviewed and approved by the Township and satisfactory arrangements for the implementation of any Noise abatement measures have been made, including the entering into of any agreements and the posting of any securities required to ensure the completion of any required noise abatement measures.
- 2.23 Any application for a new kennel shall be subject to an application being made for an amendment to the Township Zoning By-law in respect to applicable zoning for a kennel in conjunction with the application for a kennel license referred to in Section 2.1.
- 2.24 A license to operate a kennel shall be subject to such terms and conditions set out in the license and no person shall operate a kennel except in accordance with the terms and conditions of the kennel license issued by the Township.
- 2.25 Notwithstanding Section 2 of this by-law, no person shall operate a kennel within or about any household or building within the Township of Wellington North save and except persons with licensed kennels legally established prior to the passing of By-law 49-2000, OR after the passing of By-law 49-2000 where the kennel was established in compliance with the provisions of the applicable Zoning By-law and Licensing By-law for the operation of the kennel within the Township of Wellington North.
- 2.26 No kennel or facility or structure used in connection with the kennel and established before the passage of this by-law, shall be located less than 150 metres (492 feet) of any adjacent property owners habitable building or buildings for the keeping of livestock.
- 2.27 Any new kennel license issued after the passage of this by-law shall be limited to a maximum of 25 dogs.
- 2.28 Kennels shall be owned, managed and/or operated by the property owner on which the kennel is located.
- 2.29 The kennel owner/operator/manager shall reside on the property on which the kennel is located.
- 2.30 All kennels who have currently received their 2017 kennel license, shall be subject to the provisions in the amended by-law and will be required to



meet the requirements in the kennel application form in 2018 and subsequent years.

### **3. FAILURE TO COMPLY AND COST RECOVERY**

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

### **4. PENALTY PROVISIONS**

- 4.1 Every person who contravenes any of the provisions of this By-law is guilty of an offence pursuant to section 429 of the Municipal Act and all contraventions of this by-law are designated as continuing offences.
- 4.2 Every person who is convicted of an offence is liable to a minimum fine of Two Hundred and Fifty Dollars (\$250) and a maximum fine of Twenty-Five Thousand Dollars (\$25,000.00) for the first offence and a maximum fine of Fifty Thousand Dollars (\$50,000.00) for a subsequent offence.

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

## **5. SEVERABILITY**

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

**6. REPEAL SECTION**

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

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

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

**READ A THIRD TIME AND FINALLY PASSED THIS 14 DAY OF AUGUST, 2017.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**



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

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

519.848.3620  
1.866.848.3620 FAX 519.848.3228

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

## Schedule A Kennel Application Form

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

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

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

### Applicant Information

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

### Required Information for your Application – NEW KENNELS

<input type="checkbox"/> Kennel Floor Plans
<input type="checkbox"/> Planning Department Sign off –receipt of Zoning Amendment application
<input type="checkbox"/> Site Plan Approval
<input type="checkbox"/> Building Department Approval

## Required Information For Your Application – RENEWAL AND NEW KENNELS

Completed Application Form

License Fee (cash, cheque, debit)

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

- If yes, please provide details: \_\_\_\_\_

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

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

Breeding Kennel – Proof of Membership

- Canadian Kennel Club
- Other \_\_\_\_\_

Police Information Check (dated within 60 days of application)

- On issuance of license then every three years for Owners/Operators

Complete list of all dogs kept on premises stating:

- name, breed, age, and sex

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

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

### Signature of Applicant

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### FOR OFFICE USE: Department Sign Off:

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

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

**Schedule A**

The Corporation of the Township of Wellington North

**PART I PROVINCIAL OFFENCES ACT**By-law Number 046-17: A by-law to provide for the establishment of and licensing kennels.  
within the Township of Wellington North

<b>ITEM</b>	<b>COLUMN 1 Short Form Wording</b>	<b>COLUMN 2 Provision creating or defining offence</b>	<b>COLUMN 3 Set Fines</b>
1	Owning or operating a Kennel without a Kennel license	Section 2.2.1	\$350.00
2	Operating a kennel at a location other than the licensed location	Section 2.2.3	\$350.00
3	Transferring or assigning a license	Section 2.3	\$100.00
4	Using a dog tag for a dog other than the dog for which the tag was issued	Section 2.6	\$50.00
5	Not permitting inspector to enter and inspect Kennel	Section 2.8	\$250.00
6	Keeping the dogs in unsanitary conditions	Section 2.10	\$200.00
7	Not providing clean, fresh drinking water and suitable food of sufficient quality	Section 2.11.1	\$200.00
8	Not keeping food and water receptacles clean and disinfected and located so as to avoid contamination by excreta	Section 2.11.2	\$200.00
9	Not providing opportunity for periodic unfettered controlled exercise	Section 2.11.3	\$200.00
10	Not providing necessary veterinary care	Section 2.11.4	\$200.00
11	Not providing proper enrichment for socialization of puppies	Section 2.11.5	\$200.00
12	Not providing enclosure with protection from heat, cold and wet	Section 2.11.6	\$200.00
13	Not providing sufficient size for animal	Section 2.11.7	\$200.00
14	Not providing unfettered access to an outside fenced area	Section 2.11.8	\$200.00
15	Not providing adequate light	Section 2.12.1	\$200.00
16	Not providing adequate ventilation	Section 2.12.2	\$200.00
17	Not providing hot and cold running water	Section 2.12.3	\$200.00
18	Not providing heat and cooling	Section 2.12.4	\$200.00

19	<b>Not regularly cleaning and sanitizing run or pen or removing and disposing of excreta daily</b>	Section 2.14	<b>\$200.00</b>
20	<b>Run or pen not surrounded by sturdy fence with minimum height of 1.2 metres</b>	Section 2.15	<b>\$200.00</b>
21	<b>Not providing separate whelping areas</b>	Section 2.16.1	<b>\$200.00</b>
22	<b>Permitting a bitch or queen less than 18 months old to be mated</b>	Section 2.16.2	<b>\$200.00</b>
23	<b>Permitting a bitch or queen to have more than 2 litters per licensing year</b>	Section 2.16.3	<b>\$200.00</b>
24	<b>Not maintaining breeding and identification records</b>	Section 2.16.4	<b>\$200.00</b>
25	<b>Not recording and keeping names, contact information of owners of boarded animals</b>	Section 2.17.1	<b>\$200.00</b>
26	<b>Not recording and keeping information on the dog</b>	Section 2.17.2	<b>\$200.00</b>
27	<b>Not recording and keeping daily health records and behavioural incidents</b>	Section 2.17.3	<b>\$200.00</b>
28	<b>Not recording and keeping cleaning and maintenance logs</b>	Section 2.17.4	<b>\$200.00</b>
29	<b>Not recording and keeping exercise logs</b>	Section 2.17.5	<b>\$200.00</b>
30	<b>Not recording and keeping arrival and departure dates</b>	Section 2.17.6	<b>\$200.00</b>
31	<b>Fail to ensure kennel does not disturb adjacent properties</b>	Section 2.18	<b>\$200.00</b>
32	<b>Fail to provide acoustical barriers</b>	Section 2.19	<b>\$200.00</b>
33	<b>Not limiting dogs to 25 or less</b>	Section 2.27	<b>\$200.00</b>
34	<b>Fail to own/operate/manage kennel by property owner</b>	Section 2.28	<b>\$200.00</b>
35	<b>Fail to reside on the property on which a person owns/operates/manages</b>	Section 2.29	<b>\$200.00</b>

**NOTE:** The general penalty provision for the offences listed above is section 4 of bylaw 046-2017, certified copied of which have been filed and s. 61 of the *Provincial Offences Act*, R.S.O. 1990, c.P.33

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

**BY-LAW NUMBER 056-17**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A  
LICENSE AGREEMENT BETWEEN THE CORPORATION OF THE  
COUNTY OF WELLINGTON AND THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH.**

**WHEREAS** it is deemed necessary to enter into an agreement with The Corporation of the County of Wellington with respect to a License agreement.

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

1. That the Corporation of the Township of Wellington North enter into a license agreement with the Corporation of the County of Wellington in substantially the form attached hereto as Schedule "A".
2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said to agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 14TH DAY OF AUGUST, 2017.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**



**LICENSE AGREEMENT** made as of this \_\_\_\_ day of \_\_\_\_\_, 2017.

**BETWEEN:**

**The Corporation of the County of Wellington**

a corporation incorporated pursuant to the laws of the Province of Ontario

(the "Licensor")

- and -

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

a corporation incorporated pursuant to the laws of the Province of Ontario

(the "Licensee")

(collectively, the "Parties")

**WHEREAS** the Licensor is the owner of the Official Mark LIVE AND WORK WELLINGTON, application no. 0924398 (the "Mark");

**AND WHEREAS** the Licensee is a municipality within the County of Wellington and wishes to use the Mark and to provide a hyperlink on its websites at

<http://simplyjobsandhousing.ca/>

<http://wellington-north.com/>

to the Licensor's website at

<https://www.wellington.ca/en/EDLiveWorkWellington.asp>

**AND WHEREAS** the Licensor is prepared to license use of the Mark to the Licensee in accordance with the terms herein;

**AND WHEREAS** the Parties wish to confirm their agreement with respect to the use, and licensing, of the Mark by the Licensee, upon the terms hereinafter set out;

**NOW THEREFORE** in consideration of the covenants contained herein and the sum of One Dollar (\$1.00) now paid by the Licensee to the Licensor, the receipt of which by the Licensor is hereby acknowledged, the Parties hereto do hereby covenant and agree as follows:

1. The Licensor hereby grants to the Licensee the non-exclusive, non-transferable right, during the term of this Agreement, to use the Mark throughout Canada exclusively in association with the services of operating a job and housing web portal and for such other purposes as may be agreed upon by the parties from time to time, in accordance with the following provisions.
2. The Licensee understands and acknowledges that the Licensor's job and housing portal, the related information services it provides, and the Mark used in association therewith, are important to the Licensor, and the Licensee agrees that, in order to protect and

maintain the reputation and goodwill of the Licensor's job and housing services, the validity and enforceability of the Mark, and to maintain a uniform high standard of quality, the Licensee shall operate its job and housing portal services in strict compliance with such standards, policies, procedures, and practices as the Licensor may from time to time prescribe.

3. The Licensee shall not use the Mark in any form of publicity, publication or communication, electronically or in hard copy, to the public or any third party except in accordance with the Licensor's protocols and policies, including the Official Mark Use Guidelines set out at Schedule "A".
4. The Licensee may place a hyperlink on its websites at  
<http://simplyjobsandhousing.ca/>  
<http://wellington-north.com/>  
to the Licensor's website at  
<https://www.wellington.ca/en/EDLiveWorkWellington.asp> provided that it complies with the Linking Guidelines set out at Schedule "B".
5. The Licensor shall be entitled to terminate this Agreement if the Licensee is in default in any of its material obligations hereunder and does not cure such default within a reasonable time after written notice from the Licensor to do so, such reasonable time to be specified in the written notice from the Licensor and to not be less than thirty (30) days.
6. The Licensor shall furthermore be entitled to terminate this Agreement immediately if the Licensee engages in any conduct or practice that, in the opinion of the Licensor, reflects unfavourably upon or is detrimental or harmful to the Mark, the Licensor's job and housing services, or to the good name, goodwill or reputation of the Licensor, and the Licensee does not cease such conduct or practice within forty-eight (48) hours of receipt of notice of default from the Licensor.
7. Upon termination of this Agreement for any reason, the Licensee shall immediately cease all use including public use of the Mark and promptly, but in any event within no more than fourteen (14) days from the date notice is given by the Licensor to the Licensee to terminate the Agreement. The Licensee shall deliver to the Licensor or destroy, all promotional materials and any other materials on which the Mark appear and shall at the request of the Licensor deliver to the Licensor written confirmation that the Licensee has complied with the provisions of this section 7.
8. The Licensee agrees that it will not during the term of this Agreement or thereafter, dispute or contest, directly or indirectly, the validity or enforceability of the Mark, nor directly or indirectly apply for registration of the Mark as applicant, request the Registrar of Trademarks to give public notice of the Mark as an Official Mark, or attempt to depreciate the value of the goodwill attaching to the Mark, nor counsel, procure or assist anyone else to do any of the foregoing. The Licensee shall, at the Licensor's cost, cooperate with and assist the Licensor in the prosecution or defence of any proceedings with respect to the Mark and shall execute such documents and do such acts and things as may, in the opinion of counsel for the Licensor, be necessary to the prosecution or defence of any such proceedings.

9. The Licensee has no authority to bind the Licensor in any manner or form whatever, or to assume or incur any obligation or responsibility (express or implied) for or on behalf of the Licensor. The Licensee agrees, during and after the term of this Agreement, to indemnify and hold harmless the Licensor against all liabilities, loss, damages, costs and expenses (including legal fees on a solicitor and client basis) sustained or incurred by the Licensor as a result of any act or omission on the part of the Licensee or any of its employees, agents, or other persons for whom in law it is responsible, or as a result of any claim or demand of any person arising from the Licensee's use of the Mark.
10. The Licensee shall, submit to the Licensor samples of the advertising, trade literature, promotional materials and other materials prepared by or for the Licensee, and on which the Mark appear, prior to using or displaying any such materials, and Licensee agrees to make, prior to use, such changes thereto as are requested by the Licensor. In particular, at the Licensor's request, the Licensee shall include a TM symbol beside all references to the Mark and print a notation on such materials on which the Mark appear, that the Licensor is the owner of the Official Mark and that their use is a licensed use.
11. The Licensee agrees to use the Mark only as a word mark, without any design elements and will not combine it with any other mark or design.
12. The Licensee agrees to comply with any requests or suggestions by the Licensor to correct or change the way in which the Mark is used by the Licensee.
13. Neither the waiver by the Licensor, from time to time, of any term of this Agreement, nor the failure of the Licensor to notify Licensee of any default under this Agreement, shall constitute a waiver, express or implied, of any other term of this Agreement, nor shall it constitute consent, acquiescence or waiver of any later default, whether of the same, a different or a continuing character.
14. All notices and other communication ("**Notices**") required or permitted under this Agreement will be in writing and, except as otherwise provided in this Agreement, will be deemed given when delivered personally, sent by registered or certified mail, sent by overnight courier, or transmitted by facsimile transmission or electronic mail, return receipt requested, to the following address, or to such other persons or places as the Parties hereto from time to time may direct:
  - (a) to Licensor at: 74 Woolwich Street  
Guelph, ON N1H 3T9  
  
Fax: 619.837.1909  
Email: Donnab@wellington.ca  
Attention: Donna Bryce, County Clerk
  - (b) to Licensee at: 7490 Sideroad 7 West  
Kenilworth ON N0G2E0  
  
Fax: 519.848.3228  
Email: kokane@centrewellington.ca  
Attention: Karren Wallace, Township of Wellington North Clerk


Any Notice shall be deemed to have been received when delivered, when transmitted by facsimile transmission or electronic mail upon receipt of acknowledgement from the

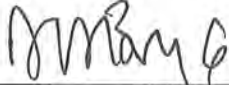
intended recipient, or, if mailed, shall be deemed to have been received three (3) business days after the date of mailing.

- 15. This Agreement shall be binding upon, and enure to the benefit of each of the Parties hereto and their respective successors and assigns. This Agreement shall not be assignable by the Licensee without the express written consent of the Licensor.
- 16. Sections 7 and 9 shall survive the termination of this Agreement.
- 17. This Agreement constitutes the entire agreement with respect to the subject matter disclosed hereunder and supersedes all prior or contemporaneous agreements concerning such subject matter, written or oral.
- 18. This Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario, and of Canada, as applicable.
- 19. This Agreement may be executed in counterparts, each of which when so executed shall be deemed to be an original, and all such counterparts shall together constitute but one and the same instrument.

**EXECUTED** by the Parties as of the date first written above.

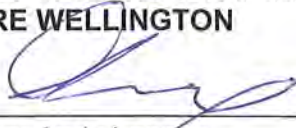
**THE CORPORATION OF THE COUNTY OF WELLINGTON**

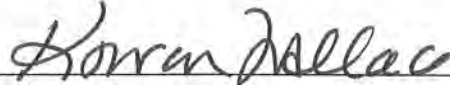
Per:   
 Name: Dennis Lever  
 Title: County of Wellington Warden

Per:   
 Name: Donna Bryce  
 Title: County of Wellington Clerk

I/we have the authority to bind the Corporation.

**THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

Per:   
 Name: Andy Lennox  
 Title: Township of Wellington North Mayor

Per:   
 Name: Karren Wallace  
 Title: Township of Wellington North Clerk

I/we have the authority to bind the Corporation.

**SCHEDULE "A"****OFFICIAL MARK USE GUIDELINES**

1. The approval process referred to in paragraph 10 will be completed by the Licensor within approximately five (5) business days. Requests for approval are to be submitted to the County Communications Manager by email at [Andrear@wellington.ca](mailto:Andrear@wellington.ca).
2. The Mark may not be used in combination with any word or design elements or in close proximity to other marks.
3. All uses of the Mark must be accompanied by a <sup>TM</sup> symbol and the following statement: "<sup>TM</sup> Official Mark of The Corporation of the County of Wellington, used under license."

**SCHEDULE "B"****LINKING GUIDELINES**

1. Links to the County of Wellington website at <https://www.wellington.ca/en/EDLiveWorkWellington.asp> may only be done through municipal websites with prior written approval of the Licensor.
2. Links may not be provided through social media platforms without prior written approval of the Licensor.
3. The Licensor may, at its option, link to websites or social media platforms for which it grants written permission to link. The Licensor, however, has no obligation to link to such websites or social media platforms.
4. Linking requests will be considered following submission of the website, app or social media content, including placement of the link, as well as the relevant privacy policy and data collection, use and disclosure policy.
5. All references to the Mark on the website, app or social media platform is subject to the terms of this agreement and must be in accordance with the Official Mark Use Guidelines.

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

**BY-LAW NUMBER 057-17**

**BEING A BY-LAW TO APPOINT A DEPUTY CLERK FOR THE  
CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH.**

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

1. That Catherine Conrad is hereby appointed as Deputy Clerk of The Corporation of the Township of Wellington North, effective August 14, 2017.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 14TH DAY OF AUGUST 2017.**

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**ANDY LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

## THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

### BY-LAW NUMBER 058-17

#### BEING A BY-LAW TO AMEND BY-LAW 004-17 BEING A BY-LAW TO REGULATE AND PROVIDE FOR THE KEEPING, CONTROL AND LICENSING OF DOGS WITHIN THE TOWNSHIP OF WELLINGTON NORTH

**WHEREAS** the Council of The Corporation of the Township of Wellington North has deemed it necessary amend by-law 004-17 being a by-law regulating or prohibiting the keeping of dogs and the establishment of kennels and to provide for the leashing, muzzling, licensing and control of dogs and the licensing of kennels.

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

**The following sections of by-law 004-17 be removed:**

- 1.11 **Kennel** – shall mean a place where more than 3 dogs are housed, groomed, bred, boarded, trained, sold or kept for hunting and includes both Boarding Kennels and Breeding Kennels on a lot or parcel which is 25 acres or greater in size within an Agricultural Zone of the Municipality's Zoning by-law and which are licensed under the provisions of this By-law;

#### **7 KENNELS**

- 7.1 Every Owner or Operator of a Kennel shall no later than the 15th day of January in each year apply for a Kennel License. No person shall own or operate a Kennel without a Kennel License.
- 7.2 The fee for a Kennel License shall cover all Dogs owned and maintained by the Kennel Owner or Operator.
- 7.3 Every person who owns or operates a Kennel shall comply with the applicable by-laws of the Township. No Kennel License shall be issued unless such Kennel complies with the by-laws of the Township. Where an Owner or Operator of a Kennel fails to comply with a by-law of the Township, the Kennel License may be suspended or revoked.
- 7.4 Every person who owns or operates a Kennel shall permit an Animal Control Officer, upon production of proper identification, to enter and inspect the Kennel at all reasonable times for the purposes of determining compliance with the license



and the provisions of this by-law or any other by-laws of the Township applicable to a Kennel.

- 7.5 Every person who owns or operates a Kennel shall have regard to the guidelines set out in "A Code of Practice for Canadian Kennel Operations", (Canadian Veterinary Medical Association) second edition May, 2007).
- 7.6 No person who owns or operates a Kennel shall keep Dogs in an unsanitary condition. Conditions shall be considered unsanitary where the keeping of the animal or animals results in an accumulation of fecal matter, an odour, insect infestation or rodent attractants which endanger the health of the animal or any person.
- 7.7 Every person who owns or operates a Kennel shall provide the animals under care, or cause them to be provided with,
- 7.7.1 clean, fresh drinking water and suitable food of sufficient quantity and quality to allow normal, healthy growth and the maintenance of normal, healthy body weight;
  - 7.7.2 food and water receptacles kept clean and disinfected and located so as to avoid contamination by excreta;
  - 7.7.3 the opportunity for periodic exercise sufficient to maintain good health including the opportunity to be unfettered from a fixed area and exercised regularly under appropriate control; and,
  - 7.7.4 necessary veterinary medical care when any animal exhibits signs of pain, illness or suffering.
- 7.8 Every animal enclosure shall provide the animal with protection from heat, cold and wet and be of sufficient size to allow the animal the ability to turn around freely and lie in a normal position.
- 7.9 Every run or pen area must be regularly cleaned and sanitized and excreta removed and properly disposed of daily.
- 7.10 Every run, pen, or exercise yard shall be surrounded by a sturdy fence with a minimum height of 1.2 meters.
- 7.11 Every person who owns or operates a Kennel shall undertake measures to ensure that residences on adjacent properties are not subjected to persistent barking, calling, whining or other persistent Noise making by the Dogs kept at such Kennel.
- 7.12 Where the Township receives a complaint about Noise emissions from a licensed Kennel, an Animal Control Officer shall investigate such complaints and may at his or her sole discretion initiate a prosecution with respect to an alleged contravention of subsection 7.11.

- 7.13 Where a Kennel is found guilty of 3 or more violations of subsection 7.11 in one license term, the Animal Control Officer or Council may order the Owner or Operator to submit, at its expense, a Noise evaluation study prepared by a qualified acoustical consultant and may suspend the license to operate a Kennel until such time as the Noise evaluation study has been reviewed and approved by the Township and satisfactory arrangements for the implementation of any Noise abatement measures have been made, including the entering into of any agreements and the posting of any securities required to ensure the completion of any required Noise abatement measures.
- 7.14 An application for a Kennel license renewal shall be submitted in the proper form, and shall include the appropriate fee paid to the Township.
- 7.15 Any application for a new Kennel shall be subject to an application being made for an amendment to the Township Zoning By-law in respect to applicable zoning for a Kennel.
- 7.16 A license to operate a Kennel shall be subject to such terms and conditions set out in the license and no person shall operate a Kennel except in accordance with the terms and conditions of the Kennel license issued by the Township.
- 7.17 Notwithstanding Section 7 of this by-law, no person shall operate a Kennel within or about any household or building within the Township of Wellington North save and except persons with licensed Kennels legally established prior to the passing of By-law 49-2000, OR after the passing of By-law 49-2000 where the Kennel was established in compliance with the provisions of the applicable Zoning By-law and Licensing By-law for the operation of the Kennel within the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 14th DAY OF AUGUST, 2017.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 059-17**

**BEING A BY-LAW TO AMEND BY-LAW 062-11 BEING A BY-LAW TO  
DESIGNATE A COMMUNITY IMPROVEMENT PROJECT AREA IN THE  
TOWNSHIP OF WELLINGTON NORTH**

**WHEREAS** the Council of the Corporation of the Township of Wellington North deems it necessary to expand the boundaries of the Community Improvement Project Area;

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

- **The Urban Centre CIPA** boundary be established to include the entire urban boundary of Arthur and Mount Forest
- **The Hamlet CIPA** boundary be established to include the entire Hamlet boundary of Kenilworth, Damascus, Conn and Riverstown
- **The Rural CIPA** boundary be established to include all other lands within the Township of Wellington North not included in the Urban or Hamlet areas.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 14th DAY OF AUGUST, 2017.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

# CULTURAL MOMENT

## Saint Mary of the Purification Roman Catholic Church

### Mount Forest



The site where St. Mary of the Purification Roman Catholic Church stands today was purchased by Father Holzer in 1861. Construction of the church was initiated in 1863 but Father Holzer did not live to see it completed. He suffered from a stroke in January 1864, and died the same year. Father Mahuet served the parish when the church was dedicated on February 1, 1865. The church was designed in the Gothic Revival style, characterized by elongated windows in the Gothic arch form.

On August 14, 1902, a fire caused considerable damage to the original church. At the time of the fire, the current priest, Father O'Connell, was in Rome. The church burned but the origin of the fire was not definitely determined. One possibility was the furnace, but there was no fire in it at the time. A second possibility was an incendiary, but there was no proof of this. The third possible cause, which seemed to be most likely, was a burning sanctuary lamp. In fact, at 2:00 AM the night of the fire, a passerby happened to see a light on in the church, giving credence to the lamp as the cause.

Father O'Connell died shortly after his return from Rome and because a severe blizzard had recently occurred he was buried under the church. He is commemorated by a plaque located in the church. Saint Mary of the Purification Roman Catholic Church was rebuilt in 1902-1903. It appears that the walls of the present church are from the original building. Large beams which were charred by the fire are still visible in the dirt cellar.

More than 150 years since its dedication, St. Mary of the Purification Roman Catholic Church stands today as a prominent feature of the Town of Mount Forest.

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

**BY-LAW NUMBER 060-17**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON AUGUST 14, 2017.**

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on August 14, 2017 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 14TH DAY OF AUGUST, 2017.**

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**ANDREW LENNOX  
MAYOR**

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**KARREN WALLACE  
CLERK**