



Township of Wellington North

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

Regular Meeting of Council

Monday, October 3, 2011

7:00 p.m.

Municipal Office Council Chambers, Kenilworth

A G E N D A

Page 1 of 3

AGENDA ITEM	PAGE NO.
<u>CALLING THE MEETING TO ORDER</u>	
- Mayor Tout	
<u>O' CANADA</u>	
<u>PASSING AND ACCEPTANCE OF AGENDA</u>	
<u>DECLARATION OF PECUNIARY INTEREST</u>	
<u>MINUTES</u>	
1. Regular Meeting of Council, September 26, 2011	01
<u>DELEGATIONS, DEPUTATIONS, PETITIONS</u>	
1. Linda Dickson, MCIP, RPP Re: Community Emergency Management Coordinator Report on the 2011 Emergency Management Programme for Wellington North	10

AGENDA ITEM	PAGE NO.
<u>STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS</u>	
1. Economic Development Committee - Minutes, September 21, 2011	12
2. Finance Committee - Minutes, September 19, 2011 - Report from John Jeffery, Treasurer - Level of Service	14 17
3. Water/Sewer Committee - Minutes, September 27, 2011 - Report from Councillor Lennox - Report Regarding Arthur Waste Water Treatment Plant (AWWTP) Meeting with the Ministry of Environment Staff	20 23
4. Works Committee - Minutes, September 27, 2011 - Draft Agreement – Requests for Tile Drain Outlets Onto or Crossing Township Road Allowances	29 32
5. Report from Darren Jones, C.B.O. - OPP Training Centre Roof	38
<u>CORRESPONDENCE FOR COUNCIL'S INFORMATION AND DIRECTION</u>	
1. Mount Forest Lions Club Re: Request for Township approval of naming new playground the "William (Bill) D. Moody Lions Playground"	40
2. County of Wellington Planning and land Division Committee Re: Comments for Consent Application - B119/11 - B123/11	41 46

AGENDA ITEM	PAGE NO.
<u>BY-LAWS</u>	
1. 72-11 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, Mount Forest)	51
2. 73-11 Being a By-law to Regulate the Setting of Open Air Fires Within the Township of Wellington North	54
<u>ITEMS FOR COUNCIL'S INFORMATION</u>	
- Cheque Distribution Report – Dated September 30, 2011	68
- Maitland Valley Conservation Authority – Minutes June 15, 2011	
<u>ANNOUNCEMENTS</u>	
<u>CLOSED MEETING SESSION</u>	
1. “Personnel” matter	
<u>CONFIRMING BY-LAW NO. 74-, 2011 BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL</u>	73
<u>ADJOURNMENT</u>	
<p style="text-align: right;">Lorraine Heinbuch, C.A.O./Clerk</p>	

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

REGULAR MEETING OF COUNCIL

Monday, September 26, 2011

7:00 p.m.

Members Present:

Mayor: Raymond Tout
Councillors: Sherry Burke
Mark Goetz
Andy Lennox
Dan Yake

Also Present: Chief Administrative Officer/Clerk: Lorraine Heinbuch
Executive Assistant: Cathy Conrad
Treasurer: John Jeffery

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

A. **CALLING THE MEETING TO ORDER**

Mayor Tout called the meeting to order.

B. **O' CANADA**

C. **PASSING AND ACCEPTANCE OF AGENDA**

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Agenda for the September 26, 2011 Regular Meeting of Council be accepted and passed.

Resolution Number: 1

Carried

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

None declared.

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

REGULAR MEETING OF COUNCIL

Monday, September 26, 2011

Page Two

E. MINUTES

1. Regular Meeting of Council, September 12, 2011

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Regular Meeting minutes of Council held on September 12, 2011 be adopted as circulated.

Resolution Number: 2

Carried

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

1. Works Committee
 - Report Regarding Concession 4 Erosion Project Tender Quotes

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North award the tender for Site 1 of the Concession 4 Erosion Project to VanDriel Excavating Inc. at a cost of \$147,778.10 plus engineering and HST;

And further that the work on Site 2 be deleted from the project and reconsidered in the future.

Resolution Number: 3

Carried

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

REGULAR MEETING OF COUNCIL

Monday, September 26, 2011

Page Three

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

2. Building/Property Committee
- Minutes, September 13, 2011

**Moved by: Councillor Burke
Seconded by: Councillor Goetz**

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Building/Property Committee meeting held on September 13, 2011.

Resolution Number: 4

Carried

**Moved by: Councillor Burke
Seconded by: Councillor Goetz**

THAT the Council of the Corporation of the Township of Wellington North concur that the proposal by Xplornet Communication to erect a telecommunications tower on lands known as 9210 Concession 2, and owned by Piller Poultry Ltd. circulated as Industry Canada's Radio Communications and Broadcasting Antenna Systems protocol CPC-2-0-03 has met the Township's requirements.

Resolution Number: 5

Carried

**Moved by: Councillor Burke
Seconded by: Councillor Goetz**

THAT the Council of the Corporation of the Township of Wellington North authorize the repairs to the north facing wall of the former Mount Forest Town Office building, with the removal of the three windows and installation of new sidewalks at a cost of \$2,640.00 plus applicable taxes as recommended by the Building/Property Committee;

And further that the repair costs be charged to the General Property Budget as per the 2011 budget.

Resolution Number: 6

Carried

/4

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

REGULAR MEETING OF COUNCIL

Monday, September 26, 2011

Page Four

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

3. Fire Committee
- Minutes, September 20, 2011

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Fire Committee meeting held on September 20, 2011.

Resolution Number: 7

Carried

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North adopt the name "Wellington North Fire Services" as the new official name of the Fire Department with the stations designated as Arthur Station and Mount Forest Station, as recommended by the Fire Committee.

Resolution Number: 8

Carried

4. Water/Sewer Committee
- Minutes, August 23, 2011

Moved by: Councillor Burke
Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Water/Sewer Committee meeting held on August 23, 2011.

Resolution Number: 9

Carried

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

REGULAR MEETING OF COUNCIL

Monday, September 26, 2011

Page Five

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

5. Works Committee
- Minutes, August 23, 2011

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Works Committee meeting held on August 23, 2011.

Resolution Number: 10

Carried

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North approve the painting and blasting of the 2004 International truck by Epoch's Garage Ltd. of Kenilworth at the quoted price of \$4,342.00, plus applicable taxes.

Resolution Number: 11

Carried

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North approve the painting and blasting of the 2000 Volvo truck and the 1990 tandem pony pup by Custom Blasting of Conn at the combined price of \$7575.00, plus applicable taxes.

Resolution Number: 12

Carried

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

REGULAR MEETING OF COUNCIL

Monday, September 26, 2011

Page Six

G. CORRESPONDENCE FOR COUNCIL'S INFORMATION AND DIRECTION

1. County of Wellington
Re: Taxi By-law Amendments

**Moved by: Councillor Lennox
Seconded by: Councillor Yake**

THAT the Council of the Corporation of the Township of Wellington North have no objection to the proposed amendments to the County of Wellington Taxi By-law incorporating the changes as set in the Integrated Accessibility Regulations.

Resolution Number: 13

Carried

2. Maitland Valley Conservation Authority
Re: Maitland Valley Strategic Plan Outline and Activity Update
- Received as information

H. BY-LAWS

1. 69-11 Being a By-law to Temporarily Close Main Street Mount Forest for the Purpose of Holding a Remembrance Day Parade

**Moved by: Councillor Yake
Seconded by: Councillor Lennox**

THAT By-law Number 69-11 being a by-law to temporarily close Main Street, Mount Forest for the Purpose of holding a Remembrance Day Parade be read a First, Second and Third time and finally passed.

Resolution Number: 14

Carried

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

REGULAR MEETING OF COUNCIL

Monday, September 26, 2011

Page Seven

H. **BY-LAWS** (continued)

2. 70-11 Being a By-law to Temporarily Close Portions of George, Isabella, Georgina and Charles Streets, Arthur for the Purpose of Holding a Remembrance Day Parade

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT By-law Number 70-11 being a by-law to temporarily close portions of George, Isabella, Georgina and Charles Streets, Arthur for the purpose of holding a Remembrance Day Parade be read a First, Second and Third time and finally passed.

Resolution Number: 15

Carried

I. **OTHER BUSINESS**

1. Report of Livestock Valuer
Re: Livestock Claim
- Peter Murray

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North authorize payment of \$240.00 to Peter Murray for a livestock claim dated September 8, 2011.

AND FURTHER THAT Gord Flewwelling be paid \$75.00 for Livestock Valuer fees and \$20.00 for mileage.

Resolution Number: 16

Carried

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

REGULAR MEETING OF COUNCIL

Monday, September 26, 2011

Page Eight

J. ITEMS FOR COUNCIL'S INFORMATION

Cheque Distribution Report – dated September 22, 2011

Town of Minto

- Notice of Public Meeting to Consider An Application to Amend the Wellington County Official Plan and the Town of Minto Zoning By-law 01-86

Henry Curtis

- Thank you

County of Wellington

- Application for Official Plan Amendment, County File OP-2011-04
Proposed Wellington Place Institutional Campus

K. ANNOUNCEMENTS

None

L. CLOSED MEETING SESSION

1. "Personnel" matters

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT Council go into a meeting at 7:31 p.m. that is closed to the public under subsections 239 (2) (d) of the Municipal Act, 2001

- *to consider labour relations or employee negotiations*

Resolution Number: 17

Carried

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

REGULAR MEETING OF COUNCIL

Monday, September 26, 2011

Page Nine

L. **CLOSED MEETING SESSION** (continued)

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT Council rise from a closed meeting session at 8:13 p.m.

Resolution Number: 18

Carried

M. **CONFIRMING BY-LAW**

Moved by: Councillor Yake
Seconded by: Councillor Lennox

THAT By-law Number 71-11 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 26, 2011 be read a First, Second and Third time and finally passed.

Resolution Number: 19

Carried

N. **ADJOURNMENT**

Moved by: Councillor Yake
Seconded by: Councillor Lennox

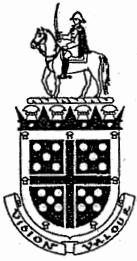
THAT the Regular Council meeting of September 26, 2011 be adjourned at 8:14 p.m.

Resolution Number: 20

Carried

C.A.O./CLERK

MAYOR



COUNTY OF WELLINGTON

LINDA DICKSON, MCIP, RPP
COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)
TEL: (519) 846-8058
CELL: (519) 993-0105
FAX: (519) 846-8482
e-mail: lindad@wellington.ca

WELLINGTON TERRACE
474 WELLINGTON RD. 18, SUITE 20
FERGUS, ONTARIO
N1M 0A1

September 26, 2011

To: Mayor Ray Tout and Members of Wellington North Council

From: Linda Dickson, MCIP, RPP
Community Emergency Management Coordinator

Re: **Report on the 2011 Emergency Management Programme for Wellington North**

REPORT

This report outlines how the Township of Wellington has fulfilled, for 2011, the municipal emergency management programme requirements set out in the Regulations of the Emergency Management and Civil Protection Act.

Programme Committee

The Programme Committee met April 27, 2011.

Emergency Response Plan

No changes are proposed to the Emergency Response Plan in 2011.

Training

The primary focus for training in 2011 was,

1. The Provincial Incident Management System (IMS) 200 course for control group members. Two classroom sessions were held in July and August.
2. A workshop for Elected Officials was held on March 23, 2011.
3. A Media Training Workshop conducted by Jim Stanton and Associates was held on April 18, 2011 for Emergency Information Officers, the Mayors (spokespersons) and their alternates.

Additional emergency management training in 2011 included:

1. Provincial Basic Emergency Management Courses in April and November
2. Scribe Training May 20, 2011
3. Shelter Workshop conducted by Guelph Wellington Red Cross September 15, 2011

Exercises

On May 18, 2011, the Township of Wellington North conducted an emergency management exercise. Members of the Township's Municipal Emergency Management Control Group and support staff were involved in this exercise.

Critical Infrastructure

Staff will review and update the information throughout the year as changes are noted.

Public Education:

1. Emergency management information was made available at the Mt. Forest and Arthur Libraries during Emergency Preparedness Week.
2. Draw for a 72 hour emergency kit was held throughout the County of Wellington 14 library branches.
3. Emergency information displays were set up at the Township Municipal Office.
4. A draw for a weather radio was held at the Township Municipal Office.

Further Enhancements:

The City and County have been informed that they were successful with their funding bid for an interoperability strategic plan. Details of the funding are still to be determined.

The Township is continuing an audit of generator needs in the municipality. During the Programme Committee's meeting, the following recommendation was brought forward

That the Township apply for JEPP Grants for the Arthur Community Centre Kitchen and Halls during the application process in the fall of 2011.

Available options for funding and installing a generator at the Arthur and District Community Centre were also discussed during the debrief meetings this past summer.

Many lessons learned and recommendations have been noted from the Sandy Lake Community Evacuation Response from July 2011. A report is being prepared and will be presented to Council once all recommendations have been received.

RECOMMENDATION:

THAT Council for the Township of Wellington North accepts the annual emergency management report and further **THAT** this report constitutes the Annual Review of the Township of Wellington North's Emergency Management Programme for 2011.

TOWNSHIP OF WELLINGTON NORTH

ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

Wednesday, September 21st, 2011 – 6:00 pm

Members Present: Mayor Ray Tout, Chair
Councillor Sherry Burke
Councillor Andy Lennox
Councillor Mark Goetz
Councillor Dan Yake
Dale Small, Business Economic Manager
Tim Boggs
Stephen Dineen
Shawn McLeod
Al Rawlins
Gerald (Shep) Shepetunko
Jim Taylor

Also Present: Michelle Stone, Administrative Support
Sean Kelly (6:45pm for Open House – CIPA)

Meeting was called to Order at 6:00 pm

1. DECLARATIONS OF PECUNIARY INTEREST

- None reported.

2. APPROVAL OF MINUTES FROM THE AUGUST 17th, 2011 MEETING

Motion by: Shep Shepetunko

Seconded by: Shawn McLeod

***THAT** the Minutes from the Wednesday, August 17th, 2011 EDC Meeting be accepted.*

Carried

3. REPORT FROM CHAIR

- The Chair updated the Committee on some of the ongoing projects and upcoming events in the Township.
- The Interview Committee has finished second interviews and a decision regarding the hiring of the Tourism, Marketing and Promotion Manager is forthcoming.

4. BUSINESS ECONOMIC MANAGER REPORT:

First Impressions Program

- This is an OMAFRA sponsored program and is a simple, low-cost and highly effective process that reveals the first impressions a community conveys to visitors, tourists, potential investors and people looking for a new place to live.
- Arthur has been partnered with the Town of Mitchell and Mount Forest has been partnered with the Town of Acton.
- Each team requires 6 – 10 people from each community to do the “First Impressions”. The time commitment is a two hour training and day visit to the respective community.
- The goal to have the visit completed this fall. Training will take place on Tuesday, October 4th at 6:30pm and the visit will occur later in October..
- The Town of Mitchell and the Town of Acton will be completing the same process for Arthur and Mount Forest. When completed, the reports will be presented to the Economic Development Committee.
- The Chair commented that the Town of Minto participated in this project and they felt the information and feedback they received was very enlightening and useful.

Community Improvement Program

- Update provided on the Community Improvement Program and process for tonight’s Open House. Open House will provide the Community with an overview of our CIP including:
 - **Community Improvement Plan Areas, (CIPA)** which council adopted on August 29th
 - **Township Leadership Programs (6)** as selected by EDC at our last meeting
 - **Financial Incentive Programs (6)** as selected by EDC at our last meeting
- Next steps include:
 - Final copy of CIP to be received by September 30th
 - Final copy of CIP sent to Ministry of Municipal Affairs & Housing by October 1st
 - Draft CIP financial requirements included in EDC September 30th budget submission
 - Municipal Affairs & Housing concurrence received by October 30th
 - Council adoption of the Wellington North CIP on November 7th
 - Implementation to occur from Jan 2012 – Jan 2021

5. ANNOUNCEMENTS

- Mount Forest AGM on Sept 27th and Arthur AGM is on October 13th
- Saugeen Economic Development Corporation Open House on September 28th
- Wellington County Broadband session in Mount Forest on October 18th
- Working in Rural Wellington Event will be in Arthur on October 20th.
- Social media Workshop with WWCFCDC will be held in Mount Forest on Nov. 9th

6. NEXT MEETING DATE

- Wednesday, October 19th, 2011

7. ADJOURNMENT

Motion by: Al Rawlins

THAT the Meeting be adjourned at 6:45pm

Carried

Open house for Community Improvement Plan started at 7:00 pm finished at 8:50 pm

**Township of Wellington North
Finance Committee
September 19, 2011 - 7:00 PM**

Minutes

Attendance: Andy Lennox, Chairman
Mark Goetz, Councillor
Sherry Burke, Councillor
Dan Yake, Councillor
John W Jeffery, Treasurer

Absent: Ray Tout, Mayor
Lori Heinbuch, CAO

1. Declaration of pecuniary interest
None declared
2. Linda Spahr, Tom Bowden, and Pat Franks of the Recreation Committee were in attendance to discuss the operation review and study as proposed in the 2011 budget.

John has inquired of the Wilfrid Laurier University Co-Op program in the Faculty of Business and Economics. He outlined how a senior business student may be able to prepare a study as part of their work term and described the process for soliciting a prospective student for an upcoming work term. The cost of having the student would be between \$600 and \$800 per week plus benefits. A work term is 4 months.

Another way of approaching the project would be to prepare an overall master plan for the recreation and culture department. It was pointed out that a "Parks Recreation & Cultural Services Review and Needs Analysis Study" had been prepared in 2003. This updated study could start with the 2003 study. The point being made is to not shelve studies as they are prepared but to use them.

Other points made:

- The population is aging
- Recreation staff have ideas regarding the operation of our facilities that may reduce operating costs

Moved by: Dan Yake

Second by: Sherry Burke

That the Finance Committee recommend to Council that the Township proceed with the hiring of a co-op student for the winter 2012 term for the purposes of reviewing the operations of the recreation to recommend efficiencies in operating costs, enhanced revenues, and improved service to the users, and

That a job description for the student be prepared and presented to Council for approval.

Carried

Recreation Committee members leave the meeting

3. The August 2011 monthly financial report was reviewed by the committee. Committee members questioned some of the line accounts. Some accounts are skewed due to the seasonality of the expenditures. Some accounts were pointed out as requiring further analysis and correction of posting errors.

There was a general discussion of the monthly format of the report and it was pointed out that a printed copy for each councilor and department head was an extreme use of paper. It was suggested that the report could be distributed electronically and problem accounts pointed out for discussion. A printed copy, though, would be easier to make notes on for discussion.

The format for monthly reporting will have to develop as Committee members get used to them.

4. Accessibility Transit analysis and report

Committee members discussed the whole concept of providing transportation services for physically and/or mentally disabled residents following Councillor Yake's presentation to Council on September 12, 2011. Different approaches to providing the service were discussed. Funding issues were discussed including possible County funding, partnering with organizations that might use the service, Ontario Gas Tax funding requirements, etc.

5. "Level of Service" report and policy – see accompanying report

The accompanying report was discussed with Committee members. A formal policy for adoption by Council will be prepared.

6. Capital asset policy

As part of the introduction of tangible capital asset reporting to municipalities it is necessary to define just what capital asset is. The purely theoretical definition suggests that anything purchased that provides value or benefit beyond the fiscal year end would be considered capital and that value would be allocated over the number of years of its useful life. Practically, though, the application of this definition could involve some rather small amounts and would be more difficult to administer than is necessary.

For that reason Council should establish a dollar amount above which the purchase is considered "capital" provided it meets the other non-financial nature of an asset as described.

For that reason the following are dollar criteria that the Committee agreed to establish for Wellington North.

Bridges	10,000
Vehicles	5,000
Land	5,000
Machinery & Equipment	10,000
Land improvements	5,000
Buildings	5,000

7. 2012 budget schedule

The Committee discussed the schedule for reviewing the 2011 budget as follows.

September 30	budget material received by Treasurer from staff
October	budget material assembled
November	Finance Committee meetings to review budget materials
December	adopt budget in principal
February 2012	adopt budget by Council resolution

8. Southgate agreements

The Committee discussed the financial aspects of the proposed new Fire agreement with Southgate. It was suggested that the "share" of operating costs continue to be established based on assessment as before but using the assessment established every 4 years at the same time reassessment and using the new assessment data.

The average capital expenditures for Mount Forest Fire over the last 9 years is \$71,000 per year but the expenditures are not consistent each year. Therefore it is suggested that there be included in the agreement an amount of \$15,000 which would be placed in a Wellington North Reserve Fund for use as the capital expenditures are necessary. The amount withdrawn from the fund for a specific capital expenditure would be equal to the percentage used for allocating the operating surplus for that year multiplied by the gross cost of the expenditure.

Councillor Goetz will discuss this proposal with the Fire Committee.

The Committee discussed the recreation agreement and the changes to the financial aspects of a new agreement. It was suggested that the "share" of operating costs remain at 20% but that the cap of \$40,000 in the old agreement be reduced to \$30,000.

9. John reviewed with the Committee the delay in receiving water and sewer revenue from Wellington North Power. At any time the amount outstanding is 3 months revenue. Judy Rosebrugh will be invited to the next Finance Committee meeting to discuss this issue and other issues.



Township of Wellington North

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

REPORT

TO: Council

FROM: John W Jeffery, Treasurer

DATE: September 12, 2011

RE: Level of Service

Council passed a resolution earlier this year asking staff to prepare a policy stating that budgets will be prepared on the basis of maintaining the current level of service and another one outlining how changes in level of service that become necessary may be introduced. It is therefore important to understand just what is meant by a “change in the level of service” and before that, what is the “level of service”.

The level of service for any organization is defined as the service that is provided to the clients of the organization and the service provided as back ground administrative support to the organization itself. These services would be provided subject to available personnel, availability of capital infrastructure such as buildings, vehicles, equipment, and machinery, legislated practices and procedures, and established practices that have developed over time. Based on this definition, in municipalities such as Wellington North, an annual budget is prepared to estimate the cost (operating and capital) of providing these services in order to establish the level of revenue necessary, from taxation, user fees, etc., to fund the operations.

It follows, therefore, that if the service or services provided changes from one year to the next for whatever reason, there is a “change in the level of service”. Some of these changes may be for a specific period after which the service would revert to the prior level. Identifying these proposed changes is important because the changes themselves may have an impact on the annual budget that would be considered unacceptable. Some changes may be unavoidable and the budgets have to be adjusted accordingly whether we wish to do so or not but identifying the change and its impact will help to accept the change and assess its impact on the current budget and future ones.

To demonstrate what “changes in the level of service” are I will cite some recent examples.

In Mount Forest, the Fire Department has recently purchased a utility vehicle to be used in situations where the existing vehicles would have difficulty accessing. This capability was not there in the past but with the new vehicle the

fire-fighters will be able to respond more efficiently. The acquisition of this vehicle is an increase in the level of service at the Mount Forest Fire Department. Now, the Mount Forest Lions Club has funded the purchase of the machine, so there isn't any immediate capital cost, but having this new equipment will attract annual operational costs and, when it needs to be replaced, there will be a capital cost to do so at that time.

In Arthur an elevator has recently been installed in the Community Centre that will improve access to the upper hall in addition to the stairway access. This elevator is an increase in the level of service. The project was funded by the federal and provincial governments but Wellington North has an initial capital cost for the amount not covered by the grant funding. It will attract ongoing operational costs some of which being required by government regulations.

Changes in levels of service happen sometimes by default when new replacement equipment is purchased. The replacement will incorporate current technology, design, and regulatory requirements that would not have been in place when the original equipment was purchased. These changes may have an impact on the capital cost and the operating cost but it would be difficult to assess, with any precision, what they might be. Where the replacement purchase may involve a change that should be analyzed is when a particular option, model, or accessory is deliberately included that wasn't on the original piece of equipment. The "change" probably has an operational benefit but there will be a capital cost that has to be acknowledged and some operational costs.

Acknowledging what changes in levels of service involve they will have an impact on the administration of different departments and on the financial resources associated with those same departments. For this reason staff should ensure that the nature of the change is analyzed and discussed with staff, committees, and Council to facilitate a decision whether to go ahead. As noted earlier, the changes may be mandated by another level of government and the decision has, therefore, already been made.

In order to control current and subsequent year(s) budgets Council has directed that budgets must be prepared based on the level of service in place in the prior year unless a detailed analysis of a proposed change is prepared and presented to Council for discussion. Council would then resolve to incorporate the change into the budget or not. As pointed out earlier, some changes will have been mandated elsewhere and Council will not be able to say no. However, the analysis of any changes in "level of service" should be prepared in order that Council is aware of the impact of the change and that the impact can be effectively communicated to all interested parties.

The analysis should include all costs (capital and operations), the nature of those costs, where initial and on-going funding may be coming from, the certainty of that funding, the benefits of the change to the organization, and the impact on other departments. As with the new approach to overall budgeting being introduced for 2012, the financial aspect of this analysis should cover a 5 year period for operations and 20 year period for capital expenditures. As suggested earlier, if the change is

not of a long term (permanent) nature, the analysis should cover the period that it is expected to be in place.

These analyses may be prepared and discussed prior to the annual budget review process but they should also be highlighted during the budget discussions to ensure an informative decision whether it will proceed or not. Unless absolutely necessary, no firm decision should be made before the budget is adopted. Earlier firm decisions, pre-commits the budget at the expense of other departments.

Recommendation:

All ongoing budgets must be prepared to maintain the level of service in place in the prior year.

All departments will identify changes in the level of service being proposed and prepare a detailed analysis of the change including all revenues and expenditures.

The analyses will be reviewed by the respective committee.

The committee will make a recommendation to Council to incorporate the change or not.

Upon acceptance of the change, Council will direct that it be incorporated in the annual budget

WATER/SEWER COMMITTEE MEETING

September 27, 2011

Members: Sherry Burke Chair
Andy Lennox
Barry Trood
Corey Schmidt
Dale Clark (Roads Superintendent)
Melissa Irvine

Start: 8:30 am **End: 11:15 am**

Minutes from the August 23rd/2011 committee meeting were previously circulated and approved by Council

Business from August 23rd meeting

- Linda Redmond (County Planner) presented an application on Sept. 12th to Council for a severance for Andrew Hummel's property at the corner of Durham St W and Henry St. There were no issues at this time only that the existing house would have to hook up to municipal sewer when this application is approved. Presently the existing house is on their own septic system.
- "First Class Portables Services" formerly "HFI" agreement for portable toilet waste disposal at the Mount Forest Waste Water Treatment Plant was signed off by all respective parties. This agreement was already in place however a few minor changes were made to the agreement which included the new name and access hours to the plant.
- The Trash Pump which was going to be borrowed by Mapleton Township was reported not to be working well. Township staff will check it over do what repairs they can on it and look to put it out to auction.

1. Arthur Treatment Plant

On September 15, 2011 Councillor Andy Lennox and Barry Trood attended a meeting with the MOE dealing with re-rating of the AWWTP. Councillor Lennox tabled a report to the committee outlining serious issues that are holding back the re-rating of the AWWTP.(attached). The report also included a letter from Lindsey Burzese, Technical Support Section, MOE, which outlined issues that have not been addressed by Triton Engineering as it relates to the AWWTP re-rating. Councillor Lennox reviewed his report and general discussion took place with the committee on his report..

The Committee made the following recommendation:

1. That the Township engage a firm to prepare a RFP (Request for Proposal) and invite firms to participate. The firm to prepare the RFP needs to have the technical expertise to prepare it and that firm would not be eligible to submit a proposal.
 - a. The RFP would invite technical consulting firms to prepare a comprehensive proposed strategy with suggested steps and expense estimates to address the sewage capacity issues in Arthur. It should include all viable options available to the Township and that recognizes the rather unique sewage treatment situation in Arthur.
2. That the Township move immediately to engage partners in setting up a new river gauging station.
3. That Triton Engineering be asked to formally explain the number and extent of deficiencies in their submission to MOE on the Township's behalf

2. Ontario One Call

Geoff FitzGibbon, Steve Harrison and Rick Biglow gave the committee an overview of the Ontario One Call program. Cost of the program would be a onetime sign fee of \$1,000 plus taxes which includes mapping. All transaction fees of \$1.60 would be waved till the end of 2013. The group then gave the committee a power point presentation on Utility Cross Bore Safety Program. The committee has decided to have a wait and see approach to the program and see whether this program becomes mandatory before joining.

3. Staff Reports (see attached)

4 Arthur Treatment Plant (Hydro Transformer Sub-Station)

Mathew Ashton (Supervisor, Wellington North Power) reviewed with the committee numerous issues with the sub-station that feeds the AWWTP. Presently the sub-station is being served by a 1000kVA transformer which was made in 1974 and installed in 1989. The transformer needs regular maintenance and spare parts in case of breakdowns which are presently not readily available. Given the age and condition of the sub-station it also represents a reliability risk to the AWWTP. Other issues also relate to bad grounding connections and general scrub brush growing within the area of the sub-station. Presently the sub-station is 100% owned by the Township and due to the size of the transformer it is not maintained by Wellington North Power who only own/maintain sub-stations up to 500kVA. Matt explained the sub-station should have a professional evaluation done to determine the extent of what needs to be done. Cost in his opinion was in the \$2,000 range.

The committee recommended that Barry follow up with Matt to have a professional give the Township an evaluation of the sub-station and then the Township could decide the best option in which to proceed with.

5. Well #6 Mount Forest

Barry gave a brief overview of the condition of Well #6 and the Turbine Line shaft pump after it had been pulled for maintenance inspection. The condition of the existing Turbine Line shaft pump was not recommended to be re-installed. Due to the age of the pump and shaft (1979) many parts were needed to be replacement and the line shaft could not guarantee to seal. The Well itself was camera'd and was in good condition. International Water Supply will re-install a new water lube pump components to match the existing design of 45.5L/s, new bowl, and stuffing box assemblies and service the 75HP motor at a cost of \$34,194.93.

General information

- Barry informed the committee that a Water Supply Risk Analysis study is being done by RJ Burnside for all 4 Mt. Forest Wells. The purpose of the study will be to examine the risk of hydrocarbon impacts adversely affecting the aquifers that support the municipal water system wells.
- OCWA report for July was reviewed for MFWWTP and AWWTP. No issues
- Corey brought up the issue of getting as built detailed plans for the Arthur Spheroid Water Tower. The cost will be \$937 to get these as built plans. At present time the water dept. has not been able to find a complete detailed set of plans for the tower. The Water/Sewer Dept. will continue to look for plans which may be hidden in a Township file before paying for a new set.
- **Next Meeting: October 25th @ 8:30 am**

Report Regarding Arthur Wastewater Treatment Plant (AWWTP) meeting with Ministry of Environment Staff

September 15, 2011 Guelph Office

Written By: Andy Lennox

Present:

Lindsey Burzese Surface Water Specialist MOE
Sarah Day Surface Water Specialist MOE
Jane Glassco District Manager MOE Guelph office
Greta Najcier Supervisor MOE Guelph office
Kin Chow Environmental Officer MOE Guelph Office
Barry Trood Director Public Works Twp. Of Wellington North
Andy Lennox Councillor Twp. Of Wellington North

The meeting was convened to discuss:

1. Progress toward re-rating the AWWTP with increased discharge rates
2. Feedback on latest report submitted by Triton Engineering regarding River Assimilative Capacity
3. Next steps
4. General discussion of Best practices

The discussion highlighted some major issues that are holding back this re-rating progress.

1. Arthur has an unusual configuration of its sewage treatment system in that it has only seasonal discharge to the Conestogo River. The seasonal discharge is due the fact that Arthur is located very close to the headwaters of the Conestogo River which has highly variable flow and seasonal low flow. Additionally downstream the Conestogo River runs into Lake Conestogo where nutrient related water quality problems have been a long standing issue. Therefore the treated effluent is stored for approximately 6 months per year in holding ponds that are the lagoons from the previous sewage treatment system that predates the current sewage treatment plant

This unique set up provides some flexibility but also requires more effort and supporting documentation to analyze the impact of Arthur's discharge on the river system.

2. MOE staff expressed frustration with not getting adequate or timely documentation from Triton Engineering to support rerating the AWWTP. There are a significant number of major deficiencies in the recent report on the Assimilative capacity of the Conestogo River that is needed to support rerating the plant. The deficiencies are highlighted in the attached letter from MOE staff. Without discussing the technical detail, it is apparent from the discussion that there were some very critical pieces of information that had been requested on more than one

occasion not included in the report. As an example a statement was made in the report that indicated extending the discharge period beyond the current discharge period into May should not have negative effects, but no supporting documentation was provided.

3. We are currently not fully in compliance with our current C of A (Certificate of Approval), because our current river flow monitoring station does not consistently provide good data. In discussions with Triton Engineering and other parties who may have an interest in flow data nothing has been done on this to firmly choose a location, negotiate with partners or obtain permits to install such a monitoring station. Good river monitoring data would also be very helpful for MOE staff when re-rating our plant. This item needs immediate action. *TCMS*
4. This process has been ongoing since 2008 with very little measurable progress.
5. Discussion also included some overview comments on other measures that could be undertaken to help address the sewage capacity issue, that does not involve rerating the AWWTP, such
 - a. Inflow and Infiltration into the collection system
 - b. Water conservation measures
 - c. Infiltration into the holding ponds

Recommendation:

1. The township engage a firm to prepare a RFP (Request for Proposal) and invite firms to participate. The firm to prepare the RFP needs to have the technical expertise to prepare it and that firm would not be eligible to submit a proposal.
 - a. The RFP would invite technical consulting firms to prepare a comprehensive proposed strategy with suggested steps and expense estimates to address the sewage capacity issues in Arthur. It should include all viable options available to the township and that recognizes the rather unique sewage treatment situation in Arthur.
2. That the township move immediately to engage partners in setting up a new river gauging station.
3. That Triton Engineering be asked to formally explain the number and extent of deficiencies in their submission to MOE on the Township's behalf.

Further Comment:

It is my belief arising from the discussion that obtaining additional sewage capacity in Arthur is quite doable, but it may require a greater amount of ingenuity and more than one approach. I also believe it will be possible to obtain an increased discharge amount, but this may not be the most cost effective solution in the short term.

September 19, 2011

Andy Lennox
Township of Wellington North
7490 Sideroad 7 West
P.O. Box 125
Wellington North, ON
N0G 2E0

TOWNSHIP OF WELLINGTON NORTH

Dear Mr. Lennox:

Please find my comments below on the report '*Conestogo River Assimilative Capacity Study for the Arthur WWTP Discharge*', dated July 2011 that was completed and submitted to the Ministry by Triton Engineering Services Limited to assess the potential of re-rating of the Arthur Wastewater Treatment Plant (WWTP). In the paragraphs and points below, I've outline a number of deficiencies in the report and process that have occurred that prevent me from making a recommendation on the re-rating of the WWTP. I've broken my comments up into two sections. The first section outlines a number of main deficiencies in the process that have occurred and/or larger areas of importance that are missing from the assimilative capacity report. The second part addresses more detailed issues from the report.

There are a number of the items that the Ministry has communicated in past meetings to the Town and the consultants as to what the Ministry requires to make a decision on a re-rating request for this location and has not yet received:

- a) A detailed terms of reference on how the consultants were going to approach and monitor current impact, type of assessment to be done to predict future impact, and what information will be provided to address our concerns for the assimilative capacity study was requested in October 2010. This allows us to minimize the major back and forth issues with lack of data or analysis that should be provided that is now occurring.
- b) Data and full analysis of the current impact of the effluent discharge on the river has not been provided. This includes typical parameters, field parameters, flow for the sampling locations and analysis of impact downstream of the effluent discharge.
- c) Assessment/discussion on the impacts of increasing the discharge and lengthening the discharge window on the reservoir, especially in respect to the current algal bloom issues has not been provided.
- d) The issue of how the increase in the Average Daily Flow (ADF) will affect the actual impact to the river and reservoir has not been addressed. The Certificate of Approval states an ADF that is averaged on an annual basis, which is fine for that

purpose but as this discharge is not actually based on an annual daily discharge but is one that occurs typically only during a six month period, the impact is generally twice what the rated ADF states as the discharge amount on average. The Ministry had asked that this be analyzed in the assessment and discussed but ADF's of 1465 m³/d and 1800 m³/d were used to assess impact on the river from the discharge which is not reflective of the true impact seen.

- e) Effluent criteria were to be based on a monthly not an annual basis.
- f) Acutely non-toxic calculations have not been provided for the effluent for un-ionized ammonia. The Ministry requires that the discharge be non-acutely toxic and the end of pipe.
- g) As the Ministry has indicated in the past, if a parameter is a Policy 2 parameter for one month of the year according to the data, the parameter will be treated as a Policy 2 parameter for the whole year as treatment would be designed to meet this need year round anyway.
- h) Status of the flow station upgrade at Arthur has not been provided, nor has any plan on how and when an appropriate flow station will be available. The Ministry has asked for this to be done for many years and the correct data is necessary for proper discharge and determining impact.
- i) The report mentions that the consultants have talked with MOE about the possibility of a May discharge and states that the data shows minimal impact would be seen and therefore it should be possible. The report does not mention the concerns of the Ministry that have been brought forward and that the likelihood that this extended discharge window would be approved is small given these concerns. It also fails to provide any discussion or supportive assessment on the issues that MOE has raised multiple times in the past with extending the discharge window into May and also increasing the discharge in April due to reservoir impacts from the storage of this effluent on the current algal bloom issues seen downstream. An increased fall discharge may also provide increased algal blooms due to an immediate source being provided to growing algal blooms at that time.
- j) The report does not address the discharge curves that were developed for the Arthur STP and how and if these would be used in the future and how and if they have been used in the past. The Ministry had asked that these curves be part of the assessment and recommendations on their use to be put forward.

Below are some additional issues, questions and comments noted in reviewing the report that need to be addressed in moving forward with this re-rating request:

- 1) The Town is asking to re-rate the plant from 1465 m³/d to 1800 m³/d with a current discharge period of September 16th to April 30th and a consideration for discharging into May. It is unclear for what timeline for growth and development capacity that this re-rating is supposed to address.
- 2) The report does not address if there is sufficient lagoon storage capacity for this re-rating including the scenario of no to limited discharge during September and October

that normally occurs. The Ministry does not want to increase the likelihood of needing an emergency discharge because of lagoon capacity issues.

- 3) Clarification of how the plant actually operates should be included. Does the raw sewage go through the secondary plant before going to the storage lagoons?
- 4) How will the peak flow be affected by the increase in rating at the plant? Are the secondary and tertiary treatment plants able to handle the increased peak flows? And how will this impact on the actual daily discharge rate as it should increase.
- 5) Because the discharge includes the lagoon discharge plus the possible peak flow from the plant at about 3 x the ADF, the total peak flow from the plant in the discharge is around 4 x the ADF at the current rated discharge, which could be very high for a standard STP. This puts the impact on the receiver at a higher level most of the time than what has been assessed using only the typical ADF. This should be reviewed to see if this peaking factor is acceptable.
- 6) No data or report has been provided from the stress testing to support the ability of all parts of the plant to deal with the increase in ADF and peak flows for all parameters. Running a system at capacity will generally produce lower quality effluent and less of a safety factor than seen at lower ADFs.
- 7) The stated 506 l/per capita/day inflow to the plant seems high for a sewage system, what has been done to minimize inflow and infiltration? Are there other large water users that increase this influent number? Are there large infiltration issues in the lagoons? What type of lagoon capacity monitoring system is in place to ensure low capacity warnings sufficiently in advance to properly assess and deal with high capacity issues?
- 8) No figures or maps were provided in the report.
- 9) Data from the monitoring program occurring since 2007 was not provided in the report. Analysis of same day upstream and downstream impacts from the effluent discharge are not provided to determine impact from the discharge. The analysis of impact that is provided is not supported by the mass balance calculations and no explanation has been supplied.
- 10) Total Phosphorus (TP) and nitrates seem to be the two parameters of concern that are identifiable based on the information that was provided. There is a Canadian Water Quality Guideline available for nitrates to compare and discuss whether this is a parameter that needs to be addressed at this time or whether monitoring and review in the future might be sufficient.
- 11) Acutely non-toxic calculations have not been provided for the effluent for un-ionized ammonia.
- 12) The mass balance calculations do not suggest the improvement over background water quality that is stated to be seen downstream of the effluent discharge in the monitoring data. This should be explored and discussed further.
- 13) TP concentrations are shown to increase over the existing actual impact on the receiver (based the current discharge and rated capacity of 1465 m³/d) and no loading assessment has been provided for TP to demonstrate that the intent of Policy 2 will be met.
- 14) The Table 3 effluent criteria needs to be based on monthly objectives and limits.

- 15) The report stated testing will be done to determine if the tertiary treatment system can handle an increased flow and meet the proposed effluent design objectives. As it currently doesn't usually meet the proposed design objective, it does not seem sufficient in its current setup.
- 16) The difference between the proposed effluent objective and limit for TP is large. A tertiary system could be achieving better than 0.5 mg/L as a limit and can possibly achieve lower than 0.3 mg/L depending on setup. Given the Policy 2 status of TP, this is important to optimize.

In summary, the proposed effluent limits and objectives need to be established with the correct supporting documentation that will support the discharge scenario that you propose. It might be helpful to provide the Ministry with a plan of action to move forward including options that the Town may decide to assess to reduce the impact of discharging a greater effluent amount and rate for review to ensure that the Ministry can be most effective and efficient in providing comments and making a decision towards the re-rating of Arthur STP. It is also important to remember that the goal of the Ministry is to have the impact of a discharge to be reduced, if possible, from the current impact seen in Policy 2 situations over time and as technology advances, even if maintaining a current discharge rate. If you have any further questions or would like further clarification, please feel free to contact me by phone at (905)521-7807 or by email at Lindsey.Burzese@ontario.ca.

Yours truly,



Lindsey Burzese, P. Eng.
Surface Water Specialist
Technical Support Section
West Central Region

cc: Christine Furlong, Triton Engineering Services Limited
Jane Glassco, MOE, District Manager, GDO
Greta Najcier, MOE, Supervisor, GDO
Kin Chow, MOE, EO, GDO
Sarah Day, MOE, Surface Water Specialist, TSS, WCR

WORKS COMMITTEE MEETING
September 27, 2011

Committee: Andy Lennox, Chairman
Sherry Burke
Barry Trood
Corey Schmidt
Dale Clark

Start:11:15 am End:11:45 pm

Minutes of the August 23rd meeting were previously circulated and approved by Council.

Business from the August 23rd meeting:

- Tenders for Concession #4 River Bank Erosion have been received. The lowest tender was received from VanDriel Excavating Inc for \$249,228. Budget amount to complete the work is \$215,000. Committee recommends proceeding with Site #1 and deferring Site #2 until the future. A meeting with Grand River Conservation Authority is arranged for September 28th.
- A meeting is to be arranged with Gil Deverell the Township Solicitor and Township Staff to discuss options of how to best deal with Private Storm Drains that are no longer serviced or maintained by the Township. The meeting will be arranged for the next committee meeting.

1) Tree Carvings

A tree has been removed on Birmingham Street at the Lions Park. Total cost to have the stump carved into a sculpture is \$1500. A resident close to the carving has offered to donate \$500 towards the sculpture leaving the remaining balance to be picked up by the Township. Committee recommends leaving the project until more funds are raised or grant money is received.

2) Works Communication Update

A meeting was held with Packet Works about installing communication systems in the Works Yards. Ken Frey from Frey Communications is looking after installation of the Communication Equipment and tower and then the antennas can be installed at all locations. Ken is discussing tower requirements and cost with Packet Works. Installing the base for the tower in Damascus is to begin shortly.

3) Roadside Weed Spraying

An estimate for roadside weed spraying has been obtained from D'angelo Brothers from Orangeville. This company does the roadside weed spraying for Wellington County. An estimate of \$37.50 per lane kilometre plus HST was quoted. The cost of spraying the complete Township and doing a weed audit would cost approximately \$30,000 plus HST. Discussion was had on splitting the Township into two sections and spraying every other year. This approach would do a good job of maintaining the weeds and also keep it cost effective. Committee recommends budgeting for spraying in 2012.

4) Seasonal Staffing

The Township has hired seasonal staffing for the winter months to keep overtime hours to a minimum and to help meet hours of work. Extra fulltime and seasonal staff need to be hired to meet minimum maintenance standards. The Works Department will be short a fulltime person and possibly two seasonal staff depending on requirements of the Water Department. Replacement of a fulltime operator would be required to meet hours of work. Consideration for changing the 24Hr Term Task positions to 40Hrs a week should be considered to reduce overtime and meet standards. Committee recommends the Director of Public Works and the Road Superintendent provide a report for Council stating requirements for the Works and Water Departments.

5) Tile Drain Outlets and Road Crossing Policy

The Township policy for Tile Drain Outlets and for Tile Drains Crossing Township Roads has been reviewed by Gil Deverell and the revisions have been made. Recommendations have been made to have the Drainage Engineer involved in the decision of how the drain will affect the township and any landowners downstream. A draft copy was handed out at the August 23 Committee meeting for review. Committee has agreed to proceed with the revised policy and have it excepted by Council.

6) General Information

- Sand sheds have been filled for the approaching winter season
- K Smart & Assoc. have been contacted to do bridge inspections
- GPS Equipment has arrived and Township staff to start installing as soon as time permits
- MRC Wireless have been contacted to begin radio updates as budgeted
- Road construction on Sideroad #5 East has begun completed
- Roadside grass cutting for the fall season is complete
- Joe Johnson Equipment is still looking for a good used sweeper that will meet the needs of the Township
- The new Backhoe and trailer will be delivered by the end of September
- Paved roads have been retrieved pulling in the shoulder gravel
- Fall road gravelling and grading are underway

Next Meeting: October 25/11

DRAFT

REQUESTS FOR TILE DRAIN OUTLETS ONTO OR CROSSING TOWNSHIP ROAD ALLOWANCES

The Township has adopted the following policy and regulations with respect to requests from private Landowners for permission to allow private tile drains to outlet onto or across Township road allowances.

1. **Request for Permission.** Upon a request for permission the Landowner(s) shall provide the plans for the tile drain system and the Township will order an Impact Report from its Drainage Superintendent (appointed under the *Drainage Act*) at the expense of the Landowner(s).
2. **Deposits.** The Township will require one or more deposits from the Landowner for estimated costs to the Township for the Drainage Superintendent's Report and anticipated legal or other professional costs pertaining to the processing of the request and implementing the permission if applicable.
3. **Utility Lines.** For all requests it will be the responsibility of the Landowner to obtain location of and approval from all utilities (Bell cables, hydro cables, gas pipelines, etc.).
4. **Straight Forward Request.** If the Drainage Superintendent is of the opinion that the flow of drainage water from the outlet will not cause water problems for the Township property or property of other private Landowners, the permission will be given subject to the Landowner, at the Landowner's expense, entering into an agreement satisfactory to the Township which must be registered on title. The agreement will:
 - (i) Provide the permission based on the plans provided;
 - (ii) Provide that the outlet must be installed by and at the expense of the Landowner to the satisfaction of the Township;
 - (iii) Require the Landowner to be responsible for the costs of all future maintenance on the road allowance should the Landowner believe that clean out maintenance is required for the satisfactory functioning of the outlet going forward. Any such maintenance must be done by the Township or in a manner and by parties approved by the Township. For clarity – the Township will not pay out public funds for the satisfactory operation of the private tile drain outlet onto its road allowance; and
 - (iv) Require the Landowner to be responsible for the expense of maintenance in the event that the Township determines in its discretion that maintenance work on the road allowance ditch is necessary due to silt or other material deposits as a result of the outlet.

DRAFT

5. ***Request With Complications.*** If the Drainage Superintendent is of the opinion that the flow of water from the outlet may cause water problems for the Township property but not other third party private Landowners, the permission will be given if the problems can, in the opinion of the Township, be reasonably overcome at the expense of the Landowner and as described and provided for in an agreement between the Township and the Landowner satisfactory to the Township which will also include terms similar to the agreement described in paragraph 4.
6. ***More Complicated Request.*** If the Drainage Superintendent is of the opinion that the flow of water from the outlet may cause water problems for the Township and other private Landowners, the permission will be given only if:
- (i) An agreement as set out in paragraph 4 regarding the Township property, with any necessary changes, is made, and
 - (ii) The private Landowner(s) making the request arranges for, pays for and obtains a licence, restriction or agreement satisfactory to the Township with other private Landowners who may in the opinion of the Drainage Superintendent be affected by the outlet allowing water or additional water from the outlet and Township road allowance to pass over their lands, notice of which licence, restriction or other agreement in each case must be registered on the title to the land of the other private Landowner(s).
7. ***Road Crossing Request.*** In the event that a request for permission involves a road crossing by the private tile drain system to an outlet onto private or other property the following will apply:
- (i) A Report from the Township's Drainage Superintendent as described above will be required;
 - (ii) If the request is feasible based on the Report and in the opinion of the Township, the private Landowner(s) must enter into a mutual drain agreement with the Township under Section 2 of the *Drainage Act* in a form and on terms satisfactory to the Township;
 - (iii) For clarity all costs with respect to the preparation and registration of the agreement and all work provided for in it must be paid by the private Landowner(s);
 - (iv) The private Landowner(s) must arrange for, pay for and obtain a licence, restriction or other agreement satisfactory to the Township with other private Landowners (including registration); and
 - (v) For further clarity the road crossing drain pipe shall be corrugated steel pipe and shall be placed from road allowance property line to road allowance property line and shall include two (2) standard catch basins and appropriate lids all at locations to be approved by and satisfactory to the Township, and in the event that the road

DRAFT

crossing involves a road with a hard top of asphalt surface the pipe must be installed by boring under the road surface at a location and depth to be approved by and to the satisfaction of the Township.

8. *Additional Provisions for Road Crossing Agreement with the Township.* Any agreement with the Township for a road crossing involving open excavation on a gravel road surface (and where applicable a bored crossing) will include the following:
- (i) The construction work must be carried out by a competent contractor approved by the Township;
 - (ii) Gravel material must be kept separate from underlying materials and be replaced in reverse order;
 - (iii) Material being placed into the excavated trench shall be placed in 12-inch layers and compacted and if the granular material becomes contaminated it must be replaced with a minimum of 24 inches of gravel consisting of 18 inches of pit run and 6 inches of crushed material;
 - (iv) No open excavation will be allowed to remain on any portion of the travelled roadway or shoulders after sunset;
 - (v) The Landowner(s) or the contractor representing the Landowner(s) shall be responsible for the supply and maintenance of proper signs, barricades, and sufficient flagmen at the crossing site including proper road closed and direction signs for detours, when appropriate;
 - (vi) All work shall be done in accordance with the procedures in the "Traffic Control Manual for Highway Work Operations", Ministry of Transportation Ontario and as approved by the Township Road Department;
 - (vii) The Township must be advised at least seven (7) days in advance of the date and time of any work to be carried out on Township property by the Landowner(s) and all such work must be inspected by the Township and must meet with Township approval;
 - (viii) The Landowner(s) or the contractor representing the Landowner(s) will be responsible for all clean up after construction has been completed to the satisfaction of the Township;
 - (ix) The Township of Wellington North assumes no liability for damage to persons or property during construction or as a result of the crossing; and
 - (x) The travelled road and adjacent disturbed areas shall be restored to the same condition as that prior to the construction of the road crossing drain. Any further settlements or other deficiencies deemed by the Township as a result of the

DRAFT

installation of the drain will be repaired promptly by the Landowner(s) or by the Township at the Landowner(s)' expense.

AGREEMENT

THIS AGREEMENT made this day of , 20 .

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Hereinafter called "the Township",
Of the FIRST PART,

- and -

of the Township of Wellington North, in the County of Wellington,

Hereinafter called "the Owner(s)",
Of the SECOND PART.

WHEREAS the Owner(s) owns the lands having Property Identifier Number and
the following legal description:

("the lands").

AND WHEREAS the Owner(s) intends to install a tile drain system ("the system") on the lands
and has asked the Township for permission to use the Township's road allowance abutting the
lands as an outlet for all or part of the system.

AND WHEREAS the Township has obtained a Report from its Drainage Superintendent dated
20 , ("the Report") prepared on the basis of the plans for the system as provided
to the Township by the Owner(s).

AND WHEREAS the Township is prepared to provide such permission on the terms and
obligations contained in this Agreement which shall run with the title to the lands.

NOW THEREFORE IN CONSIDERATION OF the terms and conditions contained herein
the parties hereto agree as follows:

1. Based on the plans for the system provided and the Report, and subject to compliance with this Agreement by the Owner(s) the Township shall permit and allow the Owner(s) to install an outlet for the system on the road allowance ditch in a location and in a manner as approved by the Township and entirely at the expense of the Owner(s).

2. Any and all maintenance of the road allowance ditch to allow the system to outlet to the satisfaction of the Owner(s) shall be entirely the responsibility of and at the expense of the Owner(s) and done in a manner satisfactory to the Township and under the supervision of the Township.

3. In the event that the Township determines in its discretion that it is necessary to do maintenance work on the road allowance ditch due to silt or other material deposits as a result of the outlet, or if the Township is asked by the Owner(s) to do maintenance work on the Owner(s)' behalf as required under paragraph 2, the Township's expenses and costs for such maintenance work shall be paid to the Township by the Owner(s) and shall form a charge on the lands until paid.

4. Notice of this Agreement may be registered on the title to the lands by the Township at the Owner(s) expense and it shall be binding upon the parties hereto and their heirs, executors, estate trustees, successors and assigns.

SIGNED by the Township:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Per: _____
Mayor

Per: _____
Clerk
We have authority to bind the Corporation.

SIGNED by the Owner(s):

Witness

Owner

Witness

Owner



Township of Wellington North

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

MEMORANDUM

Date: September 30, 2011
To: Council
From: Darren Jones, Chief Building Official
Re: OPP Training Centre Roof

Over the 2011 winter months our tenants at the OPP Training Centre called weekly regarding the leaking roof, each instance Patty Wright or myself would attend the site and find that the lower roof between the main building and the gymnasium had leaked. Contractors were hired to remove snow and ice from the lower roof and electricians were hired to install heater cables, these actions did not stop or slow the leak.

The Building department had a sloped conventional roof designed for the subject building and an estimate was obtained. The estimated cost for materials and labour for the lower roof between the main building and the gymnasium is approximately \$45,120.00 plus HST.

The Building Department received a second estimate and this was to remove the existing flat roof and replace it with a new flat roof with a 10 year warranty. The estimated cost for materials and labour for the lower roof between the main building and the gymnasium is \$19,631.00 plus HST. The mechanical and electrical disconnects and the installation of the roof drain are not included in this estimate, the Building Department estimates an additional \$6,000.00 for this work.

I recommend that council proceed with the attached quote to remove and replace the flat roof between the main building and the gymnasium and that the costs be applied to the Administration Building Reserves.



National Coatings of Canada Inc
 7318 Sideroad 5 East
 RR#5 Mount Forest, Ont N0G 2L0
 Phone: (519) 323-4597 Fax: (519)323-4598
 Toll Free: (866) 896-1203
 Email: rbulley@nationalcoatings.ca

Quote #: 2138

Date: 28-Sep-11

Quoted By: Richard Bulley

Township Of Wellington North Darren Jones 7490 Sideroad 7, west Kenilworth, Ontario, N0G 2E0	Phone: (519) 848-3620 X 62 Fax: (519) 848-3228 Email Address: djones@wellington-north.com
---	--

Job Description: Flat Roof area approximately 863 sq. ft.
 Scope of Work
 •Remove existing roof down to deck and dispose of at landfill site.
 •Loose lay vapour barrier, seams glued.
 •Loose lay 1.5" ISO insulation.
 •Mechanically fasten fully tapered roof insulation as discussed to new roof drain and 2 roof scuppers. (Max insulation thickness at perimeter is 6.5")
 •Fully adhere 60 gague reinforced EPDM membrane.
 •Roof in roof openings as per roof plan.
 •New 26 gauge pre-painted flashings.
 •10-year warranty
 Notes
 Mechanical and Hydro disconnects not included in quote.
 Supply or hook up of new roof drain not included in quote.
 Quote valid for roofing commencement by Fall 2011. ISO subject to availability.

PROJECT A Price

Cost: \$19,631.00
 HST: \$2,552.03
 Total: \$22,183.03

<i>I hereby agree to this contract, and I understand all details in full. I have authority to bind this Corporation.</i>		<u>TOTALS</u>	
Customer Name	Name of Quotations Supervisor	Cost:	\$19,631.00
Customer Signature	Signature of Quotations Supervisor	HST:	\$2,552.03
Date	Date	Total:	\$22,183.03
		Deposit (50.00%):	\$9,815.50
		Balance:	\$12,367.53

Terms of Sale:

- Price valid for 30 days of the date of the Quote
- 50% Deposit due upon acceptance of contract
- Balance due upon substantial completion of work.
- This contract is not valid unless countersigned by a Quotations Supervisor of National Coatings.
- Customer agrees to provide a water source for pressure washing and cleanup during installation
- Any additional work required that is not listed on the above contract will be billed seperately

Thank you for considering National Coatings



Mount Forest Lions Club

P.O. BOX 1054
MOUNT FOREST, ONTARIO
N0G 2L0

September 19th, 2011

Councilor Sherry Burke,
Chair Recreation & Culture Committee,
Township of Wellington North,
7490 Sideroad 7 West,
Kenilworth, Ontario. N0G-2E0.

RECEIVED

SEP 26 2011

TWP. OF WELLINGTON NORTH

CC: Lori Heinbuch C.A.O.
Linda Spahr Recreation Coordinator

Dear Councilor Burke:

On behalf of the Mount Forest Lions Club I would like to thank you for the many discussions that have been held regarding the building of a children's playground in the east end of Mount Forest. The Mount Forest Lions Club have a long history of supporting Youth initiatives in Mount Forest and we are anxious to finalize the location of the playground with the Township and look forward to its construction in the spring of 2012.

As you may be aware on Saturday October 29th, 2011 the Mount Forest Lions will be hosting a Bill Moody Recognition Day. This celebration will be open to the public and will provide everyone in the community with the opportunity to toast this community minded individual and his many accomplishments. The reason I am writing to you today is to request your assistance and approval in regards to the naming of the new playground. At the Recognition Day the Mount Forest Lions would like to be able to announce that the new Playground will be named the "**William (Bill) D. Moody Lions Playground**".

Township approval to this request would be appreciated. Recognizing that this approval may occur at an open council meeting we would also appreciate it, if the Township and the Media, would please respect our request to not communicate this announcement to the Public until it is made at the Recognition Day on October 29th.

On behalf of the Mount Forest Lions Club I would like to thank you for your assistance with this request and should you have any questions please do not hesitate to contact me.

Yours truly,

Carol Small
President
Mount Forest Lions Club

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: B119/11

APPLICANT

Benjamin Dingwall
294 Wellington St E
Mount Forest, ON NOG 2L2

LOCATION OF SUBJECT LANDS

WELLINGTON NORTH (Mt. Forest)
Part Lot 13, 60R-1675
114 Egremont Street South

Proposal is to sever a lot 16.56m fr x 28.76m = 476 sq m existing unfinished semi-detached dwelling.

Retained lot is 18.28m fr x 28.79m = 526 sq.m., existing unfinished semi-detached dwelling.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 002 06000 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) front yard setback, section 12.2.1.3 and minor variance file A1/11

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

(Please Specify) front yard setback, section 12.2.1.3 and minor variance file A1/11

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 ()

Serviced thru the retained parcel

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

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

Serviced thru retained lot

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

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?

Continued to Page 2

MUNICIPALITY COMMENTING FORM

FILE NO: B 119/11

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

YES () NO ()

N/A

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

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

- *the severed part is serviced from Egremont Street and the services run underground through the retained part of the property*
- *the two properties to the west of the subject property (Nelson & Robinson) are serviced through the subject property*

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

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

- *a legal easement to be obtained for the services that run over the retained part to service the severed part*
- *a legal easement to be created for the Nelson and Robinson properties to the west for the services that run through the subject property*
- *that the applicant abide by the Township entrance policy*
- *that the owner satisfy the requirements of the local municipality in reference to parkland dedication*

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

SIGNATURE: _____

TITLE: Deputy Clerk

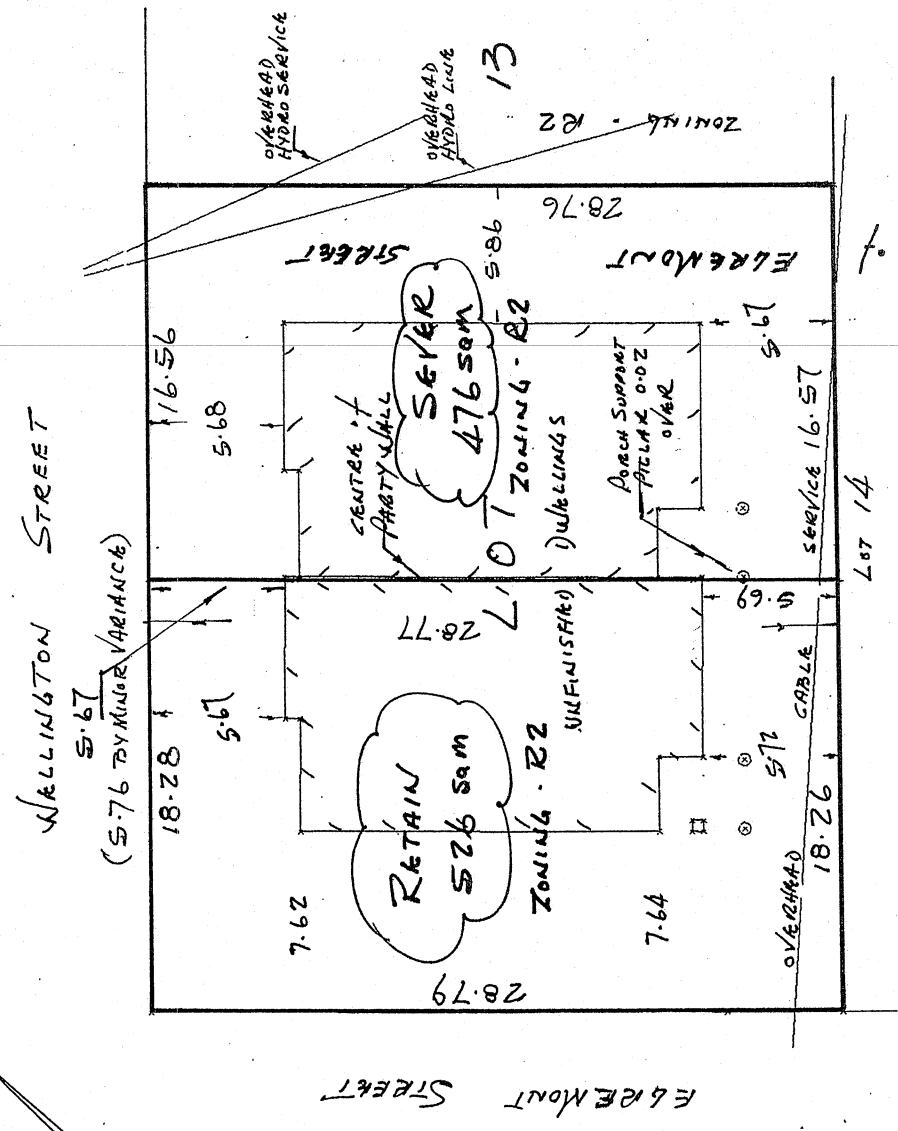
ADDRESS: 7490 Sideroad 7 W., Kenilworth, ON NOG 2EO

DATE: October 4, 2011

SEWERAGE SKETCH IN THE
 (TOWN OF MOUNT FOREST)
 TOWNSHIP OF WELLINGTON NORTH
 1:250

JULY/11
 8143
 Alex R. Wilson
 Suckering Inc.
 MOUNT FOREST
 S19 323 2451

B119/11 - DINGWALL



September 12, 2011

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 2011

FILE NO. B119/11

APPLICANT

Benjamin Dingwall
294 Wellington St. E.
MOUNT FOREST, Ontario N0G 2L2

LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Mt. Forest)
Part Lot 13, 60R-1675
114 Egremont Street South.

Proposal is to sever a lot 16.56m fr x 28.76m = 476 sq.m., existing unfinished semi-detached dwelling.

Retained lot is 18.28m fr x 28.79m = 526 sq.m., existing unfinished semi-detached dwelling

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

OCTOBER 19, 2011

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 County Engineering

Bell Canada County Clerk Roads

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



COUNTY OF WELLINGTON PLANNING AND DEVELOPMENT DEPARTMENT

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

APPLICATION #:	B119/11
LOCATION:	Part Lot 13, 60R-1675 TOWNSHIP OF WELLINGTON NORTH
APPLICANT/OWNER:	Benjamin Dingwall

PLANNING OPINION: Located in the Mount Forest Urban Centre this proposal would split an existing parcel into two parcels with area's of 526 sq.m (5662 sq.ft.) and 476 sq.m (5124 sq.ft), for a semi-detached dwelling.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We would have no concerns, provided that servicing, safe driveway access and zoning relief can be provided to the satisfaction of the local municipality.

PROVINCIAL POLICY STATEMENT (PPS): Intensification is encouraged in urban settlement areas with full municipal services.

WELLINGTON COUNTY OFFICIAL PLAN: The subject lands are designated RESIDENTIAL in the Mount Forest Urban Centre. New lots may be created in Urban Centres provided that the land will be appropriately zoned.

The matters under Section 10.1.3 were also considered

LOCAL ZONING BY-LAW: The subject lands are zoned Residential (R2). Zoning relief for area would be required from one of the lots.

SITE VISIT INFORMATION: The subject property has not been visited to date.

Linda Redmond, Planner
September 26, 2011

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: B123/11

APPLICANT

Michael Schill
8719 Highway 6, EOSR
R.R. #2
Arthur ON N0G 1A0

LOCATION OF SUBJECT LANDS

WELLINGTON NORTH (Arthur Twp)
Lot 30, division 1 – 4, EOSR
Part of Lot 31, Division 1 & 2, EOSR

Proposal is for a lot line adjustment of 32.1m x 126.27m = 0.4 ha, no frontage (Parcel B on Sketch) to be Added to abutting Brian Ransome lot (Parcel C on sketch) Land is currently used for Ransome yard.

Retained agricultural parcel is 151.16ha, 900m fr. existing buildings (Parcel A on sketch)

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23 49 000 007 04900 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 of Zoning Bylaw 66-01

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

(Please Specify) Section 8 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?

Continued to Page 2

MUNICIPALITY COMMENTING FORM

FILE NO: B 123/11

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?

Severed portion to be rezoned to allow the commercial business.

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: October 4, 2011

September 12, 2011

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: September 2, 2011

FILE NO. B123/11

APPLICANT

Michael Schill
8719 Highway 6, EOSR
R. R. #2
ARTHUR, Ontario N0G 1A0

LOCATION OF SUBJECT LANDS:

WELLINGTON NORTH (Arthur Twp.)
Lot 30, Division 1- 4, EOSR
Part of Lot 31, Division 1 & 2, EOSR

Proposal is for a lot line adjustment of 32.1m x 126.27m = 0.4 ha, no frontage (Parcel B on Sketch) to be added to abutting Brian Ransome lot (Parcel C on sketch) Land is currently used for Ransome yard.

Retained agricultural parcel is 151.16 ha, 900m fr, existing buildings (Parcel A on sketch)

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

OCTOBER 19, 2011

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
Conservation Authority Grand River Ministry of Transportation – London/Owen Sound
Bell Canada County Clerk Roads County Treasury Department
Neighbour - as per list verified by local municipality and filed by applicant with this application

B23/11 - SCHILL

SKETCH FOR LAND SEVERANCE APPLICATION

PREPARED FOR MIKE SCHILL
SCALE RATIO 1 : 6000

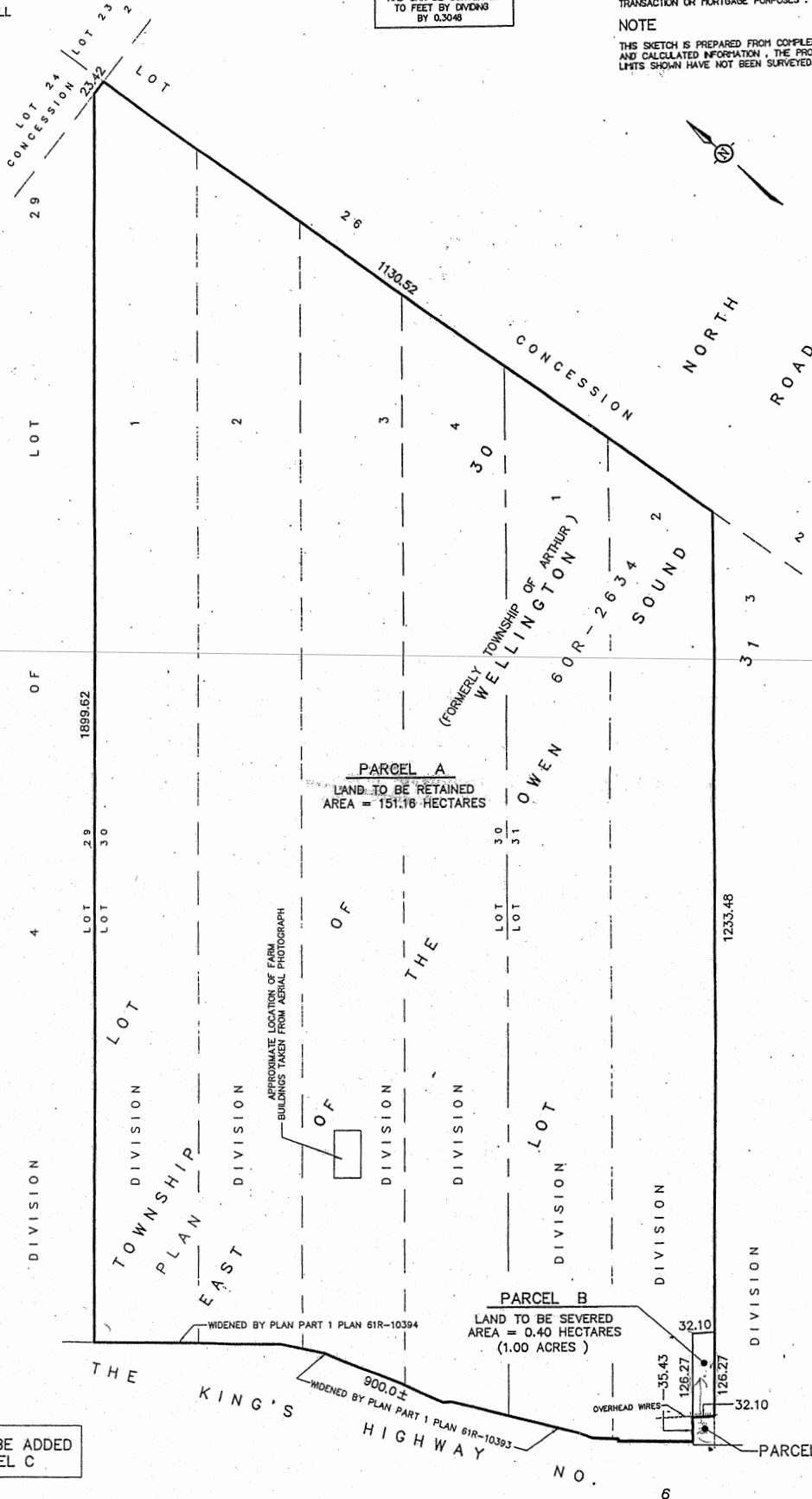
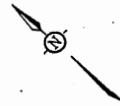
DISTANCES SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

CAUTION

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

NOTE

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



PARCEL B TO BE ADDED TO PARCEL C



COUNTY OF WELLINGTON PLANNING AND DEVELOPMENT DEPARTMENT

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

Phone: (519) 837-2600 Fax: (519) 823-1694

APPLICATION #:	B123/11
LOCATION:	Lot 30, Division 1-4 EOSR & Pt. Lot 31, Division 1 & 2 EOSR TOWNSHIP OF WELLINGTON NORTH
APPLICANT/OWNER:	Michael Schill

PLANNING OPINION: This proposed lot line adjustment would sever a 0.4 ha (1 ac) vacant parcel and merge it with the adjacent 0.49 ac. parcel to create a merged parcel of 0.6 ha (1.49ac). A 151.6ha (373.5 ac) parcel would be retained with an existing dwelling and farm buildings.

This application would be a minor adjustment to the lot for technical reasons. We have no concerns with this application as the consent would make an undersized lot more useable and would consider this application to be consistent with Provincial Policy and to generally conform to the Official Plan. We would recommend that the following matters be addressed as conditions of approval:

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

PROVINCIAL POLICY STATEMENT (PPS): Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons. Legal or technical is defined as "severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot".

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

Section 10.3.6 of the County of Wellington Official Plan "permits lot line adjustments where no adverse effect on agriculture will occur and are encouraged where more viable operations will result or an undersized lot is made useable given the requirement for appropriate sewer and water systems". In this regard, the retained parcel will be undersized as an agricultural parcel.

For purposes of this policy, we would typically consider a lot of 0.19 ha (0.49 ac) to be undersized. This application would provide the benefit of increasing an undersized lot. We are satisfied with the justification as provided for the additional acreage.

Matters under Section 10.1.3 were also considered

LOCAL ZONING BY-LAW: The subject lands are zoned Agricultural (A). A zone amendment may be required to recognize the existing commercial use of the parcel to be merged with.

SITE VISIT INFORMATION: The subject property has not been visited to date.

Linda Redmond, Planner
September 27, 2011

Lorraine Heinbuch
Clerk / CAO
Township of Wellington North

August 2011,

Dear Ms. Heinbuch,

On behalf of the Mount Forest Kin Club I am writing to you regarding our application 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 7 – 4pm to 8 pm

Saturday October 8 - 8am to 1 pm

As a result of the ongoing construction on highway 6 south we are proposing to move our collection zone north on highway 6 (to the area between the car wash and the lights on Sligo Rd. / Highway 6).

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).

Thank-you

Paul Barnard
Risk Manager
Mount Forest Kin Club

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

BY-LAW NUMBER 72-11

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, 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 7, 2011 between the hours of 4:00 p.m. and 8:00 p.m. and on October 8, 2011 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 7, 2011 between the hours of 4:00 p.m. and 8:00 p.m. and on October 8, 2011 between the hours of 8:00 a.m. and 1:00 p.m. on Main Street North, Mount Forest between Durham Street and Sligo Road.
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 3RD DAY OF OCTOBER, 2011.**

**RAYMOND TOUT,
MAYOR**

**LORRAINE HEINBUCH
CHIEF ADMINISTRATIVE OFFICER/CLERK**

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 73-11

BEING A BY-LAW TO TO REGULATE THE SETTING OF OPEN AIR FIRES WITHIN THE TOWNSHIP OF WELLINGTON NORTH.

AUTHORITY: Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 10(2).
Fire Prevention and Protection Act S.O. 1997, c 4, as amended, Section
7.1(1)

WHEREAS by Section 10 (2) of the *Municipal Act 2001, S.O. 2001, c.25*, council of a municipality may pass by-laws with respect to the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons; and

WHEREAS by Section 7.1(1) of the *Fire Prevention and Protection Act S.O. 1997, c.4*, council of a municipality may pass by-laws regulating the setting of open air fires, including establishing the times during which open air fires may be set;

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

1. Definitions

For the purpose of this by-law, the following definitions shall apply:

“Agricultural Use” shall mean means a use of land, buildings or structures for farming or agriculture and includes apiaries; aviaries; berry or bush crops; breeding, raising or training horses or cattle; greenhouses; farms devoted to the hatching, raising and marketing of chickens, turkeys, or other fowl or game birds, animals, fish or frogs; farms for grazing; flower gardening; muck farms; field crops; research and/or breeding station; mushroom farms; nurseries; orchards; riding stables; the raising of sheep or goats, the raising of swine; or the breeding, boarding or sale of domestic animals; tree crops; truck gardening; woodlots; and such uses or enterprises as are customarily carried on in the field of general agriculture, and may include accessory packing, treating, storing, and sale of produce produced on the premises but does not include an abattoir, a kennel, or a rendering plant. A farm includes a detached dwelling house accessory to the main farming or Agricultural Use.

“Barbeque” shall mean appliances including a hibachi, a structure designed and intended solely for the cooking of food in the open air, and other similar commercially manufactured devices designed and intended solely for the cooking of food in the open air, but does not include devices predominantly designed for personal warmth.

“Burn Barrel” shall mean a metal barrel in sound condition no larger than a 170 L (45 gallon) drum with a heavy duty screen with mesh size not greater than 7 mm (0.2 inches) over the top to prevent debris from flying out of the barrel.

“By-law Enforcement Officer” shall mean a fire fighter, fire prevention officer, police officer or, any person appointed by Council as a by-law enforcement officer for the Township.

“Cooking Fire” shall mean a small confined fire, supervised at all times, and used to cook food. Maximum size of 0.6 m x 0.6 m (2 feet x 2 feet) contained by non-combustible material such as cement blocks, rocks, etc.

“Conservation Area” shall mean land owned by a conservation authority incorporated under the *Conservation Authorities Act*, R.S.O. 1990, c. C.27

“Council” shall mean the Council of the Township of Wellington North.

“Extinguishing Agent” shall mean a material used with fixed, automatic, or portable fire extinguishing systems to suppress or put out fires and include water or fire extinguisher.

“Fire Chief” shall mean the Chief of the Fire Department of the Township of Wellington North or his/her alternate/designate.

“Fire Pit” or “Fire Pit Area” shall mean an area of ground that has been completely cleared of combustible material and lined with a minimum thickness of 15 cm (6 inches) of sand or mineral soil that will extend a minimum of 30 cm (12 inches) beyond the use of Fuel and/or burning materials.

“Fuel” shall mean material, such as wood, that releases energy when it is burned, which can be used as a source of heat or power. This definition shall not mean gasoline, liquid fuels or accelerants.

“Open Air Burning” shall mean the ignition or incineration by fire of combustibles for the purpose of burning grass, clean wood other combustibles in any open place, yard, field or construction area, which is not enclosed by a building or structure and includes fires in barrels and Fire Pits.

“Organic Materials” shall mean straw, sticks and tree brush.

“Permit” shall mean a permit for Open Air Burning, for which an application can be obtained from the Township Office.

“Recreational Burning” shall mean burning with the use of a recreational burning device.

“Recreational Burning Device” shall mean any commercially manufactured device for the purpose of containing a recreational fire, including but not limited to a chimenea.

“Residential Area” means any properties zoned for residential purposes in the Township Zoning By-law that includes the following zones: Rural Residential (RR), Village Residential Low Density (R1), Village Residential Medium Density (R2), Residential First Density Zone (R1), Residential Second Density Zone (R2), Residential Multiple One (RM1) in addition to residential uses in mixed use zones that includes Hamlet Mixed Use (C3), Residential Mixed Use One (RMU1), Residential Mixed Use Town (RMU2) and Residential Mixed Use Three (RMU3).

“Township” means the Corporation of the Township of Wellington North.

“Township Office” shall mean the Township of Wellington North Municipal Office located at 7940 Sideroad 7 West, KENILWORTH, ON.

2. Administration

2.1 This by-law shall be administered and enforced by the “By-law Enforcement Officer” as defined in this by-law.

2.2 A By-law Enforcement Officer under this By-Law has the power upon producing identification to enter upon and examine any yards or buildings, other than a dwelling, at any reasonable time or times and may be accompanied by such other person or persons, as they deem necessary to properly carry out their duties under this by-law.

- 2.3 Open Air Burning, with the exception of Barbeques, Cooking Fires and the use of recreational burning devices, shall not be permitted within the Residential Areas of the Township of Wellington North, as per the definition of Residential Area outlined in this by-law.
- 2.4 Any person wishing to engage in Open Air Burning outside of a Conservation Area and outside of a Residential Area for any purpose whatsoever, shall fill out the required **Application for a Permit for Setting Open Air Fires** (outlined in Schedule B of this by-law), obtained from the Township, prior to the setting of such fire, save and except when such burning meets the definition of a Cooking Fire, Barbeque or the use of a Recreational Burning Device. Permits are valid for 6 months from the date of application submission, which is the time period in which applicants are permitted to burn.

3. **Open Air Burning**

Any person who has obtained a Permit for Open Air Burning shall observe the following precautions and times during which fires may be set:

- 3.1 The fire must be under constant supervision and control of one adult from the time of lighting until it is completely extinguished.
- 3.2 Children under the age of 18 years are prohibited from lighting or igniting fires.
- 3.3 Fires shall only be lit or ignited after 7:00 a.m. (0700 hours) and shall be extinguished by 9:00 p.m. (2100 hours), unless an exemption is approved by the Fire Chief. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief for his/her approval.
- 3.4 The fire shall not be planned, lit or ignited closer than 30 m (100 ft) from any building, structure, hedge, fence, road or overhead wire or obstruction of any nature, unless an exemption is approved by the Fire Chief. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief for his/her approval.
- 3.5 There must be a space free and clear of combustible material and trees, shrubs and hedges around the perimeter of such fire of a radius of at least 7 m (25 ft).

- 3.6 The Fire Pit or Fire Pit Area will not exceed an area of 3 m x 3 m (10 ft x 10 ft).
- 3.7 The stacked height of materials to be made available to be burned will not exceed 2 m (6 ft) at any time.
- 3.8 Appropriate Extinguishing Agents will be on-hand at all times during the preparation of the fire, while the fire is underway, and until the fire is fully and completely extinguished.
- 3.9 Only the following materials may be burned: wood, organic materials and paper products. Under no circumstances are paint, solvent, rubber (e.g. tires), wire (including coating), plastics, asphalt, shingles, toxic chemicals (e.g. pesticides), or materials that violate the regulations of the Ministry of the Environment to be burned, ignited or added to the fire at any time.
- 3.10 The fire must not in any way cause discomfort, danger, irritation and/or nuisance for other residents. This shall include allowing smoke to enter into a neighboring residence or building.
- 3.11 Fires shall not be burned during periods of dry conditions or drought, as shall be specified from time to time by the Township's Fire Department.

4. Cooking Fires

Cooking Fires are permitted within Residential Areas in the Township and a Permit for Open Air Burning is not required for a Cooking Fire, provided that the following regulations are complied with:

- 4.1 The Cooking Fire must be under constant supervision and control of one adult from the time of lighting until it is completely extinguished.
- 4.2 Children under the age of 18 years are prohibited from lighting or igniting Cooking Fires.
- 4.3 A Cooking Fire shall only be lit or ignited after 7:00 a.m. (0700 hours) and shall be extinguished by 11:00 p.m. (2300 hours).

- 4.4 A Cooking Fire shall be a minimum of 3 m (10 ft) from any opening or combustible material.
- 4.5 There must be a space free and clear of combustible material and trees, shrubs and hedges around the perimeter of such Cooking Fire of a radius of at least 7 m (25 ft).
- 4.6 The stacked height of materials to be made available to be burned in a Cooking Fire will not exceed 2 m (6 ft) at any time.
- 4.7 Appropriate Extinguishing Agents will be on-hand at all times during the preparation of the Cooking Fire, while the fire is underway, and until the fire is fully and completely extinguished.
- 4.8 Only the following materials may be burned: wood, organic materials and paper products. Under no circumstances are paint, solvent, rubber (e.g. tires) wire (including coating), plastics, asphalt, shingles, toxic chemicals (e.g. pesticides) or materials that violate the regulations of the Ministry of the Environment to be burned, ignited or added to the fire at any time.
- 4.9 The Cooking Fire must not in any way cause discomfort, danger, irritation and/or nuisance for other residents.
- 4.10 Cooking Fires shall not be burned during periods of dry conditions or drought, as shall be specified from time to time by the Township's Fire Department.

5. Barbeques

Barbeques are permitted within Residential Areas in the Township and a Permit for Open Air Burning is not required for a Barbeque, provided that the following regulations are complied with:

- 5.1 The Barbeque shall be supervised at all times and should be placed on non-flammable material.
- 5.2 The fuel used is a commercially produced charcoal or briquette, or a flammable liquid commercially produced for the purpose of cooking, such as natural gas or propane gas.

6. Recreational Burning Device – Recreational Burning

- 6.1 A Permit is not required for Recreational Burning with the use of a Recreational Burning Device within Residential Areas in the Township or pits specifically designed for Recreational Burning, provided that each of the following regulations are complied with:
- a) Recreational Burning may only be conducted between the hours of 10:00 a.m. and 11:00 p.m.; unless an exemption is approved by the Fire Chief. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief for his/her approval.
 - b) Recreational Burning shall be confined to Recreational Burning Devices. When in use, the Recreational Burning Device shall be covered with a grill or a metal screen having a mesh size no larger than 2.5 cm (1 inch), which is positioned in such a manner as to prevent the escape of combustible materials including ash;
 - c) No more than 21 cm (8 inches) of the containment area shall be above grade with a maximum depth of 42 cm (16 inches);
 - d) No materials other than commercially produced charcoal, briquettes or clean, dry seasoned wood, not including pressure treated wood or creosote treated wood, may be burned;
 - e) The dimensions of the wood being burned shall not be greater than the size of the Recreational Burning Device and shall be totally confined within the Recreational Burning Device at all times;
 - f) Recreational Burning Devices shall be confined to a location that provides for a minimum distance of 3 m (10 ft) in all directions from adjacent properties;
 - g) Recreational Burning Devices shall be confined to an area that is a minimum of 3 m (10 ft) from combustible structures or objects;
 - h) An Appropriate Extinguishing Agent shall be immediately available for use;
 - i) Recreational Burning within Recreational Burning Devices shall be attended, controlled and supervised at all times and shall be completely extinguished before the Recreational Burning site is vacated;

- j) Recreational Burning Devices are not permitted for use when the wind speed exceeds 10 km per hours, or during rainy or foggy weather, or at times when a smog alert has been issued by the Ministry of the Environment for Ontario;
- k) Any other steps shall be taken as may be reasonably necessary to prevent the fire from getting beyond control or causing damage or becoming danger to life and/or property;
- l) Should the Fire Department be dispatched to a complaint regarding public safety due to fire hazard, the Fire Department will have the discretion to determine compliance with this section of the by-law and this discretion shall be final.

7. Burn Barrels

- 7.1 The use of Burn Barrels shall not be permitted within Residential Areas of the Township.
- 7.2 Burn Barrels shall only be permitted for use in the instances of a strike or lock-out.
- 7.3 Properties zoned for Agricultural Uses, or farmland, shall be exempt from the provisions of Section 7.2 of this by-law.
- 7.4 A Permit for Open Air Burning shall not be required for Burn Barrels, provided that each of the following conditions are complied with:
 - a) A Burn Barrel must be a metal barrel in sound condition no larger than a 170 L (45 gallon) drum with a heavy duty screen with mesh size not greater than 7 mm (0.2 inches x 0.2 inches) over the top to prevent debris from flying out of the barrel;
 - b) Vent holes must be punched in the side for ventilation, and drainage holes in the bottom with the adequate clearance from surrounding vegetation or structures;
 - c) Wood used within fire barrels shall be no longer than .46 m (18 inches);
 - d) Flames from fires barrels may not extend over the top of the barrel.

8. Offence

- 8.1 Any person who lights or ignites a fire in the open air, or allows or causes a fire to be lit in the open air is in violation of this by-law, or fails to comply with an order given under Section 8.3 herein, shall, in addition to any applicable fine, pay the fee for the emergency service in accordance with the Township's Tariff of Fees for Fire Department Services and Rescue Operations, as established by by-law from time to time.
- 8.2 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the *Provincial Offences Act, R.S.O. 1990, c.P. 33*.
- 8.3 The "By-law Enforcement Officer" as defined in this by-law is authorized to order any person to extinguish any fire when there is a breach of any of the provisions of this By-law or where, in their opinion, there is a danger of such fire spreading or otherwise endangering life or property.

9. Exceptions/Exemptions

- 9.1 The Fire Department shall be exempt from the provisions of this by-law for the purposes of educating and training.
- 9.2 In order to seek an exemption to provisions within this by-law, persons must provide written request to the Fire Chief for his/her approval.

10. Prohibitions

- 10.1 The Fire Chief may, in its absolute discretion, declare a complete prohibition against outdoor burning when the atmospheric conditions or local circumstances make such fires hazardous, which shall apply to Open Air Burning, Cooking Fires and Open Air Burning Devices. This prohibition shall not apply to Barbeques.

11. General Provisions

11.1 This by-law shall come into force upon the date of its passing and will thereupon repeal Township of Wellington North By-law Number 56-2000.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 3RD DAY OF OCTOBER , 2011.**

**RAYMOND TOUT,
MAYOR**

**LORRAINE HEINBUCH
CHIEF ADMINISTRATIVE OFFICER/CLERK**

Schedule A of By-law Number 73-11

Township of Wellington North

PART I Provincial Offences Act

By-law No. 73-11

a by-law to regulate the setting of open air fires.

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Offence Creating Provision	COLUMN 3 Set Fine (includes cost)
1	Set fire without permission.	Section 2.4	\$130.00
2	Fail to maintain constant supervision of fire.	Section 3.1	\$130.00
3	Burn fire within 30 m (100 ft) of structure.	Section 3.4	\$130.00
4	Allow combustible material within 7 m (25 ft) of fire.	Section 3.5	\$130.00
5	Fail to keep Extinguishing agents on hand at all times during a fire.	Section 3.8	\$130.00
6	Burn paint, rubber, wire, plastics, asphalt, shingles or other materials.	Section 3.9	\$230.00
7	Burn fire which causes discomfort, danger, irritation or nuisance to residents.	Section 3.10	\$130.00
8	Burn fire in dry or drought conditions.	Section 3.11	\$230.00
9	Fail to maintain constant supervision of Cooking Fire.	Section 4.1	\$130.00
10	Permit Cooking Fire outside of permitted times.	Section 4.3	\$130.00
11	Permit Cooking Fire within 3 m (10 ft) of an opening or combustible material.	Section 4.4	\$130.00
12	Permit a Cooking Fire within 7 m (25 ft) of trees, shrubs or hedges.	Section 4.5	\$130.00
13	Fail to keep Extinguishing agents on hand at all times during a Cooking Fire.	Section 4.7	\$130.00
14	Burn Cooking Fire in dry or drought conditions.	Section 4.10	\$130.00

15	Permit Open Air Burning outside of permitted times.	Section 6.1 (a)	\$130.00
16	Permit Open Air Burning Device within 3 m (9.8') of adjacent property.	Section 6.1 (f)	\$130.00
17	Permit Open Air Burning Device within 3 m (9.8 ft) of a structure.	Section 6.1 (g)	\$130.00
18	Fail to maintain constant supervision of Open Air Burning Device.	Section 6.1 (i)	\$130.00
19	Permit Burn Barrel to be used in residential area.	Section 7.1	\$130.00

NOTE: the general penalty provision for the offences listed above is section 61 of the *Provincial Offences Act, R.S.O. 1990, c.P.33*

Schedule B of By-law Number 73-11



Township of Wellington North

APPLICATION FOR A PERMIT FOR SETTING OPEN AIR FIRES

Name of Applicant: _____
Address of Applicant: _____
Phone Number: _____ Email: _____

EXACT LOCATION WHERE BURNING WILL TAKE PLACE (Green Sign #):
--

DATES IN WHICH BURNING WILL TAKE PLACE:

NOTE:
An approved applicant is valid for six months
The applicant must be the registered owner of the property or agent authorized in writing.
Applicants are required to fill out one application form per property.
Approval is subject to prohibition against outdoor burning when the atmospheric conditions or local circumstances make such fires hazardous.

I, the undersigned, as an applicant for setting open air fires in the Township of Wellington North, agree to the following terms, set out in By-law Number 73-11:

- The fire must be under constant supervision and control of one adult from the time of lighting until it is completely extinguished.
- Children under the age of 18 years are prohibited from lighting or igniting fires.
- Fires shall only be lit or ignited after 7:00 a.m. (0700 hours) and shall be extinguished by 9:00 p.m. (2100 hours).
- The fire must not be planned, lit or ignited closer than 30m (100 ft) from any building, structure, hedge, fence, road or overhead wire or obstruction of any nature.

- There must be a space free and clear of combustible material and trees, shrubs and hedges around the perimeter of such fire of a radius of at least 7 m (25 ft).
- The Fire Pit or Fire Pit Area will not exceed an area of 3 m x 3 m (10 ft x 10 ft)
- The stacked height of materials to be made available to be burned will not exceed 2 m (6 ft) at any time.
- Appropriate Extinguishing Agents will be on-hand at all times during the preparation of the fire, while the fire is underway, and until the fire is fully and completely extinguished.
- Only the following materials may be burned: wood, organic materials and paper products. Under no circumstances are paint, solvent, rubber (e.g. tires) wire (including coating), plastics, asphalt, shingles, toxic chemicals (e.g. pesticides) or materials that violate the regulations of the Ministry of the Environment to be burned, ignited or added to the fire at any time.
- The fire must not in any way cause discomfort, danger, irritation and/or nuisance for other residents.
- Fires shall not be burned during periods of dry conditions or drought, as shall be specified from time to time by the Township's Fire Chiefs.

By signing below, I am hereby indicating that I have read the terms of the Application for Setting Open Air Fires, as set out in By-law 73-11 (attached to this application) and I agree to these terms:

Signature of Applicant

Date

OFFICE USE ONLY

Application Received by: _____

Date Received: _____

- Copy of Application Faxed to Arthur Fire Station at: (519) 848-6656
- Copy of Application Faxed to Mount Forest Fire Station at: (519) 323-0412

NOTES:

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

BY-LAW NUMBER 74-11

**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
OCTOBER 3, 2011.**

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 October 3, 2011 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 3RD DAY OF OCTOBER, 2011.**

**RAYMOND TOUT
MAYOR**

**LORRAINE HEINBUCH
CHIEF ADMINISTRATIVE OFFICER/CLERK**

MEETINGS, NOTICES, ANNOUNCEMENTS

Tuesday, October 12, 2011	Building/Property Committee	9:00 a.m.
Thursday, October 13, 2011	Health & Safety Committee	9:30 a.m.
Monday, October 17, 2011	Public Meeting	7:00 p.m.
Monday, October 17, 2011	Regular Council	Following Public Meeting
Tuesday, October 18, 2011	Fire Committee	7:00 p.m.
Wednesday, October 19, 2011	Economic Development Committee	4:30 p.m.
Monday, October 24, 2011	Finance Committee	7:00 p.m.
Tuesday, October 25, 2011	Works Committee	8:30 a.m.
Tuesday, October 25, 2011	Water/Sewer Committee	Following Works Committee

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

**Wheelchair accessible taxi – Twins Taxi: 519-848-3339 or 1-866-875-2088 or
www.twinstaxi.com**