

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL
AUGUST 27, 2018 @ 7:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE
NUMBER**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

DISCLOSURE OF PECUNIARY INTEREST

O' CANADA

PRESENTATIONS

- Kayla MacMillan, Assistant Archivist – Summer Student

ADOPTION OF MINUTES OF COUNCIL

- Regular Council Meeting of August 13, 2018 001

BUSINESS ARISING

DEPUTATIONS

1. Donna Jean Moore Morphy 007
 - 133 Birmingham Street East, Mount Forest

ITEMS FOR CONSIDERATION

1. MINUTES
 - a. Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee Meeting, August 14, 2018 009
2. FIRE
 - a. Communiqué #057 - July, 2018 012
3. ECONOMIC DEVELOPMENT
 - a. Report EDO 2018-29 Community Improvement Program 018
4. FINANCE
 - a. Cheque Distribution Report, August 20, 2018 024
 - b. Report TR2018-010 being a report on modifications to the Township's existing Purchasing and Procurement Policy 026
5. OPERATIONS
 - a. Report OPS 2018-018 – Tender 2018-013 Annual Asphalt Paving Program Award 050
6. ADMINISTRATION
 - a. Report CLK 2018-037 Report to consider of a petition for municipal Drain 2 052
7. COUNCIL
 - a. Grand River Conservation Authority, Member Attendance 058
 - b. Maitland Valley Conservation Authority, correspondence dated August 14, 2018 regarding Draft Cost Sharing Proposal: Water and Erosion Control Infrastructure 059
 - c. Andrew Lennox, Mayor and Michael Givens, CAO – verbal update on AMO Conference

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

BY-LAWS

- a. By-law Number 076-18 being a by-law to amend By-law Number 060-15, being a by-law to prescribe speed limits for various highways under the jurisdiction of The Corporation of the Township of Wellington North 063

CONFIRMATORY BY-LAW NUMBER 077-18 065

ADJOURNMENT

MEETINGS, NOTICES, ANNOUNCEMENTS		
August 28, 2018	Downtown Revitalization Meeting – Municipal Office, Kenilworth	6:00 p.m. – 8:00 p.m.
August 30, 2018	Cultural Roundtable	12:00 p.m.
September 3, 2018	Labour Day – Office Closed	
September 6 – 9, 2018	Arthur Fall Fair – Arthur Community Centre	
September 10, 2018	Public Meeting	2:00 p.m.
September 10, 2018	Council Meeting	2:00 p.m.
September 20, 2018	Cultural Roundtable Meeting	12:00 p.m.
September 24, 2018	Council Meeting	7:00 p.m.
September 25, 2018	Arthur BMX/Skateboard Park Committee Meeting	7:00 p.m.
September 28, 29 & 30, 2018	Wellington North Culture Days	

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
AUGUST 13, 2018 @ 2:00 P.M.**

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

Members Present:

Mayor: Andrew Lennox
Councillors: Sherry Burke
Lisa Hern
Steve McCabe

Absent:

Councillor: Dan Yake

Staff Present:

Director of Legislative Services/Clerk: CAO: Michael Givens
Deputy Clerk: Karren Wallace
Chief Building Official: Catherine Conrad
Manager of Human Resources: Darren Jones
Senior Planner: Chanda Riggi
Curtis Marshall

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA**Resolution 2018-301**

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Agenda for the August 13, 2018 Regular Meeting of Council and Supplementary Council Agenda be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest reported.

O' CANADA**RECESS TO MOVE INTO PUBLIC MEETING****Resolution 2018-302**

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of August 13, 2018 at 2:04 p.m. for the purpose of holding a Public Meeting under the Planning Act.

CARRIED

RESUME REGULAR MEETING OF COUNCIL

Resolution 2018-303

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Council of the Corporation of the Township of Wellington North resume the August 13, 2018 Regular Meeting of Council at 2:08 p.m.

CARRIED

PASSAGE OF BY-LAW ARISING FROM PUBLIC MEETING

Resolution 2018-304

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 073-18 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (Part Park Lot 8 Township of Wellington North, Ernie and Mary Weber)

CARRIED

ADOPTION OF MINUTES OF COUNCIL

Resolution 2018-305

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the minutes of the Public Meeting and the Council Meeting held on July 23, 2018 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM MINUTES OF COUNCIL

Resolution 2018-306

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of Township of Wellington North recognize the strained current traffic flows and the potential impact of additional traffic as a result of the new Canadian Tire in the area of Main Street North and Mount Forest Drive in Mount Forest;

AND FURTHER THAT the Council of the Township of Wellington North request that staff monitor traffic flows in the area and investigate possible traffic measures that can be implemented to allow for safe, timely flow of traffic in the area.

CARRIED

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 1a, 2c, 2d, 3a

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Resolution 2018-307

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT all items listed under Items for Consideration on the August 13, 2018 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

2. ADMINISTRATION

- a. *Report CLK 2018-032 being a report on sale of lands known as 7840 Wellington Road 109, Arthur*

THAT Council of the Corporation of the Township of Wellington North receive Report CLK 2018-032 being a report on the sale of lands known as 7840 Wellington Road 109, Wellington North (formerly the Village of Arthur)"

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North hereby declares the lands known as "7840 Wellington Road 109, Wellington North (formerly the Village of Arthur)" as surplus to the needs of the municipality;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the by-law to enter into the Agreement of Purchase and Sale.

- b. *Report CLK 2018-033 being a report on Consent Application B78-18 (1879659 Ontario Ltd.)*

THAT Council of the of the Corporation of the Township of Wellington North receive CLK Report 2018-033 being a report on Consent Application B78-18 known as Part Lot 3, WOSR, Divisions 3 and 4 (formerly Arthur Township) now the Township of Wellington North;

AND FURTHER THAT the Council of the Township of Wellington North defers consent application B78/18.

4. COUNCIL

- a. *THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Power Inc. Quarterly Newsletter – Quarter 2: April 1st to June 30, 2018.*

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION**Resolution 2018-308**

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of Township of Wellington North receive the Cheque Distribution Report dated August 7, 2018.

CARRIED

Resolution 2018-309

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2018-009 being a report on rural school zones speed limit policy;

AND FURTHER THAT Council of the Township of Wellington North endorse the draft Rural School Zone Speed Limits policy and direct staff to proceed with implementation of the policy to include meetings with Rural School Officials and Wellington OPP.

DEFERRED

Resolution 2018-310

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2018-035 being a report to award Tender 2018-017 Cormack Drain;

AND FURTHER THAT the Council of the Township of Wellington North award Tender 2018-017 to Marquardt Farm Drainage at a cost of \$19,396.00 plus HST.

CARRIED

Resolution 2018-311

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North support the proposed plan of subdivision and related conditions of draft plan approval for 23T-18001 (Mount Forest Developments Inc.)

CARRIED

NOTICE OF MOTION

None.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor McCabe reminded everyone of the Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting on August 14, 2018.

Councillor Hern commented that she and Dale Small, EDO, attended the Roger Brooks presentation offering businesses 20 ingredients for success.

Mayor Lennox announced that he attended the Mount Forest Agricultural Society Ambassador of the Fair Dinner on Saturday, August 11. The ambassadors will be invited to a future Council meeting.

BY-LAWS

Resolution 2018-312

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT By-law Number 072-18 being a by-law to authorize the sale of real property being Pt Pk Lts 6, 7 & 8, N/S Catherine St, Crown Survey Arthur Village as in RON78827 except Pts 1 & 2, 60R2465, Pts 1 & 2, 60R2514, Pts 1 & 2, 60R2590; Wellington North be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT

Arthur Agricultural Society & Arthur Fall Fair

Curiosity and competitiveness prompted a group of farmers to organize the Arthur Township Agricultural Society in the winter of 1855. In 1856, under the direction of Fair President John Anderson, Wellington County Land Registrar, the first fairs were held in Kenilworth. In 1863 the Fair moved to Arthur Village, across the street from the present Senior's Hall, allowing farmers from West Luther, West Garafraxa and Peel Townships to exhibit.

By 1890, the Fair Board had purchased the Village Common bordered by Tucker, Eliza and Domville Streets and in the early 1920's the Agricultural Hall was constructed at a cost of \$15,000 including the well. This hall, situated where the Curling Club is now, was condemned in 1976 and torn down. The stone Gateposts, using stone from the old United Church Shed, were erected in 1956 and presented by the Ontario Department of Agriculture honouring agricultural pioneers in the community. 1958 saw the grounds reluctantly sold to the Village of Arthur for \$1.00 plus other considerations when the Province of Ontario mandated that the municipality have a Recreation Centre. In 1977, the present arena complex was built and opened.

Considering the ups and downs, the annual Fall Fair, held the weekend after Labour Day, continues to be a presence in the community. Starting 9:00am Wednesday, volunteers set up the hall and grounds and on Thursday night, over 800 people will enjoy a delicious Roast Beef Dinner. The parking lot contains Monster Machines for kids of all ages to inspect. On Friday the hall exhibits are accepted and judged along with a parade downtown and opening ceremonies to finish the day.

Saturday sees the outdoor competitions like the 4-H shows and Welsh Pony show while continuing the indoor commercial exhibits, kid's entertainment and Baby show. At 8:00am the Firemen serve a Pancake Breakfast, at 5:00pm there is a chili cook-off and at 6:00pm "Weiner Dog Derby Races". Sunday at 10:30 am the buildings open to review the exhibits along with a Lions Breakfast, Western Horse Show, Sheep Dog Herding & Kids Power Wheels Demo Derby. At 2:45pm there is the crowning of the Fair Ambassador and Quilt raffle. At 4:30pm the buildings close, exhibits are removed and by 8:00pm there is little left to indicate there had been a Fall Fair.

This year the 162nd Arthur Fall Fair runs from September 6th – 9th. There is something for everyone so please come and enjoy!!

CONFIRMATORY BY-LAW

Resolution 2018-313

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT By-law Number 074-18 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on July 23, 2018 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

Resolution 2018-314

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Regular Council meeting of August 13, 2018 be adjourned at 2:39 p.m.

CARRIED

CLERK

MAYOR



Township of Wellington North

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

Deputation Request Form

Name of Deputation(s)

DONNA MONYH-MORE

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business _____

Contact Information

Mail: DONNA MONYH 136187 CONY
DESBORO, ONTARIO, N0N1K0

Email: _____
Telephone: _____

Type of Meeting

Council OR Committee (includes ad hoc) _____

Date of Meeting AUGUST 27, 2018

Subject Matter (submit your complete deputation submission with this form)

PROPERTY STANDARDS ON
133 BURNHAMMAN ST. E. MT. FOREST

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

WAS ADVISED THAT ISSUES & HOUSE
AND NOT RECEIVED ANY CORRESPONDENCE

Estimated Financial Impact to municipality: FROM MUNICIPALITY

Capital _____ Annual Operating APPROX \$800.00

SIGNATURE: [Signature]

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

Donna had agreement with neighbour that he could park on her property in exchange for him cutting the grass etc.

She is unable to drive and was not aware that he was not doing this.

She did not receive any warning letters from the Municipality or she would have taken care of it.

She would therefore like the Municipality to waive the charges.

009

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE MINUTES
AUGUST 14, 2018 AT 5:00 PM**

The meeting was held in the Upper Hall at the Arthur Community Centre.

Committee Members Present:

Andrew Lennox, Mayor
Lisa Hern, Councillor
Steve McCabe, Councillor (5:33 p.m.)
Brent Barnes, Lions Member
Glen Cheyne, Lions Member
Al Rawlins, Lions Member

Committee Member Absent:

Glen Cheyne, Lions Member

Staff Present:

Michael Givens, CAO
Catherine Conrad, Deputy Clerk

CALLING THE MEETING TO ORDER

The meeting was called the meeting to order at 5:00 pm.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION ABSP 2018-006

Moved by: Lennox

Seconded by: Rawlins

THAT the agenda for the August 14, 2018 Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee of the Township of Wellington North meeting be accepted and passed.

CARRIED

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

No declarations of pecuniary interest were declared.

PRESENTATIONS

1. Graham Cooke, Operations Supervisor, Canadian Ramp Company

Mr. Cooke presented the Committee with information about Canadian Ramp Company, types products available, warranty, statistics on users, community engagement, site evaluation and examples of parks they have installed.

2. Jason Wagler, Resource Planner, Grand River Conservation Authority

Mr. Wagler explained that the whole area (Francis Street and Frederick Street West) as depicted by the attached map is in the floodplain. A passive recreational use isn't a major concern to the GRCA. The Committee should be aware that the potential for flooding is higher in this area and any materials or equipment would

be at risk. If material was brought in to fill the site there would be concerns as material should be kept away from the river to prevent erosion. Any fill should be placed toward the road. He suggested staying 15 metres back from the outer bank for permanent concrete structures.

MINUTES OF PREVIOUS MEETING

The minutes of the May 31, 2018 Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting were received by Council on June 25, 2018. The minutes will be amended to reflect that Glen Cheyne and Al Rawlins are Lions Members.

ITEMS FOR CONSIDERATION

1. Sign Board

No signage will be placed at this time. First steps should include community engagement and site evaluation.

OTHER BUSINESS

The Committee agreed the next steps should include inviting other companies to present at the next meeting and working with the Arthur Public School Grade Eight Class to determine the type of use and ages of potential users.

NEXT MEETING

September 25 at 7:00 p.m. upper hall, Arthur community centre.

SITE VISIT – Francis Street and Frederick Street

Members were familiar with the site and determined they could visit the site individually.

ADJOURNMENT

RESOLUTION ABSP 2018-007

Moved by: Lennox

Seconded by: Rawlins

THAT the Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of August 14, 2018 be adjourned at 6:49 pm.

CARRIED



Communiqué



From the desk of:

July, 2018 # 057

Fire Chief.

1. **THANK YOU.** Everyone did an amazing job at the Tim Horton's Fire. You are to be commended for a job very well done!!! Very positive feedback. The OFM was most impressed!!
2. **REMINDER,** please use your IAM responding!! Your fellow firefighters are counting on you! We need to know who is responding. It is **VERY IMPORTANT** that you push the lam Responding button immediately. Please don't hesitate!
3. New Pumper is at Thibault Trucks. As of this date the truck is on schedule. Once it arrives and we have had appropriate training, it will be put into service. Squad 122 will be heading to the Dominican Republic. It will be stationed in the Province of Samana in the Dominican Republic. More info to follow.
4. **REMINDER** to review all Directives. Your safety and the safety of your fellow firefighter is paramount!
5. As you are aware Radio Operator Ray Tout is on a leave of absence. I am not clear at this time when he will return, so please ensure there is an **experienced** firefighter performing the duties of the Radio Operator. The Deputy Chief shall ensure compliance.
6. **CONGRATULATIONS** to Ray Tout, Ed Charlton and Bill Hieber. They are now certified as Peer Support Members! Including Stacy Muir we now have four. Deputy Chief Hieber will be calling a CISM Team meeting shortly and a Chair of the CISM Team will be chosen. Well done folks. Thanks.
7. Enjoy the rest of your summer and stay safe.

“When you're finished changing, you're finished”

Benjamin Franklin



Communiqué



FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to July for the years 2017 and 2018				
	2017		2018	
	<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.	43	49	55	64
Fatal fires on Federal or First Nations properties from January 1 to July 31	2	2	0	0
Total	38	52	55	64

Respectfully;

Fire Chief



Communiqué



July Fire Report 2018

ARTHUR STATION:

The Arthur Station responded to 16 calls for assistance during the month.

Practice/ Meetings:

July 3, 2018 (15) members were present

July 17, 2018 (17) members were present

July 24, 2018 (14) members were present

MOUNT FOREST STATION:

The Mount Forest Station responded to 16 calls for assistance during the month.

Practice/ Meetings:

July 3, 2018 (21) members were present

July 17, 2018 (18) members were present

July 24, 2018 (19) members were present

Respectfully submitted by
Bill Hieber



Communiqué



CALL TYPE	ARTHUR STATION	AREA	MOUNT FOREST STATION	AREA
Medical	5	Town(1)	7	Town (4)
		Township (4)		Township(1)
				Minto (1) Southgate(1)
Mutual aid	1	Fergus (1)		
Brush/Grass Fire	2	Township (2)		
Hydro lines Down	1	Township (1)		
Motor Vehicle Collision	3	Town (1)	3	Town (1)
		Township (1)		Township (1)
		Mapleton (1)		Southgate (1)
Fire Alarm			3	Town (2) Township (1)
Structure Fire	1	Town (1)	1	Arthur (1)
Gas leak	2	Town(1)		
		Township (1)		
Machinery Fire			1	West Grey (1)
Barn Fire	1	Township (1)	1	Township (1)



Communiqué



Fire Prevention/Public Education

FIRE SAFETY PRESENTATIONS

Fire Extinguisher training Copernicus (X2)

FIRE SAFETY INSPECTIONS

160 Georgina St A.V.
149 Fredrick St. E. A.V. follow up
205 King St. E. M.F. follow up
225 King St. E. M.F. follow up
485 King St. E. M.F. follow up
580 Queen St. W. M.F. follow up
116 Fergus St. N. M.F. follow up
514 Main St. N. M.F.
9135 HWY 6 Kenilworth follow up
7999 Wellington Rd 109 A.V. follow up
187 Main St. N. M.F.

FIRE INVESTIGATIONS

8008 Wellington County Road 109 A.V.

FIRE SAFETY COMPLAINT INSPECTIONS

365 Durham St. W. M.F.
131 Cheryl Lynn St. M.F.
230 Durham St. E. M.F.

FIRE SAFETY PLAN REVIEWS

160 Georgina St. A.V.
485 King St. E. M.F.
580 Queen St. W. M.F.
156 Egermont St. N M.F.
9141 HWY 6 Kenilworth
9135 HWY 6 Kenilworth

VULNERABLE OCCUPANCY FIRE DRILLS

BURN PERMIT SITE INSPECTIONS

8792 Side road 3
9545 Concession 6 N.

BURN COMPLAINTS

8747 HWY 89
8597 Concession 7
7701 Side road 9E

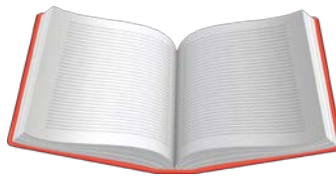


Communiqué



“TEST YOURS *TODAY*”

“*SAVING LIVES THROUGH EDUCATION*”



Please have all monthly reports submitted by the 5th of each month to:

fpo@wellington-north.com

Next Communiqué will be September 2018



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

www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF August 27th, 2018**

FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER

SUBJECT: REPORT EDO 2018-29 COMMUNITY IMPROVEMENT PROGRAM

RECOMMENDATION

That the Economic Development Officer report EDO 2018-29 dated August 27th, 2018 with regards to the Community Improvement Program be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant in the amount of **\$1,871.00** for improvements made to 480 Smith Street in Arthur which is the location of Coffey Plumbing.

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant in the amount of **\$2,500.00 and a \$2,500.00** interest free loan to be repaid in five annual instalments of \$500 per year for the planned improvements to be made at 143 George Street which is the location of Sussmans of Arthur

PREVIOUS REPORTS PERTINENT TO THIS MATTER

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

BACKGROUND

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

The program has proven quite popular and to date fifty-five applicants have submitted applications to the Community Improvement Program. The total dollar value of the overall improvements made in our Community is conservatively estimated at \$700,702. Of this amount:

- \$145,926 (20%) has been covered by grants under the Community Improvement Program
- \$ 25,000 (4%) has been advanced in interest free loans repayable over 5 years
- \$529,776 (76%) has been covered by the applicants

OVERVIEW

On August 8th applications were received from Coffey Plumbing as well as Sussmans of Arthur for improvements that are being made to both locations.

As required under our program all applications are reviewed utilizing our Community Improvement Program Decision Matrix and a copy of this is attached to the report. The Decision Matrix also provides additional information regarding the improvements. The Community Improvement Program Review Panel recommends that council approve both these applications. Council is also reminded that funds under the CIP only get advanced after all improvements are completed.

FINANCIAL CONSIDERATIONS

The 2018 Economic Development Operating budget contains \$25,000 in funding to support applications under the Community Improvement Program. To date \$7,368 has been advanced and including these applications we expect an additional \$12,874 to be advanced by year-end. This currently leaves us with approximately \$5,000 to support future 2018 applications.

STRATEGIC PLAN

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

Yes No N/A

Which pillars does this report support?

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

PREPARED BY:

RECOMMENDED BY:

Dale Small

Michael Givens

**DALE SMALL
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIXApplicant: **Coffey Plumbing**Date Received: **August 8th, 2018**Application #: **F.I.L. & G. # 41**Amount: **\$1,871.00 Grant**Date of Community Improvement Plan Review Panel Meeting: **August 10th, 2018**

Criteria Number	Criteria	Yes	No	Comments
1	Is the applicant eligible as per the definition outlined in 4.2.4.2 of the Community Improvement Plan	X		The applicant, Paula Hargreaves, is the office administrator for Coffey Plumbing and has submitted the application on behalf of the new owners of the business.
2	Is the applicant applying for: a) Facade Improvement Grant b) Facade Improvement Interest Free Loan c) Building Improvement Grant program	X	X	The applicant is applying for a \$1,871.00 (50% of the overall costs through a combination of funding from the Facade Improvement Grant Program (\$1,246) and the Building Improvement Grant Program (\$625)
3	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		Coffey Plumbing is located at 480 Smith Street in Arthur which is within the CIPA boundary.
4	Has the application been properly completed including: • Detailed description of improvements • Facade Improvement Checklist • Detailed sketch of the proposed change • Minimum of two quotes obtained	X X X	X	A description has been provided by the applicant and the work consisted mainly of the replacement of signage. Due to the low cost of the improvements we waived the need for two quotes.
5	Are property taxes and any other Municipal Accounts receivable up to date	X		All property taxes were verified as up to date.
6	Eligible costs associated with Facade Improvement Projects are as follows. Indicate which ones are included: • Repainting or cleaning of the facade • Restoration of facade masonry, brickwork, etc. • Replacement or Repair of cornices, eaves, parapets, etc • Replacement or Repair of Windows • Entrance-way modifications • Redesign of the store front • Removal of signage and installation of new signage	X		Expenses relate to new illuminated signage, vehicle lettering and interior wall construction

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

	<ul style="list-style-type: none"> • Restoration of original facade appearance • Replacement or Repair of canopies and awnings • Installation or repair of exterior lighting • Other similar improvements approved by CIPRP 			
7	Facade Improvement Grant amount available is 50% of eligible costs up to a maximum of \$2,500. What amount is being requested and what is the percentage of the overall.	X	X	<p>Overall Cost of improvements: \$3,742.45</p> <p>Grant Amount being requested: \$1,871.22</p> <p>Percentage of overall Costs: 50%</p>
8	Facade Improvement Loan amount available is an interest free loan up to a maximum \$2,500. This loan must be paid off in equal installments with a maximum amortization of five years. What amount is being requested and what is the amortization period?		X	As the overall cost of the improvement is less than \$7,500 the applicant is not eligible for an interest free loan.
9	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X		All work was completed by a local contractors/suppliers.
10	Is the targeted completion date within 8 months from date of approval or is an extension required?	X		The work has already been completed.
11	Other comments from the Review Panel	These improvements qualify for funding under the Community Improvement program and we recommend council approve the request.		
Recommendation	That the Community Improvement Review Panel support this application and makes a motion for council approval.			Yes XXX No
	<i>Darren Jones</i> Darren Jones	<i>Dale Small</i> Dale Small		

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

Applicant: **Sussmans of Arthur**Date Received: **August 8th, 2018**Application #: **F.I.L. & G. # 42**Amount: **\$2,500 Grant & \$2,500 Interest Free Loan**Date of Community Improvement Plan Review Panel Meeting: **August 10th, 2018**

Criteria Number	Criteria	Yes	No	Comments
1	Is the applicant eligible as per the definition outlined in 4.2.4.2 of the Community Improvement Plan	X		The applicant, Harvey Kozinets is the Vice President of Sussman's of Arthur.
2	Is the applicant applying for: a) Facade Improvement Grant b) Facade Improvement Interest Free Loan c) Building Improvement Grant program	X X		The applicant is applying for a \$2,500 grant and a \$2,500 interest free Loan from the Facade Improvement Grant & Loan Program.
3	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		Sussmans of Arthur is located at 143 George Street in Arthur which is within the CIPA boundary.
4	Has the application been properly completed including: <ul style="list-style-type: none"> • Detailed description of improvements • Facade Improvement Checklist • Detailed sketch of the proposed change • Minimum of two quotes obtained 	X X X	X	The improvements being considered is to replace four (52"x 103") front windows
5	Are property taxes and any other Municipal Accounts receivable up to date	X		All property taxes were verified as up to date.
6	Eligible costs associated with Facade Improvement Projects are as follows. Indicate which ones are included: <ul style="list-style-type: none"> • Repainting or cleaning of the facade • Restoration of facade masonry, brickwork, etc. • Replacement or Repair of cornices, eaves, parapets, etc • Replacement or Repair of Windows • Entrance-way modifications • Redesign of the store front • Removal of signage and installation of new signage 	X		Replacement of windows and some minor touch-up painting

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

	<ul style="list-style-type: none"> Restoration of original facade appearance Replacement or Repair of canopies and awnings Installation or repair of exterior lighting Other similar improvements approved by CIPRP 	X			
7	Facade Improvement Grant amount available is 50% of eligible costs up to a maximum of \$2,500. What amount is being requested and what is the percentage of the overall.	X		Overall Cost of improvements: \$7,303 Grant Amount being requested: \$2,500 Percentage of overall Costs: 34%	
8	Facade Improvement Loan amount available is an interest free loan up to a maximum \$2,500. This loan must be paid off in equal installments with a maximum amortization of five years. What amount is being requested and what is the amortization period?	X		\$2,500 Interest free loan repayable by 5 annual payments of \$500.00 is also being considered	
9	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X		All work will be completed by Barber Glass from Guelph.	
10	Is the targeted completion date within 8 months from date of approval or is an extension required?	X		Work is expected to be completed later this year.	
11	Other comments from the Review Panel	These improvements qualify for funding under the Community Improvement program and we recommend council approve the request.			
Recommendation	That the Community Improvement Review Panel support this application and makes a motion for council approval.			Yes XXX	No
	<i>Darren Jones</i> Darren Jones	<i>Dale Small</i> Dale Small			



**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF JULY 9, 2018**

FROM: ADAM MCNABB – DIRECTOR OF FINANCE

**SUBJECT: REPORT TR2018-010 BEING A REPORT ON MODIFICATIONS TO
THE TOWNSHIP'S EXISTING PURCHASING AND PROCUREMENT
POLICY**

RECOMMENDATION

THAT Report TR2018-010 being a report on the Township's existing purchasing and procurement policy be received for information;

AND FURTHER THAT Council direct staff to adopt the proposed changes to the policy as attached in Appendix A to this report.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

New rules and regulations regarding public procurement have been established through CETA (Comprehensive Economic & Trade Agreement) & CFTA (Canadian Free Trade Agreement). In order to comply with these national & international agreements we have adopted their recommendations, and reflected same in our internal purchasing and procurement policy.

The following revisions and additions of purchasing procedures have been added to our policy:

1. Minimum 40 days posting on website, revised from 15 days
2. Add public notice of award on website after successful bid has been awarded

3. Addition of section pertaining to the disclosure of information to unsuccessful bidders
4. Various housekeeping items including, but not limited to:
 - a. Staff empowerment to make purchasing decisions within the confines of the newly established approval levels;
 - b. Removal of the Local preference section to alleviate any ambiguity on preferential treatment (Discriminatory Business Practices Act).
 - c. Removal of requirement to advise Council of pre-payments as these have effectively been approved by Council via the operating budget process, and variances are reported to Council quarterly.
 - d. Addition of Council waiver of the provisions of the policy.
 - e. Minor Clarifications in Appendix E (Acceptance or Rejection of Improper Bids)

FINANCIAL CONSIDERATIONS

The proposed changes will enable staff to become more agile when entering into purchasing contracts and agreements, reduce administrative burden on both council and staff, and provide clarity on purchasing thresholds internally.

STRATEGIC PLAN

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

Yes

 No

 N/A

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

Michael Givens, CAO

ADAM MCNABB DIRECTOR OF FINANCE	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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TOWNSHIP OF WELLINGTON NORTH

PURCHASING AND PROCUREMENT POLICY

DEPARTMENT	FINANCE	POLICY NUMBER	15.15
EFFECTIVE DATE	September 9, 2015	LEGISLATIVE AUTHORITY	Municipal Act, 2001, c. 25 Part VI, s. 271
APPROVED BY:	Blanket Resolution 2015-345, August 10, 2015 (Original By-law 75-13)		

POLICY Purchasing and Procurement

PURPOSE

- a) To promote the most cost effective and efficient use of municipal funds and resources by acquiring the goods and services at the optimum quality, quantity, price, delivery and performance;
- b) To encourage open competitive bidding on all acquisition and disposal of goods and services where practical;
- c) Unless otherwise approved by Council, to purchase goods and services only as approved in the annual budgets;
- d) Obtain the most competitive offers from the most responsible and responsive vendors. To use vendors who comply with the provisions of the bid solicitation, including specifications and contractual terms and conditions. To use vendors who can be expected to provide satisfactory performance based on reputation, references, past experience, and sufficiency of financial and other resolutions
- e) To structure specifications that do not exclude certain vendors or manufacturers unless there is documented evidence to warrant exclusion;
- f) To always think about the “total acquisition cost” rather than the lowest bid. This includes, but is not limited to such factors as repairs, staff training, suitability, compatibility, warranty, trade-in-values, recycling, and disposal concerns. To consider “value for money”;
- g) To acquire goods and services with regard to preservation of the natural environment. This gives reference to the method of manufacture and the method of disposal;
- h) To delegate the appropriate level of authority to enable departments to meet service requirements. To ensure that employees who are responsible for requisitioning and purchasing goods and services are accountable for their actions and decisions;
- i) Township staff will acknowledge that they are utilizing the public’s money and will be held to the highest possible standard when making purchasing decisions;
- j) To participate with other publicly funded bodies in cooperative purchasing activities where they are in the best interest of the municipality.

PROCEDURES AND PRACTICES:**APPROVAL LEVELS**

All purchases of goods and services must be approved in the annual budgets. Formal approval of the budget constitutes financial approval to proceed with the procurement process. Budget amendments, capital expenditures not yet approved in the budget or special expenditures must be supported by Council resolution which shall specify the purpose of the expenditure and the funding source.

The ability to incur the actual expenditure is delegated to the appropriate member of staff based on the following approval levels:

<u>Member of Staff</u>	<u>Approval Authority</u>
Council	Over \$250,000
CAO	Up to \$250,000
Director of Finance	Up to \$75,000
Director of Operations	Up to \$75,000
Director of Legislative Services / Clerk	Up to \$75,000
Chief Building Official	Up to \$75,000
Roads Superintendent	Up to \$20,000
Water/Wastewater Superintendent	Up to \$20,000
Economic Development Officer	Up to \$20,000
Manager of Facilities	Up to \$20,000
Manager of Human Resources	Up to \$20,000

Note: Above thresholds are for all items contained within the Operating and Capital Budgets, where actual expenditures are equal to, or below Council pre-approved amounts. Any items not budgeted, or where actual tendered amounts exceed approved budget amounts, must be presented to Council for approval prior to tender award.

The dollar limits above refer to gross invoice cost inclusive of applicable taxes.

Between the last regular meeting of Council in any year and the adoption of budgets for the next year, the Director of Finance is authorized to pay the accounts of any ordinary business transaction of the Township of Wellington North that are required to maintain services. This shall include accounts or the payment of previously approved capital items and projects.

CO-OPERATIVE PURCHASING

The Township encourages participation in co-operative purchasing arrangements amongst departments, with other municipalities (upper and lower tier), local boards and public agencies within the Province. Co-operatives afford the Township the opportunity to take advantage of economies of scale and the purchasing expertise of larger publicly funded organizations. Examples of acceptable co-operatives include but are not limited to the Guelph Co-operative Purchasing Group (GCPG), Ontario Education Collaborative Marketplace (OECM) and the Provincial Vendor of Record programs.

GENERAL PURCHASING PROCEDURES

The following are authorized procedures for the procurement of goods and services.

PROCEDURE	PROJECT COST
Petty cash	\$100.00 or less
Purchasing Card / Direct Purchase	\$2,000.00 or less

Informal Quotation Process	Greater than \$2,000.00 but less than \$20,000.00
Request for Quotation Process (Written)	\$20,000.00 but less than \$75,000.00
Request for Tender (Written)	\$75,000.00 or greater
Request for Proposal (when deemed appropriate)(Written)	\$75,000.00 or greater

The dollar limits above refer to invoice cost inclusive of applicable taxes.

Departments shall be responsible for appropriately forecasting their requirements for materials, goods and services in the preparation of their departmental budgets.

No requisition, purchase or contract shall be divided in order to avoid the requirements of the dollar value limits of this section.

Where goods and services of a similar type are to be supplied on a repetitive basis from one or more suppliers either over a period of time in a calendar year or over the course of a season, those goods and services shall be purchased in accordance with the provisions of this policy applicable to goods and services to be supplied in the whole calendar year or during the course of the entire season as the case may be. The appropriate procedure above will be utilized according to the total dollar value.

Purchases may only be made by agents of the Township if authorized by the responsible member of staff. Agents will give reference to and be bound by the requirements of this policy.

A brief description of each procedure is outlined below. Where more detail is required, separate schedules are contained in the Appendices. In addition, refer to Appendix B – Methods of Purchasing Permitted under Policy.

a) Petty Cash – \$100.00 or Less

A petty cash fund will be maintained in the Treasury Department to meet the requirements of acquisitions of goods and services having a value of \$100.00 or less.

Petty cash should only be used when it is not feasible to use a purchasing card. Petty cash purchases shall be made from the competitive marketplace where practical.

All petty cash disbursements shall be evidenced by a receipt and Petty Cash Summary Slips. The slips must accompany the receipt in order to replenish the fund.

b) Purchasing Card or Direct Purchase – \$2,000.00 or less

Purchases not exceeding \$2,000.00 may be made using a purchasing card or direct purchase.

The Purchasing Card or Direct Purchase Process, as defined in that specific policy, has been established as a method of making small dollar purchases. The process still adheres to the General Purchasing Procedures as outlined and should expedite the acquisition of goods and services.

The acquisition of goods and/or services having a value of up to \$2,000.00 per transaction, including taxes, shall be carried out by the member of staff in accordance with the General Purchasing Procedures. Where it is in the interest of the municipality to obtain one or two informal quotes by phone or in writing, that process should be followed.

Notwithstanding the procedure chosen, it shall be demonstrated that fair market value was achieved.

c) Informal Quotation Process – Greater than \$2,000.00 But Less than \$20,000.00

Purchases with an estimated value greater than \$2,000.00 but less than \$20,000.00 shall be obtained using a competitive process.

The member of staff must solicit **a minimum of two (2)** quotes without formal advertising or receipt of sealed bids. The requirements of the competitive process may only be waived under the authority of the most closely related member of the Senior Management Team. In this case, the competitive process will be replaced by the negotiated method. The circumstances in which the negotiated method would be appropriate and the associated procedures are outlined in Appendix C – “Purchase by Negotiation”.

d) Request for Quotation (Written) –\$20,000.00 but less than \$75,000.00

Purchases with an estimated value of \$20,000.00 but less than \$75,000.00 shall be obtained using a competitive process.

The Member of staff shall prepare a Quotation document which provides prospective bidders with clear instructions, specifications, terms and conditions. The Quotation document shall be approved by the most closely related member of the Senior Management Team (where the Member of staff deems it appropriate). The Quotation document shall provide a Quotation Form on which a bidder can make his /her quotation.

The Member of staff shall cause a notice of “Request for Quotation” to be published in at least one local newspaper or on the Township Website.

The Quotation document shall clearly indicate the final time and place for the receipt of quotations. The quotations will be received and opened by the appropriate Member of staff. There will be no requirement for a formal opening of the quotations.

The Member of staff shall, where within their purchase authority, make a determination to accept one of the quotations. Or, where the quotations eclipse their individual approval authority, engage a more senior member of staff (escalating where necessary based on approval authority matrix) to conduct a review, and make a recommendation to accept one of the quotations, and documented via a capital purchase support decision form.

e) Request for Tender (Written) – \$75,000.00 or Greater

The acquisition of all goods and/or services having an estimated value of \$75,000.00 or greater, shall be obtained using a Request for Tender process and may require vendor pre-qualification.

The process for issuing Tenders will be governed by the procedures detailed on Appendix D.

The tender documents will be received, opened and summarized as outlined in the aforesaid Appendix.

Tender criteria:

- i. two or more sources are considered capable of supplying the requirements;
- ii. the requirement is adequately defined to permit the evaluation of tenders against clearly stated criteria;
- iii. the market conditions are such that tenders can be submitted on a common pricing basis.

Tenders shall be accepted without negotiation.

f) Request for Proposal (Written) – \$75,000.00 or Greater

A request for Proposal should be issued where one or more of the criteria for issuing a Request for Tender cannot be met, such as:

- i. Owing to the nature of the requirements, suppliers are invited to propose a solution to a problem, requirement or objective and the selection of the supplier is based on the effectiveness of the proposed solution rather than on price alone or,
- ii. It is expected that negotiations with one or more bidders may be required with respect to any aspect of the requirement.

The process for issuing Request for Proposal will be governed by the procedures detailed in Appendix F.

In general the Request for Proposals process encourages different solutions from vendors and actively searches for better and more creative ideas for supply of goods and services. It provides a process whereby the negotiation and award is based on demonstrated competence, qualifications and the technical merits of the Proposal at a fair price.

EMERGENCY PURCHASES

Where a situation arises requiring the immediate procurement of goods and services essential to prevent serious delays in the work of any Department or which might involve danger to life, health or safety of employees, or the public, or to prevent damage to property, a Member of staff may purchase the required goods or services notwithstanding any other provision of this policy. The appropriate Member of staff shall notify Council with a written report detailing the circumstances at the next regular meeting of Council.

DISPOSAL OF SURPLUS OR OBSOLETE ASSETS

Disposal of surplus assets is the responsibility of the CAO subject to Council's authorization. Where any goods, equipment or inventory stock are surplus to a particular department, consideration must first be given to other departments as to whether another department might make use of the item. If no other department can use the item, the CAO shall submit a report to Council requesting that the item be declared surplus.

Sale of surplus assets shall be made to the highest responsive bidder. This may be by sealed bid, by offering the goods at public auction, public notice in a newspaper or on the Township's website. The sale shall be made in accordance with the provisions of this policy where applicable. No surplus asset will be sold directly to a Township employee. This does not prohibit any Township employee from purchasing surplus assets being sold through public auction or public notice.

The department having control of the item will be credited with the net proceeds from the sale of their surplus assets.

Where the assumed value of the asset to be disposed of is less than \$2000.00, the CAO will determine the most appropriate method to dispose of the asset.

CONFLICT OF INTEREST

No requisition, vouchers, petty cash funds or any other order, written or verbal, shall be issued for personal goods and/or services for employees of the Township, any member of Council, or the public.

No purchase of goods or services shall be made from any employee of the Township, or from any company in which an employee of the Township has an interest. A contract for goods and services placed with a relative of an employee of the Township shall be declared and that employee shall not

be placed in a position to supervise or approve the execution of that contract.

No employee or elected official shall purchase surplus assets except by bidding on the same at public auction or by sealed bid.

LOCAL PREFERENCE

In accordance with the Discriminatory Business Practices Act, Revised Statutes of Ontario, 1990, Chapter D.12 there shall be no local preference for purchases.

SPECIFICATIONS

It is Township policy to structure specifications that do not exclude certain vendors or manufacturers unless there is documented evidence to warrant exclusion.

Specifications are the responsibility of the using department with support of outside professional assistance as deemed necessary (e.g. consulting engineers, solicitors).

In many instances a department may not be aware that another department uses a similar or identical item. The CAO and Director of Finance will work with the member of staffs to develop common standards that all using departments will find acceptable.

AWARD CONSIDERATIONS

In addition to price, consideration may be given to the following in determining the lowest responsible bidder:

- a) The ability, capacity, and skill of the bidder to provide the goods and services requested.
- b) The ability of the bidder to perform the contract or provide the services promptly or at the time specified without delay or interference.
- c) The character, integrity, reputation, experience and efficiency of the bidder.
- d) The quality and performance of previous contracts, goods or services.
- e) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the goods and services.
- f) The quality, availability, adaptability of the goods or contractual services to the particular use required.
- g) The ability of the bidder to provide future maintenance and services for the items acquired,
- h) The number and scope of conditions attached to the bid.

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11, the Township shall have regard to the accessibility for persons with disabilities in respect to goods and services purchased by the Township.

- When it is not practicable to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, the Township shall provide, upon request, an explanation.
- Documents created, adapted or presented on behalf of the Township or to Township employees will be made available in alternate formats to the public and employees upon request. Contracted suppliers must agree in the contract to provide documents in the formats requested for the lifespan of the document. The contracted supplier could provide the materials in a text version (that is compatible with software that is easily available) for Township staff to produce alternative format requests that may be made in the future.
- Consultants/Facilitators must have the ability to produce deliverables in accessible formats and make sure that all communication, equipment, venues and materials take into account a person's disability so that all in attendance may participate equally.

ONTARIO REGULATION 429/07 (Accessible Standards for Customer Service)

In accordance with section 6 of Ontario Regulation 429/07, Accessible Standards for Customer Service, the contractor is responsible to ensure that all of its employees, volunteers and others for which the contractor is responsible are adequately trained as per the Township of Wellington North Occupational Health and Safety Policy.

EXEMPTIONS

The Procurement Policy establishes the purchasing policies and practices applying to the purchase of all types of goods and services with the exception of the following:

- a) The borrowing and investing of money
- b) The rental, lease, purchase and sale of property, land or accommodation
- c) The admission or registration for conferences, conventions, courses, workshops and seminars
- d) Memberships in professional and vocational associations and their publications
- e) Utilities including hydro, gas, basic telephone, postage
- f) Employee benefits
- g) Insurance
- h) The hiring of contract employees
- i) Information technology-desktop computers, laptop computers, servers and associated software
- j) Licenses, certificates and other approvals required.

As the above are exempted from the procurement policy, those purchases do not require quotes or bids to be submitted. The chart below indicates the method of payment and approval requirements for these types of expenditures.

Item	Approvals and Requirements
Training education and staff development <ul style="list-style-type: none"> • conferences, courses, seminars, including related travel expenses etc. 	Conference Registration not to exceed \$2,500.00 per employee/councilor without prior Member of staff authorization.
Memberships, subscriptions, publications	No approval required provided that expenditure is related to Township business. Invoice to be submitted by Member of staff to CAO for approval.
Licenses and Regulatory Fees	Approvals not required. Invoice to be initialed by Member of staff.
Advertising Services <ul style="list-style-type: none"> • Newspaper, radio 	Approvals not required. Invoice to be initialed by Member of staff.
Bailiff or Collection agencies	No approval required. Invoice to be initialed by Member of staff.
Employee deduction remittances	No approval required
Utility payments <ul style="list-style-type: none"> • Gas, hydro, phone 	Finance department is authorized to submit payment without Council approval. Compensating controls include a listing of all vendor payments is supplied to Council, and operating budgetary variances reports provided quarterly.
Information technology	Every effort will be made to ensure a competitive process is followed but given the complex nature of

	these items and the need to maintain compatibility with our existing network, exemptions may need to be given on a case by case basis.
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The CAO in consultation with Council will determine the most appropriate procedures related to engaging consulting engineers, counseling services, instructors, planners, solicitors, arbitrators and auditors.

EXCLUSION OF BIDDERS DUE TO POOR PERFORMANCE

The Member of staff shall document evidence and advise the CAO in writing where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for Health and Safety Violations.

The CAO may, in consultation with the Township's solicitor, prohibit an unsatisfactory supplier from bidding on future contracts.

COUNCIL AUTHORIZATION

Subject to statutory requirements and except as herein provided, no Committee established by Council, no member of Council and no employee of the Township shall enter into any contract on behalf of the Township without express authority from Council.

Additionally, Council may waive, by resolution, the application of any part of this by-law in respect of any given procurement.

GENERAL

This policy shall be read with all necessary changes of genders and changes of singular to plural which may be required in its context.

Where situations arise that are not covered by this policy, staff of the Township of Wellington North will refer to the most current Procurement Guideline for Publicly Funded Organizations in Ontario.

Resolutions approving budget amendments or capital expenditures not originally approved in the budget; shall contain the purpose of the expenditure, cost estimate and the fund/account (reserve or otherwise) where the monies are to be appropriated from. All staff reports recommending such resolutions shall contain the Member of staff endorsement.

Appendix A - Definitions

In this policy:

Acquisition means the process for obtaining goods and services

Agent means an individual or corporation working on behalf of the Township to provide municipal services

Authority means the legal right to conduct the tasks outlined in this policy

Bid means an offer or submission received from a vendor, contractor, or consultant in response to a request, tender, or proposal which may be subject to acceptance or rejection.

CAO means the Chief Administrative Officer

Competitive means vendors are given an equal opportunity to compete for Township business.

Contract means a legally binding agreement between two or more parties.

Council means the Municipal Council of the Township of Wellington North

Clerk means the Township Clerk and includes his/her designate.

Member of staff means the individual accountable for the department and services assigned to each municipal department thereof. For the purposes of this policy it will include the CAO, Director of Finance, Fire Chief, Chief Building Official, Clerk, and Director of Operations (or their respective designate).

Designate means a person authorized by the Member of staff to act on his/her behalf, for the purposes of this policy.

Disposal means the selling, trading, assigning and/or scrapping of surplus assets.

Goods mean all materials, equipment, fixtures and structures to be delivered, installed, or constructed.

Negotiated Method means the acquisition method whereby the Township may negotiate with one or more vendors to acquire goods or services without using the Competitive Process.

Proposal means an offer to provide goods or services to the Township where the requirements cannot be definitely specified and may be subject to further negotiation.

Procurement Process means the process by which goods and/or services are obtained.

Purchasing Card means a credit card approved by the Township that can be used by authorized Township employees to acquire low dollar value items as outlined in this policy.

Quotation means a request for prices on specific goods and/or services from selected vendors, which are submitted verbally or in writing as required by the policy.

Responsible Vendor means a vendor whose reputation, past performance, and business and financial capabilities are such that the vendor would be judged as capable of satisfying the need for a specific contract.

Responsive Vendor means a vendor whose bid does not vary from the specifications and terms and conditions set out in the quotations, bids, or requests for proposal.

Request for Proposal means the method of purchase as described as such in Appendix B – Methods of Purchasing permitted under Policy.

Request for Quotation means the method of purchase described as such in Appendix B – Methods of Purchasing permitted under Policy.

Request for Tender means the method of purchase described as Appendix B – Methods of Purchasing permitted under Policy.

Requisition means a written request to purchase goods and/or services that include a detailed list or specification of requirements with the appropriate signatures as requested in this policy.

Total Acquisition Cost means the sum of all costs, including purchasing price, all taxes, warranties, local services, life cycle costs, inventory carrying costs, operating and disposal costs incurred for determining the lowest acceptable bid meeting specifications.

Township means The Corporation of the Township of Wellington North.

Appendix B – Methods of Purchasing Permitted

Direct Purchase

This method of purchase refers to the direct ordering and purchases of goods and services from a supplier with or without negotiation. This method of purchase will be used primarily for the purchase of low value goods where the cost and administrative burden of other methods of purchase may be equal to or greater than the price or value of the goods purchased. Employees are encouraged to use their own judgment to promote the principles of this policy in any direct purchase.

Negotiated Method

This method of purchase refers to the negotiation of an agreement for the purchase of goods and/or services from a supplier where there is no open competition. It is used in the case where the conditions listed in Appendix C – Purchases by Negotiation are present

Request for Quotation/Informal Quotation

This method of purchase is a competitive method. The specifications for the goods and services and terms of purchase will be established with sufficient particularity to permit comparable quotations to be made by supplier. A sufficient number of suppliers shall be requested to submit quotations on the specifications and terms of purchase so that at least three responsive quotations are received, where practical.

The procedures differentiating the Request for Quotation from the Informal Quotation process are detailed within the 'General Purchasing Procedures' section of the Policy (subsections C & D). In general, the Informal Quotation process does not involve advertising and receipt of sealed bids or the preparation of formal quotation.

Request for Tender

This is a competitive method of purchase, which may include supplier or contractor pre-qualification. The tender process follows the general procedures set out below.

- Contractor and Supplier Qualification (if applicable)
- Development of Specifications and Contract Terms
- Publication and Solicitation of Tenders
- Receiving and Opening of Bids
- Bid Evaluation and Selection

The specifications and contract terms are detailed within the tender documents in such a degree that there is no prospect of negotiations between the parties. It is intended to accept the lowest priced compliant bid, as all the terms, conditions and specification must be met by the bidders.

See Appendix D – Request for Tender Policy

Request for Proposals

This method of purchase involves the solicitation of proposals. It may or may not include prequalification. In this method of purchase, some or all of the specifications and contract terms may not be finally determined with sufficient certainty to form the basis of a final contract before proposals are solicited and submitted. It may be expected that there will be some variation in the final specification and contract terms among and between responsive proponents. The process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms and price.

See Appendix F – Request for Proposal Policy

Appendix C – Purchase by Negotiation

All purchasing of goods and services shall be by a competitive method except for the following where

the negotiation method would apply:

- a) when goods or services are available from only one source;
- b) where compatibility within an existing product or process is the overriding consideration;
- c) when, due to market conditions, goods are in short supply;
- d) when all acceptable bids exceed the amount budgeted and re-tendering would not be beneficial;
- e) when the extension or reinstatement of the existing contract would be the most cost effective or beneficial method and is in the best interest of the Township;
- f) when an emergency, where goods and services are deemed necessary and time and safety concerns reasonably limit the use of any other prescribed procurement process;
- g) when no bids are received on a formal quotation, tender or request for proposal;
- h) when goods are required for resale and thus an important factor in choosing a successful bidder is marketability and profitability;
- i) where the best interest of the Township would be served through negotiations.

Authority to incur expenditures of Township funds through the negotiation method shall be subject to the same spending approval levels as outlined in the 'General Purchasing Procedures' section of the policy.

In accordance with the negotiation method, the requirements for inviting tenders and quotations will be waived. The methods of negotiation shall be those accepted as standard negotiating procedures that employ fair and ethical practices. The information pertinent to and the results of all such negotiations shall be reported to the Director of Finance.

Appendix D – Request for Tender Policy

The following is a procedure for issuing, receiving and awarding tenders as issued by the Township.

Tender Limits

As outlined in the policy all purchases over \$75,000.00 shall use the Request for Tender or Request for Proposal process. The criteria for determining which process to use are contained in the 'General Purchasing Procedures' section of the Policy (subsections E & F).

General Process

In all cases, tenders shall be coordinated by the Member of staff prior to being advertised. The Member of staff shall ensure:

- a) completeness of documentation
- b) advertisements are arranged
- c) closing dates and tender opening are scheduled
- d) vendor contact for information is appropriate

Tender Document Preparation

The specifications contained within the tender documents are the responsibility of the issuing department. Standard bidding documents of the construction industry will be employed whenever possible. When changes are made to the standard bidding documents of the construction industry, for the purposes of Township tendering, they should be in accordance with the procedures detailed within this policy.

Contents of the Tender Document

The tender document will consist of a number of sections. They are described below. When considered in its entirety, the document must contain the appropriate information so that staff evaluating the bids can determine that;

- a) the bidder understands the full scope of the tender for which bids have been invited, and
- b) the bidder is capable and willing to perform all of the required work or provide all of the required goods/services, and
- c) the bidder is capable and willing to enter into a legal agreement with the municipality for the provision of the required goods/services, and
- d) the bidder offers financial guarantees that a formal agreement will be executed, and that all goods/services will be provided following the terms of the executed agreement.

Tender documents will contain at least the following:

- a) A cover sheet with the name of the tender, the closing date and time, and the issuer or contact person within the appropriate Department.
- b) Information to Bidders. This contains non-technical information that advises the bidders of the general terms and conditions that apply to the tender of goods and/or services.
- c) Performance Guarantee/Financial Guarantee. To ensure proper execution of the work, a performance guarantee in the form of certified cheque, irrevocable letter of credit, or bond (performance, labour, and/or material) may be required. All requirements must be clearly outlined in the Information to Bidders.
- d) Specifications. The specification section will provide details to describe accurately and precisely the nature, scope and extent of the goods and/or services required. As outlined in the policy, specifications may not be structured to exclude certain vendors or manufacturers unless there is documented evidence to warrant exclusion.
- e) Form of Tender. The tender form when properly completed and signed is a legal offer by the bidder to carry out the tendered work. The tender form should include an acknowledgement from the bidder that he has reviewed and understands all of the tender documents, and that the bidder is prepared and capable of carrying out the contemplated work. Proper and clear identification of the bidder as well as clear bid prices must appear on the completed tender form.

Advertising

The Member of staff is responsible for ensuring that proper notice of the Tender is on the Township

of Wellington North website. Electronic tendering networks, as available may also be employed (e.g. OPBA, OGRA).

All tenders shall be open for bid by vendors for a minimum period of Forty (40) days unless critical or exceptional time constraints limit the period available for bidding.

Pre-qualification

Pre-qualification of bidders may be desirable to ensure that prospective bidders have the necessary knowledge, experience, and financial resources to complete the work.

If pre-qualification is required for a particular tender, no Form of Tender is to be issued to any prospective bidder until the bidder has been pre-qualified. However, during the prequalification process, certain of the documents (i.e. specifications) may be made available.

Release of Information to Prospective Bidders

Upon the request of a prospective bidder, the Member of staff or designate shall supply the following material for each contract:

- a) one copy of the official tender form
- b) tendering materials, including specifications, plans etc.

Note: In the case of tender documents for Construction contracts (municipal services and buildings) the documents may be distributed by the Township engineers or consultants.

A fee may be charged for the specifications. This fee shall be non-refundable.

A list of prospective bidders shall be maintained by the Member of staff or designate. Names and addresses shall be recorded when tender documents are released to facilitate distribution of addenda and when necessary to extend or cancel a request for tender under call. However, where a pre-qualification requirement exists and the prequalification process is complete, the release of the Tender documents will be to qualified bidders only.

Changes to Tenders Under Call

Preparation of Addenda

Addenda will be issued under the following circumstances:

- a) Interpretation of tender documents as a result of queries from prospective bidders.
- b) Revisions, deletions, additions or substitutions of any portion of the tender documents.

The appropriate Member of staff in consultation with CAO shall approve the issuance of any addenda.

Notification of Addenda to Prospective Bidders

A copy of all addenda shall be posted on the website, and emailed and confirmed by a telephone call or by electronic correspondence when appropriate, to each prospective bidder who obtained tender documents. All remaining tender documents not yet distributed shall have the addenda appended.

Where an addendum must be issued later than two days prior to the specified closing date, the closing date may be extended to allow four working days between the issuance of the addendum and the revised closing date. This extension is optional and shall be used as required.

Closing Date Extension or Tender Cancellation

When it becomes necessary to extend the closing date or to cancel the tender, all prospective bidders who received tender documents shall be notified of the cancellation using the method for

notification of addenda detailed above.

When the closing date for receiving tenders has been extended, tenders already received shall be handled as follows:

- a) If the extension of time is two weeks or less, the bidder shall be advised that their tender will be returned upon request.
- b) If the extension of time is more than two weeks, all tenders shall be returned unopened.

When a tender is cancelled, no bid will be accepted. All bids received shall be returned unopened to the bidders by hand or by registered mail with a covering letter.

Submission Requirements

All tenders shall be received by the Clerks Department or designate. They will be time and date stamped and placed in a secure location until after the closing time. Any tenders received after the closing time and date will not be received and will be returned unopened to the submitting vendor.

Tenders are required to conform to the conditions listed below:

- a) The correct Tender Form, as supplied by the Township, must be used and in the possession of the Clerks Department or designate, on or before the tender closing date and time.
- b) The tender must be legible, completed in a non-erasable medium and all items must be bid, unless the tender specifically permits otherwise, with the unit price on every item and other entries clearly shown.
- c) Adjustments by telephone, letter, fax, or electronic correspondence to a tender already submitted will not be considered. A bidder desiring to make adjustments to a tender must withdraw the tender. See section within this Appendix titled "Withdrawal of Tender Bids" for the relevant procedures
- d) The Tender Form shall be signed in the space provided on the form. All specified signatures and company seals or specified signatures duly witnessed must be provided. A seal need not be provided if the signer indicates authority to bind the corporation in writing and the signature must be witnessed. If a joint bid is submitted, it must be signed on behalf of each of the bidders and if the signing authority for both bidders is vested in one individual, he shall sign separately on behalf of each bidder.
- e) Erasures, overwriting or strike-outs must be initialed by the person signing on behalf of the bidder.
- f) Agreement to bonding and/or bid deposits may be required at the discretion of the CAO or designate and the appropriate Member of staff or designate.

If any of the tender requirements have not been met, the tender shall be considered to be an "Improper Bid" and dealt with as set out in Appendix E – Acceptance or Rejection of Improper Bids.

Receiving of Tender Bids

Care and Control

All tenders are under control of the CAO or designate. It is the responsibility of the staff of the Clerk's department to ensure that all tenders are clearly identified as to contents and contract number. Should a submission be received without proper contract identification, it will be returned unopened. In the case where the submission was not hand delivered, reasonable efforts will be made to inform the bidder of their error. The tender opening will not be delayed by these efforts as it is the responsibility of the vendor to correctly identify their submission. Fax submissions will not be accepted.

Time and Date Stamping and Recording of Tenders

When a tender is received, the sealed envelope shall be marked with the time and date of receipt

and initialed by the person receiving the tender. Receipt of the tender shall be recorded on a list of tenders received.

Late Submissions

Regardless of the time a bid is received, the envelope shall be time and date stamped. If the bid is received after the time of closing, it shall be refused and returned unopened to the bidder. If a tender is to be returned by mail, it shall be accompanied by a covering letter stating that the tender could not be accepted due to late arrival. If a late bid is received without a return address on the envelope it shall be opened, address obtained and then returned. The covering letter should state why the envelope could not be returned unopened.

Action on Correspondence pertaining to Adjustments, Corrections or Restrictions to a Tender

Any correspondence pertaining to adjustment, corrections or restriction to a tender, which is received with a tender but outside the tender envelope or is received after a tender has been submitted but prior to closing time, shall not be considered, and the bidder shall be advised by mail or phone of the withdrawal procedures if possible and practical.

Withdrawal of Tender Bids

Prior to Opening

The withdrawal shall be allowed if the request is made before the closing time for the tender. Withdrawal request must be directed to the CAO, Member of staff or designate by letter. Telephone requests shall not be considered. Tenders confirmed as withdrawn prior to being placed in the tender box shall be returned unopened to the bidder.

The withdrawal of a tender does not disqualify a bidder from submitting another tender for the proposed contract. Withdrawal requests received after the tender closing time will not be allowed. The bidder shall be informed that the withdrawal request arrived too late for consideration. However, when the bids are read out at the bid opening, and if it is the lowest bid on a proposed contract, the bidder may then proceed in accordance with the following section titled "During the Opening".

During the Opening

During a tender opening at the conclusion of the reading out of bids on a proposed contract, the low bidder may withdraw any of their remaining tenders on other contracts prior to the opening of bids thereon. They shall attest in writing to their identity and state the contract or contracts on which they desire to withdraw. The Notice of Withdrawal of Tender must be signed by the bidder. This Notice must be handed to the CAO or designate before the opening of the first tender on the proposed contract to which it applies. The CAO or designate shall attach it to the applicable tender. The CAO or designate shall read out the bidder's name and announce that the tender has been withdrawn in accordance with established procedure. They shall not open the withdrawn tender. Tenders withdrawn under this procedure shall not be reinstated. If more than one tender is read out under the same name for the same contract and no withdrawal notice has been received, the tender contained in the envelope bearing the latest date and time stamp shall be considered the intended bid. The first tender received shall be considered withdrawn and returned to the bidder in the usual manner.

Opening of Tenders

Tenders will be opened publicly by the issuing Member of staff or designate and recorded.

Action on Correspondence found enclosed in Tender Envelope

If correspondence is found enclosed with a tender which, in the opinion of the purchasing agent, could qualify the bid in any way, the tender shall initially be considered as an "Improper Bid" and shall be so noted in the record of tenders opened and the tender read out in the normal manner, this correspondence and the tender shall be referred to the appropriate Member of staff for decision as to acceptance or rejection.

See Appendix E - Acceptance or Rejection of an Improper Bid.

All Tenders Received must be Accounted For

When tenders have been opened and sorted, the Member of staff or designate shall check the Listing of Tenders received, and the numbers of tenders opened to ensure that all tenders received are accounted for. If a discrepancy occurs, the tender opening proceeding shall be delayed until all tenders have been accounted for.

Reading out of Bid Amount and Listing of Information

Every tender received within the specified time shall be opened in full view of those attending and each bidder's names and the total tendered amount read aloud by the Director of Finance or designate, and recorded. Should the reading aloud of all prices be impractical due to a large number of individual prices or options or for reasons where a total price is not stated on the Form of Tender, only the company names of the bidders will be read out at the time of the tender opening.

More than One Submission Under the Same Name

During the reading out of tenders, the Member of staff or designate shall check for more than one tender under the same name (without a notice of withdrawal). If this situation occurs, it shall be dealt with as detailed in the section titled "Withdrawal of Tender Bids – During the Opening". If two tenders for the same contract are received in the same tender envelope, the signed copy or, if both are properly executed and prices differ, the lower price shall be considered the intended bid.

Checking Tenders

The tenders will be checked by the Consulting Engineer, Director of Finance, Member of staff, or designate as soon as possible following the public tender opening in order to determine that:

- a) All tender requirements have been met as stated in the tender documents and this policy
- b) All unit prices have been correctly extended and totaled.

Tenders which do not conform to the tender requirements or which require mathematical corrections shall be deemed "Improper Bids" and shall be dealt with as set out in Appendix E – Acceptance or Rejection of Improper Bids.

Improper Bids

Following completion of the checking procedures any bids deemed "Improper bids" shall be so noted on the Record of Tenders Opened. This notation shall clearly state the reason the bid has been considered improper. The appropriate Member of staff, Director of Finance or designate shall then decide on the acceptance or rejection of all tenders noted as improper pursuant to the provisions of Appendix E – Acceptance or Rejection of Improper Bids.

Evaluation of the bids will be made by the Director of Finance, Member of staff or designate. Where necessary, the consulting engineer's or solicitors may review bids and provide advice to the Township.

Recommendation to Award

Any recommendation to award will be in favour of a bidder meeting specifications, terms and conditions and whose tender offers the lowest cost considering "total acquisition cost".

A written report will be forwarded to Council for ratification for items outside of approved budget purchases, or items that eclipse staff approval authority, otherwise recommendations, and subsequent award will be conducted internally for items within scope, budget, and approval authority. If the lowest bid is not accepted, reasons why must be documented in the respective procurement folder, and relayed to council where required.

Award

When the necessary approvals have been received, the appropriate Member of staff, Director of Finance,

or designate may use the appropriate documents to contract for the supply of the tendered goods and/or services.

Where the recommended bid amount is within the approved budget for the project and is the lowest cost tender, the notification of award may precede the report to Council, as approved by the CAO.

Unsuccessful Bidder Notification

The Director of Finance, Member of staff or designate shall notify each of the unsuccessful bidders thanking them for their participation. Should the unsuccessful bidder(s) request a debriefing on their submission, the Township shall provide:

- the reason(s) why they were not the successful proponent
- the procurement processes that were followed to ensure a fair, impartial, and compliant procurement process
- reasoning why the winner was chosen
- provide a direct comparison to the successful proponent (Township is able to withhold any necessary business confidential information)

Notice of Award Requirements

Within 72 days of award, promptly publish Public Notification of Award on the tendering website for a reasonable period of time:

- description of goods/services
- name and address of procuring entity
- name and address of successful supplier
- value of tender
- date of award
- conditions/circumstances justifying limited tendering (if used)

Disposition of Deposit Cheques

Following the recommendation to award of the contract to a specific bidder, bid deposits of all bidders other than the two (2) low bidders shall be returned to the applicable bidders by registered mail to the last known place of business or by personal delivery. If a deposit cheque is returned by personal delivery, a letter acknowledging receipt must be signed by the bidder. The bid deposit cheque of the successful bidder shall be held until the contract is executed.

Action when Successful Bidder does not finalize Contract

If contract has been awarded and the successful bidder fails to sign the contract or provide the necessary security within the time specified in the tender documents, the CAO or designate may grant additional time to fulfill the necessary requirement or may recommend one of the following:

- a) that the contract shall be awarded to the next low bidder.
- b) that the contract shall be cancelled.

In either case, the Tender Bid Deposit of the low bidder shall be forfeited. All tenders shall be confirmed by executed contract or letter of award. The Township Solicitor will determine which is appropriate.

Appendix E – Acceptance or Rejection of Improper Bids

Extreme care shall be exercised to ensure that Improper Bids are handled in a manner, which is fair to other bidders as well as the public. The decision as to whether an improper bid shall be accepted or rejected shall be based upon the following general considerations;

- a) Is the intention of the bidder clear?
- b) Has the bidder made a conscientious attempt to comply with the submission requirements?

The following are guidelines only, intended to illustrate some of the discretion allowed.

	IRREGULARITY	RESPONSE
1	Late Bids	Automatic rejection and returned unopened
2	Unsealed envelopes	Automatic rejection
3	Not completed in non-erasable medium	Automatic rejection
4	Incomplete Bids Part bids – all items not in bid	Automatic rejection except where the tender form clearly states that an award may be made for individual items or where in the opinion of the CAO and the Member of staff, the incomplete nature is trivial or insignificant
5	Qualified Bids - Qualified or restricted by an attached statement	Automatic rejection except where the change is requested by the Township, or where, in the opinion of the CAO and the appropriate Member of Staff, the nature of the qualification is trivial or insignificant.
6	Financial Security not submitted or insufficient	Automatic rejection
7	Bid not properly signed or corporate seal missing	48 hours to rectify
8	Mathematical errors	May be accepted if corrected in the checking procedure. Unit prices shall ordinarily be used to correct extensions.
9	Agreement to bond insufficient or not submitted	Automatic Rejection
10	Bids received on documents other than those provided by the Township	Automatic rejection unless, in the opinion of the Member of staff, the matter is trivial or insignificant
11	Erasures, Overwriting or Strikeout Not Initialed	
11 a	Changes which are minor i.e. address, clerical error	May be accepted, 48 hours given to initial
11 b	Unit prices have been changed but not initialed and the contract totals are consistent with the price as amended	May be accepted, 48 hours given to initial
11 c	Unit prices have been changed but not initialed and the contract totals are NOT Consistent with the price as amended	Automatic Rejection

12	Minor clerical errors	May be accepted, time limit given to correct and initial
13	Documents, in which all necessary Addenda, which have financial implication, have not been acknowledged	May be accepted, only if omission of the acknowledgment is insignificant. The CAO and Member of staff shall determine if the omission is significant.
14	Other Minor irregularities	May be accepted - The CAO and Member of staff shall have Authority to waive irregularities which they jointly consider to be trivial or insignificant.

Appendix F – Request for Proposal Policy

A Request for Proposal is issued in cases where the exact specifications are not predetermined.

Requests for Proposals will follow the general procedures found in Appendix D – Request for Tender Policy. This includes the overseeing of the process, the date and time-stamped receipt of

Proposals.

The procedures will differ from the Request for Tender policy in the following aspects:

Specifications

Exact specifications are not predetermined but the outcomes expected are reasonably stated. By issuance of a Request for Proposal, the Township is soliciting creative input and inviting suppliers to propose a solution to a problem, requirement or objective.

Form of Proposal

Since the exact specifications are not predetermined, so the form of proposal will also be less specific. However, it should clearly indicate those needs which have been determined and which will have to be fulfilled by the successful proponent.

Opening of Proposal Submissions

The opening follows the general procedures for the opening of tenders, except that no prices will be read out. The receipt of the submissions and by whom they were submitted will be read aloud and recorded. People wishing to submit shall be advised of the time and location of the meeting.

Evaluation Process

The selection of the successful proponent is based on the effectiveness of the proposed solution rather than on the price alone. As the evaluation process will be more complex, the process should be clearly outlined in the Request for Proposal documents. All criteria used to evaluate proposals should be listed.

The Member of staff shall review all Proposals with the most closely related member of the Senior Management Team and then make a recommendation to Council. The Senior Management Team member will review proposals against the established criteria and reach consensus on the final rating results and ensure that the final rating results with supporting documents are kept in the procurement file.

In some instances, where the workload to evaluate proposals may be excessive due to their complexity, length, number or any combination thereof, might employ a multi-step procedure that would include the reducing of the proposals to a 'short list'. It is this 'short list' of proposals which would receive the in depth evaluation and rating by the most closely related member of the Senior Management Team. The process could then include requests for further clarification or presentations from the 'short list' proponents. The initial Request for Proposal should indicate the possibility of this multi-step process.

It is usual that the evaluation process will encompass a longer time frame than the evaluation process for a tender. For this reason, the Request for Proposal documents should indicate the expected time frame for completion of the process up to and including the anticipated presentation of a recommendation to Council.

It is expected that negotiations with one or more bidders may be required with respect to any aspect of the requirements. This differs significantly from Request for Tenders where the Form of Tender of the successful bidder becomes the basis of the eventual contract for goods and/or services.



TO: MAYOR AND MEMBERS OF COUNCIL
Meeting of August 27th, 2018

FROM: Brent Lauber, Director of Operations

**SUBJECT: REPORT OPS 2018-018 –Tender 2018-013 Annual
Asphalt Paving Program Award**

RECOMMENDATION

THAT Report OPS 2018- 018 being a report to award Tender 2018-013 Annual Asphalt Paving Program be received;

AND FURTHER THAT the Council of the Township of Wellington North award Tender 2018-013 Annual Asphalt Paving Program to The Murray Group (Moorefield, ON) at a cost of \$ 779,798.55 plus applicable taxes.

AND FURTHER THAT the Council of the Township of Wellington North direct staff to utilize the 'Roads-Infrastructure' Reserve, balance \$481,958.88, to fund any budget overage related to the program.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

NA

BACKGROUND

In an effort to maintain the Township's roadway network, annually, Council funds an asphalt paving program. Funding provided is directed to the paving of various roadways in need of repair. The roadways are generally selected based upon their condition assessment identified within the Township's *2013 Roads Management Study*. Tender RFT 2018-013 was issued for the resurfacing of the following streets this year:

- Line 6, County Rd. 16 to Sideroad 13
- Concession 9, Sideroad 7 to County Rd. 109
- Byland Drive and Egremont St to Durham St.

- Oakview Crescent, Albert Street to Albert Street
- Municipal Parking Lot Behind T.D. Bank, Mount Forest
- Eastview Dr., Eliza St. to Bellefield Crescent & Lynwood Place, Eastview Dr. to Bellefield Crescent
- Walton St., Clarke St to Conestoga St.
- Municipal Parking Lot Behind T.D. Bank, Arthur

The tender closed Friday August 10, 2018. The Township received three bids, summarized as follows:

Bidder	Bid Amount (excluding HST)
The Murray Group (Moorefield, ON)	\$779,798.55
Stead & Evans Ltd. (St. Jacobs, ON)	\$796,744.00
Cox Construction (Guelph, ON)	\$886,341.35

The bids were opened by in a public forum by the Director of Finance/Township Treasurer. All submissions were checked for arithmetic accuracy and consistency with the tender document requirements. Based upon the bid results, it is recommended that Tender 2018-013 be awarded to The Murray Group in the amount of \$779,798.55 plus applicable taxes.

FINANCIAL CONSIDERATIONS

The Townships net payable cost is \$793,523.00, representing a \$3,523.00 budget overage (0.4%) from the approved budget of \$790,000.00. The overage is to be funded from Roads-Infrastructure' Reserve, balance \$481,958.88.

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

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

Infrastructure rehabilitation is an important component to community growth.

PREPARED BY:

RECOMMENDED BY:

Brent Lauber

Michael Givens, CAO

Brent Lauber
Director of Operations

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



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

www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF AUGUST 27, 2018**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2018-037 REPORT TO CONSIDER A PETITION FOR
MUNICIPAL DRAIN 2**

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CLK 2018-037 being a report regarding a petition for drainage works under the Drainage Act on Part Lot 2, Concession 1 (formerly Township of Arthur);

AND FURTHER THAT Council 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*.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

On July 13, 2018 a Petition for Drainage Works by Owners under the *Drainage Act* (the Act) was filed with the Clerk of the Township of Wellington North for drainage works to be constructed on Part Lot 2, Concession 1, attached as Schedule "A".

The work required is to install approximately 600 metres of tile into an existing ditch. The soils in the area are described as clay/loam.

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

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

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

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

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

FINANCIAL CONSIDERATIONS

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

STRATEGIC PLAN

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

Yes

No

N/A

PREPARED BY:

RECOMMENDED BY:

Karren Wallace, Clerk

Michael Givens, CAO

**KARREN WALLACE
DIRECTOR LEGISLATIVE
SERVICES/CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



Ministry of Agriculture,
Food and Rural Affairs

**Petition for Drainage Works by Owners
Form 1**

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

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

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

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

Put tile into ^(Arthur Drain 2) ditch on CON 1 PT LOT 2

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

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

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

Contact Person (Last Name) <u>Martin</u>	(First Name) <u>Mark</u>	Telephone Number <u>519 323 1947 ext.</u>
---	-----------------------------	--

Address	Road/Street Number	Road/Street Name
	<u>9562</u>	<u>Wellington RD 14 RR#1 Conn Ont. NOG 1NO</u>

Location of Project	Lot	Concession	Municipality	Former Municipality (if applicable)
	<u>Part Lot 2</u>	<u>1</u>	<u>Wellington North</u>	<u>Arthur</u>

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

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

Name of watercourse (if known)
Arthur Drain 2

Estimated length of project
600 Feet

General description of soils in the area
Clay loam

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

Tile drainage only Surface water drainage only Both

Petition filed this 13 day of July, 2018

Name of Clerk (Last, first name) <u>WALLACE KARREN</u>	Signature <u>Korran Wallace</u>
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COUNTY OF GREY

CON 4

TOWNSHIP OF EGREMONT

TOWNSHIP OF PROTON

CON 1

HWY

No 89

"CONN"

COUNTY OF WELLINGTON

LOT 1

TOWNSHIP OF ARTHUR

TOWNSHIP OF WEST LUTHER

BRANCH "A"

(3-101-50)
M. BELAVIK &
R. STADNICK.
20.2 ha.

MUNICIPAL DRAIN

No 56

BRANCH "D"

DRAIN

2 (MAIN DRAIN)

BRANCH "E"

BR "F"

LOT 2

(3-102)
S. DEMEDEIROS
42.8 ha.

Mark

(2-025)

BRANCH "G"

Martin

A. METZGER
40.5 ha.

BRANCH "H"

LOT 3

Request For Enclosure

All upstream drains currently closed.

BRANCH "I"

LOT 4

LOT 4

CON 1

TOWNSHIP OF ARTHUR

TOWNSHIP OF WEST LUTHER

(3-095)
L. TYNDALL
71.4 ha.

CON 13

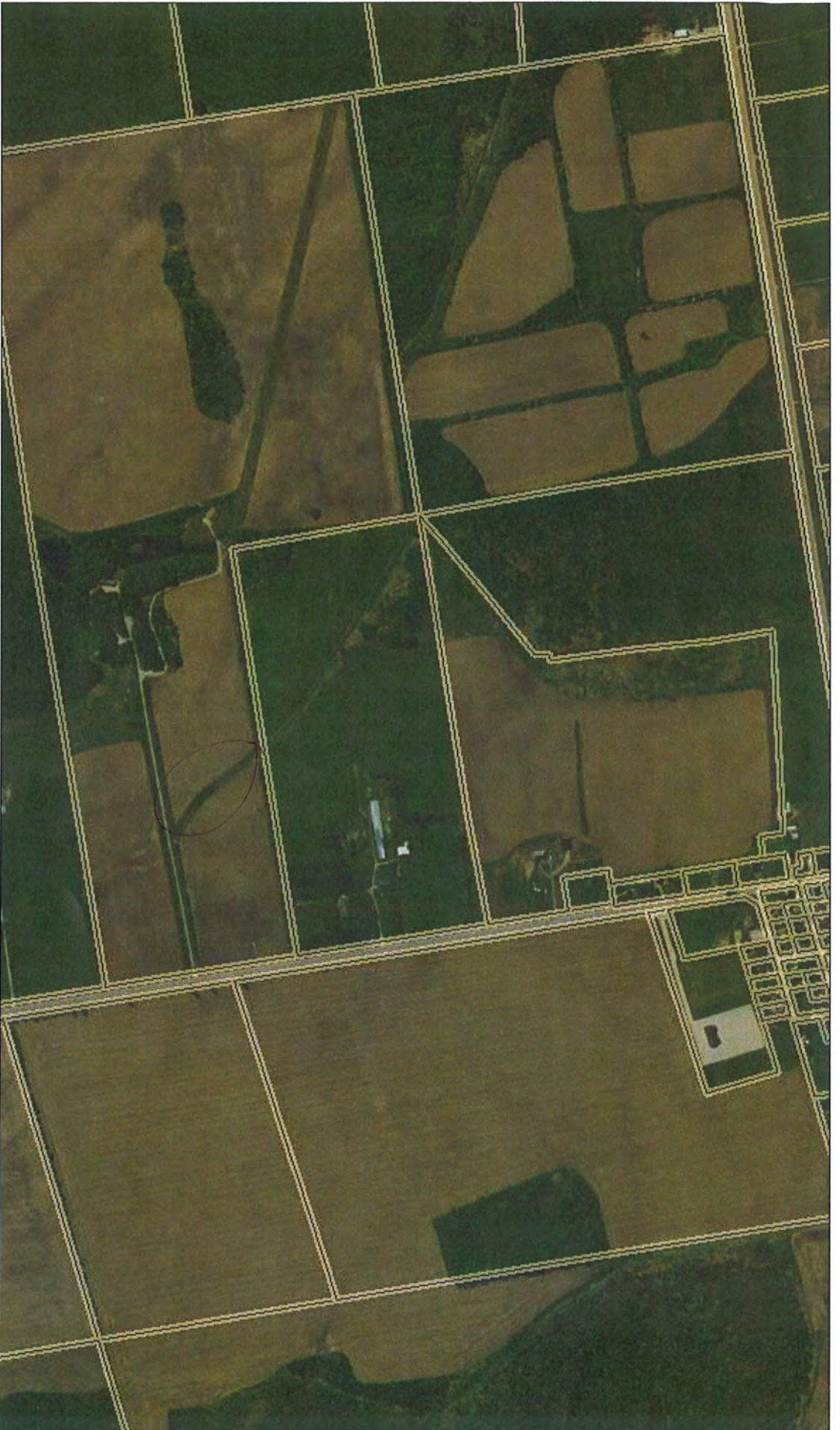
LOT 1

LOT 2

rodent blotted
cross-existing rading, s to be d from
ank of
alvert t elev. te for fabric

NOTE METRIC CONVERSION

Arthur Drain 2



Map Created: July 10, 2018

Map Center: 43.99179 N, -80.57232 W

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**Grand River Conservation Authority
Members Attendance
January 1 - December 31, 2018**

First Name	Last Name	January 26	February 23	March 23	April 27	May 25	June 22	July 27	August 24	September 28	October 26	November 23	December 14	Total Attendance
Les	Armstrong	A	A	A	x	x	x							3
Bruce	Banbury	x	x	x	x	x	x							6
Robert	Bell	x	A	A	x	x	A							3
Elizabeth	Clarke	x	x	x	x	x	x							6
Brian	Coleman	x	x	x	x	A	x							5
Bernie	Corbett	x	x	x	x	x	x							6
Susan	Foxton	x	x	x	x	x	x							6
Guy	Gardhouse	x	x	A	x	x	x							5
Helen	Jowett	x	x	x	x	x	x							6
Geoff	Lorentz	x	A	x	x	x	x							5
Cindy	Lunau	x	x	x	x	x	x							6
Kirk	McElwain	x	x	x	x	A	x							5
Jane	Mitchell	x	x	x	x	x	x							6
Fred	Morison	x	x	A	x	A	A							3
David	Neumann	x	x	A	x	x	x							5
Joe	Nowak	A	x	x	x	x	x							5
Vic	Prendergast	x	x	x	x	x	x							6
Wayne	Roth	x	x	x	x	x	x							6
Mike	Salisbury	x	x	A	x	x	A							4
Pat	Salter	x	x	x	x	x	A							5
Sandy	Shantz	x	x	x	x	x	x							6
Shirley	Simons	x	x	x	A	A	x							4
Warren	Stauch	x	A	x	x	x	x							5
George	Stojanovic	x	x	x	x	x	x							6
Chris	White	x	x	x	x	x	x							6
George	Wicke	x	A	x	x	x	x							5
Total		24	21	20	25	22	22							

x = Present

A = Absent

Audit Committee February 14, 2018		
Helen	Jowett	x
Jane	Mitchell	x
Geoff	Lorentz	A
David	Neumann	A
Vic	Prendergast	x
George	Stojanovic	x
Chris	White	x
Special Recognition Committee March 23, 2018		
Helen	Jowett	x
Chris	White	A
Cindy	Lunau	x
Pat	Salter	x
Shirley	Simons	x
Susan	Foxton	x
Warren	Stauch	x
Special Recognition Committee May 25, 2018		
Helen	Jowett	A
Chris	White	x
Cindy	Lunau	A
Pat	Salter	x
Shirley	Simons	A
Susan	Foxton	x
Warren	Stauch	x

August 14, 2018

Township of Wellington North
Attn: Mayor Andy Lennox
Box 125
Kenilworth, ON
N0G 1P0

Dear Mayor Lennox and Members of Council:

Re: Draft Cost Sharing Proposal: Water and Erosion Control Infrastructure

We are writing to council at this time to obtain your input on the draft cost sharing proposal for water and erosion control infrastructure that MVCA owns or assists a member municipality in maintaining.

We have insufficient funding to maintain or repair all of the water and erosion control infrastructure that we are responsible for. Therefore the Board is faced with determining how to deal with this challenge in the years ahead.

MVCA's water and erosion control infrastructure consists of three recreational water control structures located in Gorrie (Gorrie Conservation Area-Township of Howick), Bluevale (Pioneer Conservation Area-Municipality of Morris-Turnberry) and Brussels (Brussels Conservation Area-Township of Huron East).

MVCA is also responsible for maintaining the Listowel Flood Control Structure and the Goderich Bluffs Stabilization project in partnership with the Municipality of North Perth and the Town of Goderich respectively.

All of these structures were constructed or repaired in the 1970's, 80's and early 90's when the Provincial Government had programs in place that provided grants of up to 85% to cover the costs of construction, repairs and maintenance.

These funding programs were eliminated in the mid 1990's and replaced with a \$5 million dollar Water and Erosion Control Infrastructure fund to provide 50% grants to conservation authorities to maintain, repair or decommission structures. Conservation Authorities in partnership with municipalities are responsible for over 900 dams, dykes, channels and erosion control structures with a replacement cost of \$2.7 billion dollars! It should be noted the new program is not designed to fund new or replacement structures.

All of these water and erosion control structures are aging and many are in need of major repairs!

In 2018 conservation authorities submitted 126 projects to the WECI Fund that would require \$10 million of Provincial funding. Therefore not all of the projects could be funded. The number of projects will continue to increase without additional funding being added to this program.

MVCA's Board thinks that maintenance, repair, or decommissioning of water and erosion control infrastructure should be cost shared on a 50-50 basis with those municipalities where MVCA has water and erosion control structures.

At the present time MVCA has been cost sharing the maintenance, minor repairs and major repairs to flood and erosion control structures on a 50-50 basis with the Municipality of North Perth and the Town of Goderich, when work has been required. We have been fortunate to date of being able to obtain 50% funding from the Provincial Water and Erosion Control Infrastructure fund to be able to help North Perth finance any major repair work to the flood control structure in Listowel.

MVCA has been utilizing accumulated surplus and the general levy funds to finance minor repairs and maintenance to recreational water and erosion control structures. Maintenance and repair work for recreational structures doesn't rank high enough to receive funding from the Provincial Water and Erosion Control Infrastructure Fund.

The primary purpose of the Provincial Water and Erosion Control Infrastructure Fund is to help conservation authorities and municipalities maintain flood and erosion control structures because these structures help to reduce the potential for loss of life, property damage and social disruption.

MVCA's Board would appreciate council's feedback as to whether they think that the maintenance, repairs and/ or decommissioning costs of recreational water and erosion control infrastructure should be funded by all member municipalities through the general levy or if this work should be cost shared with the municipalities in which these structures are located? The Board thinks that this work should be cost shared on a 50-50 basis with the municipality in which the structure is located. While decommissioning is eligible for WECI program funding, it is very unlikely that work would rank high enough to be funded.

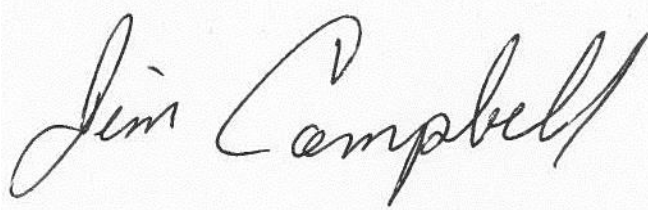
The Board is also seeking input as to whether your municipality thinks that MVCA should adopt the following policy. If a municipality is interested in having a recreational water and erosion control structure replaced, that MVCA transfer the ownership of the structure and associated lands to the municipality and allow them to pursue funding for this option.

Representatives from MVCA will be meeting with our local MPP's later this summer to ask them to support increasing the amount of funding for the Provincial Water and Erosion Control Program so that conservation authorities will have adequate funds to maintain, repair or replace necessary water and erosion control infrastructure.

In closing we recognize that all our member municipalities are facing similar challenges with respect to financing the maintenance, repairs and replacement of their own infrastructure.

We would appreciate receiving a response from your municipality by September 14, 2018 if possible.

Sincerely;

A handwritten signature in black ink that reads "Jim Campbell". The signature is written in a cursive style with a large, looped initial "J".

Jim Campbell
Chair

cc: David Turton

Existing Practice for Cost Sharing Water and Erosion Control Infrastructure

	MVCA	Municipality where structure is located
Flood/Erosion Control Infrastructure Minor Repairs Preventative Maintenance	50%	50%
Major Repairs(including studies)	50% (subject to approval of WECEI funding)	50%
Recreational Water Control Structures Minor Repairs Preventative maintenance	100%	0%

Draft Cost Sharing Policy for Water and Erosion Control Infrastructure

	MVCA	Municipality where structure is located
Flood/Erosion Control Infrastructure Minor Repairs Preventative Maintenance	50%	50%
Major Repairs (including studies)	50% (subject to approval of funding from WECEI Program)	50%
Recreational Water Control Structures Minor Repairs Preventative Maintenance	50%	50%
Major Repairs(including studies)	50% (subject to approval of funding from WECEI Program)	50%
Decommissioning (including studies)	100% (subject to approval of WECEI funding-50% grant; 50% to be funded by general levy from all member municipalities	
Replacement/New Structure (including studies)		Local municipality be given option of taking over ownership of the structure and associated lands if interested.

Examples of Minor/Major repairs to Recreational Water Control Structures

Minor Repairs and Preventative maintenance: Safety signage replacement, touch up painting, small repairs to concrete surfaces, Lifting cable replacement, small equipment/tool replacement, etc.

Major Repairs: Decking Replacement, Stripping and repainting, Stop log replacement, Concrete repairs, Repairs to earth-filled embankments and downstream channels, stabilization of slopes, Dam safety studies, repairs to control structure, etc.

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

BY-LAW NUMBER 076-18

**BEING A BY-LAW TO AMEND BY-LAW NUMBER 060-15, BEING
A BY-LAW TO PRESCRIBE SPEED LIMITS FOR VARIOUS
HIGHWAYS UNDER THE JURISDICTION OF THE CORPORATION
OF THE TOWNSHIP OF WELLINGTON NORTH**

WHEREAS the Council of The Corporation of the Township of Wellington North
deems it expedient amend By-law 060-15

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

1. **THAT** By-law 060-15 be amended by adding Schedule "D" as attached
as Schedule A to this by-law.
2. **THAT** this by-law shall come into force and take effect, when properly
worded signs have been erected.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 27TH DAY OF AUGUST, 2018.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE A

SCHEDULE D TO BY-LAW 060-15

Commencing 150 metres in either direction from all entrances of the below noted properties, the rate of speed shall be 60 kilometres per hour:

7573 Sideroad 3 East being shown as Part 1 on 61R-11726, Part Lot 7, Concession 5 (formerly the Township of Arthur)

9173 Concession 11, being North Part Lot 13, Concession 10

9542 Concession 6 North, being Part Lot 3, Concession 7, RP 60R2225; PART 1PT RP 61R7124 PART 3

8117-8123, Line 12, being Part Lot 3, Concession 12 being Part 1 on R-60R20715 formerly West Luther)

7240 Sideroad 6 West, being South Part Lot 15, Concession 8 shown as Part 1 on 61R-6340

7173 Sideroad 2 East, being Part Lot 4, Concession 9, shown as Part 1 on 61R-10761

Commencing 150 metres in either direction from all entrances of the below noted properties, the rate of speed shall be 30 kilometres per hour:

311 Foster Street, Town of Mount Forest

355 Durham Street, Town of Mount Forest

390 Parkside Drive, Mount Forest

155 Conestogo North, Village of Arthur including entrance on Walton Street

315 Tucker Street, Village of Arthur

161 Eliza Street, Village of Arthur

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

BY-LAW NUMBER 077-18

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON AUGUST 27, 2018.

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on August 27, 2018 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 27TH DAY OF AUGUST, 2018.**

**ANDREW LENNOX,
MAYOR**

**KARREN WALLACE,
CLERK**