



Township of Wellington North

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

Regular Meeting of Council

Monday, October 5, 2015

7:00 p.m.

Municipal Office Council Chambers, Kenilworth

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**TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING - MINUTES
MONDAY, SEPTEMBER 28, 2015 AT 7:00 P.M.**

Notice for this public meeting was sent to property owners within 120 m of the subject property and required agencies and posted on the property on September 3, 2015 pursuant to the legislation.

PRESENTATIONS

Linda Redmond, Senior Planner, reviewed her comments dated September 1, 2015.

Staff had no concerns with this application to rezone the lands from C2 to A to permit a residential use. The proposed rezoning conforms to the Official Plan and is in keeping with applicable Provincial policies.

The land subject to the proposed amendment is located in the rural area of Wellington North. The property is legally described as Part Lot 26, Concession 9 (former Township of Arthur), with a municipal address of 7186 Wellington Rd 109. The land subject to the amendment is 0.39 hectares (0.97 acres) and is occupied by a 204 sq.m. (2200 sq.ft.) building. The property is surrounded by agricultural farms.

The purpose of the application is to rezone the subject lands from Highway Commercial (C2) to Agriculture (A). The existing building (former restaurant) has been converted to a residential dwelling. The zone amendment will recognize the new use. The lands are designated Prime Agricultural in the County Official Plan.

Rezoning is subject to the Provincial Policy Statement and decisions of a Council are required to be “consistent” with it (Section 4.2). The subject property is considered to be within a PRIME AGRICULTURAL area. Within prime agricultural areas, permitted uses include agricultural uses, agriculture-related uses and on-farm diversified uses. Agriculture-related uses include “farm related commercial and industrial uses that are small scale and directly related to the farm operation and are required in close proximity to the farm operation”.

The subject property is designated PRIME AGRICULTURAL within the County Official Plan. The Agriculture First policy of Section 6.4.2 states that “As a general rule, land use activities that support agriculture will be encouraged and land use activities that do not support agriculture will be discouraged”. The Planning Department believe that the proposed uses meet this intent.

The subject property is zoned Commercial (C2). This zoning reflected the historical use of a restaurant that existing on the property for many years. The property was purchased and the former restaurant building was converted into a residential use without the benefit of a building permit. This rezoning will bring the current use into conformity with the Official Plan policies. Additionally by zoning the lands Agricultural (A) the reduced lot regulations provided in section 8.4 of the zoning by-law will be applicable. This will limit the uses to residential which is more compatible with the surrounding farm uses.

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REVIEW OF CORRESPONDENCE RECEIVED BY THE TOWNSHIP

- Andrew Herreman, Resource Planner, GRCA
 - No comment.
- Pasquale Costanzo, CET, Engineering Technologist, County of Wellington
 - No objection.
- Heather Imm, Senior Planner, Upper Grand District School Board
 - No objection

BY-LAW

The by-law will be considered at a regular council meeting at a later date. Persons wishing notice of the passing of the By-law must submit a written request.

MAYOR OPENS FLOOR FOR ANY QUESTIONS/COMMENTS

The Applicants were present to answer any questions regarding this application.

COMMENTS/QUESTIONS FROM COUNCIL

None

ADJOURNMENT

RESOLUTION 9

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Public Meeting of September 28, 2015 be adjourned at 7:06 p.m.

CARRIED

CLERK

MAYOR

005

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
SEPTEMBER 28, 2015 – FOLLOWING PUBLIC MEETING – 7:07 P.M.**

MINUTES OF PREVIOUS MEETING(S)

RESOLUTION 2015-411

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the minutes of the Public Meeting and the Regular Meeting of Council held on September 14, 2015 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM MINUTES

No business arising from minutes.

PRESENTATION

Council proclamation of October 1, 2015 as National Seniors Day

RESOLUTION 2015-412

Moved by: Councillor Yake

Seconded by: Councillor McCabe

WHEREAS on October 1 communities across Canada will join together to recognize National Seniors Day; and

WHEREAS seniors in the Township of Wellington North are present in all aspects of our lives: they are our parents, our grandparents, our teachers, our volunteers, our mentors, our neighbours and our coworkers; and

WHEREAS National Seniors Day focuses on celebrating and recognizing the contributions made by seniors to better their communities, families and workplaces; and

WHEREAS every day, seniors right here in the Township of Wellington North make a big difference and we value what they are doing;

THEREFORE, I, Andrew Lennox, Mayor of the Township of Wellington North, do hereby proclaim October 1, as National Seniors Day, and urge my fellow citizens to recognize the crucial role played by older Canadians in our community.

CARRIED

DELEGATIONS

Cindy Aitken and Geoffrey Neuman, members of the steering committee of the Mount Forest Door Youth Centre provided a verbal report on The Door mobile truck summer drop-in Fridays.

- thanked Council
- average of seven youth visited The Door truck each night.

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- Victory Church parking lot was used every other week - one of the best locations
- Dakota North has allowed them to use their parking lot effective September 2015
- goal is to have 100 different youth access the truck
- they will participate in Wellington Heights Secondary School Terry Fox
- they work with Alison Vasey, Community Youth Resiliency Worker, to advertise events and work on a youth magazine

STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS

Wellington North Fire Services

- Communiqué #022, September 11, 2015

RESOLUTION 2015-413

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service Communiqué #022 dated September 11, 2015.

CARRIED

Report from Matthew Aston, Director of Public Works

- PW 2015-071 being a report on the renewal of the Connecting Link Winter Maintenance Agreement

RESOLUTION 2015-414

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Township of Wellington North receive report PW 2015-071 being a report on the renewal of the connecting link winter maintenance agreement; AND FURTHER THAT the Council of the Township of Wellington North direct the Mayor and Clerk to execute the road boundary agreement with Owen Sound Highway Maintenance Limited as presented.

CARRIED

Report from Matthew Aston, Director of Public Works

- PW 2015-073 being a report on the Ministry of Natural Resources and Forestry's municipal listening session on the Conservation Authorities Act

RESOLUTION 2015-415

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Township of Wellington North receive for information report PW 2015-073 being a report on the Ministry of Natural Resources and Forestry's municipal listening session on the Conservation Authorities Act .

CARRIED

007

THE CORPORATION OF THE
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Report from Karren Wallace, Clerk

- CLK 2015-046 being a report regarding a Petition for Drainage Works by Owners for a new drainage works under the *Drainage Act* on Lots 25 and 26, Concessions 6 and 7 Township of Wellington North (formerly Arthur Twp)

RESOLUTION 2015-416

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2015-046 being a report regarding a petition for drainage works by owners for new drainage works under the Drainage Act on Lots 25 and 26, Concessions 6 and 7, Township of Wellington North, formerly Arthur Township;

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

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

AND FURTHER THAT Council of the Township of Wellington North directs the Clerk to notify the petitioners of Council's decision, pursuant to the Drainage Act.

CARRIED

Recreation and Cultural Advisory Committee

- Minutes, September 15, 2015

RESOLUTION 2015-417

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation and Cultural Advisory Committee meeting held on September 15, 2015.

CARRIED

RESOLUTION 2015-418

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North authorize the Mayor and CAO to enter into the Letter of Agreement on behalf of the Township of Wellington North to further the development and future operations/maintenance of the Arthur Trails – West Luther (former CP Rail Lands) as recommended in report RAC 2015-010 being a report on Trail Letter of Agreement received at the Recreation and Culture Advisory Committee meeting on September 15, 2015.

CARRIED

008

THE CORPORATION OF THE
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SEPTEMBER 28, 2015 – FOLLOWING PUBLIC MEETING – 7:07 P.M.

Economic Development Committee
- Minutes, September 16, 2015

RESOLUTION 2015-419

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Economic Development Committee meeting held on September 16, 2015.

CARRIED

RESOLUTION 2015-420

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North appoint Councillor Sherry Burke to the position of Chair of the Economic Development Committee.

CARRIED

Cultural Roundtable Committee
- Minutes, September 17, 2015

RESOLUTION 2015-421

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Cultural Roundtable Committee meeting held on September 17, 2015.

CARRIED

Administration and Finance Committee
- Minutes, September 21, 2015

RESOLUTION 2015-422

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Administration and Finance Committee meeting held on September 21, 2015.

CARRIED

**THE CORPORATION OF THE
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RESOLUTION 2015-423

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North allocate a budget of \$5,000 starting in 2016 to support the creation and ongoing activities of the Wellington North Youth Council;

AND FURTHER THAT the staff support to the Wellington North Youth Council be assigned to the Economic Development Office of the Corporation of the Township of Wellington North as recommended in report EDO 2015-026 being a report on the Wellington North Youth Council received at the Administration and Finance Committee meeting on September 21, 2015.

CARRIED

RESOLUTION 2015-424

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Township of Wellington North appoint Mayor Andy Lennox and Councillor Sherry Burke complete the CAO Annual Performance Review as per the terms of the CAO's employment agreement as recommended by the Administration and Finance Committee.

CARRIED

Cheque Distribution Report dated September 23, 2015

RESOLUTION 2015-425

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated September 23, 2015.

CARRIED

CORRESPONDENCE FOR COUNCIL'S REVIEW AND DIRECTION

Maitland Valley Conservation Authority

- Correspondence to Mayor and Council dated September 21, 2015 regarding the Conservation Authorities Act Review
- Discussion Paper regarding the Conservation Authorities Act Review
- Environmental Bill Registry Posting 012-4509, dated July 20, 2015 regarding the Conservation Authorities Act Review
- MVCA Board Comments: Conservation Authorities Act Review Questions, dated September 21, 2015

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RESOLUTION 2015-426

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North support the comments of the Maitland Valley Conservation Authority dated September 21, 2015 regarding the Conservation Authorities Act Review.

CARRIED

BY-LAWS**RESOLUTION 2015-427**

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT By-law Number 070-15 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North be read a First, Second and Third time and finally passed. (Part Lot 26, Concession 9 (former Township of Arthur), 7186 Wellington Rd. 109 – Michele and Joshua Pilon)

CARRIED

RESOLUTION 2015-428

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT By-law Number 071-15 being a by-law to authorize the execution of the Winter Maintenance Agreement between Integrated Maintenance and Operations Service Inc. operating under the name of “Owen Sound Highway Maintenance Limited” (IMOS) and the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed.

CARRIED

RESOLUTION 2015-429

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT By-law Number 072-15 being a by-law to authorize the sale of real property (Part Park Lot 9, Survey Foster’s Mount Forest Pt. 1 602532 Wellington North – Dewar) and to repeal By-law 065-15 be read a First, Second and Third time and finally passed.

CARRIED

011

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
REGULAR MEETING OF COUNCIL
SEPTEMBER 28, 2015 – FOLLOWING PUBLIC MEETING – 7:07 P.M.**

ITEMS FOR COUNCIL'S INFORMATION

AMO Watchfile

- September 10, 2015
- September 17, 2015

Grand River Conservation Authority

- General Membership Meeting Minutes, July 24, 2015

Saugeen Valley Conservation

- Invitation to Open House, October 7, 2015

Crime Stoppers Guelph Wellington

- Newsletter, The Informant, Fall 2015

Ontario Sustainable Energy Association

- 4th Annual Green Energy Doors Open Day, October 3, 2015

RESOLUTION 2015-430

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the Items for Council's Information as listed in the September 28, 2015 Regular Council Meeting Agenda.

CARRIED

NOTICE OF MOTION

Mayor Lennox announced a notice of motion for the October 5, 2015 Regular Council Meeting to direct staff to prepare a report regarding permitting ATV's on Wellington North roadways.

ANNOUNCEMENTS

Councillor McCabe and Mike Givens, CAO, announced there will be a formal Project Zero presentation by Union Gas at the Mount Forest Fire Hall on September 29 at 1:00 p.m. Wellington North Fire Service will receive combination smoke/carbon monoxide alarms for distribution in the community.

Mayor Lennox commented that the Grand Opening of the Arthur Trails – West Luther and the dedication of the former Arthur Municipal Office building as the David Kozinets Centre were held on September 26.

Mayor Lennox advised there is an all candidates night for the Federal Election at Kenilworth Public School on October 1 at 7:30 p.m.

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CONFIRMING BY-LAW

RESOLUTION 2015-431

Moved by: Councillor McCabe

Seconded by: Councillor Yake

THAT By-law Number 073-15 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 28, 2015 be read a First, Second and Third time and finally passed.

CARRIED

ADJOURNMENT

RESOLUTION 2015-432

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Regular Council meeting of September 28, 2015 be adjourned at 7:49 p.m.

CARRIED

MAYOR

CLERK

TOWNSHIP OF WELLINGTON NORTH
Regular Meeting of Council

MOVED BY: _____ DATE: October 5, 2015

SECONDED BY: _____ RES. NO.: 2015-410

THAT the Agenda for the October 1, 2015 Regular Meeting of Council be accepted and passed.

MAYOR _____

CARRIED

DEFEATED



TOWNSHIP OF WELLINGTON NORTH

COUNCIL REPORT

To: Mayor Andy Lennox and Members of Wellington North Council
From: Linda Dickson, MCIP, RPP, Emergency Manager/CEMC
Date: October 5, 2015
Re: **Emergency Management Program Report for 2015**

Background

The following outlines the municipal requirements as set out in the Emergency Management and Civil Protection Act and how the municipality has fulfilled these requirements for 2015.

Program Committee

A joint Emergency Management Program Committee was held March 27, 2015 and included HIRA training (Geoff Coulson and Weather Trends) and a focused discussion. On September 10, 2015 Township staff met to review the Township's Hazard Identification and Risk Assessment and specific Township program items.

Emergency Response Plan:

Proposed minor changes to the Emergency Response Plan were reviewed at the Joint Emergency Management Program Committee meeting on March 27, 2015. The changes are minor and will be brought forward for consideration in 2016 with other changes to the plan including Source Water Protection policies.

Training:

Several members of the Township's Control Group have attended provincially mandated training for 2015 which included training and information from Geoff Coulson of Environment Canada on March 27, 2015 regarding weather trends. A training session on Service Continuity (Business Continuity) and the importance of note taking was held on August 11, 2015. There is another session on November 18, 2015 for those who haven't taken the training. Those requiring the training will be sent a reminder email. Attendance lists are being recorded for these training sessions.

Exercises

On July 21, 2015 a notification exercise was held and included Township staff and members of the Municipality's Control Group. The following are the recommendations from the exercise:

A number of recommendations were put forward to enhance the notification process. A copy of the After Action Report from this exercise is attached.



TOWNSHIP OF WELLINGTON NORTH

COUNCIL REPORT

On September 11, the Township's Fire Chief received email confirmation from the Chief of the Office of the Fire Marshall and Emergency Management stating that "This is to confirm that the OFMEM will accept this event and associated response as the annual exercise required under the EMCPA".

The Township Fire Chief wrote to the OFMEM Chief requesting consideration that the Tornado Response on August 2 and 3, 2015 qualify as our exercise for 2015. The municipalities and agencies involved in this response held debriefs and the information and recommendations from these debriefs have been used in the creation of an After Action Report.

There were some specific recommendations from the After Action Report but overall, everyone agreed that the response was well coordinated both internally and externally with all municipalities and agencies involved. Many agreed that training including IMS/ICS; pre-planning and ongoing networking has proven effective to ensure a coordinated response.

Some specific recommendations included in the report are,

- Ensure all staff understands that the BBM group is used only for items relating directly to the incident and not events occurring outside of the County and the response unless directly relevant to the incident. Tracking messages became cumbersome and it was found that vital messages were being missed because of too much messaging.
- Ensure all emergency information is coordinated with all agencies before released.
- Important to ensure consistent message into the recovery phase as well.
- Suggest that we ensure in the future that CISM (Critical Incident Stress Management) is provided to all that need it including those in the EOC/Control Groups. Also consider need for providing service to residents

Critical Infrastructure

The Emergency Management and Civil Protection Act require municipalities to identify facilities and other elements of critical infrastructure that are at risk of being affected by emergencies. Staff reviews this list annually and updates as necessary.

The Critical Infrastructure mapping was completed on the County's Emergency Management COP using the County's GeoGortex GIS mapping. Training for municipal staff will be arranged.

Township staff continues to participate in a County wide sector working group for water and waste water. The group meets regularly about every 3 months and are planning their second annual operations training day on October 29.



TOWNSHIP OF WELLINGTON NORTH

COUNCIL REPORT

Public Education

A number of public education events were held this year. The following is a list of the main public education initiatives held.

1. The “Be Better Prepared” Booklet was updated and redistributed to all households in 2015. Additional copies of the booklet can be acquired by contacting the Emergency Management Division or on the County’s website
2. Emergency management information was made available at the Wellington County Libraries and Municipal Offices during Emergency Preparedness Week.
3. A County-wide draw for a generator along with municipal draws for weather radios were held throughout the County of Wellington’s 14 Library Branches and each Municipal Office during week
4. The County page in the Wellington Advertiser regularly contains emergency public information and a number of emergency management advertisements were placed in local Newspapers during Emergency Preparedness Week including the Mount Forest Confederate.
5. Emergency Management staff attended the Wellington North Show Case in March.

Further Enhancements:

1. **Strategic Planning:** The After Action Reports from both the April 2013 and December 2013 Ice Storms provided good lessons learned and recommendations to improve our emergency management programs. Many of these recommendations were applicable on a County wide basis. In order to develop a more appropriate and consistent response framework to events like the ice storms that often impact several municipalities within the same jurisdiction, a focus discussion group session was proposed to include an invite to all of the members of the County and member municipalities Emergency Management Control Groups.

At the March 27, 2015 joint Emergency Management Program Committee meeting a focused discussion was held and participants were divided into groups to consider the following topics:

- i. Shelters/Cooling Centres/Evacuation Centres
- ii. Generators/funding –
- iii. Time Frames (48 -72 hours)
- iv. Crisis Communications



TOWNSHIP OF WELLINGTON NORTH

COUNCIL REPORT

The following are the key recommendations from the focused discussion session.

- Pre-identify shelters/evacuation centres and promote the location to residents as part of our public education program. However, there are very few sites with back-up power that meet the Health Canada requirements for overnight accommodations within the County of Wellington. Emergency Management and Social Services will continue to work with Red Cross to identify appropriate sites in the County suitable for overnight accommodations.
- Agreed that if any part of the community is in need reception centres/shelters should be opened and where possible we should avoid using fire halls for reception centres/shelters. Shelters should be opened within 48 hours of a situation (power outage) and it should be the decision of the EOC when to open and what sites to open.
- Make list be made of all potential shelter sites, identify if they have back-up power and what facilities in the site are available with or without back-up power.
- Have a pool of municipal generators that could be moved around the county. It was suggested/agreed to that this could be funded through the County; or County staff could assist with bulk buying of generators.
- Need to maintain fuel supply for generators, generally 72 hours is considered appropriate time frame.
- Continue to promote 72 hour “Be Better Prepared” in our public education across the County.
- Create a standardized heat and cold weather extreme policy. This policy is currently being drafted.
- Where and if possible promote a staged evacuation process such as Stage 1 – elderly, those with very young children and those with medical need; Stage 2- would be the rest of the community.
- We need to ensure we make appropriate use of all forms of technology available. Different demographics use different technologies. Create ready to use communication templates.
- There needs to be ongoing training for communication officers and spokespersons.



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- For single municipal events, local staff may be able to deal with the communication needs of an emergency but for larger and county wide events need to access the resources of the County Communications Division and the Wellington OPP media officers.

The objective for the 2016 work plan is to look at each of these bullet points in more detail in order to determine the feasibility of implementing each of the recommendation.

2. **ODRAP Review**

In 2015, the Province of Ontario – Ministry of Municipal Affairs and Housing - undertook a review of the Ontario Disaster Relief Assistance Program which has been in existence for approximately 50 years. The Ontario Association of Municipalities set up a task force to provide comments on the review process. The Emergency Manager/CEMC also submitted comments to the province. During the AMO conference in August, the Minister announced that new Disaster Recovery Assistance Programs have been developed and these programs will launch in 2016. Emergency Management will continue to monitor the roll out of these programs and provide details as they become available.

3. **Public Alerting**

Bruce Power has submitted to the CRTC a Part 1 Application (2015-0522-3) requesting the CRTC to mandate wireless carriers to put in place wireless public alerting now, similar to the alerts now being forwarded to the public by Television and Radio Broadcasters.

The consultation period for this application closed on July 4, 2015, and Bruce Power is still awaiting an outcome from the submission, but they have met with government agencies and other organizations recently to further discuss the status of Public Alerting in Canada.

The Emergency Management Division has reached out to Bruce Nuclear and they have advised that they will keep our office informed of any decision or direction from the CRTC. We support their request and will be monitoring and reviewing the CRTC website for information as well as correspondence from Bruce Power as it becomes available. More information on the application can be found on the CRTC website.

4. **FCM Consultation**

The Emergency Manager/CEMC has been asked to participate in a consultation process regarding new Federal emergency management programs including:



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COUNCIL REPORT

- A Federal emergency preparedness funding program. The former Joint Emergency Preparedness Program which provided municipalities with monies to prepare and promote emergency management programs. This funding program has not been supported by the Federal Government since 2013.
- Opportunities to expand the National Disaster Mitigation Program (NDMP). The Emergency/Manager/CEMC provided feedback and information to FCM staff during their submission to the Federal Government on the program.
- Consider ways to improve the Disaster Financial Assistance Arrangements (DFAA) program eligibility Guidelines.

Recommendation:

THAT Council for the Township of Wellington North accepts the annual emergency management report, and further **THAT** this report serves as the annual review of the Township's Emergency Management Program for 2015.

Respectfully submitted

Linda Dickson, MCIP, RPP
Emergency Manager/CEMC



Township of Wellington North Notification Exercise Debriefing Report

In accordance with the Regulations 380/04 of the Emergency Management and Civil Protection Act, R.S.O., 1990, the Township of Wellington North participated in an emergency notification exercise. The following provides details of the exercise along with specific observations and recommendations from the exercise.

Date: July 21, 2015 at 10:00am

Location: Wellington North Municipal Office

Exercise Participants:

Cathy Conrad

Michelle Stone

Laura Rooney

Karren Wallace

Bridgette Francis

Heather Lawson

Members of the Wellington North Municipal Emergency Control Group (MECG)

Aim

1. To test the procedures as outlined in the plan.
2. To test the numbers provided by the MECG.
3. To familiarize staff on call taking and EOC activation procedures in an exercise setting.
4. To allow staff to provide feedback on the notification procedures process and call taking log.

Observations and Recommendations

1. Included other participants in the exercise to conduct call outs. This has added value to cross training purposes and for possible alternate positions.
2. Tested and corrected contact information as needed on the notification list.
3. Recommended adding Duty officer/Scribe /Call out persons to the notification list.
4. Exercise script should also include the caller clarifies who they are speaking with.
5. Recommended call log sheet be revamped to a landscape layout with another column that lists the person that was called. This layout will provide more room to write details.

ANNUAL MUNICIPAL MAINTENANCE CHECKLIST 2015

NAME OF COMMUNITY: Township of Wellington North

Date submitted:

Please submit all requested documentation below to Monique Laplante at monique.laplante@ontario.ca, or via mail at the following address:

Monique Laplante
3767 Highway 69 South Floor 6
Sudbury, ON
P3G 1E7

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance

<p>CEMC DESIGNATION AND TRAINING Please provide:</p> <ol style="list-style-type: none"> 1. Names of the primary and alternate CEMCs, and their email and 24/7 phone number 2. Date that they have completed the required training, including: <ol style="list-style-type: none"> a. EM 200 (Basic Emergency Management) b. EM 300 (CEMC Course) c. EM 240 (Note Taking Course) d. IMS 100 (Introduction to IMS) e. IMS 200 (Basic IMS) <p>See O. Reg. 380/04 Part II Section 10 paras 1 – 4 and Fire Marshal & Chief, Emergency Management Guidance: 2015-01-08 (O. Reg 380/04 Training Requirements)</p>	Primary CEMC	Name : Linda Dickson Email: lindad@wellington.ca Phone: 519.846.8058
	Trained? Yes/date or no EM 200 (Basic Emergency Management) EM 300 (CEMC Course) EM 240 (Note Taking Course) IMS 100 (Introduction to IMS) IMS 200	Yes – December 2003 Yes – June 2003 Yes – May 2015 Yes – July 2009 Yes – September 2010
	1 st Alternate	Name : Mike Givens Email: mgivens@wellington-north.com Phone: 519.848.3620
	Trained? Yes/date or no EM 200 (Basic Emergency Management) EM 300 (CEMC Course) EM 240 (Note Taking Course) IMS 100 (Introduction to IMS) IMS 200	Yes – November 2014 Yes – September 2015 No No No
	2 nd Alternate	Name: Bridgette Francis Email: Bridgettef@wellington.ca Phone: 519.837.2600 x 3324
	Trained? Yes/date or no EM 200 (Basic Emergency Management) EM 300 (CEMC Course) EM 240 (Note Taking Course) IMS 100 (Introduction to IMS) IMS 200	Yes – November 2013 Yes – April 2015 Yes – May 2015 Yes – Yes – October 2014

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance		
EMERGENCY MANAGEMENT PROGRAM COMMITTEE Please provide: <ol style="list-style-type: none"> List or attach a list of committee members, and The dates on which the committee met. See O. Reg. 380/04 Part II Section 11	Names of committee members	Andy Lennox, Mike Givens, Matt Ashton, Dave Guilbault, Linda Dickson, Barry Lavers, Jim Klujber', Wellington OPP, Wellington Dufferin Public Health, Guelph Wellington EMS.
	Dates of Meetings	March 27, 2015 and September 10, 2015. See attached copy of minutes.
PROGRAM BY-LAW Please provide: <ol style="list-style-type: none"> Date the current By-Law was passed and By-Law number If the by-law has been amended or replaced, provide a copy of the new version to the Monitor, Audit, and Review Unit See EMCPA 2.1 (1)	Date and Number	
	If by-law has been amended or replaced; has a copy been provided to OFMEM? Yes/no	No change
HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA) Please confirm: <ol style="list-style-type: none"> The date on which the HIRA was reviewed by the Program Committee If the HIRA has been updated or amended, provide a copy to the Monitor, Audit, and Review Unit See EMCPA 2.1 (3 – 8 inclusive)	On what date or dates was the HIRA reviewed and by whom.	Review, discussed and adopted by the Emergency Management Program Committee on September 10, 2015
	If HIRA was amended or updated, has a copy been provided to OFMEM?	Attached
EMERGENCY RESPONSE PLAN Please provide: <ol style="list-style-type: none"> The date that the plan was reviewed, By whom it was reviewed, and If amended, a copy of the revised plan, and a copy of the current by-law See EMCPA Section 3 all and EMCPA Section 14 all Also O. Reg. 380/04 Part II Section 15	Date that plan was reviewed.	March 27, 2015
	Who reviewed the plan?	Joint Emergency Management Program Committee
	If plan was amended, has a copy of the new approved plan and by-law been forwarded to OFMEM and what is the date of approval/passing of revised Plan?	No change
EMERGENCY OPERATION CENTRE (EOC) Please provide:	Location/address of EOC and alternate(s)	Mount Forest Fire Hall, 381 Main Street, Mt. Forest, and Arthur Fire Hall, 103 Smith Street, Arthur.

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance		
<ol style="list-style-type: none"> 1. The location/address and phone number (if available) of the designated EOC, and alternate(s) 2. That the EOC has appropriate communications equipment <p>See O. Reg. 380/04 Part II Section 13.(1) and (2)</p>	<p>Date that CEMC or Program Committee confirmed that the EOC has appropriate communications equipment and that it has been tested where possible. CEMC to explain what has changed and when changes were made.</p>	<p>Emergency policies, procedures and supplies were reviewed and updated in the primary and alternate EOC on April 27, 2015</p>
<p>CRITICAL INFRASTRUCTURE(CI) LIST Please provide:</p> <ol style="list-style-type: none"> 1. The date on which the CI list was reviewed, 2. By whom it was reviewed, and 3. If the CI list has been amended or updated, a copy of the revised CI list. <p>See EMCPA Section (3)</p>	<p>Date that CI list was reviewed.</p>	<p>During the summer of 2015.</p>
	<p>Who reviewed the CI list?</p>	<p>A summer student was hired to review and update the lists for all municipalities, under supervision of the Emergency Manager/CEMC and appropriate agency staff</p>
	<p>If CI list has been amended, has copy been provided to OFMEM and on what date?</p>	<p>As set out the EMCPA, as amended, a copy will not be provided because of freedom of information requirements and that there is information in the records of agencies outside the control of the municipalities. Copies are available for viewing at the office of the Emergency Manager, 474 Wellington Rd 18, Fergus, ON</p>

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance		
ANNUAL TRAINING Please provide: <ol style="list-style-type: none"> 1. Date of training, 2. Type of training conducted, and 3. List of attendees See EMCPA Section 2.1 (2) (b) Also EMCPA Section 3.5 Also O. Reg. 380/04 Part II Section 12 (3) Also Fire Marshal & Chief, Emergency Management Guidance: 2015-01-08 (O. Reg 380/04 Training Requirements)	Date(s) of Training	March 27, 2015 August 11, 2015 and November 18, 2015
	Type of training (including note taking, continuity of operations, and hazard-specific training) lasting at least 4 hours	See copy of report to Council on October 5, 2015 attached. See attached copy of presentation and exercise material.
	List of attendees	See Attached lists
ANNUAL EXERCISE Please provide: <ol style="list-style-type: none"> 1. Date of the exercise, 2. Type of exercise conducted, 3. Aim of the exercise, 4. List of participants, 5. Findings of evaluators, and 6. Corrective Actions proposed based on findings of the evaluators. See EMCPA Section 3(5) Also O. Reg. 380/04 Part II Section 12(6)	Date of Exercise	August 2 and 3, 2015
	Type of exercise	Tornado
	Aim of exercise	Real event
	List of participants	A number of personnel from the Township and supporting agencies attended
	Findings	See Attached After Action Report
	Corrective Actions proposed	See Attached After Action Report
EMERGENCY INFORMATION OFFICER (EIO) Please provide: <ol style="list-style-type: none"> 1. The name of the designated Emergency Information Officer. See O. Reg. Part II Section 14 all	Name of EIO	Fred Lehmann, County Communications and Wellington OPP Media Officers (three)
	Date appointed	See attached
	24/7 contact info	See attached
PUBLIC EDUCATION Please provide: <ol style="list-style-type: none"> 1. A description of the Public Education activities conducted by the municipality. 2. Copies of any Public Information materials distributed or utilized. See EMCPA 2.1(2) (c)	Brief description of Public Education Program	See report to Township Council October 5, 2015 attached
ANNUAL REVIEW Please provide: <ol style="list-style-type: none"> 1. A signed original copy of the "Emergency Management Program 	Date of Annual Program review by Program Committee	October 5, 2015 by the Council for the Township of Wellington North.

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance		
Statement of Completion” form and “Annual Municipal Maintenance Checklist”.	Date Annual Forms submitted to OFMEM	
See O. Reg. 380/04 Part II Section 11(6)		



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF OCTOBER 5, 2015**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2015-047 REGARDING ONTARIO
WILDLIFE DAMAGE COMPENSATION (MURRAY)**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2015-047 being a report on Ontario Wildlife Damage Compensation (Murray);

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North authorize payment of \$258.00 to Peter Murray for Ontario Wildlife Damage Compensation livestock claims with a kill date of September 6, 2015;

AND FURTHER THAT the Livestock Valuator be paid \$75.00 for Livestock Valuer fees and \$64.00 for mileage;

AND FURTHER THAT the Clerk be directed to submit an application to the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) to compensate the municipality in the amount of \$288.00.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

Gord Flewelling, the Livestock Valuator for Wellington North, submitted an Ontario Wildlife Damage Compensation report on a claim by Peter Murray for a coyote kill of a Suffolk Dorset cross ewe, that occurred on September 6, 2015. The claim is in the amount of \$258.00 and is consistent with the maximum compensation rates as provided for under the Ontario Wildlife Damage Compensation Program (the Program).

The Valuator's report indicates that the predator is a coyote and the pictures seem to support that. The report further indicates that the herd of approximately 40 sheep are healthy, that both woven wire and electric fencing, there is a guard dog and the herd is checked multiple times a day by the owner.

Under the Program, the claimant, the municipality and/or the Ontario Ministry of Agricultural Food and Rural Affairs (OMAFRA) has 20 days in which to appeal the decision of the Livestock Valuator. No appeals were filed on any of these claims.

FINANCIAL IMPLICATIONS

The cost of the claim is \$258.00, the Livestock Valuator's fee is \$75.00 plus mileage of \$18.00.00 for a total of \$351.00.

The municipality will make an application to OMAFRA for reimbursement of the claim in the amount of \$258.00 plus \$30.00 of the Livestock Valuator's fee, which is the maximum that can be claimed for administration.

The net cost to the municipality will be \$63.00. There is an annual amount in the budget under animal control for these types of claims.

STRATEGIC PLAN 2015-2018

Yes

No

X N/A

PREPARED BY:	RECOMMENDED BY:
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Karren Wallace

Mike Givens

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF OCTOBER 5, 2015**

FROM: KARREN WALLACE, CLERK

SUBJECT: REPORT CLK 2015-048 BEING A REPORT ON CONSENT APPLICATION FOR AN EASEMENT FOR B86/15 (668380 ONTARIO INC) KNOWN AS PART LOT 32, CONCESSION 1 PT DIVISION 3 -535 MAIN STREET NORTH- TOWNSHIP OF WELLINGTON NORTH FOR AN EASEMENT

RECOMMENDATION

THAT CLK Report 2015-048 being a Report on Consent Application for an easement for B86/15 (668380 Ontario Inc) known as Part Lot 32, Concession 1 Pt Division 3 -535 Main Street North- Township of Wellington North for an easement be received;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for an easement for B86/15 as presented with the following conditions:

- 1) **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 2) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Proof of Drainage. Prior to consent being endorsed on the deeds, proof of drainage, shall be provided by the applicant to serve the lands being conveyed and the lands being retained, with the costs of such drainage being solely at the expense of the applicant.
- 3) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Drainage Apportionment. Prior to consent being endorsed on the deeds the property owners are to execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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N/A

BACKGROUND

The subject property is known as Part Lot 32, Concession 1, Pt Division 3-535 Main Street North, Township of Wellington North.

The property assessment roll number is 23-49-000-004-16210-0000

Schedule "A" is a report by Linda Redmond, Wellington County Planner dated September 28, 2015

The consent is for a drainage easement which is 789 square metres with a 6 metres frontage, for the existing swale drainage at the rear of the property, as shown on Schedule "B" attached.

The proposed easement is a condition of site plan approval for the adjacent property located at 525 Main Street North.

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Director of Public Works, Fire Chief, Drainage Superintendent, Treasurer, Planner, Economic Development Manager, Tourism Marketing & Promotion Manager, County of Wellington Planner and Director Recreation, Parks and Facilities.

It is recommended the following clauses be a condition of severance:

1. **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Proof of Drainage. Prior to consent being endorsed on the deeds, proof of drainage, shall be provided by the applicant to serve the lands being conveyed and the lands being retained, with the costs of such drainage being solely at the expense of the applicant.
3. **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Drainage Apportionment. Prior to consent being endorsed on the deeds the property owners are to execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality.

FINANCIAL IMPLICATIONS

There are no financial impacts as a result of this report.

STRATEGIC PLAN

This report relates directly to the implementation of the Township of Wellington North Strategic Plan, in particular the community growth plan.

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

Yes No N/A

Which pillars does this report support?

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

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Karren Wallace

Michael Givens

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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SCHEDULE A


Planning and Development Department, County of Wellington

County Administration Centre, 74 Woolwich Street, Guelph, ON N1H 3T9
 T 519.837.2600 F 519.823.1694

Application	B86/15
Location	Part Lot 32, Concession 1, Part of Division 3 TOWNSHIP OF WELLINGTON NORTH (Mt. Forest)
Applicant/Owner	668380 Ontario Inc.

PLANNING OPINION: This application would establish a drainage easement in favour of the abutting property to the southwest (Home Hardware). The need for the easement was identified through the site plan approval process for the additions to the Home Hardware Store. The drainage swale is currently existing and the easement is necessary in order to formalize the use. We have no concerns with proposed easement.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): No issues.

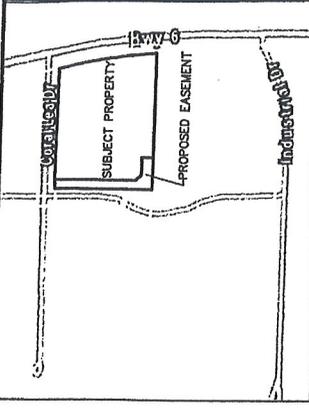
WELLINGTON COUNTY OFFICIAL PLAN: The subject lands are designated Highway Commercial (Mount Forest). The matters under Section 10.1.3 were also considered.

LOCAL ZONING BY-LAW: The subject lands are zoned C2 (Highway Commercial).

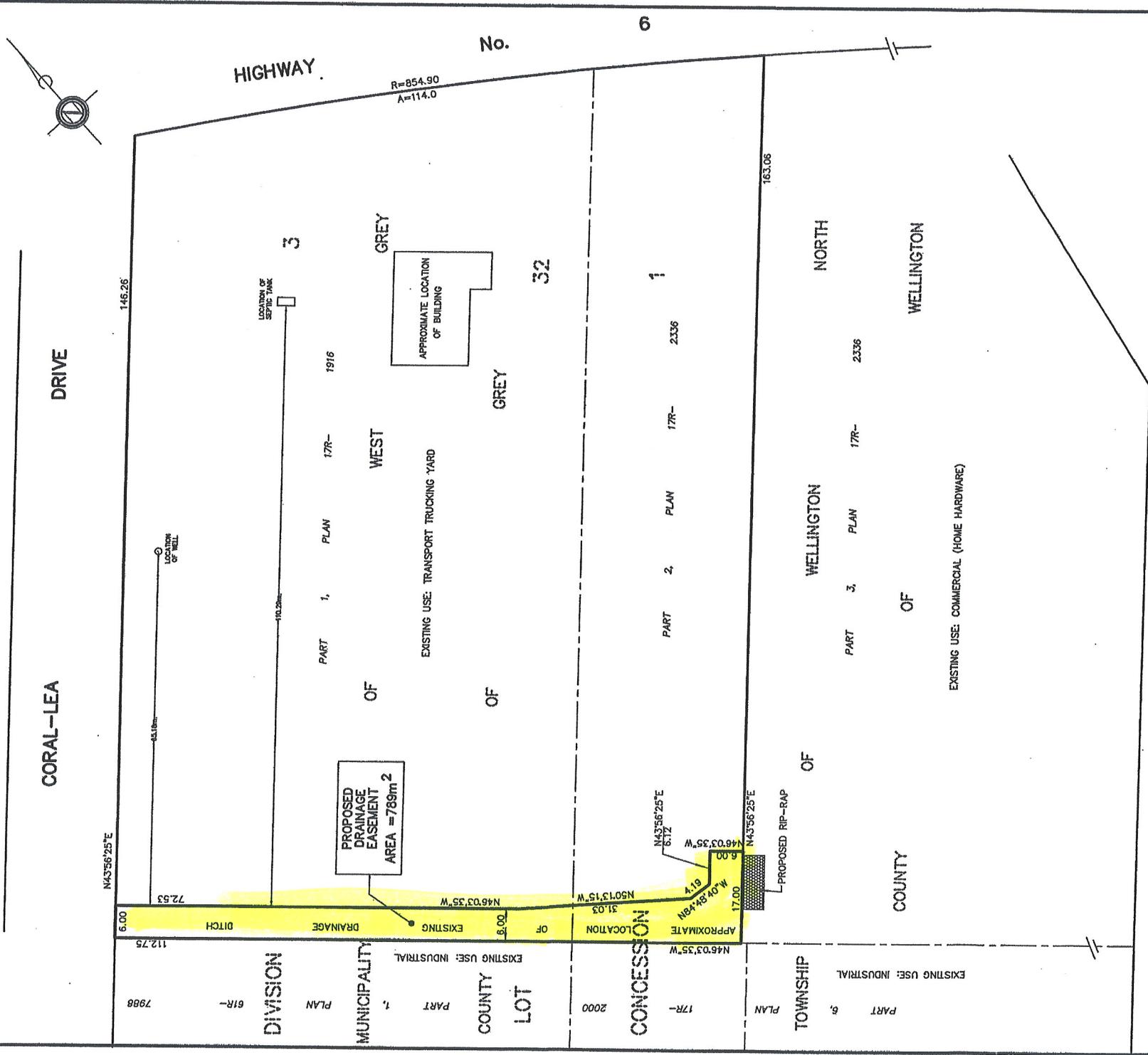
SITE VISIT INFORMATION: The subject property has not been visited to date.

Linda Redmond, Senior Planner
 September 28, 2015

SKETCH FOR CONSENT APPLICATION ON
 PART OF DIVISION 3 OF LOT 32, CONCESSION 1
 MUNICIPALITY OF WEST GREY, COUNTY OF GREY, AND
 PART OF DIVISION 3 OF LOT 32, CONCESSION 1
 (FORMERLY IN THE TOWNSHIP OF NORMANBY)
 TOWNSHIP OF WELLINGTON NORTH, COUNTY OF WELLINGTON
 SCALE 1:750
 MacDONALD TAMBLYN LORD SURVEYING LTD.



KEY PLAN (NOT TO SCALE)



INDUSTRIAL

DRIVE

DRIVE



MacDONALD TAMBLYN LORD SURVEYING
 LIMITED
 A wholly owned subsidiary of J.D. Barnes Limited
 Ontario Land Surveyors
 50 FLEMING DRIVE, UNIT 2, CAMBRIDGE, ON N1T 2B1
 T: (519) 621-9600 F: (519) 621-6480 www.jdbarnes.com

Rod Lord
 ROD LORD
 ONTARIO LAND SURVEYOR

AUGUST 27, 2015
 DATE

DRAWN BY: R.L.
 CHECKED BY: *RL*
 REFERENCE NO.:
 FILE: 15-40-506-00
 PLOTTED: 8/27/2015

METRIC:
 DISTANCES SHOW ON THIS PLAN ARE
 IN METRES AND CAN BE CONVERTED
 TO FEET BY DIVIDING BY 0.3048

PLOTTED: 8/27/2015

15-40-506-00



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF OCTOBER 5, 2015**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2015-049 BEING A REPORT ON CONSENT
APPLICATION B87/15 (PLUME EURIG) KNOWN AS PART LOT
10 W/S FERGUS STREET 161 & 163 FERGUS STREET NORTH
FORMERLY MOUNT FOREST TOWNSHIP OF WELLINGTON
NORTH**

RECOMMENDATION

THAT CLK Report 2015-049 being a report on Consent Application B87/15 Plume Eurig) known as Part Lot 10 W/S Fergus Street 161 & 163 Fergus Street North formerly Mount Forest Township of Wellington be received;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B87/15 as presented with the following conditions:

- 1) **THAT** the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel; and further that the applicable authority file a letter of clearance of this condition with the Secretary-Treasurer of the Planning Committee as written proof of fulfillment of this condition.
- 2) **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 3) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication as provided for in the Planning Act, R.S.O. 1990; and that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

- 4) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Proof of Drainage. Prior to consent being endorsed on the deeds, proof of drainage, shall be provided by the applicant to serve the lands being conveyed and the lands being retained, with the costs of such drainage being solely at the expense of the applicant.
- 5) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Drainage Apportionment. Prior to consent being endorsed on the deeds the property owners are to execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality.
- 6) The owner shall be issued an Occupancy Permit for each unit.
- 7) The owner shall provide a lot grading certificate to the satisfaction of the municipality.
- 8) The owner shall provide a C.C.T.V. for each sewer lateral to the satisfaction of the municipality.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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N/A

BACKGROUND

The subject property is known as Part Lot 10 W/S Fergus Street 161 & 163 Fergus Street North formerly Mount Forest Township of Wellington

The property assessment roll number is 23-49-000-002-09700-0000

Schedule "A" is a report by Linda Redmond, Wellington County Planner dated September 28, 2015

Schedule "B" is a sketch of subject property.

The proposed severance is 136.19 metres frontage x 47 metres = 618.5 square metres, existing and proposed urban residential use with existing semi-detached dwelling.

The retained parcel is 1,444.6 square metres with 15.57 metre frontage, existing and proposed urban residential use with existing semi-detached dwelling.

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Director of Public Works, Fire Chief, Drainage Superintendent, Treasurer, Planner, Economic Development Manager, Tourism Marketing & Promotion Manager, County of Wellington Planner and Director Recreation, Parks and Facilities.

It is recommended the following clauses be a condition of severance:

1. **THAT** the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel; and further that the applicable authority file a letter of clearance of this condition with the Secretary-Treasurer of the Planning Committee as written proof of fulfillment of this condition.
2. **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. **THAT** the Owner satisfy the requirements of the Local Municipality in reference to parkland dedication as provided for in the Planning Act, R.S.O. 1990; and that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
4. **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Proof of Drainage. Prior to consent being endorsed on the deeds, proof of drainage, shall be provided by the applicant to serve the lands being conveyed and the lands being retained, with the costs of such drainage being solely at the expense of the applicant.
5. **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Drainage Apportionment. Prior to consent being endorsed on the deeds the property owners are to execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality.
6. The owner shall be issued an Occupancy Permit for each unit.
7. The owner shall provide a lot grading certificate to the satisfaction of the municipality.
8. The owner shall provide a C.C.T.V. for each sewer lateral to the satisfaction of the municipality.

FINANCIAL IMPLICATIONS

There are no financial impacts as a result of this report.

STRATEGIC PLAN

This report relates directly to the implementation of the Township of Wellington North Strategic Plan, in particular the community growth plan.

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

Yes No N/A

Which pillars does this report support?

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

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Karren Wallace

Michael Givens

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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SCHEDULE A



Planning and Development Department, County of Wellington
 County Administration Centre, 74 Woolwich Street, Guelph, ON N1H 3T9
 T 519.837.2600 F 519.823.1694

Application	B87/15
Location	Part Lot 10, Plan Town of Mt. Forest TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	Donald Plume & Deirdre Eurig

PLANNING OPINION: This application would sever an existing semi-detached dwelling in half in the urban centre of Mount Forest. A severed parcel of 618 m² (6657.6 ft²) would be created with a retained parcel of 1444.6 m² (15,550 ft²).

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

PLACES TO GROW: The Places to Grow policies place an emphasis on intensification and optimizing the use of existing land supplies. Under section 2.2.2.1 which deals with managing growth it states, “population and employment growth will be accommodated by focusing intensification in intensification areas”. Intensification is defined as “the development of a property, site or area at a higher density than currently exists through,.....b) the development of vacant and/or underutilized lots within previously developed areas; or c) infill development”.

PROVINCIAL POLICY STATEMENT (PPS): Section 1.1.3 of the Provincial Policy Statement directs growth to occur within settlement areas. The proposed lot creation is located within the Mount Forest Urban Centre and is consistent with the PPS.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated RESIDENTIAL TRANSITION AREA in the Urban Centre of Mount Forest. Section 10.6.2, states that new lots may be created in Urban Centres provided that the lands are appropriately zoned. Lot creation will normally proceed by plan of subdivision and will be based on the provisions of full urban services, wherever such services are available. We are satisfied that a plan of subdivision is not necessary for the creation the proposed lot.

The matters under Section 10.1.3 were also considered.

LOCAL ZONING BY-LAW: The subject property is currently zoned Mixed Use (MU1). A semi-detached dwelling was recently constructed on the lands. The frontage and area comply with the applicable provisions.

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

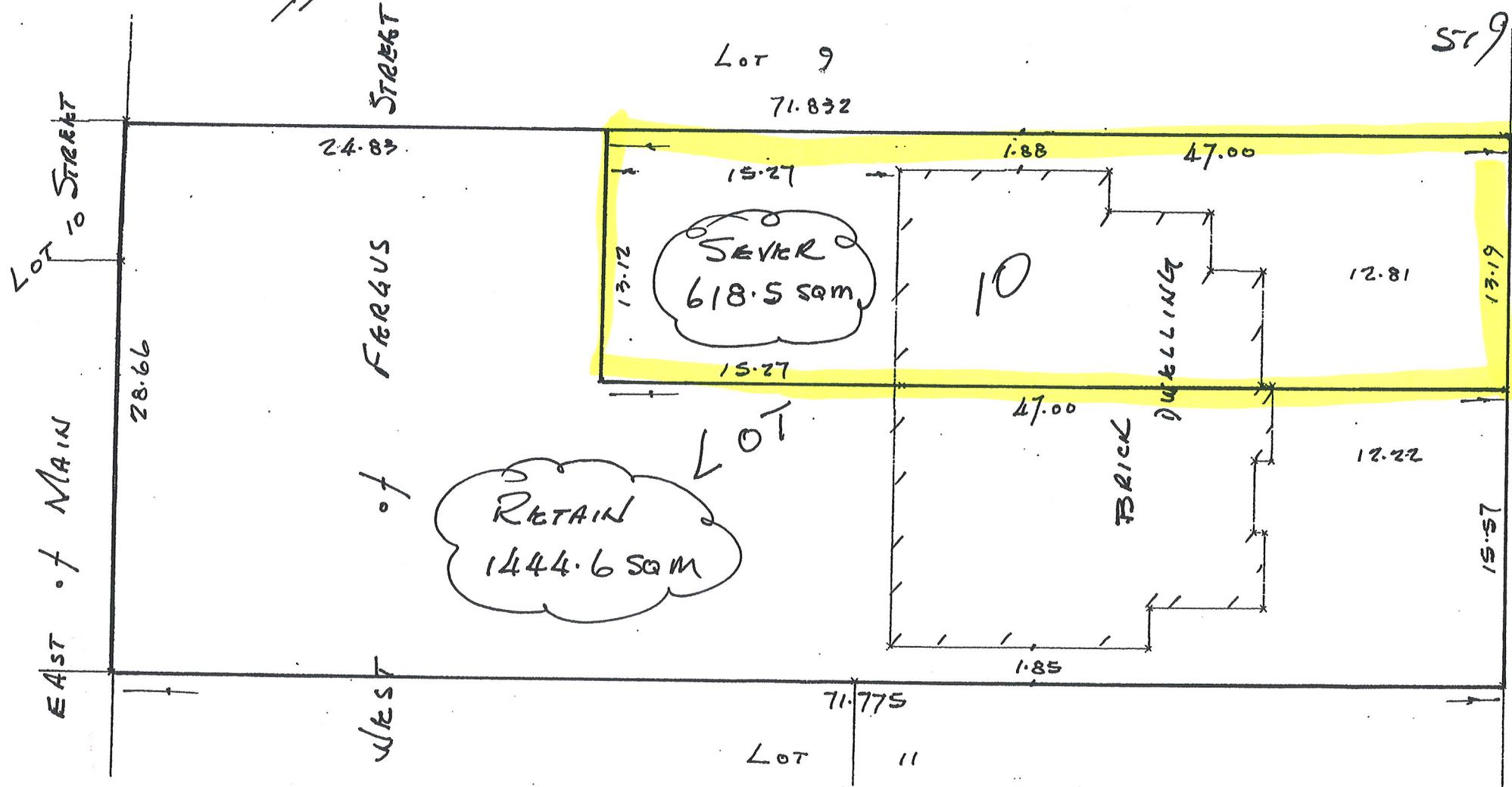
Linda Redmond, Senior Planner
 September 28, 2015

SEVERANCE SKETCH IN THE
(TOWN of MOUNT FOREST)
TOWNSHIP of WELLINGTON NORTH
1:300

SEPT/15
8610

Alex R. Wilson
ALEX R. WILSON
SURVEYING INC
MOUNT FOREST
ST 9 323 2451

SCHEDULE B





Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF OCTOBER 5, 2015**

FROM: Karren Wallace, Clerk

SUBJECT: REPORT CLK 2015-050 BEING A REPORT ON CONSENT APPLICATION FOR A LOT LINE ADJUSTMENT FOR B92/15 (MCCABE) KNOWN AS LOT 28 DIVISIONS 2, 3, & 4, LOT 29, DIVISIONS 1, 2, & 3 EAST OF OWEN SOUND ROAD FORMERLY ARTHUR TOWNSHIP NOW TOWNSHIP OF WELLINGTON NORTH

RECOMMENDATION

THAT CLK Report 2015-050 being a report on Consent Application for a Lot Line adjustment for B92/15 (McCabe) known as Lot 28 Divisions 2, 3, & 4, Lot 29, Divisions 1, 2, & 3 East of Owen Sound Road formerly Arthur Township now Township of Wellington North be received;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application for a lot line adjustment for B92/15 as presented with the following conditions:

- 1) **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 2) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Proof of Drainage. Prior to consent being endorsed on the deeds, proof of drainage, shall be provided by the applicant to serve the lands being conveyed and the lands being retained, with the costs of such drainage being solely at the expense of the applicant.

- 3) **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Drainage Apportionment. Prior to consent being endorsed on the deeds the property owners are to execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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N/A

BACKGROUND

The subject property is known as Lot 28 Divisions 2, 3, & 4, Lot 29, Divisions 1, 2, & 3 East of Owen Sound Road formerly Arthur Township now Township of Wellington North

The property assessment roll number is 23-49-000-007-04600-0000

Schedule "A" is a report by Linda Redmond, Wellington County Planner dated September 28, 2015

Schedule "B" is a sketch of subject property.

The proposed lot line adjustment is 65 hectares with no frontage, existing agricultural use to be added to abutting agricultural parcel – North Valley Poultry.

The retained parcel is 39 hectares with 722 metre frontage, existing and proposed residential and agricultural use with existing dwelling, hay barn, shed and drive shed.

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Director of Public Works, Fire Chief, Drainage Superintendent, Treasurer, Planner, Economic Development Manager, Tourism Marketing & Promotion Manager, County of Wellington Planner and Director Recreation, Parks and Facilities.

It is recommended the following clauses be a condition of severance:

1. **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Proof of Drainage. Prior to consent being endorsed on the deeds, proof of drainage, shall be provided by the applicant to serve the lands being conveyed and the lands being retained, with the costs of such drainage being solely at the expense of the applicant.

- 3. **THAT** the Owner satisfy the requirements of the Local Municipality in reference to Drainage Apportionment. Prior to consent being endorsed on the deeds the property owners are to execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality.

FINANCIAL IMPLICATIONS

There are no financial impacts as a result of this report.

STRATEGIC PLAN

This report relates directly to the implementation of the Township of Wellington North Strategic Plan, in particular the community growth plan.

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

- Yes
 No
 N/A

Which pillars does this report support?

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

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Karren Wallace

Michael Givens

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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SCHEDULE A



Planning and Development Department, County of Wellington
County Administration Centre, 74 Woolwich Street, Guelph, ON N1H 3T9
T 519.837.2600 F 519.823.1694

Application	B92/15
Location	Lot 28, Div 2, 3 & 4; Lot 29, Div 1, 2 & 3 TOWNSHIP OF WELLINGTON NORTH (Arthur)
Applicant/Owner	McCabe, Joseph & Betty

PLANNING OPINION: This lot line adjustment will sever a 65 ha. (160.6 ac.) vacant farm parcel and add it to an adjacent farm. The merged parcel will be 122 ha (301 ac). The retained farm parcel is 39 ha (96.3 ac) and is occupied by a residence and farm buildings.

This application is consistent with Provincial Policy and would generally conform to the Official Plan policies. We would have no concerns, provided that the following matters are 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.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons.

GREENBELT PLAN: Not located within Greenbelt Plan area.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. According to Section 10.3.5, lot line adjustments may be permitted for legal or technical reasons, and minor boundary adjustments.

The matters under Section 10.1.3 were also considered.

LOCAL ZONING BY-LAW: The subject property is zoned Agricultural (A) and Natural Environment (NE). Both lots would meet the applicable minimum lot area and frontage requirements.

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

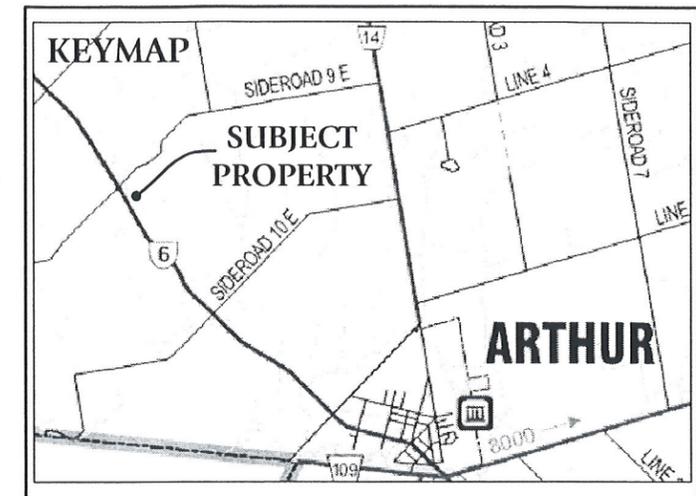
Linda Redmond, Senior Planner
September 28, 2015

SEVERANCE SKETCH 044
LOT 28, DIVISIONS 2, 3 AND 4
LOT 29, DIVISIONS 1, 2, AND 3
EAST OF OWEN SOUND ROAD
GEOGRAPHIC TOWNSHIP OF ARTHUR
TOWNSHIP OF WELLINGTON NORTH
COUNTY OF WELLINGTON

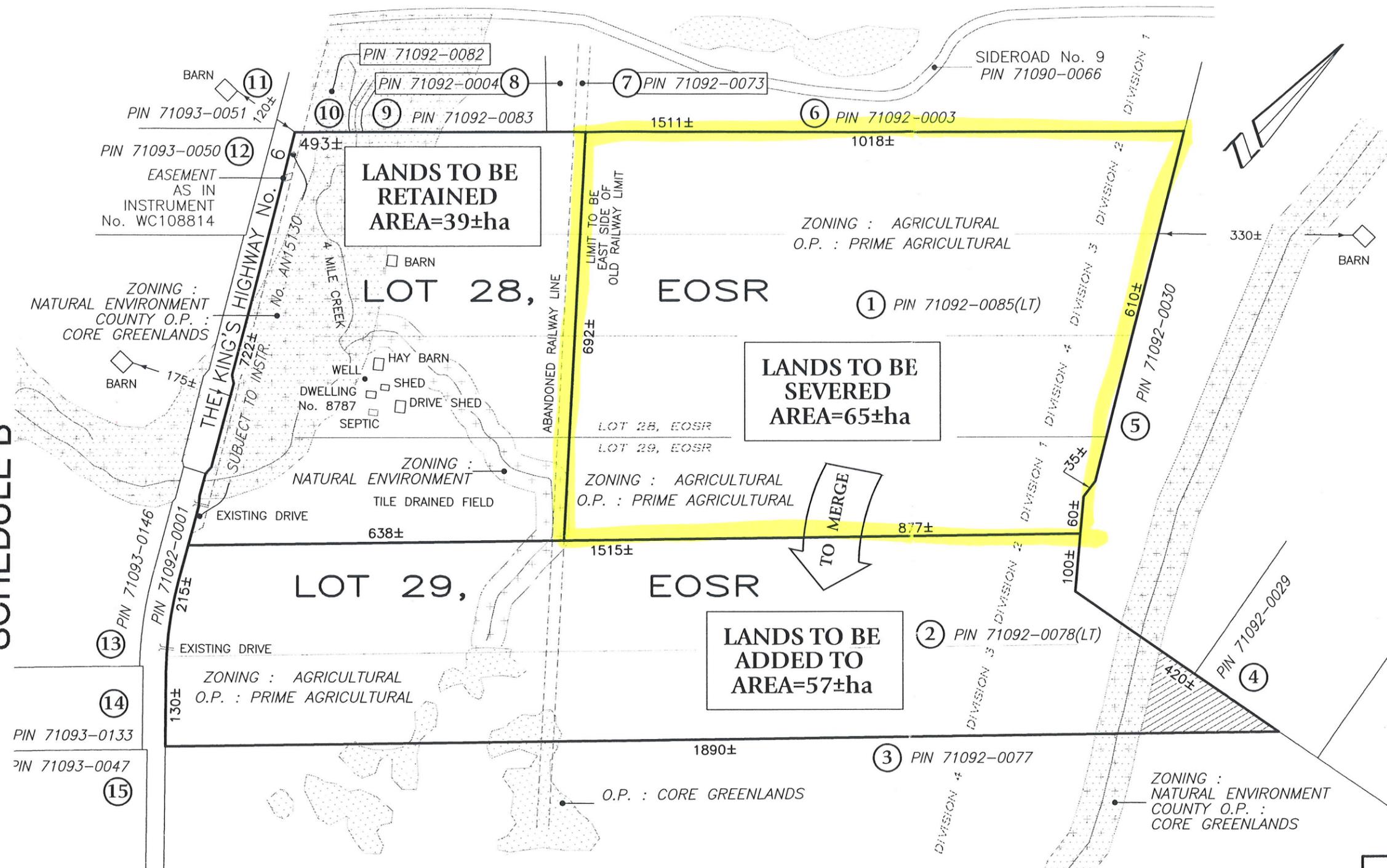
SCALE: 1 - 7500



VAN HARTEN SURVEYING INC.



SCHEDULE B



- O.P. : GREENLANDS
- ZONING : NATURAL ENVIRONMENT
- COUNTY O.P. : CORE GREENLANDS

SURVEYOR'S CERTIFICATE
 THIS SKETCH WAS PREPARED
 ON THE 8th DAY OF SEPTEMBER, 2015

Jeffrey E. Buisman
 JEFFREY E. BUISMAN
 ONTARIO LAND SURVEYOR

Van Harten
 SURVEYING INC.
 LAND SURVEYORS and ENGINEERS

423 WOOLWICH STREET GUELPH - ONTARIO, N1H 3X3 PHONE: (519) 821 - 2763 FAX: 821 - 2770 www.vanharten.com	660 RIDDELL ROAD, UNIT 1 ORANGEVILLE - ONTARIO, L9W 5G5 PHONE: (519) 940 - 4110 FAX: 519 - 940 - 4113 www.vanharten.com
DRAWN BY: JAM	CHECKED BY: JEB
PROJECT No. 23019-15	

Sep 08, 2015-10:54am
 G:\ARTHUR\EOSR\acad\SEV PT28-29 (McCABE).dwg

- NOTES:**
1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
 2. SUBJECT LANDS ARE ZONED AGRICULTURAL AND NATURAL ENVIRONMENT
 3. SUBJECT LANDS HAVE AN COUNTY OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL, GREENLANDS AND CORE GREENLANDS
 4. DISTANCES TO BARNS ARE TAKEN FROM GRCA WEBSITE.
 5. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
 6. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.
 7. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF OCTOBER 5, 2015**

FROM: KARREN WALLACE, CLERK

**SUBJECT: CLK 2015-051 BEING A REPORT ON A DELEGATION OF
AUTHORITY POLICY FOR THE TOWNSHIP OF WELLINGTON
NORTH**

RECOMMENDATION

THAT Report CLK 2015-051 being a report on Delegation of Authority Policy be received;

AND FURTHER THAT the Council of the Township of Wellington North approve the Delegation of Authority Policy as presented.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report PW 2015-059 being a report on delegation of authority to grant temporary road closures.

BACKGROUND

Section 23.1 and 23.2 of the Municipal Act, 2001, as amended, permits a municipality to delegate certain powers and duties to a person or body.

Section 270(1) 6 of the Municipal Act, 2001 provides that a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties.

The efficient management of the Township of Wellington North and the need to respond to issues in a timely manner could be improved if Council assigned certain powers and duties to staff while maintaining accountability. This can effectively be accomplished through the delegation of certain legislative and administrative functions.

Attached on Schedule "A" to this report is a draft of the Delegation of Authority Policy for the Township of Wellington North. The policy clearly indicates that any delegation of authority would require a duly approved by-law of Council.

FINANCIAL IMPLICATIONS

Approval of the recommendations in this report will not have a direct financial impact, but will result in more efficient service for the public as well as time savings for staff and Council.

STRATEGIC PLAN

This report relates directly to the implementation of the Township of Wellington North Strategic Plan.

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

- X Yes
- No
- N/A

Which pillars does this report support?

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

PREPARED BY:	RECOMMENDED BY:
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Karren Wallace

Michael Givens

KARREN WALLACE CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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SCHEDULE "A"



TOWNSHIP OF WELLINGTON NORTH

Delegation Policy Framework

DEPARTMENT	CLERK	POLICY NUMBER	XX.15
EFFECTIVE DATE	October 5, 2015	LEGISLATIVE AUTHORITY	Municipal Act, 2001
APPROVED BY:	Council Resolution:2015-XXX		

DEFINITIONS

- (i) **"Legislative Powers"** – Includes all matters where Council acts in a legislative or quasi judicial function including enacting by-laws, setting policies, and exercising decision making authority.
- (ii) **"Administrative Powers"** – Includes all matters required for the management of the corporation, which do not involve discretionary decision making.

POLICY STATEMENT

The Council of the Township of Wellington North, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies, and administrative functions. Council's decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions. Council authority will be delegated within the context set out in the Act and will respect the applicable restrictions outlined in the Act.

PURPOSE

Section 23.1 and 23.2 of the Act, as amended, permits a municipality to delegation certain powers and duties to a person or body.

The Municipal Act, 2001 (the Act) requires that all municipalities adopt and maintain a policy with respect to the delegation of Council's legislative and administrative authority. The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy has been developed in accordance with the Act in order to comply with its other applicable sections, including Section 270 (1) 6. This policy applies to all committees of Council, departments and staff.

POLICY REQUIREMENTS

1. All delegations of Council powers, duties or functions shall be effected by by-law.
2. Unless a power, duty, or function of Council has been expressly delegated by by-law, all of the powers, duties and functions of Council remain with Council.
3. A delegation of a power, duty or function under any by-law to any member of staff includes a delegation to a person who is appointed by the Chief Administrative Officer or selected from time to time by the delegate to act in the capacity of the delegate in the delegate's absence.
4. Subject to Section 3, a person to whom a power, duty or function has been delegated by by-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted.
5. Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for the terms and conditions under which the powers shall be exercised, and must take into account the limitations set out in the Act.
6. Council has authorized those specific legislative matters listed in Schedule "A" to be delegated to the individual designated, subject to the terms set out therein.
7. Administrative matters may generally be delegated to staff subject to the conditions set out in the delegation and in this policy, and must take into account the limitations set out in the Act.
8. Council has authorized the delegation of specific administrative matters to those individuals listed in Schedule "A" subject to the terms set out therein.
9. In exercising any delegated power, the delegate shall ensure the following:
 - Any expenditure related to the matter shall have been provided for in the current year's budget (or be authorized by the Purchasing and Procurement Policy);
 - The scope of the delegated authority shall not be exceeded by the delegate;
 - Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated power and confirming compliance with the delegated authority and this policy;
 - All policies regarding insurance and risk management shall be complied with; and
 - Delegates shall ensure the consistent and equitable application of Council policies and guidelines.

In accordance with the Act, the following powers and duties cannot be delegated:

- The power to appoint or remove from office an officer of the municipality whose appointment is required by this Act.
- The power to pass a by-law under Parts VIII, IX and X.
- The power to incorporate corporations in accordance with section 203.
- The power to adopt an official plan or an amendment to an official plan under the *Planning Act*.
- The power to pass a zoning by-law under the *Planning Act*.
- The powers to pass a by-law under subsections 108 (1) and (2) and 110 (3), (6) and (7).
- The power to adopt a community improvement plan under section 28 of the *Planning Act*, if the plan includes provisions that authorize the exercise of any power under subsection 28 (6) or (7) of that Act or under section 365.1 of this Act.
- The power to adopt or amend the budget of the municipality.
- Any other power or duty that may be prescribed.

SCHEDULE "A"**DELEGATED LEGISLATIVE MATTERS****1. Temporary Road Closures**

Council has delegated to the Director of Public Works/designate the authority to temporarily close a road for emergency repairs or for such purposes as parades, festivals, scheduled repairs, etc. provided that closure for such purposes shall not be for a period of longer than 72 hours.

2. Temporary Toll Booths

Council has delegated to the Director of Public Works/designate the authority to approve the placement of temporary toll booths associated with charity fundraising events, provided that all provisions of the *Safe Streets Act* are complied with.

SCHEDULE "B"

DELEGATED ADMINISTRATIVE MATTERS

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

BY-LAW NUMBER 074-15

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF THE WINTER MAINTENANCE AGREEMENT BETWEEN INTEGRATED MAINTENANCE AND OPERATIONS SERVICE INC. OPERATING UNDER THE NAME OF "OWEN SOUND HIGHWAY MAINTENANCE LIMITED" (IMOS) AND THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

AUTHORITY: Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 4.

WHEREAS Section 4 of the Municipal Act, S.O. 2001, c. 25, as amended (hereinafter called the "Act") provides that the inhabitants of every municipality are incorporated as a body corporate and Section 5 of the Act provides that the powers of a municipality shall be exercised by its council, and further, Section 8 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act or any other Act;

AND WHEREAS The Corporation of the Township of Wellington North and Integrated Maintenance and Operations Service Inc. operating under the name of "Owen Sound Highway Maintenance Limited" (IMOS) wish to enter into an agreement for winter maintenance services (Mount Forest).

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

1. That the Corporation of the Township of Wellington North enter into an agreement with Integrated Maintenance and Operations Service Inc. operating under the name of "Owen Sound Highway Maintenance Limited" (IMOS) in substantially the same form as the agreement attached hereto as Schedule "A".

**By-law Number 074-15
Page 2 of 2**

2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement and all other documentation required on behalf of the Corporation.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 5TH DAY OF OCTOBER, 2015.**

ANDREW LENNOX, MAYOR

KARREN WALLACE CLERK

BY-LAW NUMBER 074-15
SCHEDULE "A"

This Agreement for winter maintenance services made this ____ day of _____, 2015

BETWEEN:

Integrated Maintenance and Operations Services Inc.
Operating under the name of "Owen Sound Highway Maintenance
Limited"
(hereinafter referred to as "IMOS")

-and-

The Corporation of the Township of Wellington North
(hereinafter referred to as the "Municipality")

WHEREAS Highways 6 and 89 within the limits of the former Town of Mount Forest is under the jurisdiction of the Municipality and connects to Highway 6 and Highway 89;

AND WHEREAS IMOS will travel over Highway 6 and Highway 89 within the limits of the former Town of Mount Forest in order to maintain Highway 6 and Highway 89;

AND WHEREAS the Municipality has requested that IMOS provide winter maintenance services on Highway 6 and Highway 89 within the former Town of Mount Forest.

AND WHEREAS IMOS has agreed to provide such winter maintenance services on Highway 6 and Highway 89 within the limits of the former Town of Mount Forest upon the terms and conditions set out herein.

NOW THEREFORE in consideration of the covenants in this Agreement and for other good and valuable consideration (the receipt and sufficient of which are hereby acknowledged), the parties hereto agree as follows:

1. **Term:** IMOS hereby agrees to provide the winter maintenance services on Highway 6 and Highway 89 within the limits of the former Town of Mount Forest from 12:01 a.m. October 15, 2015 until 11:59 p.m. April 30, 2016.
2. **Level of Service:** IMOS hereby agrees to provide such winter maintenance services and at the level of service specified in attached Schedule "A" to this Agreement.
3. **Contacts:**

IMOS' contact shall be:
Dave Chessell, Operations Manager
PO Box 309
Chatsworth, ON N0H 1G0
(519) 348-4951

The Municipality's contact shall be:
Dale Clark, Road Superintendent
The Corporation of the Township of Wellington North
7490 Sideroad 7 West, PO Box 125
Kenilworth, ON N0G 2E0

4. **Indemnification:** The Municipality shall indemnify and hold harmless IMOS and its contractors, agents, their officers and employees from and against all claims, demands, losses, expenses, costs, damages, actions suits or proceedings by third parties, hereinafter called "Claims", directly or indirectly arising or alleged to arise out of the performance of or the failure to perform the services, provided such Claims are:

- a) attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property;
- b) caused by negligent acts of IMOS or its contractor or anyone for whose acts IMOS or its contractors may be liable; and,
- c) made in writing within a period of (2) years from the date that the services are completed.

5. **Insurance:** The Municipality shall maintain, in full force and effect, adequate liability insurance at all times and throughout the term of this Agreement.

6. **Payment:** The Municipality hereby agrees to pay IMOS two lump sum payments of \$13,196.50 plus HST for the winter maintenance services provided by IMOS pursuant to this Agreement. Invoices will be issued by IMOS to the Municipality on December 31st, 2015 and February 28th, 2016.

7. **Authority:** The Municipality warrants that it has taken all necessary steps, done all acts, passed all by-laws and obtained all approvals required to give it the authority to enter into this Agreement.

IN WITNESS WHEREOF IMOS and the Municipality, by their duly authorized representatives, have hereunto set their signatures on the dates herein written below.

IMOS

The Corporation of the Township of Wellington North

Dave Chessell, Operations Manager
Integrated Maintenance and Operations
Services Inc.

Mayor

Clerk

Schedule 'A'

IMOS agrees to attempt to maintain one lane in each direction of the Municipality's Connecting Link as a Class 2 Highway in accordance with the Ministry of Transportation's Maintenance Quality Standards 701. The following points also form part of this agreement:

1. The agreement must be renewed annually. IMOS cannot guarantee that the work can be undertaken in subsequent years and will notify the municipality as soon as possible if unable to provide future service.
2. The level of service will include patrolling, plowing, sanding and salting.
3. Snow removal adjacent to the through lanes will not be included in this agreement.

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

BY-LAW NUMBER 075-15

**BEING A BY-LAW TO ESTABLISH A DELEGATION OF POWERS
AND DUTIES BY MUNICIPAL STAFF IN THE TOWNSHIP OF
WELLINGTON NORTH FOR THE PUROPSE OF TEMPORARILY
CLOSING HIGHWAYS**

WHEREAS Section 270 of the Municipal Act, 2001, provides, in part, that a municipality shall adopt and maintain policies with respect to the delegation of municipal powers and duties;

AND WHEREAS Section 23.1 and 23.2 of the Municipal Act, 2001 authorizes a municipality to delegate some of those powers and duties to a person or body, subject to the restrictions of the Act;

AND WHEREAS Section 8(1) of the Municipal Act, 2001 provides, in part, that the powers of the municipality under the Act shall be interpreted to enable the municipality to govern its affairs as it considers appropriate;

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

1. THAT the Director of Public Works (the "Director"), or his/her designate, or in absence of a designate the Chief Administrative Officer, may temporarily close any highway or portion of a highway in accordance with the "Delegation of Authority Policy" for the following purposes:
 - a. The construction, repair or improvement of the highway or portion of the highway or the construction or repair of any works, under, over, along, across, or upon the highway or portion of highway;
 - b. Any social, recreational, community, athletic or cinematographic purpose, or a combination of such purposes.

Page 2 of 2

2. Notwithstanding the provisions of section 1, Council shall retain all powers and authority the Municipal Act, 2001 where:
 - a. The Director or his/her designate, or in the absence of a designate the Chief Administrative Officer, at his/her sole discretion refers the matter to Council;
 - b. The applicant requests in writing that the matter be referred to Council;

OR
 - c. Any member of Council requests, in writing the Director, that the request for the temporary road closure approval be referred to Council. Upon receipt of such request, the Director shall refer the matter to Council.
3. Notwithstanding the provisions of section 1, prior to approving any temporary road closure, the Director shall notify the Mayor and Council of the pending closure.
4. The effective date of this by-law shall be the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 5TH DAY OF OCTOBER, 2015.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



September 24, 2015

In This Issue

- AMO challenge mobilizing support for Syrian refugees.
- Proposed towing regulatory changes.
- Risk Management Symposium only days away.
- Need a Primer on Asset Management?
- Ontario West Municipal Conference is making Linkages.
- LAS announces natural gas price for upcoming program year.
- Canadian Women in Municipal Government and Andrée P. Boucher scholarships.
- Career opportunities with Ontario Public Service.

AMO Matters

AMO is challenging municipalities to donate at least \$100 to help the resettlement of Syrian refugees. We're a quarter of the way to our \$40,000 goal. Please help us reach it.

Provincial Matters

The Ministry of Government and Consumer Services is seeking feedback on proposed regulatory changes related to towing and vehicle storage. Due date for comments is October 31, 2015.

AMO/LAS Events

The 2015 Risk Management Symposium is only days away. The Symposium will present practical solutions for municipal risk management, with topics such as minimum maintenance standards, outdoor recreation, the shared economy and more - this is an event you do not want to miss. Join us Sept 30 and Oct 1 at Casino Rama, Orillia and learn how to control claims by managing your risks. Register today, don't delay, limited space still available.

Cover Your Assets - A Primer on Municipal Asset Management is available as a work-at-your-own-pace online course. Topics include defining asset management (AM), understanding the role of Council in AM, communicating with the public and more. Login to the AMO online portal today and find the fundamental information you need about asset management and how assets support municipal programs and services.

The Ontario West Municipal Conference is making "Linkages" on November 20, 2015 at the Best Western Lamplighter Inn. This full day of educational sessions will cover topics such as asset management, smart growth, the Building Code, human rights and more. Full conference and registration details can be found online.

LAS

LAS recently

the price will be 14.9 cents/m³. Not a member? Discover the benefits of stable, predictable natural gas pricing today.

Municipal Wire*

FCM's Standing Committee on Increasing Women's Participation in Municipal Government call for applications for the annual [Canadian Women in Municipal Government](#) and [Andrée P. Boucher scholarships](#). The scholarships provide financial support to young women to pursue their education, as well increasing the awareness of women's issues as they relate to local government. Please contact women@fcm.ca or visit FCM's [website](#).

Careers

[Policy Analyst - Ontario Public Service](#). Location: Municipal Finance Strategic Policy & Research Unit, Toronto. Please [apply online](#) by October 2, 2015, entering Job ID 79786 in the Job ID search field and following the instructions to submit your application.

[Senior Policy Advisor - Ontario Public Service](#). Location: Toronto. Please [apply online](#) by October 7, 2015, entering Job ID 81770 in the Job ID search field and following the instructions to submit your application.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watch File Team](#), Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[OMKN Ontario Municipal Knowledge Network](#)

[Media Inquiries](#), Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



October 1, 2015

In This Issue

- What do arts and culture mean to you?
- Intercity Bus Modernization - extended comment period.
- 2014 Gas Tax Annual Report complete.
- Need a primer on asset management?
- Ontario West Municipal Conference is making Linkages.
- Lower rates mean added savings for LAS fuel members.
- Create meaningful reports with MIDAS - a powerful analytical tool.
- Essex County resolution concerning the Trans Pacific Partnership (TPP).
- Careers with Aurora, Durham Region, Niagara Region and Northumberland County.

Provincial Matters

Ontario is holding consultations on arts and culture. Visit [Ontario's culture strategy](#) to learn about town halls across the province and to join the online conversation.

The Ministry of Transportation is [seeking input](#) as it develops recommendations on modernizing the rules and regulations of intercity bus travel in Ontario. The work will also inform the ministry's work on the Northern Ontario Multimodal Transportation Strategy. The comment period has been extended to October 23.

Federal Matters

The 2014 AMO Gas Tax Annual Report has been submitted to the Government of Canada. Ontario municipalities can expect to receive copies in the next two weeks.

AMO/LAS Events

Cover Your Assets - A Primer on Municipal Asset Management is available as a work-at-your-own-pace online course. Topics include defining asset management (AM), understanding the role of Council in AM, communicating with the public and more. [Login](#) to the AMO online portal today and find the fundamental information you need about asset management and how assets support municipal programs and services.

The Ontario West Municipal Conference is making "Linkages" on November 20, 2015 at the Best Western Lamplighter Inn. This full day of educational sessions will cover topics such as asset management, smart growth, the Building Code, human rights and more. Full conference and registration details can be found [online](#).

LAS

LAS and PFA Canada are pleased to announce a 0.2 ¢/litre decrease in haulage rates for the LAS Fuel Procurement Program. The decrease results from continued customer loyalty and program growth. Not currently a member? [Get your free fuel analysis](#) and discover the savings!

Municipal Wire*

The 2014 Financial Information Returns are available on the Municipal Information & Data Analysis System ([MIDAS](#)). Watch a [MIDAS training video](#) to see what MIDAS can do for you. Access is free to all Ontario municipalities - email midasadmin@amo.on.ca and get started.

[Essex County resolves](#) that the federal government require, as a condition of any final TPP agreement, the continuation of regional value content in automotive products at least as strong as those contained within the NAFTA.

Careers

[Chief Administrative Officer - Town of Aurora](#). To explore this opportunity further, please contact Patrick Moyle, Interim CAO, at 905.726.4744. To be considered for this position, please email your resume by November 6, 2015 to Patrick Moyle & Associates at pmoyle@bell.net.

[Chief/Director, Paramedic Services, Health Department - Region of Durham](#). To explore this opportunity further, please contact Hayley Becker in Odgers Berndtson's Toronto office at 416.366.1990, or submit your resume and related information [online](#).

[Contract Manager, Collection & Diversion Operations - Niagara Region](#). Job Opening No. 15513. To explore this opportunity and apply online, please visit [Niagara Region Careers](#). Please submit your online application before midnight, October 11, 2015.

[Engineering Technician - County of Northumberland](#). Please submit a resume and cover letter by Friday, October 23, 2015 to: Human Resources, County of Northumberland, 555 Courthouse Road, Cobourg, ON K9A 5J6. Email: hr@northumberlandcounty.ca; fax: 905.372.3046.

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SAUGEEN VALLEY CONSERVATION AUTHORITY

MINUTES

Conservation through Cooperation

MEETING: Board of Directors
DATE: Thursday, July 23, 2015
TIME: 7:00pm
LOCATION: Administration Office, Formosa

CHAIR: Luke Charbonneau

DIRECTORS PRESENT: Robert Buckle, Maureen Couture, Barbara Dobreen, John Eccles, Kevin Eccles, Brian Gamble, Wilf Gamble, Dan Gieruszak, Stewart Halliday, Dan Kerr, Sue Paterson, Mike Smith, Andrew White.

DIRECTORS ABSENT, WITH REGRET: Steve McCabe

OTHERS PRESENT: Pamela Scharfe, Director, Lake Huron Centre for Coastal Conservation
 Karen Alexander, Coordinator, Lake Huron Centre for Coastal Conservation
 Al Leach, Saugeen Valley Children's Safety Village
 Wayne Brohman, General Manager/Secretary-Treasurer
 Gary Senior, Sr. Manager, Flood Warning & Land Management
 Erik Downing, Manager, Environmental Planning & Regulations
 Janice Hagan, Recording Secretary

Chair Luke Charbonneau called the meeting to order at 7:04 pm.

1. ADOPTION OF AGENDA

MOTION #G15-43

Moved by Robert Buckle
 Seconded by Barbara Dobreen
 THAT the agenda be adopted as presented.

Carried

2. DECLARATION OF PECUNIARY INTEREST

No persons declared a conflict of pecuniary interest relative to any item on the agenda.

3. MINUTES OF BOARD OF DIRECTORS MEETING – May 28, 2015**MOTION #G15-44**

Moved by John Eccles

Seconded by Dan Kerr

THAT the minutes of the Board of Directors meeting, held on May 28, 2015, be adopted as circulated.

Carried

4. a. PRESENTATION: LAKE HURON CENTRE FOR COASTAL CONSERVATION

Pamela Scharfe, Director, brought greetings from the staff of the Lake Huron Centre for Coastal Conservation and gave a presentation on the organization. She outlined the strategic priorities, including biodiversity, climate change, coastal processes and water quality. Ms Scharfe described the program objectives which included conservation, elimination of phragmites, habitat conservation, and cycles of water levels. Chairman Luke Charbonneau congratulated Ms Scharfe on the work that the Centre has accomplished and specifically noted the phragmites elimination project. Mr. Brohman also presented several photos showing SVCA staff and others cutting the phragmites at the Brucedale Campground, as part of the Phragmites control project lead by LHCCC and funded by Enbridge.

Pamela Scharfe and Karen Alexander left the meeting at 7:42pm.

b. SAUGEEN VALLEY CHILDREN'S SAFETY VILLAGE: UPDATE AND MOTION

Wayne Brohman summarized the three primary concerns of the Property & Building committee.

1. Accommodation of the Saugeen Conservation Foundation and SVCA events
2. Ability of the SVCSV to fund its annual operating costs
3. Responsibility for maintaining the septic system

It was indicated that the Property & Building Committee was satisfied with the answers provided by Mr. Leach and had recommended that the Board direct Mr. Brohman to enter negotiations with the SVCSV with respect to their proposal.

MOTION #G15-45

Moved by Dan Kerr

Seconded by Andrew White

THAT the General Manager/Secretary-Treasurer be authorized to enter negotiations with the Saugeen Valley Children's Safety Village, with respect to their proposal to enter into a lease with SVCA

and FURTHER THAT the General Manager/Secretary-Treasurer report back to the board on the progress of those negotiations and to seek board approval before any lease agreement is finalized.

Carried

Al Leach left the meeting at 7:56pm

5. MATTERS ARISING FROM THE MINUTES

There were no specific matters arising from the minutes.

6. CORRESPONDENCE

Email from KSP Toronto Music expressing their pleasure with the Saugeen Bluffs campground and the friendliness of the staff during a large group camping event, July 10-12 was **noted and filed**.

Email from Steve McCabe, Director appointed by Wellington North, regarding the zoning comments. The Municipality would prefer that SVCA does not comment on Municipal bylaws. This email was **noted and filed**.

Letter from the Municipality of Grey Highlands advising the Board that an alternate representative was appointed for the SVCA Board of Directors. This letter was dealt with later in the meeting under New Business.

Chairman Luke Charbonneau acknowledged a letter from Susan J. Dollar, Barrister, Solicitor & Notary Public in which she expressed her disappointment in the response time of SVCA for her client. Mr. Charbonneau had indicated that a response letter had been drafted, explaining the factors leading to the issue and assuring Ms. Dollar that the Board was actively working to improve the efficiencies of the Planning & Regulations department. Susan J. Dollar's letter was **noted and filed**.

7. REPORTS

a. Finance Report #7a

MOTION #G15-46

Moved by Mike Smith

Seconded by Maureen Couture

THAT the Financial Report to May 31, 2015 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$534,627.08 be approved as distributed.

Carried

b. Program Reports #7b

MOTION #G15-47

Moved by John Eccles

Seconded by Dan Gieruszak

THAT the Program Report be adopted as presented.

Carried

c. Planning & Regulations Zoning Comments

Director appointees from Brockton, Chatsworth, Kincardine and Arran-Elderslie indicated that their municipality preference was to eliminate zoning comments from SVCA permit letters. Following discussion the Board directed SVCA staff to eliminate zoning comments on all permit and general enquiry letters.

MOTION #G15-48

Moved by Kevin Eccles

Seconded by Maureen Couture

THAT SVCA Planning & Regulations staff be instructed to cease providing zoning comments in all permit and general enquiry letters.

Carried

d. Planning & Regulations Mapping Working Group

Mr. Brohman presented a sample letter that had been previously sent at the direction of the Board of Directors of SVCA to the watershed municipalities regarding the Mapping Working Group initiative. Seven municipalities have confirmed their participation in the group. Other municipalities are welcome to appoint a representative in the future. Mr. Brohman confirmed that the inaugural meeting for the group would be August 25th 2015 at 9:00am, at the Formosa office.

A coffee break was called at 8:42pm.

Chair Luke Charbonneau called the meeting back to order at 8:50pm

e. Planning & Regulations department Review Report

Wayne Brohman summarized the general parameters of the Planning & Regulations department review and explained specific recommendations. Following discussion, the Board accepted the plan and approved the recommendations with the requirement that a report on the department's progress be presented at each Board meeting.

MOTION #G15-49

Moved by Dan Kerr

Seconded by Dan Gieruszak

THAT the Planning & Regulations Department Review Report prepared by the General Manager/Secretary-Treasurer dated July 23, 2015 be accepted and further that the GM/S-T and the Manager Environmental Planning & Regulations be directed to implement the Recommendation contained in the report and report back to the board on progress made at each meeting.

Carried

f. Maple Syrup Festival update

Dan Kerr informed the Board that the Property & Building Committee had attended the Saugeen Conservation Foundation Board of Directors meeting and asked them to reconsider their recommendation regarding moving the annual Maple Syrup Festival from the Bluffs Campground to the Sulphur Springs Conservation Area. Local community support has been offered, such as snow removal and promotion of the event, and the Foundation has deferred its final decision to its next board meeting.

g. Bluffs Campground Update

Wayne Brohman told the Board that the Parks Committee is considering other options since the RFP was unsuccessful and will report back to the Board at the next meeting.

8. New Business

a. Alternate Board of Director appointments

Stewart Halliday referred to the letter from the Municipality of Grey Highlands as presented in correspondence and explained the preference to appoint an alternate director. Chairman Luke Charbonneau indicated that there is no provision in the Conservation Authorities Act or the Administration Resolutions for an alternate director and it has not historically been the practice. Following discussion of the matter the following motion was presented:

MOTION #G15-50

Moved by Dan Kerr

Seconded by Brian Gamble

THAT the Chair be directed to send a letter of reply to the Municipality of Grey Highlands to indicate that member municipalities are not entitled to appoint alternate SVCA Board members.

Carried

b. Sending SVCA Board minutes by email to municipalities

Stewart Halliday requested that approved Board minutes be sent to each member municipality. Following discussion SVCA staff was directed to forward approved Board minutes by email to the clerks or designated individual of each member municipality.

c. Public Open House

Wayne Brohman indicated that a public open house meeting has been tentatively scheduled for October 7, 2015 in the Formosa office. The purpose of the meeting is to inform members of the public of our programs and the works that SVCA does, and to answer questions they may have.

d. MNRF Discussion Paper

Wayne Brohman reminded the Directors that a Discussion Paper had been released from the MNRF reviewing the Conservation Authority Act. Directors had been previously provided with an email link to the Paper. Municipalities are encouraged to contact the MNRF with their comments.

e. Basket Ball Court

Wayne Brohman presented a layout map showing a proposed basketball court to be constructed by the Durham Homecoming organization. They would like to put it on SVCA property adjacent to the tennis courts in Durham. Following discussion Mr. Brohman was directed to move forward with this initiative.

Barbara Dobreen thanked SVCA staff for organizing the tour 'Water to Drink' and would like to pass on her appreciation to staff and encouraged other directors to attend future tours.

There being no further business, the meeting adjourned at 10:17pm on motion of Kevin Eccles.

Luke Charbonneau
Chair

Janice Hagan
Recording Secretary

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

BY-LAW NUMBER 076-15

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 5, 2015.

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on October 5, 2015 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 5TH DAY OF OCTOBER, 2015.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**

MEETINGS, NOTICES, ANNOUNCEMENTS

Thursday, October 15, 2015	Cultural Roundtable Committee	12:00 p.m.
Monday, October 19, 2015	Committee of Adjustment	7:00 p.m.
Monday, October 19, 2015	Public Meeting	7:00 p.m.
Monday, October 19, 2015	Regular Council Meeting	Following Public Meeting
Tuesday, October 20, 2015	Public Works Committee	8:30 a.m.
Monday, October 26, 2015	Administration and Finance Committee	4:30 p.m.
Tuesday, October 27, 2015	Economic Development Committee (join meeting with Mapleton and Minto)	6:00 p.m.

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**Sign Language Services – Canadian Hearing Society – 1-877-347-3427
- Guelph location – 519-821-4242**

Documents in alternate forms – CNIB – 1-800-563-2642