



# Township of Wellington North

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

## Regular Meeting of Council

Monday, September 9, 2013

Following Public Meeting

Municipal Office Council Chambers, Kenilworth

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Catherine More, Deputy Clerk	

August 27, 2013

Dear Mayor Tout and Members of Wellington North Council;

Re: Meeting Investigation report additional comment

As you will recall a report of a Meeting Investigation was submitted to you this past May. Since then, I have done further research and should add a comment to it. The issue is found just before the section of Recommendations. It reads as follows:

- The Mayor and CAO also contend that it is difficult for a meeting to be called without Staff in attendance as this raises alarm bells as to the Council/Staff relationship.
- While this may be delicate, it can easily be overcome by Council having a process of a meeting “legitimately” without Staff in attendance at least annually.
- This develops a routine which eases the anxiety of Staff and the uncomfortable feeling of Council. Naturally due process needs to be followed including the appointment of a recording secretary during that portion of the session.

The additional comment is that the appointed recording secretary cannot be a member of Council. In reality the process should have a third party (Auditor, Solicitor, County Official, H.R. Consultant etc.) delegated the role. This could be done for a single time or for a year or more period to cover any number of times.

The intent of my comments remains solid in encouraging Council to follow the rules but also meet without staff when and if it is appropriate.

If you have any questions please call.

Yours truly,

Norm Gamble  
Meeting Investigator



**Wellington North Power Inc.**

290 Queen Street West, PO Box 359, Mount Forest, ON N0G 2L0  
Phone: 519.323.1710 Fax: 519.323.2425 E-mail: wnp@wellingtonnorthpower.com

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

September 5, 2013

Township of Wellington North  
Attention: Mayor Ray Tout and Municipal Council  
P.O. Box 125  
7490 Side Road 7 West  
Kenilworth, ON N0G 2E0

Dear Mayor Tout and Municipal Council:

At the Annual Shareholder Meeting held May 28, 2013 at the Mount Forest and District Sports Complex, the Appointment of Auditors for the Corporation was deferred, pending the completion of a Request for Proposal (RFP).

The RFP closed on August 12, 2013 with three firms responding, KPMG LLP Waterloo, Grant Thornton Orillia, and BDO Canada Orangeville. All three companies have experienced in the Ontario Electricity Distribution sector and rate regulated entities.

The Wellington North Power Inc. Finance Committee completed a thorough review of the responses and has prepared the following recommendation for Council's consideration:

**Recommendation:** *It is the recommendation of the Wellington North Power Inc. Finance Committee to have the majority Shareholder consider the appointment of KPMG LLP, Waterloo, ON as Auditors for the Corporation.*

Respectfully submitted for your consideration,

Judy Rosebrugh, President & CEO  
Wellington North Power Inc.

Cathy More  
Deputy Clerk  
Township of Wellington North

August 13, 2013,

Dear Cathy,

On behalf of the Mount Forest Kin Club I am writing to you to obtain permission from the Township to hold our annual Fall Road Toll.

As you may recall, this event is held on the Thanksgiving long weekend. This year we are proposing to run the event on the following days and times:

Friday October 11 – 4pm to 8 pm

Saturday October 12 - 8am to 1 pm

We are proposing to use the same routes and traffic control procedures as we successfully used in the spring (i.e., near the intersection of highway 6 and 89.)

I have arranged for our insurance company to fax you a copy of our insurance policy and to include the Township of Wellington North as “additional insured.”

If you have any questions please contact me at 519-884-0710 x3131 or email me ([pbarnard@wlu.ca](mailto:pbarnard@wlu.ca)).

Thank-you

Paul Barnard  
Risk Manager  
Mount Forest Kin Club



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

**BY-LAW NUMBER 73-13**

**BEING A BY-LAW TO PERMIT FUNDRAISING ACTIVITIES BY A CHARITABLE ORGANIZATION ON A ROADWAY UNDER THE SAFE STREETS ACT, S.O. 1999 IN THE TOWNSHIP OF WELLINGTON NORTH. (Mount Forest Kin Club Fall Road Toll – Main Street and Queen Street, Mount Forest)**

**AUTHORITY:** Safe Streets Act, 1999, S.O. 1999, Chapter 8, as amended, Section 3(3).  
Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 11(3)

**WHEREAS** Section 3(3) of the Safe Streets Act, 1999, S.O. 1999, Chapter 8, as amended, permits charitable organizations to conduct fund-raising activities on roadways where the maximum speed limit is 50 kilometres per hour, provided the activities are permitted by a by-law of the municipality in which the activities are conducted;

**WHEREAS** Section 11(3) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides for passing of a by-law with respect to highways, including parking and traffic thereon for such period as shall be specified in the by-law;

**AND WHEREAS** the Mount Forest Kin Club is planning to hold their annual Fall Road Toll event on October 11, 2013 between the hours of 4:00 p.m. and 8:00 p.m. and on October 12, 2013 between the hours of 8:00 a.m. and 1:00 p.m.;

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

1. That the Mount Forest Kin Club is hereby permitted to hold their annual Fall Road Toll event on October 11, 2013 between the hours of 4:00 p.m. and 8:00 p.m. and on October 12, 2013 between the hours of 8:00 a.m. and 1:00 p.m. on Main Street South, Mount Forest between Queen Street and Parkside Drive.
2. That the Mount Forest Kin Club is hereby permitted to hold their annual Fall Road Toll event on October 11, 2013 between the hours of 4:00 p.m. and 8:00 p.m. and on October 12, 2013 between the hours of 8:00 a.m. and 1:00 p.m. on Queen Street East, Mount Forest between Main Street and Fergus Street.

3. That the Mount Forest Kin Club is hereby permitted to hold their annual Fall Road Toll event on October 11, 2013 between the hours of 4:00 p.m. and 8:00 p.m. and on October 12, 2013 between the hours of 8:00 a.m. and 1:00 p.m. on Queen Street West, Mount Forest between Main Street and John Street.
4. The effective date of this by-law shall be the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 9TH DAY OF SEPTEMBER, 2013.**

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**RAYMOND TOUT,  
MAYOR**

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**CATHERINE MORE  
DEPUTY CLERK**



Township of Wellington North Council  
7490 Sideroad 7 West  
PO Box 125  
Kenilworth, ON  
NOG 2E0

Dear Council:

On behalf of Wellington North *in motion*, I am respectfully requesting a road closure to support *in motion's* Couch Potato Race, taking place at the Mount Forest & District Sports Complex on Thursday, October 10<sup>th</sup> (rain date: Friday, October 11<sup>th</sup>). We would like to close Princess Street from the corner of Cork Street and Princess to the back parking lot of the Sports Complex, from 11:00 a.m. – 1:30 p.m. to allow for the Couch Potato Race to take place.

*In motion* is working to increase residents' physical activity rates and is has a regional challenge for all residents during *in motion* week which is October 7th – 13th. Residents will track their physical activity on-line and we will see which municipality in Wellington-Dufferin-Guelph is most active. Stay tuned for more details!

Sincerely,

Anne Goetz, Chair  
Wellington North *in motion*

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 74-13

BEING A BY-LAW TO TEMPORARILY CLOSE A PORTION OF PRINCESS STREET FROM THE CORNER OF CORK STREET TO THE BACK PARKING LOT OF THE MOUNT FOREST & DISTRICT SPORTS COMPLEX IN THE FORMER TOWN OF MOUNT FOREST FOR A COUCH POTATO RACE

AUTHORITY: Municipal Act, 2001, S.O. 2001, c. 25, Section 42.

**WHEREAS** Section 42 of the Municipal Act, S.O. 2001, c. 25, as amended provides for the temporary closing of a street to vehicular traffic for such period as shall be specified in the by-law for such community purpose as may be specified in the by-law;

**AND WHEREAS** Wellington North *in motion* is planning a Couch Potato Race and have requested that a portion of Princess Street from the corner of Cork Street to the back parking lot of the Mount Forest & District Sports Complex be closed to vehicular traffic on Thursday, October 10, 2013 between the hours of 11:00 a.m. and 1:30 p.m., with a rain date of Friday, October 11, 2013.

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

1. That the portion of Princess Street from the corner of Cork Street to the back parking lot of the Mount Forest & District Sports Complex is hereby temporarily closed on Thursday, October 10, 2013 between the hours of 11:00 a.m. and 1:30 p.m., with a rain date of Friday, October 11, 2013.
2. The effective date of this by-law shall be the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 9TH DAY OF SEPTEMBER, 2013.**

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RAYMOND TOUT,  
MAYOR

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CATHERINE MORE,  
DEPUTY CLERK

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

**BY-LAW NUMBER 75-13**

**A BY-LAW TO ADOPT POLICIES AND PROCEDURES TO GOVERN  
THE PURCHASING OF GOODS AND SERVICES**

**AUTHORITY:** Municipal Act, 2001, Chapter 25, as amended, Sections 5 and 270 (1) 3.  
Accessibility for Ontarians with Disabilities Act, 2005, Chapter 11

**WHEREAS** Section 5 of The Municipal Act, 2001, as amended, states that the powers of the Municipal Council shall be exercised by By-Law, unless the Municipality is specifically authorized to do otherwise.

**AND WHEREAS** Section 270 (1) 3. of The Municipal Act, 2001, as amended, states that a Municipality and a local board shall adopt policies with respect to its procurement of goods and services.

**AND WHEREAS** it is deemed necessary to conform to the requirements of the Accessibility for Ontarians with Disabilities Act, 2005, Chapter 11, Municipal Act, 2001.

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

1. **THAT** the Council hereby adopts the "Purchasing Policy" attached hereto and marked as Schedule "A" to this By-Law.
2. **THAT** By-law No. 3-13 hereby repealed in its entirety.
3. **THAT** this By-Law shall come into force and be effective upon third and final reading hereof.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 9TH DAY OF SEPTEMBER, 2013.***

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**RAYMOND TOUT,  
MAYOR**

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**CATHERINE MORE,  
DEPUTY CLERK**

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER 75-13  
SCHEDULE "A"



## TOWNSHIP OF WELLINGTON NORTH POLICY AND PROCEDURE MANUAL

<b>DEPARTMENT</b>	Township Wide	<b>POLICY NUMBER:</b> F03
<b>SECTION</b>	Finance	<b>EFFECTIVE DATE:</b> September 9, 2013
<b>SUBJECT</b>	PURCHASING AND PROCUREMENT	
<b>AUTHORITY</b>	<u>Municipal Act, 2001, c. 25 Part VI, s. 270</u> <u>Accessibility for Ontarians with Disabilities Act, 2005, Chapter 11</u>	

### 1. PURPOSE OF THE POLICY

- 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) To 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 resources;
- 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;

- j) 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;
- i) To participate with other publicly funded bodies in cooperative purchasing activities where they are in the best interest of the municipality.

**2. 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 Department Head based on the following approval levels:

Up to \$20,000.00	Department Heads or Designate
Greater than \$20,000.00 but Less than \$75,000.00	Management Committee
\$75,000.00 or Greater	Council

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 Treasurer 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.

**3. 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.

4.

#### GENERAL PURCHASING PROCEDURES

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

<b>Procedure</b>	<b>Project Cost</b>
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 Department Head. 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 Department Head in accordance with the Policy.

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 Department Head 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 Management Committee. 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 Department Head shall prepare a Quotation document which provides prospective bidders with clear instructions, specifications, terms and conditions. The Quotation document shall be approved by the Management Committee (where the Department Head deems it appropriate). The Quotation document shall provide a Quotation Form on which a bidder can make his /her quotation.

The Department Head 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 Department Head. There will be no requirement for a formal opening of the quotations.

The Department Head shall prepare a report to be reviewed with the Management Committee (where applicable) and shall make a recommendation to accept one of the quotations.

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 on 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.

**5. 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 Department Head may purchase the required goods or services notwithstanding any other provision of this policy. The appropriate Department Head shall notify Council with a written report detailing the circumstances at the next regular meeting of Council.

**6. 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 or by offering the goods at public auction or public notice in a newspaper. 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.

**7. 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.

**8. 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. **All else being equal**, preference will be given to purchase goods and/or services firstly from Township of Wellington North based businesses, secondly from businesses located in the County of Wellington, and thirdly from Canadian owned businesses.

**10. 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 Treasurer will work with the department heads to develop common standards that all using department will find acceptable.

**11. 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, and

h) The number and scope of conditions attached to the bid.

In the event of tie bids being received the names of those firms involved in the tie bid will be put in a hat and a draw will be held. The firm whose name is drawn will be awarded the contract.

**12. 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.

**13. 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.

14.

**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"> <li>▪ conferences, courses, seminars, including related travel expenses etc.</li> </ul>	Conference Registration not to exceed \$1000.00 per employee/councillor without Council approval. Expense Claim Form to be submitted along with registration form.
Memberships, subscriptions, publications	No approval required provided that expenditure is related to township business. Invoice to be submitted by Department Head to CAO for approval.
Licenses and Regulatory Fees	Approvals not required. Invoice to be initialed by Department Head.
Advertising Services	Approvals not required. Invoice to be

▪ newspaper, radio	initialed by Department Head
Bailiff or Collection agencies	No approval required. Invoice to be initialed by Department Head
Employee deduction remittances	No approval required.
Utility payments ▪ gas, hydro, phone	Finance department is authorized to submit payment without Council approval.  A listing to be supplied to Council for all pre-payments with the Accounts Payable Listing
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

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.

**15. EXCLUSION OF BIDDERS DUE TO POOR PERFORMANCE**

The Department Head 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.

**16. 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.

**17. GENERAL**

1. This policy shall be read with all necessary changes of genders and changes of singular to plural which may be required in its context.
2. 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.



3. 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 Department Head 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.

**Department Head** 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, Treasurer, Fire Chief, Chief Building Official, Clerk, Director of Public Works, Director of Recreation, Roads Superintendent and Water/Sewer Superintendent.

**Designate** means a person authorized by the Department head 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.

**Management Committee** means a committee comprised of Department Heads, Senior Staff and Elected Official(s) as determined by the CAO and approved by Council.

**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 charge 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 Purchase permitted under Policy.

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

**Request for Tender** means the method of purchase described as Appendix B – Method of Purchase permitted under Policy.

**Requisition** means a written request to purchase goods and/or services that includes 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 such matter as 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 services from a supplier where there is no open competition. It is used in the case where there 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 Section 5 of the Procurement Policy. In general the Information 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 Section 3 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 Treasurer.

## 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 Section 5 of the policy.

### **General Process**

In all cases, tenders shall be coordinated by the Department Head prior to being advertised. The Department Head 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**

As per Section 10 of the policy, the specifications contained within the tender documents are the responsibility of the using department. Standard bidding documents of the construction industry will be employed whenever possible, when changes are made to these documents which pertain to 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 cash, 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 he 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.
- f) Tender envelope. A standardized tender envelope or envelopes are provided to all bidders where appropriate.

### **Advertising**

The Department Head is responsible for ensuring that proper notice of the Tender is in the newspaper or other applicable publication and on the Township of Wellington North web site. Electronic tendering networks, as available may also be employed (e.g. OBPA, OGRA).

All tenders shall be open for bid by vendors for a minimum period of fifteen (15) 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 or Tender Envelope is to be issued to any prospective bidder until he has 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 Department Head or designate shall supply the following material for each contract:

- a) one copy of the official tender form
- b) one standard tender envelope, if applicable
- c) tendering materials, including specifications, plans etc
- d) 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 Clerk 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 Department Head in consultation with CAO shall approve the issuance of any addenda.

#### Notification of Addenda to Prospective Bidders

A copy of all addenda shall be sent by registered mail, email or by fax 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 his 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 CAO 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 Clerk or her duly authorized representative, 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 official Tender Return Envelope supplied by the Township must be used to submit the bid without any extra exterior covering.

Provision shall be made on the Tender Envelope for the contract number and the name and address of the Contractor or Supplier. Should a bidder feel that the envelope is insufficient in size to accommodate his submission, he should contact the Clerk for instructions.

- e) 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.
- f) Erasures, overwriting or strike-outs must be initialled by the person signing on behalf of the bidder.
- g) Agreement to bonding and/or bid deposits may be required at the discretion of the CAO and the appropriate Department Head or his 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. 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 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 his remaining tenders on other contracts prior to the opening of bids thereon. He shall attest in writing to his identity and state the contract or contracts on which he desires to withdraw. The Notice of Withdrawal of Tender must be signed by the bidder. This Notice must be handed to the CAO before the opening of the first tender on the proposed contract to which it applies. The CAO shall attach it to the applicable tender. The CAO shall read out the bidder's name and announce that the tender has been withdrawn in accordance with established procedure. He 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 Department Head and Treasurer or designate and recorded by the Treasurer or Consultant.

#### 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 Department Head 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 clerk 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 Treasurer or designate, and recorded by a staff member or consulting engineer.

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, staff 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, Treasurer and by the appropriate Department Head 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 Department Head shall then decide on the acceptance or rejection of all tenders noted as improper pursuant to the provisions of Appendix E – Acceptance of Rejection of Improper Bids.

Evaluation of the bids will be made by the Treasurer and Department Head. 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. If the lowest bid is not accepted the report must clearly state the reasons why.

### **Award**

When the necessary approvals have been received, the CAO 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.**

The Clerk or designate shall notify each of the unsuccessful bidders thanking them for their participation.

### **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 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.

	<b>IRREGULARITY</b>	<b>RESPONSE</b>
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 <ul style="list-style-type: none"> <li>▪ Part bids – all items not in bid</li> </ul>	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 Department Head the incomplete nature is trivial or insignificant
5.	Qualified Bids <ul style="list-style-type: none"> <li>▪ Qualified or restricted by an attached statement</li> </ul>	Automatic rejection except where the change is requested by the Township or where, in the opinion of the CAO and the Department Head, the change 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 Department Head, the matter is trivial or insignificant



	IRREGULARITY	RESPONSE
11.	Erasures, Overwriting or Strikeout Not Initialed	
a.	Changes which are minor i.e. address, clerical error	May be accepted, 48 hours given to initial
b.	Unit prices have been changed by not initialed and the contract totals are consistent with the price as amended	May be accepted, 48 hours given to initial
c.	Unit prices have been changed but not initialed and the contract totals are not consistent with the prices 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 Department Head shall determine if the omission is significant
14.	Other Minor irregularities	May be accepted. The CAO and Department Head shall have authority to waive irregularities which they jointly consider to be minor

## Appendix F – Request for Proposal Policy

A Request for Proposal is issued in cases where the exact specifications are not predetermined. See Section 5 of the policy wherein the criteria for choosing between issuance of a Request for Tender or Request for Proposal are detailed.

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 in the Clerk's office, and the opening 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 Department Head shall review all Proposals with the Management Committee and then make a recommendation to Council. The Committee 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, a multi-step procedure may be used that would include a 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 Management Committee. 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.

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

**BY-LAW NUMBER 76-13**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01  
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF  
WELLINGTON NORTH (Part Lot 1, Concession 5, Geographic  
Township of West Luther, 8789 Wellington Road 14 – Gavin  
Frey)**

**WHEREAS**, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01;

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

1. THAT Schedule "A" Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part of Lot 1, Concession 5, Geographic Township of West Luther, 8789 Wellington Road 14, as shown on Schedule "A" attached to and forming part of this By-law from **Agricultural Commercial (AC) to Agricultural Exception (A-154)**.
2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

<b>33.154</b> Part Lot 1, Con 5 WL	<b>A-154</b> Notwithstanding any other section of this by-law to the contrary, the following accessory uses associated with a roofing business are permitted in this zone: <ul style="list-style-type: none"><li>- <b>Storage of roofing materials in accessory building</b></li><li>- <b>Parking of trailers</b></li><li>- <b>Parking of employee vehicles</b></li></ul>
--	--

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

By-law Number 76-13  
Page 2 of 2

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 9TH DAY OF SEPTEMBER, 2013.

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RAYMOND TOUT  
MAYOR

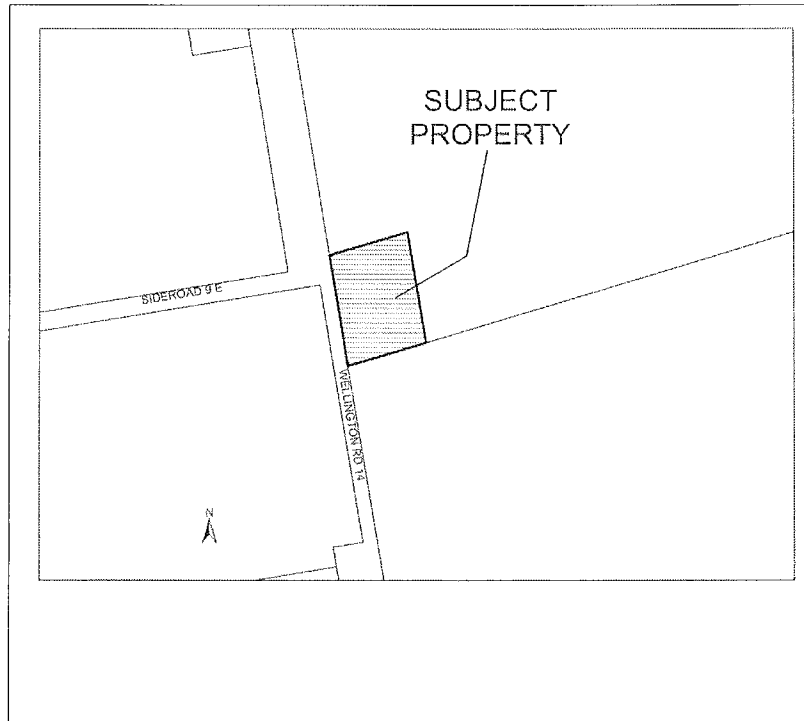
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CATHERINE MORE  
DEPUTY CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 76-13

Schedule "A"



Rezone from Agricultural Commercial (AC) to Agricultural Exceptions (A-154)

This is Schedule "A" to By-law No. 76-13  
Passed this 9th day of September, 2013

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RAYMOND TOUT  
MAYOR

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CATHERINE MORE  
DEPUTY CLERK

## EXPLANATORY NOTE

### BY-LAW NUMBER 76-13

**THE LOCATION OF THE SUBJECT LAND** is described as Part of Lot 1, Concession 5, Geographic Township of West Luther and is municipally known as 8789 Wellington Road 14. The property is approximately 2.37 acres in area.

**THE PURPOSE AND EFFECT** of the amendment is to change the zoning of the property from Agricultural Commercial (AC) to Agricultural Exception (A-154) that would permit a residential dwelling and use of the accessory building for commercial storage, for a roofing contractor. The parking of employee vehicles and smaller trailers is also permitted.

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

**BY-LAW NUMBER 77-13**

**BEING A BY-LAW TO PREVENT PUBLIC USE OF A PORTION OF  
AN UNOPENED CROWN SURVEY ROAD ALLOWANCE (West  
Luther Sideroad 3)**

**WHEREAS:**

- A. The following portion of the road allowance made by the Crown Surveyors of the Geographic Township of West Luther and known as Sideroad 3 is an unopened road allowance:

That portion of the West Luther Sideroad 3 original road allowance abutting the easterly limit of Lot 3, Concession 2 and the easterly limit of Lot 3, Concession 1 from the northeasterly angle of the said Lot 3, Concession 2 southerly to a point in the easterly limit of the said Lot 3, Concession 1 400 metres measured northerly there along from the southeasterly angle of the said Lot 3, Concession 1, in the Township of Wellington North (Geographic Township of West Luther), in the County of Wellington. (herein called "the road")

- B. The Corporation of the Township of Wellington North (the "Municipality") has jurisdiction over the road under Subsection 28(2)(a) of the *Municipal Act 2001*, as amended ("the Act").
- C. Section 35 of the Act provides that the Municipality may pass a by-law removing the common law right of passage by the public over the road and the common law right of access to the road by an owner of land abutting the road.
- D. Subsection 11(2) of the Act provides that the Municipality may pass a by-law respecting health, safety and well-being of persons, and Subsection 11(3) of the Act provides that the Municipality may pass a by-law respecting public highways (including the road allowances made by the Crown Surveyors).



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

1. The common law right of passage by the public over the road and the common law right of access to the highway by an owner of land abutting the road is hereby removed pursuant to Section 35 of the Act.
2. The road superintendent is authorized and directed to install gates or other obstructions at the northerly and the southerly limits of the road to prevent vehicular ingress to the road and egress from the road.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF SEPTEMBER, 2013.**

---

**RAYMOND TOUT  
MAYOR**

---

**CATHERINE MORE  
DEPUTY CLERK**

MUNICIPALITY COMMENTING FORM

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

FILE NO: B89/13

APPLICANT

LOCATION OF SUBJECT LANDS

Douglas & Patricia Smith
9370 Concession 11
RR #5
Mount Forest, ON NOG 2LO

WELLINGTON NORTH (Arthur Twp)
Part Lot 7
Concession 11

Surplus Farm Dwelling Application

Proposed irregular shaped severance is 41.4 hectares with 147.3m frontage, existing and proposed agricultural use with existing barn & shed.

Retained irregular shaped parcel is 0.96 hectares with 10.06m frontage, existing and proposed rural residential use with existing house. Together with a proposed easement for hydro services over the severed parcel.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 009 14300 0000

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

If the answer is no, please provide new information: S Pt lot 7, Con 11 and 12

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

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

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

(Please Specify Section 8.2.4 c & d of Zoning By-law 66-01

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

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

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

Is proposal on an opened maintained year-round public road YES ( ) NO ( )
If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify

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

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

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

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

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

Approximate Time of Servicing Availability:

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

MUNICIPALITY COMMENTING FORM

FILE NO: B 89/13

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

YES (X) NO ( )

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

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

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

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

Owner to provide the dimensioned location of the septic system to be reviewed for Building Code compliance.

Metal clad shed and frame barn to be removed or receive zoning relief for yard setback.

Owner receives approval from applicable road authority for an entrance (if required).

That the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of consent for the proper and orderly development of the subject lands.

That the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication as provided for in the Planning act, RSO 1990.

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

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

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

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

DATE: September 10, 2013 \_\_\_\_\_

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

August 9, 2013

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

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

*APPLICATION SUBMITTED ON: July 12, 2013*

FILE NO. B89/13

### APPLICANT

Douglas & Patricia Smith  
9370 Concession 11  
RR#5  
Mount Forest ON N0G 2L0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Arthur Township)  
Part Lot 7  
Concession 11

### Surplus Farm Dwelling Application

Proposed irregular shaped severance is 41.4 hectares with 147.3m frontage, existing and proposed agricultural use with existing barn & shed.

Retained irregular shaped parcel is 0.96 hectares with 10.06m frontage, existing and proposed rural residential use with existing house. Together with a proposed easement for hydro services over the severed parcel.

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

**September 18, 2013**

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

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

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

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

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

### MAILED TO:

Local Municipality – Wellington North    County Planning    County Treasury Department  
Conservation Authority – Saugeen Valley  
Bell Canada    County Clerk    Roads

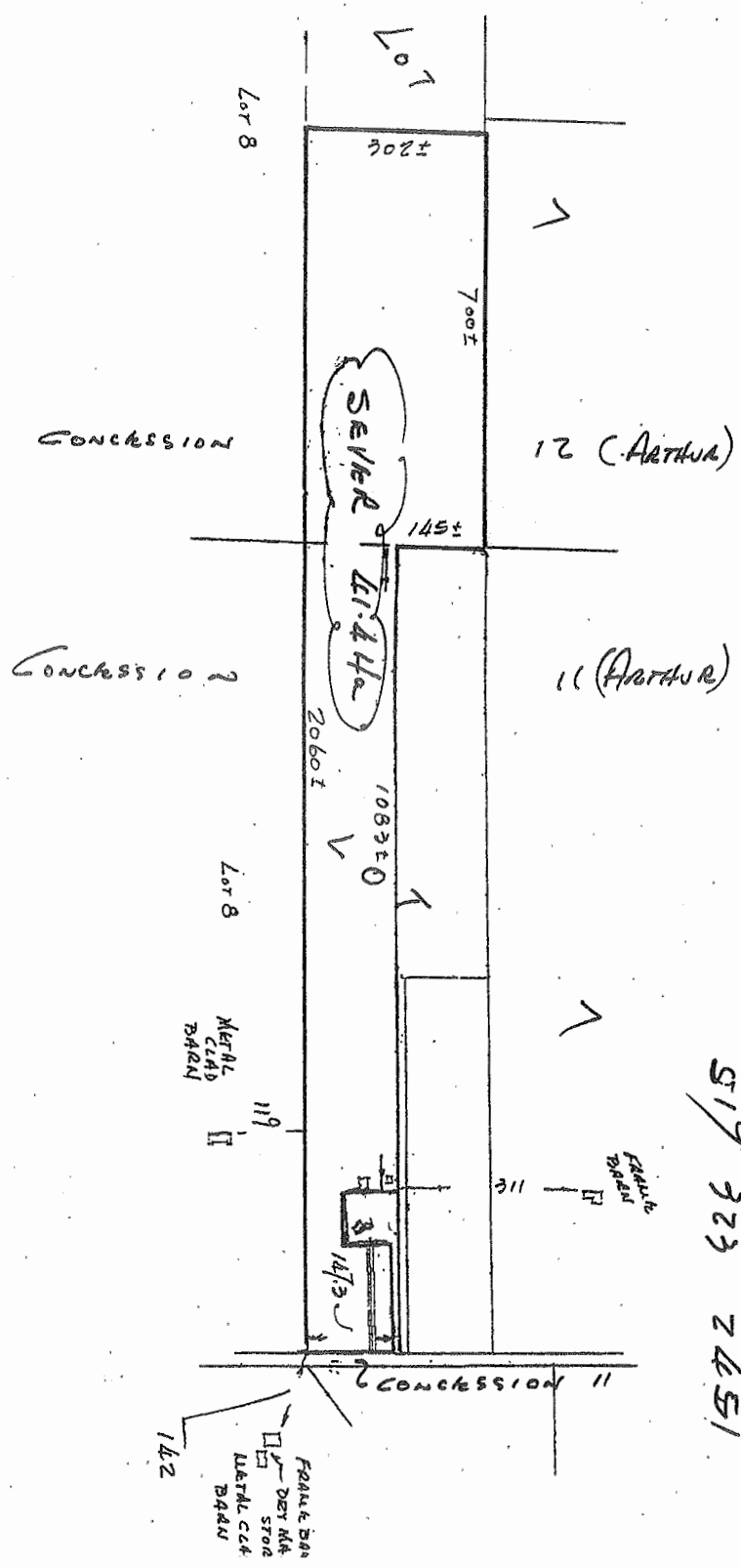
SEVERNACH SKETCH IN THE  
 TOWNSHIP OF ARTHUR  
 COUNTY OF WELLINGTON  
 1:10000

SHEET 1 of 2 SHEETS

221

8400  
 REVISED  
 June/13

Arthur  
 Alex R. Wilson  
 Mount Forest  
 519 323 2451



200/10





Application	B89/13
Location	Part Lot 7, Concession 11 TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	Douglas & Patricia Smith

**PLANNING OPINION:** This application would sever a 41.4 ha (102.3 ac) parcel with an existing barn and shed, together with establishing a 937.5 m<sup>2</sup> (0.2 ac) easement for hydro service benefiting the retained. A 0.96 ha. (2.4 ac) parcel with an existing dwelling would be retained. This application has been submitted under the surplus farm dwelling policies.

This application is consistent with Provincial Policy and would generally conform to the County Official Plan. We would have no other concerns, provided that the following matters are addressed as conditions of approval:

- a) The severed parcel be rezoned to prohibit new residential dwellings to the satisfaction of the local municipality and County of Wellington; and,
- b) That zoning compliance is achieved for the retained lands for the reduced frontage to the satisfaction of the local municipality; and,
- c) That MDS1 compliance is achieved for the barns on the severed parcel by either,
  - obtaining zoning relief to either restrict livestock or reduce MDS; or
  - remove the barns.

**PLACES TO GROW:** No issue

**PROVINCIAL POLICY STATEMENT (PPS):** The creation of new residential lots in prime agricultural areas shall not be permitted, except in accordance with policy 2.3.4.1(c). According to this policy, lot creation in prime agricultural areas may be permitted for a residence surplus to a farming operation as a result of farm consolidation, provided that there is a restriction against new residential dwellings on any vacant farmland parcel created by severance. Farm consolidation is defined as the acquisition of additional farm parcels to be operated as one farm operation.

A portion of the severed lands are situated within a significant mineral aggregate area, while the retained lands are adjacent to existing gravel operations but outside of the mineral aggregate overlay. Section 2.5.2.4 states, "areas adjacent to or in known deposits, mineral aggregate operations will be protected from activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact".

Regarding Minimum Distance Separation 1 (MDS1), there is a barn and manure storage located on the retained lands. We require the necessary Farm data sheets, in order to determine MDS1 compliance.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL, CORE GREENLANDS, GREENLANDS and falls within a mineral aggregate area as well as a ANSI- earth science area (Riverstown Esker Twins). The features protected by the Greenland designations include environmentally sensitive area, woodlands and hazardlands. The proposed severance is located completely within the prime agricultural area.

According to Section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.



B89/13....Pg.2

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.

We have been provided with a Farm Information Form including a list of a number farm holdings owned by the intended purchaser of the Severed lands (Wayne Webber). This adequately demonstrates that this application would constitute a farm consolidation.

The matters under section 10.1.3 were also considered including...h) that natural heritage features are not affected negatively and...j) that natural resources such as agricultural lands and mineral aggregates would not be affected negatively.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned (A) Agricultural and (NE) Natural Environment. The severed parcel would need to be rezoned to prohibit residential development as a condition of approval. Further, the retained parcel would need to receive zoning relief for its reduced frontage.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on August 28<sup>th</sup>, 2013. Notice Cards were posted and the survey sketch appears to meet the application requirements.

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Jameson Pickard, Junior Planner  
September 4, 2013



MUNICIPALITY COMMENTING FORM

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

FILE NO: B92/13

APPLICANT

LOCATION OF SUBJECT LANDS

Carl & Pauline Kammermeier
8449 Line 2
R.R. #2
Arthur, ON NOG 1A0

WELLINGTON NORTH (West Luther)
Parts Lots 10 & 11
Concession 2

Proposed severance is 68 hectares with 670m fr on Line 2 and 679m frontage on County Road 16, existing and proposed agricultural use.

Retained parcel is 36 hectares with 438m frontage, existing and proposed agricultural use with existing dwelling & 7 sheds.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 014 05500 0000

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

If the answer is no, please provide new information:

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

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

Two horizontal lines for handwritten input.

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

(Please Specify) Sections 8-A of Zoning By-law 66-01.

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

(Please Specify) Section 8-A of Zoning By-law 66-01.

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

Is proposal on an opened maintained year-round public road YES (X) NO ( )
If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify followed by a horizontal line for handwritten input.

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

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

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

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

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

Approximate Time of Servicing Availability: followed by a horizontal line for handwritten input.

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

MUNICIPALITY COMMENTING FORM

FILE NO: B 92/13

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

YES ( X ) NO ( )

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

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

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

*That the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands.*

*That the Owner receives approval from the applicable road authority if new driveway required.*

*That the Owner satisfy the requirements in reference to parkland dedication.*

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

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

TITLE: Deputy Clerk

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

DATE: September 10, 2013

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

August 9, 2013

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

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

APPLICATION SUBMITTED ON: July 29, 2013

FILE NO. B92/13

### APPLICANT

Carl & Pauline Kammermeier  
8449 Line 2  
RR#2  
Arthur ON N0G 1A0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (West Luther)  
Part Lots 10 & 11  
Concession 2

Proposed severance is 68 hectares with 670m fr on Line 2 and 679m frontage on County Road 16, existing and proposed agricultural use.

Retained parcel is 36 hectares with 438m frontage, existing and proposed agricultural use with existing dwelling & 7 sheds.

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

**September 18, 2013**

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

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

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

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

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

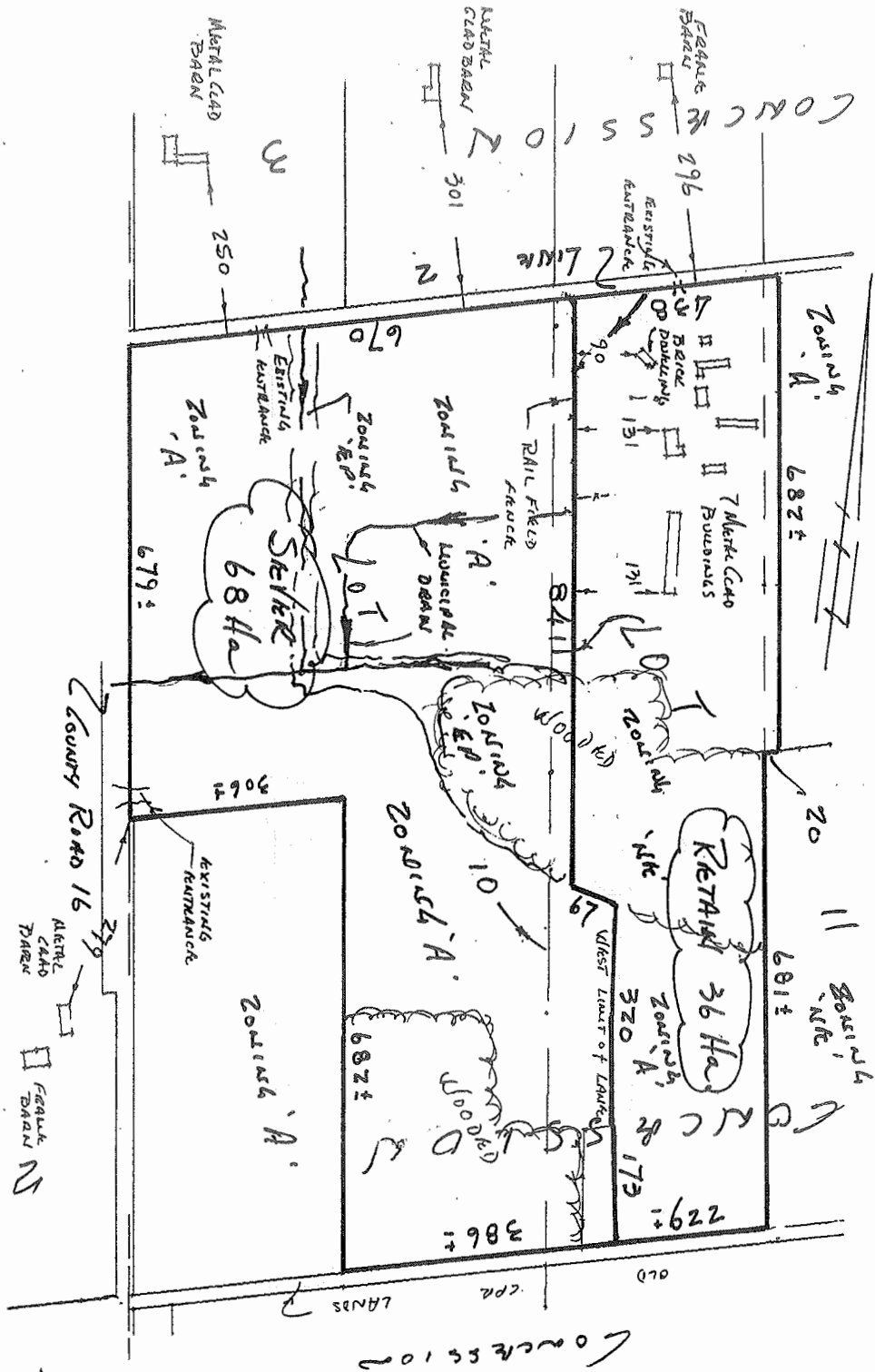
### MAILED TO:

Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority - GRCA    County Engineering

Bell Canada    County Clerk    Roads

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



SEWERAGE SCHEMATA IN THE  
 TOWNSHIP OF WEST LUTHERA  
 TOWNSHIP OF WESTLUTHERA, NOBEN  
 COUNTY OF WISCONSIN  
 1:8000  
 JULY 13  
 8409  
 Alex R. Wilson  
 SUTHERLAND  
 MOUNT FOREST  
 519 323 2451



Application	B92/13
Location	Part Lot 10 & 11 TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	Carl & Pauline Kammermeier

**PLANNING OPINION:** This application would sever a vacant 68 ha (101ac) agricultural parcel in a Prime Agricultural area. A 36 ha (88 ac) parcel with existing dwelling and 7 metal clad sheds would be retained.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We would have no concerns with this application.

**PLACES TO GROW:** No issue.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.1 states that lot creation in prime agricultural areas is discouraged and may only be permitted for agricultural uses, provided that the lots are of a size appropriate for the type of agricultural uses common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL, CORE GREENLANDS and GREENLANDS. The features protected by the Greenland designations include hazardlands and significant woodlands. According to Section 10.3.1, lot creation in prime agricultural areas will be restricted to the following:

- a) agricultural uses
- b) agricultural-related uses
- c) a residence surplus to farming operation
- d) lot line adjustments
- e) community service facilities

Section 10.3.2 states that "new lots for agricultural operations shall be of a size appropriate for the type of agricultural uses, common in the area and sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations. New agricultural lot will normally be a minimum size of 35 hectares (86 ac) in size."

The matters under section 10.1.3 were also considered including...m) "that all new lots shall have a logical lot lines given existing lot patterns in the area, natural and human made features and other appropriate considerations."

**LOCAL ZONING BY-LAW:** The subject lands are currently zoned Agricultural (A), Natural Environment Zone (NE). Both lots appear to meet the minimum lot area and frontage requirements.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on August 28<sup>th</sup>, 2013. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Jameson Pickard, Junior Planner  
 September 4, 2013

MUNICIPALITY COMMENTING FORM

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

FILE NO: B99/13

APPLICANT

Darcy & Paula Triner
8510 Concession 14
R.R. #1
Palmerston, ON NOG 2P0

LOCATION OF SUBJECT LANDS

WELLINGTON NORTH (West Luther)
Part Lot 13
Concession 12

Surplus Farm Dwelling Application

Proposed severance is 104.5m fr x 90.5m = 9379 square metres, existing and proposed rural residential use with existing house & shed.

Retained parcel is 40.3 hectares with 199.6m frontage, existing and proposed agricultural use.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 016 04940 0000

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

If the answer is no, please provide new information:

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

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

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

(Please Specify) Section 8-A of Zoning By-law 66-01.

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

(Please Specify) Section 8-A of Zoning By-law 66-01.

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

Is proposal on an opened maintained year-round public road YES ( X ) NO ( )
If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

Please specify

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

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

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

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

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

Approximate Time of Servicing Availability:

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

MUNICIPALITY COMMENTING FORM

FILE NO: B 99/13

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

YES ( X ) NO ( )

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

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

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

*That the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands.*

*That the Owner receives approval from the applicable road authority.*

*That the Owner satisfy the requirements in reference to parkland dedication.*

*The size of the frame shed on the severed parcel to be provided, zoning relief may be required.*

*Location of the septic system to be provided to review for building code compliance.*

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

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

TITLE: -Deputy Clerk

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

DATE: September 10, 2013

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

August 9, 2013

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

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

*APPLICATION SUBMITTED ON: August 2, 2013*

FILE NO. B99/13

### APPLICANT

Darcy & Paula Trinier  
8510 Concession 14  
RR#1  
Palmerston ON N0G 2P0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (West Luther)  
Part Lot 13  
Concession 12

### Surplus Farm Dwelling Application

Proposed severance is 104.5m fr x 90.5m = 9379 square metres, existing and proposed rural residential use with existing house & shed.

Retained parcel is 40.3 hectares with 199.6m frontage, existing and proposed agricultural use.

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

**September 18, 2013**

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**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

### MAILED TO:

Local Municipality – Wellington North    County Planning    County Treasury Department

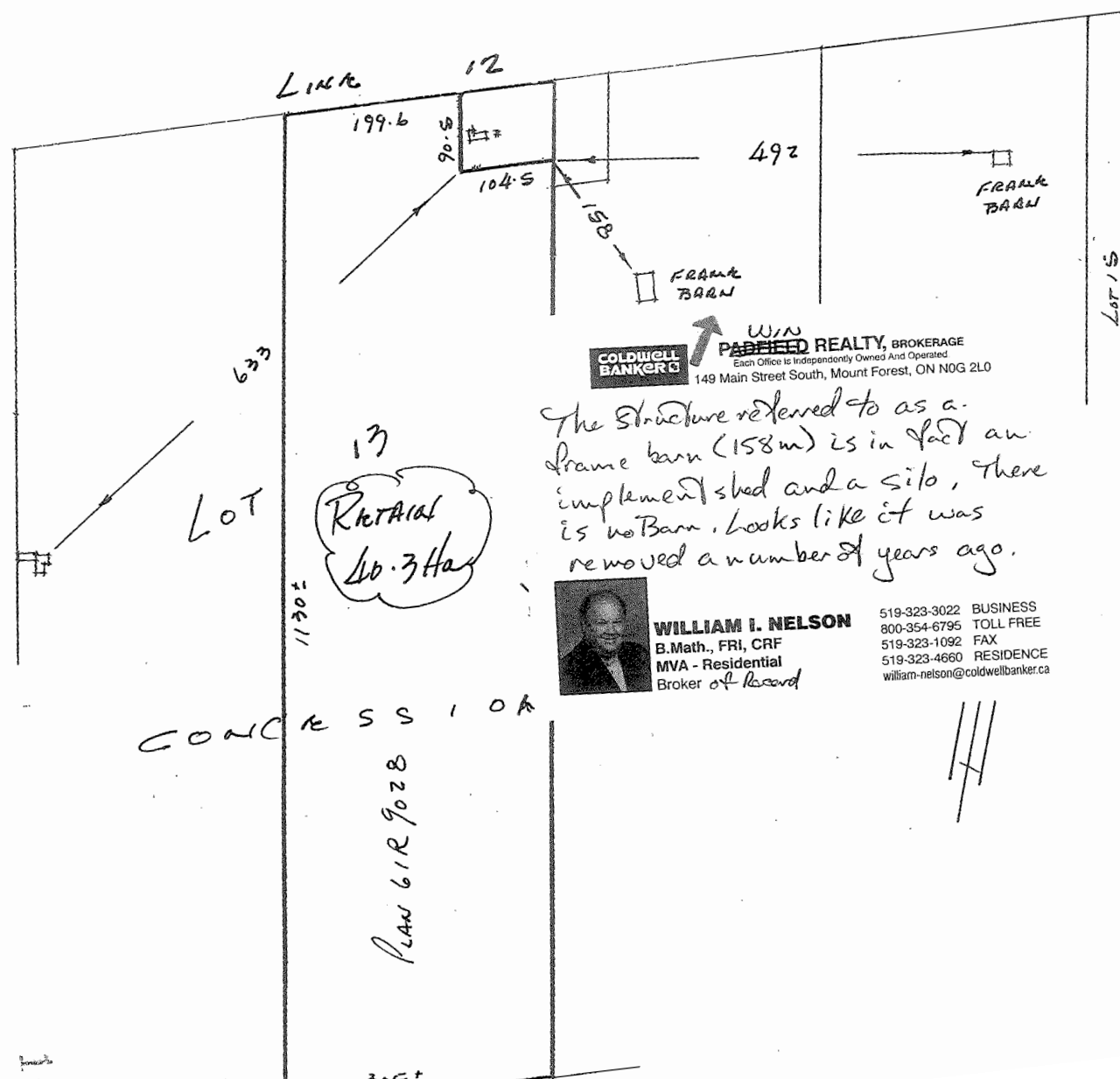
Conservation Authority – Saugeen Valley

Bell Canada    County Clerk    Roads

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



SIDEROAD 13



**COLDWELL BANKER** **WILSON**  
**PATHEE REALTY, BROKERAGE**  
 Each Office is Independently Owned And Operated  
 149 Main Street South, Mount Forest, ON N0G 2L0

The structure referred to as a frame barn (158m) is in fact an implement shed and a silo, there is no barn. Looks like it was removed a number of years ago.



**WILLIAM I. NELSON**  
 B.Math., FRI, CRF  
 MVA - Residential  
 Broker of Record

519-323-3022 BUSINESS  
 800-354-6795 TOLL FREE  
 519-323-1092 FAX  
 519-323-4660 RESIDENCE  
 william-nelson@coldwellbanker.ca

Sheet 1 of 2 sheets  
 SEVERANCE SKETCH IN THE  
 (TOWNSHIP OF WEST LUTHER)  
 TOWNSHIP OF WASHINGTON NORTH  
 1:6000

JULY/13  
 8441

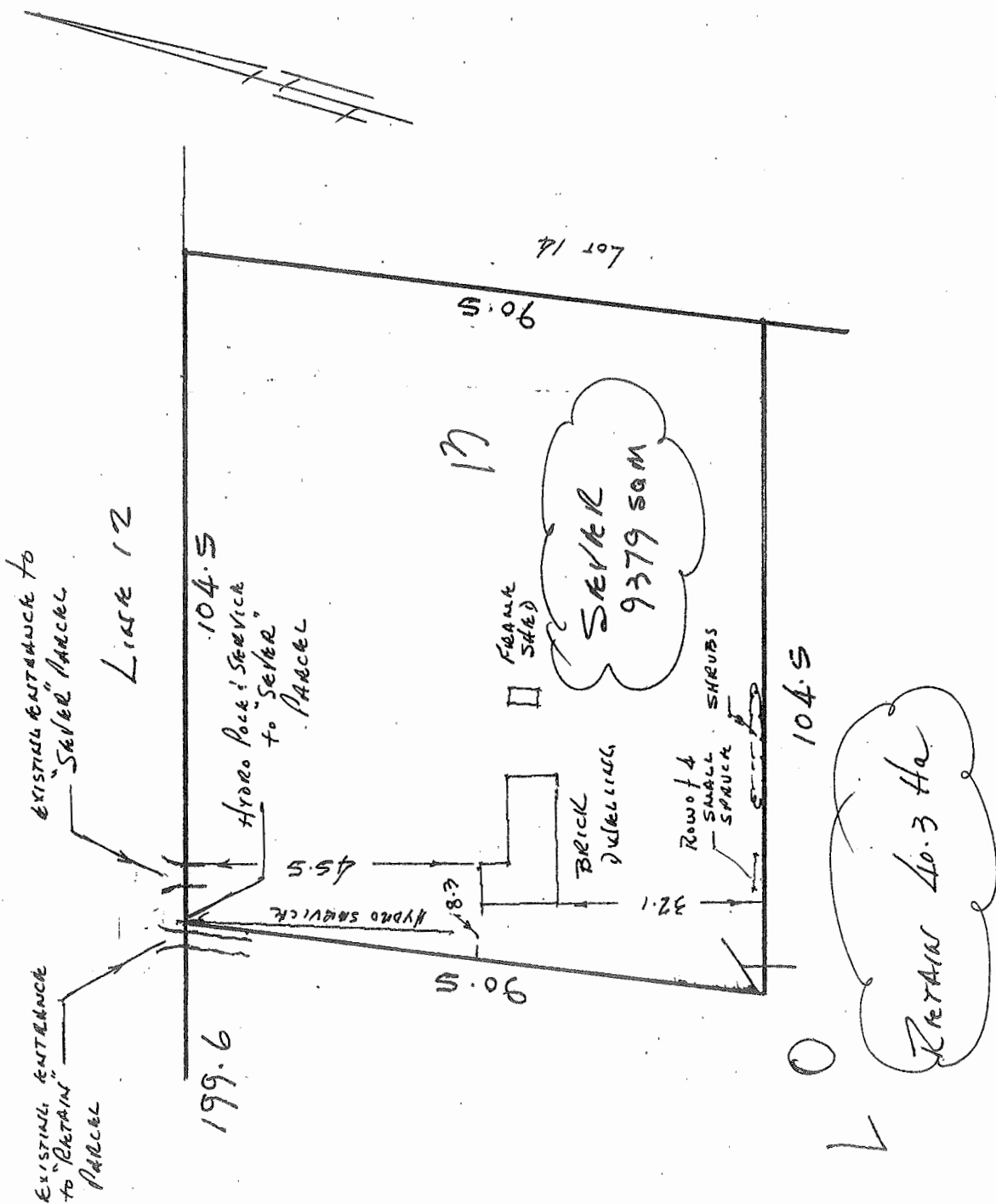
*Alex R. Wilson*  
 ALEX R. WILSON  
 SURVEYING INC  
 MOUNT FOREST  
 519 323 2451

SHEET 2 of 2 SHEETS

JULY/13

8441

Beich





Application	B99/13
Location	Part Lot 13, Concession 12 TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	Darcy & Paula Trinier

**PLANNING OPINION:** This application would sever a 0.9 ha (2.3 ac) parcel with an existing dwelling and frame shed. A 40.3 ha (99.5 ac) agricultural parcel would be retained which is currently vacant as the barn has been removed. This application is being submitted under the surplus farm dwelling policies.

With respect to the size of the residential parcel, the current configuration encompasses approximately 1 ac of land surrounding the house that is currently under cultivation. The committee may wish to consider a reduction in the size of the retained parcel to keep more of the cultivated lands with the severed agricultural parcel.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. If approved, we would request that the following matters be addressed as a condition of approval:

- a) That the severed lands are rezoned to prohibit residential use to the satisfaction of the local municipality and County of Wellington Planning and Development Department

**PLACES TO GROW:** No Issue

**PROVINCIAL POLICY STATEMENT (PPS):** The creation of new residential lots in prime agricultural areas shall not be permitted, except in accordance with policy 2.3.4.1(c). According to this policy, lot creation in prime agricultural areas may be permitted for a residence surplus to a farming operation as a result of farm consolidation, provided that there is a restriction against new residential dwellings on any vacant farmland parcel created by severance. Farm consolidation is defined as the acquisition of additional farm parcels to be operated as one farm operation.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject lands are designated PRIME AGRICULTURAL.

According to Section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum."

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), d) and e). Item f) can be addressed as a condition of approval. In terms of the overall farm operation, according to the Farm Information Form, the severed parcel is to be acquired by Darcy Trinier who own an additional 380 acres elsewhere in the county.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural (A). It appears that both lots meet the minimum lot area and frontage requirements. The retained lands will have to be rezoned to prohibit any future residential development as a condition of approval.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on August 28<sup>th</sup> 2013. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Jameson Pickard, Junior Planner  
September 4, 2013

MUNICIPALITY COMMENTING FORM

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

FILE NO: B94/13

APPLICANT

LOCATION OF SUBJECT LANDS

Maple Hill Estates Inc.
P.O. Box 790
149 Main St S
Mount Forest, ON NOG 2L0

WELLINGTON NORTH (Mount Forest)
Park Lots 1, 2, & 3
South of Clyde Street

Proposed severance is 30.48m fr x 134.11 = 4087 square metres, (Sever 1 on sketch) vacant land for proposed urban residential use.

Retained parcel is 3.27 hectares with 109.78 frontage, vacant land for proposed urban residential use.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 003 04830 0000

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

If the answer is no, please provide new information:

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

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

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

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

(Please Specify) Sections 9-R1A of Zoning By-law 66-01.

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

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

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

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

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

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

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

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

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

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

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

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

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

MUNICIPALITY COMMENTING FORM

FILE NO: B 94/13

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

YES ( X ) NO ( )

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

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

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

*That the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands.*

*That the Owner receives approval from the applicable road authority.*

*That the Owner satisfy the requirements in reference to parkland dedication.*

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

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

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

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

DATE: September 10, 2013 \_\_\_\_\_

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

August 9, 2013

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

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

*APPLICATION SUBMITTED ON: July 29, 2013*

FILE NO. B94/13

### APPLICANT

Maple Hill Estates Inc.  
PO Box 790  
149 Main St. S  
Mount Forest ON N0G 2L0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Mount Forest)  
Park Lots 1, 2 & 3  
South of Clyde Street

Proposed severance is 30.48m fr x 134.11 = 4087 square metres, (Sever 1 on sketch) vacant land for proposed urban residential use.

Retained parcel is 3.27 hectares with 109.78m frontage, vacant land for proposed urban residential use.

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WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**September 18, 2013**

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### MAILED TO:

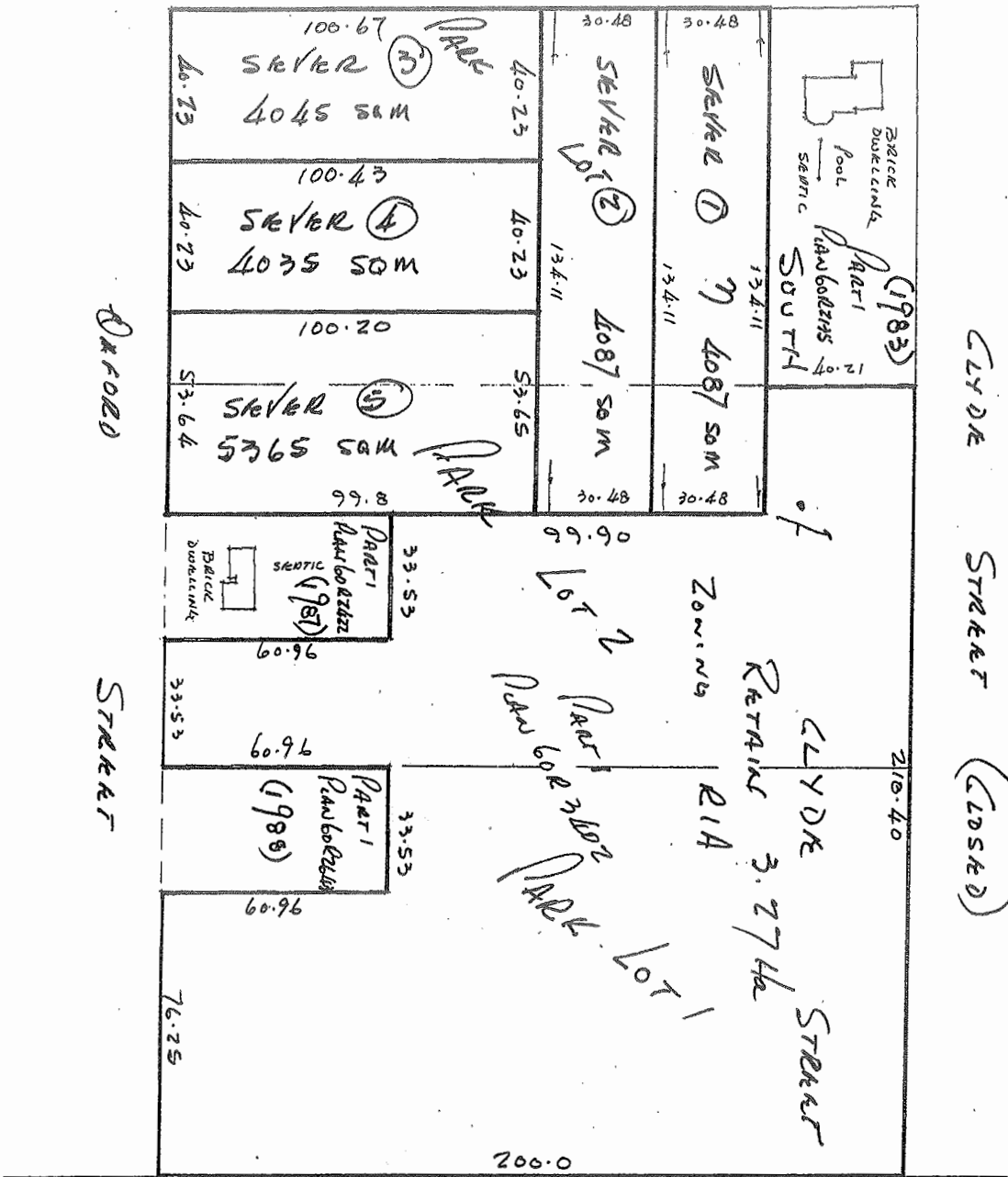
Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority – Saugeen Valley

Bell Canada    County Clerk    Roads

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

AYRSHIRE STREET



LOT 1  
CONCESSION 9 (ARTHUR)

Alex R Wilson  
Sutherland Inc  
Mount Forest  
519 323 2651

8421  
[Signature]

1570  
SEWERAGE SKETCH as TA  
(Town of Mount Forest)  
Township of Wellington North  
1:1500

MUNICIPALITY COMMENTING FORM

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

FILE NO: B95/13

APPLICANT

LOCATION OF SUBJECT LANDS

Maple Hill Estates Inc.
P.O. Box 790
149 Main St S
Mount Forest, ON NOG 2L0

WELLINGTON NORTH (Mount Forest)
Park Lots 1, 2, & 3
South of Clyde Street

Proposed severance is 30.48m fr x 134.11 = 4087 square metres, (Sever 2 on sketch) vacant land for proposed urban residential use.

Retained parcel is 3.27 hectares with 109.78 frontage, vacant land for proposed urban residential use.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 003 04830 0000

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

If the answer is no, please provide new information:

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

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

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

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

(Please Specify) Sections 9-R1A of Zoning By-law 66-01.

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

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

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

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

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

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

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

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

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

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

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

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

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



MUNICIPALITY COMMENTING FORM

FILE NO: B 95/13

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

YES ( X ) NO ( )

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

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

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

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*That the Owner satisfy the requirements in reference to parkland dedication.*

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

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

TITLE: Deputy Clerk

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

DATE: September 10, 2013

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

August 9, 2013

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

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

APPLICATION SUBMITTED ON: July 29, 2013

FILE NO. B95/13

### APPLICANT

Maple Hill Estates Inc.  
PO Box 790  
149 Main St. S  
Mount Forest ON N0G 2L0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Mount Forest)  
Park Lots 1, 2 & 3  
South of Clyde Street

Proposed severance is 30.48m fr x 134.11 = 4087 square metres, (Sever 2 on sketch) vacant land for proposed urban residential use.

Retained parcel is 3.27 hectares with 109.78m frontage, vacant land for proposed urban residential use.

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**September 18, 2013**

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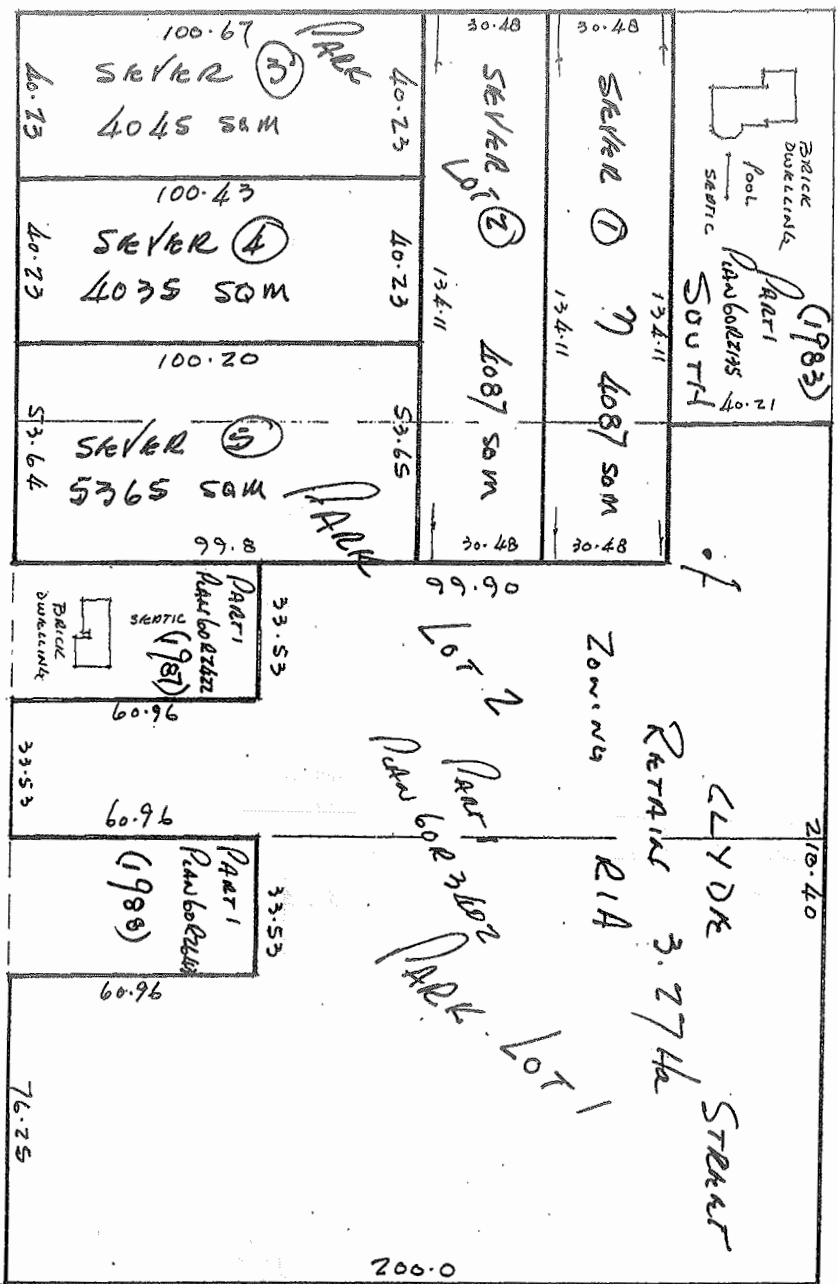
Local Municipality – Wellington North County Planning County Treasury Department

Conservation Authority – Saugeen Valley

Bell Canada County Clerk Roads

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

AYRSHIRE STREET



CRAWFORD STREET

STRATFORD STREET

CLYDE STREET (CLOSED)

CONCESSION 9 (ARTHUR)

Alex R Wilson  
 Severnside Inc  
 Mount Forest  
 519 323 2451

Black

JULY 13  
 8421

SEVERNIDE SEWER IN THE  
 (TOWN OF MOUNT FOREST)  
 TOWNSHIP OF WILKINSON  
 1:1500

MUNICIPALITY COMMENTING FORM

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

FILE NO: B96/13

APPLICANT

LOCATION OF SUBJECT LANDS

Maple Hill Estates Inc.  
P.O. Box 790  
149 Main St S  
Mount Forest, ON NOG 2L0

WELLINGTON NORTH (Mount Forest)  
Park Lots 1, 2, & 3  
South of Clyde Street

Proposed severance is 40.23m fr (Oxford St)x 100.67m fr (Ayshire St.) = 4045 square metres, (Sever 3 on sketch) vacant land for proposed urban residential use.

Retained parcel is 3.27 hectares with 109.78 frontage, vacant land for proposed urban residential use.

**PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 003 04830 0000**

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

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

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(Please Specify) Sections 9-R1A of Zoning By-law 66-01.

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

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

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

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

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

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

MUNICIPALITY COMMENTING FORM

FILE NO: B 96/13

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

YES ( X ) NO ( )

Is there any further information that may assist the Planning and Land Division Committee?  
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TITLE: Deputy Clerk

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

DATE: September 10, 2013

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

August 9, 2013

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

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*APPLICATION SUBMITTED ON: July 29, 2013*

FILE NO. B96/13

### APPLICANT

Maple Hill Estates Inc.  
PO Box 790  
149 Main St. S  
Mount Forest ON N0G 2L0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Mount Forest)  
Park Lots 1, 2 & 3  
South of Clyde Street

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WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**September 18, 2013**

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### MAILED TO:

Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority – Saugeen Valley

Bell Canada    County Clerk    Roads

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

1570

SEVERANCE SKETCH IN THE  
(Town of Mount Forest)  
TOWNSHIP OF WILKINGTON COUNTY  
1:1500

SUPPLY  
8421

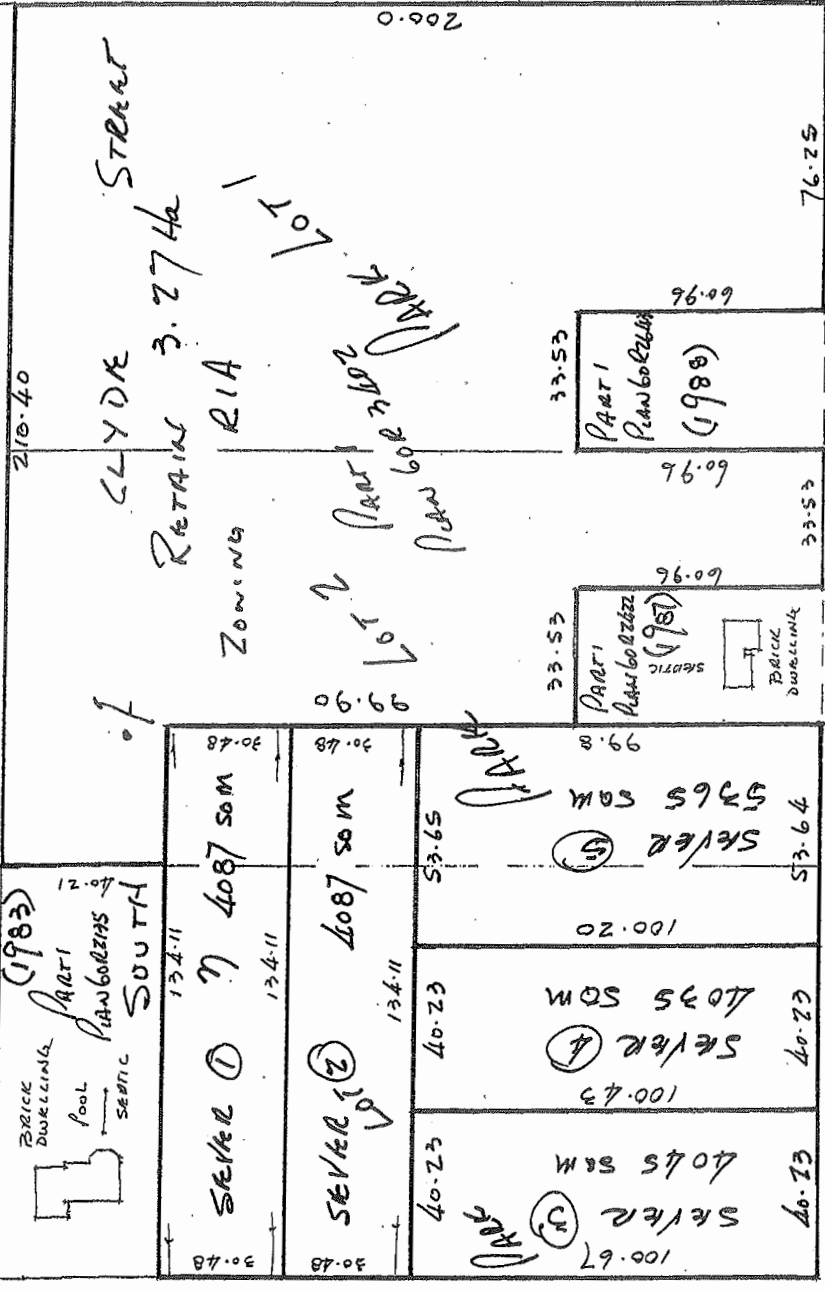
*[Handwritten signature]*

Alex R Wilson  
Sudbury Inc  
MOUNT FOREST  
519 323 2451

CONCESSION 9 (PARTIAL)

Lot

CLYDE STREET (CLOSED)



HYESHIRE STREET

MUNICIPALITY COMMENTING FORM

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

FILE NO: B97/13

APPLICANT

LOCATION OF SUBJECT LANDS

Maple Hill Estates Inc.
P.O. Box 790
149 Main St S
Mount Forest, ON NOG 2L0

WELLINGTON NORTH (Mount Forest)
Park Lots 1, 2, & 3
South of Clyde Street

Proposed severance is 40.23m fr x 100.43m = 4035 square metres, (Sever 4 on sketch) vacant land for proposed urban residential use.

Retained parcel is 3.27 hectares with 109.78 frontage, vacant land for proposed urban residential use.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 003 04830 0000

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

If the answer is no, please provide new information:

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

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

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

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

(Please Specify) Sections 9.2.1 of Zoning By-law 66-01.

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

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

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

Is proposal on an opened maintained year-round public road YES (X) NO ( )
If answer is NO, is municipality willing to enter into an agreement regarding use of the seasonal road, or opening up the road?

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

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

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

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

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

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

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

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



MUNICIPALITY COMMENTING FORM

FILE NO: B 97/13

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

YES ( X ) NO ( )

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

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

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

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

*That the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands.*

*That the Owner receives approval from the applicable road authority.*

*That the Owner satisfy the requirements in reference to parkland dedication.*

*Zoning relief is required for lot area on the severed.*

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

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

TITLE: Deputy Clerk

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

DATE: September 10, 2013

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

August 9, 2013

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

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

*APPLICATION SUBMITTED ON: July 29, 2013*

FILE NO. B97/13

### APPLICANT

Maple Hill Estates Inc.  
PO Box 790  
149 Main St. S  
Mount Forest ON N0G 2L0

### LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Mount Forest)  
Park Lots 1, 2 & 3  
South of Clyde Street

Proposed severance is 40.23m fr x 100.43m = 4035 square metres, (Sever 4 on sketch) vacant land for proposed urban residential use.

Retained parcel is 3.27 hectares with 109.78m frontage, vacant land for proposed urban residential use.

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

**September 18, 2013**

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

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

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

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**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph ON N1H 3T9. Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

### MAILED TO:

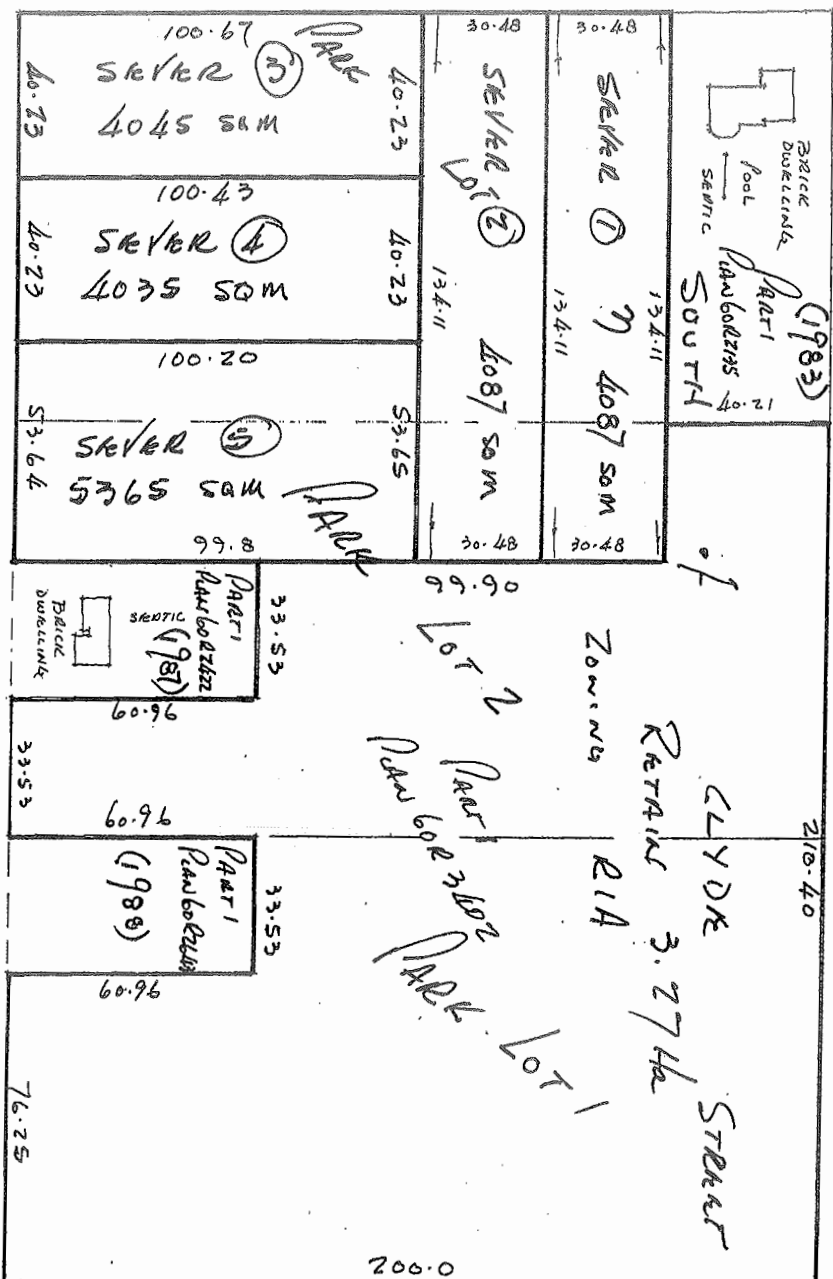
Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority – Saugeen Valley

Bell Canada    County Clerk    Roads

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

# AYRSHIRE STREET



CRAWFORD

STREET

CLYDE STREET (CLOSED)

CONCESSION 9 (ARTHUR)

Alex R Wilson  
 Sewerage Inc  
 Mount Forest  
 519 323 2451

*[Signature]*

July/13  
 8421

SEWERAGE SKETCH IN THE  
 TOWN OF MOUNT FOREST  
 TOWNSHIP / MUNICIPALITY OF  
 1:1500

1570

MUNICIPALITY COMMENTING FORM

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

FILE NO: B98/13

APPLICANT

LOCATION OF SUBJECT LANDS

Maple Hill Estates Inc.
P.O. Box 790
149 Main St S
Mount Forest, ON NOG 2L0

WELLINGTON NORTH (Mount Forest)
Park Lots 1, 2, & 3
South of Clyde Street

Proposed severance is 53.64m fr x 100.2m = 5365 square metres, (Sever 5 on sketch) vacant land for proposed urban residential use.

Retained parcel is 3.27 hectares with 109.78 frontage, vacant land for proposed urban residential use.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 003 04830 0000

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

If the answer is no, please provide new information:

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MUNICIPALITY COMMENTING FORM

FILE NO: B 98/13

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YES ( X ) NO ( )

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

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

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

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

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

TITLE: Deputy Clerk

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

DATE: September 10, 2013

County of Wellington Planning and Land Division Committee  
Deborah Turchet, Secretary-Treasurer  
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*APPLICATION SUBMITTED ON: July 29, 2013*

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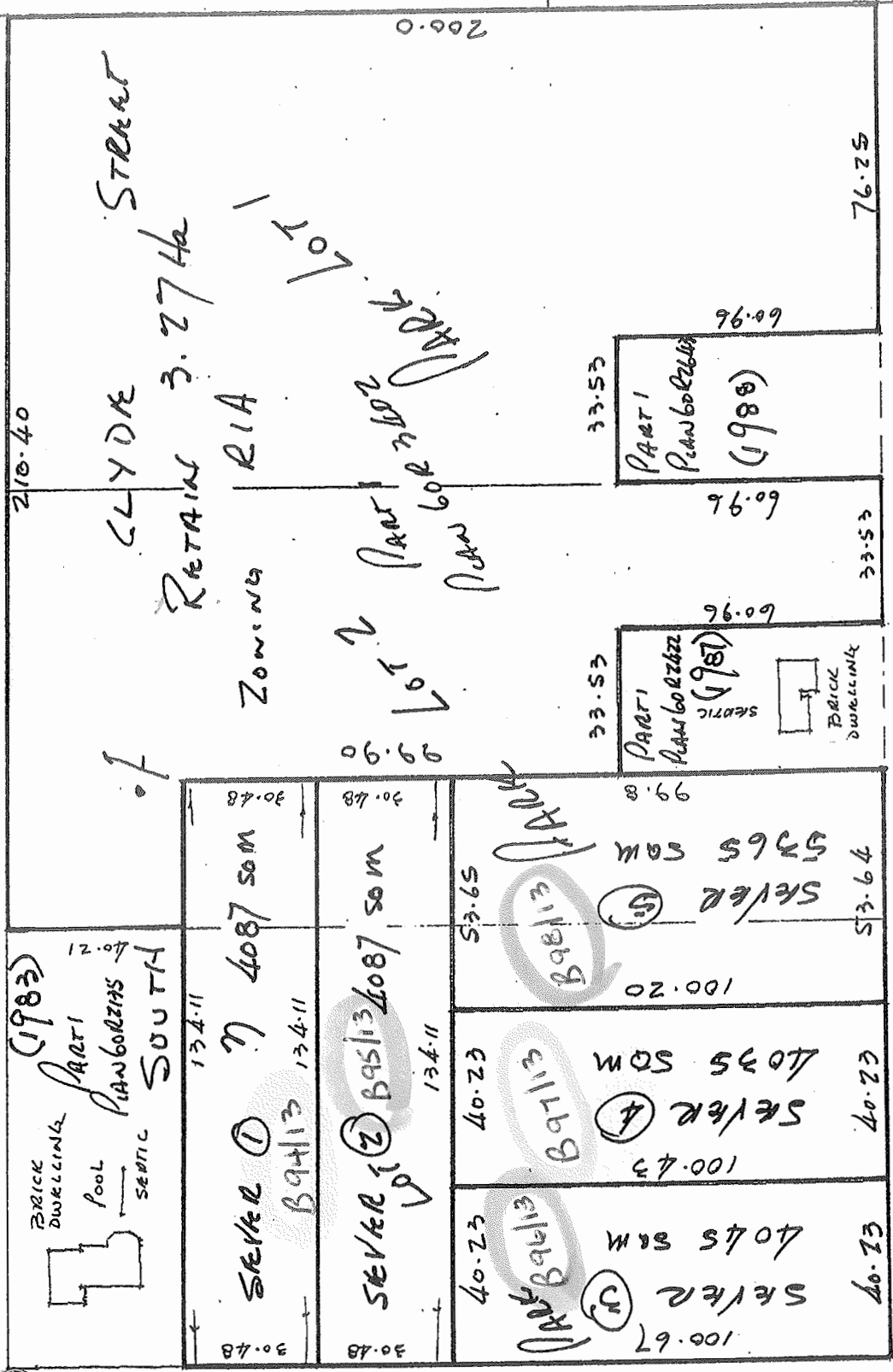
Local Municipality – Wellington North    County Planning    County Treasury Department

Conservation Authority – Saugeen Valley

Bell Canada    County Clerk    Roads

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

Clyde Street (Closed)



Stark Street, Ayrshire

CONCESSION 9 (PARTURE)

Lot

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 79-13

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  
SEPTEMBER 9, 2013.

**AUTHORITY:** Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5(3) and 130.

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents and its powers shall be exercised by by-law.

**AND WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law.

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

1. That the action of the Council at its Regular Meeting held on September 9, 2013 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.
2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Ontario Municipal Board Act, R.S.O. 1990, Chapter 0.28, shall not take effect until the approval of the Ontario Municipal Board with respect thereto, required under such subsection, has been obtained.
4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 9TH DAY OF SEPTEMBER, 2013.**

---

RAYMOND TOUT  
MAYOR

---

CATHERINE MORE  
DEPUTY CLERK



## MEETINGS, NOTICES, ANNOUNCEMENTS

Tuesday, September 10, 2013	Recreation & Culture Committee	8:30 a.m.
Thursday, September 12, 2013	Mayor's Breakfast - Arthur	7:00 a.m.
Tuesday, September 17, 2013	Fire Committee	7:00 p.m.
Wednesday, September 18, 2013	Building and Property Committee	9:00 a.m.
Monday, September 23, 2013	Public Meeting	7:00 p.m.
Monday, September 23, 2013	Regular Meeting of Council	Following Public Meeting

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

**Sign Language Services – Canadian Hearing Society – 1-800-668-5815**

**Documents in alternate forms – CNIB – 1-866-797-1312**