

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING AGENDA OF COUNCIL; PUBLIC MEETING  
OCTOBER 10, 2017 @ 2:00 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE  
NUMBER**

**CALLING TO ORDER** - Mayor Lennox

**ADOPTION OF THE AGENDA**

**DISCLOSURE OF PECUNIARY INTEREST**

**O' CANADA**

**PRESENTATIONS**

Kate Rowley, Lynes Blacksmith Shop Planning Committee

- Update on the Lynes Blacksmith Shop

**ADOPTION OF MINUTES OF COUNCIL**

- Court of Revision, Bruce Eden Drain, September 25, 2017 001
- Court of Revision, Eden Culp Drain, September 25, 2017 003
- Court of Revision, Rhame Drain, September 25, 2017 004
- Public Meeting, September 25, 2017 005
- Council Meeting, September 25, 2017 011

**BUSINESS ARISING**

**ITEMS FOR CONSIDERATION**

**1. Minutes**

- a. Saugeen Valley Conservation Authority, Authority Meeting Minutes, July 18, 2017 016
- b. Recreation & Culture Committee Minutes, September 13, 2017 022
- c. Wellington North Cultural Roundtable, September 21, 2017 025

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

**2. FIRE**

- a. Communiqué #047, September, 2017 028

**3. FINANCE**

- a. Cheque Distribution Report dated October 2, 2017 035

**4. ECONOMIC DEVELOPMENT**

- a. Report EDO 2017-22 Community Growth Plan Report 038

**5. PUBLIC WORKS**

- a. Report PW 2017-024 being a report on the 2018 MTO Connecting Link Program 044

**6. ADMINISTRATION**

- a. Municipality of Killarney, support requested for resolution number 17-362 regarding changes to the Ambulance Act and Fire Protection & Prevention Act 053
- b. Royal Canadian Legion Br. 134, Mount Forest, dated October 3, 2017, requesting permission to distribute poppies and to proclaim November 11, 2017 as Remembrance Day 058

- c. Report CAO 2017-023 extension of external auditing services 059
- d. Report CLK 2017-036 being a report on Consent Application B117-17 (Gouveia) 065
- e. Report CLK 2017-037 being a report on Mount Forest Cemetery By-law 070

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

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

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

**NOTICE OF MOTION**

**COMMUNITY GROUP MEETING PROGRAM REPORT**

**BY-LAWS**

- a. By-law Number 066-17 being a by-law of the Corporation of the Township of Wellington North to provide for drainage works in the Township of Wellington North for Culp Eden Drain 074
- b. By-law Number 067-17 being a by-law of the Corporation of the Township of Wellington North to provide for drainage works in the Township of Wellington North for Rhame Drain 076
- c. By-law Number 068-17 being a by-law of the Corporation of the Township of Wellington North to provide for drainage works in the Township of Wellington North for Bruce Eden Drain 078
- d. By-law Number 077-17 being a by-law to control the cemetery owned by The Corporation of the Township of Wellington North 080

**CULTURAL MOMENT**

- a. The Mount Forest Cemetery 097

**CONFIRMATORY BY-LAW NUMBER 078-17**

098

**ADJOURNMENT**

<b>MEETINGS, NOTICES, ANNOUNCEMENTS</b>		
October 13 – 15, 2017	Butter Tarts & Buggies Fall Frolic	
October 17, 2017	Mount Forest Chamber of Commerce AGM	6:00 p.m.
October 18, 2017	Community Growth Plan Steering Committee	7:00 p.m.
October 23, 2017	Committee of Adjustment	7:00 p.m.
October 23, 2017	Regular Council Meeting	7:00 p.m.
October 27, 2017	Youth Action Council Hunted Trail at Murphy's Park	5:00 p.m. to 10:00 p.m.

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

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

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

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

**TOWNSHIP OF WELLINGTON NORTH**  
**COURT OF REVISION**  
**BRUCE EDEN DRAIN**  
**MONDAY, SEPTEMBER 25, 2017 – 7:00 P.M.**

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

**Members Present:**           **Steve McCabe, Chair**  
   **Sherry Burke**  
   **Dan Yake**

**Also Present:**               **Karren Wallace, Clerk- Secretary**  
   **Michael Givens, Chief Administrative Officer**  
   **Catherine Conrad, Deputy Clerk**  
   **Neal Morris, Drainage Superintendent**

**RESOLUTION CoR2017-001**

**Moved by:**           **Member Yake**

**Seconded by:**   **Member Burke**

*THAT the Court of Revision for Bruce Eden Drain be convened at 7:01 p.m.*

**CARRIED**

Chair McCabe welcomed everyone and advised the Court of Revision of the Township of Wellington North was meeting for the purpose of considering and determining appeals from the revised assessments regarding By-law Number 068-17 (Bruce Eden Drain).

Neal Morris, Drainage Superintendent, explained that the Ministry of Transportation of Ontario (MTO) questioned the area they were assessed, being the entire length, when only 65% of the road flows into the drain. The revised schedules account for the change in assessment. The total increase to private property owners is approximately \$600 to \$700.

Karren Wallace, Clerk-Secretary, advised that impacted owners were advised of the Court of Revision meeting. No written appeals were received.

**RESOLUTION CoR2017-002**

**Moved by:**           **Member Burke**

**Seconded by:**   **Member Yake**

*THAT the Court of Revision concur with the K. Smart Associated Limited report and Engineer-revised assessment schedules A, B, C and Appendix A for the Bruce Eden Drain (Part Lot 34, Concession EOSR – former Township of Arthur).*

**CARRIED**

**TOWNSHIP OF WELLINGTON NORTH**  
**COURT OF REVISION**  
**BRUCE EDEN DRAIN**  
**MONDAY, SEPTEMBER 25, 2017 – 7:00 P.M.**

**RESOLUTION CoR2017-003**

**Moved by: Member Yake**

**Seconded by: Member Burke**

*THAT the Court of Revision convened to consider the Bruce Eden Drain be adjourned at 7:07 p.m.*

**CARRIED**

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**CHAIRMAN**

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**SECRETARY**

**TOWNSHIP OF WELLINGTON NORTH**  
**COURT OF REVISION**  
**EDEN CULP DRAIN**  
**MONDAY, SEPTEMBER 25, 2017 – 7:00 P.M.**

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

**Members Present:**           **Steve McCabe, Chair**  
  **Sherry Burke**  
  **Dan Yake**

**Also Present:**               **Karren Wallace, Clerk- Secretary**  
  **Michael Givens, Chief Administrative Officer**  
  **Catherine Conrad, Deputy Clerk**  
  **Neal Morris, Drainage Superintendent**

**RESOLUTION CoR2017-004**

**Moved by:**       **Member Yake**

**Seconded by:** **Member Burke**

*THAT the Court of Revision for Eden Culp Drain be convened at 7:08 p.m.*

**CARRIED**

Chair McCabe welcomed everyone and advised the Court of Revision of the Township of Wellington North was meeting for the purpose of considering and determining appeals from the assessments regarding By-law Number 066-17 (Eden Culp Drain).

Neal Morris, Drainage Superintendent, explained that substantial allowances have been made to assessments for the existing drain allowance. This is mostly considered to be an incorporation drain.

Karren Wallace, Clerk-Secretary, advised that no written appeals were received.

**RESOLUTION CoR2017-005**

**Moved by:**       **Member Yake**

**Seconded by:** **Member Burke**

*THAT the Court of Revision concur with the K. Smart Associated Limited report and assessment schedules for the Eden Culp Drain (Part Lots 24 & 25, Concessions 1 & 2 – former Township of Arthur).*

**CARRIED**

**RESOLUTION CoR2017-006**

**Moved by:**       **Member Burke**

**Seconded by:** **Member Yake**

*THAT the Court of Revision convened to consider the Eden Culp Drain be adjourned at 7:11 p.m.*

**CARRIED**

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**CHAIRMAN**

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**SECRETARY**

**TOWNSHIP OF WELLINGTON NORTH**  
**COURT OF REVISION**  
**RHAME DRAIN**  
**MONDAY, SEPTEMBER 25, 2017 – 7:00 P.M.**

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

**Members Present:**            Steve McCabe, Chair  
    Sherry Burke  
    Dan Yake

**Also Present:**                Karren Wallace, Clerk- Secretary  
    Michael Givens, Chief Administrative Officer  
    Catherine Conrad, Deputy Clerk  
    Neal Morris, Drainage Superintendent

**RESOLUTION CoR2017-007**

**Moved by:**            Member Yake

**Seconded by:**    Member Burke

*THAT the Court of Revision for Rhame Drain be convened at 7:11 p.m.*

**CARRIED**

Chair McCabe welcomed everyone and advised the Court of Revision of the Township of Wellington North was meeting for the purpose of considering and determining appeals from the assessments regarding By-law Number 067-17 Rhame Drain).

Neal Morris, Drainage Superintendent, explained that the future maintenance schedules have been updated because some of the properties have been severed.

Karren Wallace, Clerk-Secretary, advised that no written appeals were received.

**RESOLUTION CoR2017-008**

**Moved by:**            Member Burke

**Seconded by:**    Member Yake

*THAT the Court of Revision concur with the K. Smart Associated Limited report and assessment schedules for the Rhame Drain (Part Lots 25 & 26, Concessions 6 & 7 – former Township of Arthur).*

**CARRIED**

**RESOLUTION CoR2017-009**

**Moved by:**            Member Yake

**Seconded by:**    Member Burke

*THAT the Court of Revision convened to consider the Rhame Drain be adjourned at 7:14 p.m.*

**CARRIED**

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**CHAIRMAN**

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**SECRETARY**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
PUBLIC MEETING - MINUTES  
MONDAY, SEPTEMBER 25, 2017 AT 7:00 P.M**

The Public Meeting was held in the Municipal Office Council Chambers to consider a proposed zoning amendment application.

**Present:**

**Mayor: Andrew Lennox**  
**Councillors: Sherry Burke**  
**Lisa Hern**  
**Steve McCabe**  
**Dan Yake**

**Staff Present:**

	<b>CAO: Michael Givens</b>
<b>Director of Legislative Services/Clerk:</b>	<b>Karren Wallace</b>
<b>Deputy Clerk:</b>	<b>Catherine Conrad</b>
<b>Treasurer:</b>	<b>Kimberly Henderson</b>
<b>Interim Director of Public Works:</b>	<b>Derek McCaughan</b>
<b>Economic Development Officer:</b>	<b>Dale Small</b>
<b>Senior Planner</b>	<b>Curtis Marshall</b>

**Mayor Lennox called the meeting to order.**

**Declaration of Pecuniary Interest:**

No pecuniary interest declared.

**OWNER/APPLICANT: Allan Sharpe**

**LOCATION OF THE SUBJECT LAND**

The land subject to the proposed amendment is described as Part of Park Lots 7, s/s Sligo Road, Mount Forest. The property is approximately 0.78 hectares (1.94 acres) in size and is currently vacant.

**PURPOSE AND EFFECT OF THE APPLICATION**

The purpose and effect of the proposed is to rezone the subject lands from Industrial M1 to Residential (R3) to facilitate construction of a medium density residential development. The applicant is proposing to construct 20 townhouse units on a private road. Other amendments to setbacks, coverage, buffering etc. may be considered as identified through the review of the application.

**NOTICE**

Notice for this public meeting was mailed to property owners within 120 m and required agencies and posted on the property on September 1, 2017 pursuant to the provisions of the Planning Act.

## **PRESENTATIONS**

Curtis Marshall, Senior Planner, reviewed his comments dated September 19, 2017.

## **PLANNING OPINION**

The purpose of the application is to rezone the subject lands from Industrial (M1) to Residential (R3) to facilitate construction of a medium density residential development. The applicant is proposing to construct 20 townhouse units on a private road.

Planning Staff have no concerns with the application as the rezoning of the property to a residential zone implements the Official Plan residential designation. Furthermore, the development of medium density residential (townhouses) as intensification is consistent with the Provincial Policy Statement, the Growth Plan and meets the criteria of the County Official Plan.

## **LOCATION**

The subject property is legally described as Part of Park Lots 7, s/s Sligo Road W., Mount Forest. The property is approximately 0.78 hectares (1.94 acres) in size and is currently vacant.

## **PROPOSAL**

The proposal is to rezone the subject lands from Industrial (M1) to Residential (R3) to facilitate construction of a medium density residential development. The applicant is proposing to construct 20 townhouse units on a private road. An air photo/location map, and the applicants proposed site plan are provided in Figures 1 and 2.

## **PROVINCIAL PLANNING POLICY**

The subject property is considered to be within the settlement area of Mount Forest. Section 1.1.3.1 of the Provincial Policy Statement states that “settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.” Settlement areas are encouraged to include a mix of densities and land uses.

The Provincial Growth Plan directs the majority of growth to settlement areas as a better use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfields.

## **COUNTY OFFICIAL PLAN**

The land subject to the amendment is designated RESIDENTIAL in the Urban Centre of Mount Forest.



**Intensification**

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further seeks to identify and promote opportunities for growth in the built up areas of urban centres through intensification and redevelopment where this can be accommodated, taking into account small town scale and historic streetscapes.

Section 3.3.1 identifies targets and states “by the year 2015 and for each year thereafter, a minimum of 20 percent of all residential development occurring annually will be within the built-up area”. This application is located within the built boundary of Mount Forest and will contribute and support this target.

Section 4.4.3 of the Official Plan encourages intensification in urban centres and further states in subsection b) that the plan “supports appropriate intensification in all areas within the built boundary including adaptive re-use or redevelopment of brownfields and greyfields”.

**Residential Designation**

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements, e) to ensure that an adequate level of municipal services will be available to all residential area’s, f) to minimize potential compatibility issues between residential and other land uses, and g) to encourage intensification, development proposals provided they maintain the stability and character of existing neighbourhoods”.

**Housing Variety**

Section 8.3.1 identifies that the new housing types are needed to provide a greater variety of residential accommodation as well as a more affordable housing supply. It is anticipated that semi-detached, townhouse and apartment dwellings will be developed to respond to this need.

**Medium Density Development**

Section 8.3.5 identifies that medium density development such as townhouses and apartments may be permitted in RESIDENTIAL designated areas provided that:

- a) Development should not exceed 35 units per hectare (14 units per acre) for townhouses;
- b) The design is compatible with existing or future development on adjacent properties;
- c) The site has a suitable size and shape to accommodate the development and required infrastructure;
- d) Adequate services are available;
- e) The development is encouraged to locate on major roadways; and,
- f) Appropriate zoning is provided.

**ZONING BY-LAW**

The subject lands are currently Industrial (M1). The applicant has requested to rezone the subject property to Residential (R3) to permit the construction of 20 townhouse dwellings on a private road. The Residential (R3) Zone permits Street townhouse, cluster/block townhouses and apartments.

A site specific draft Zoning By-law has been prepared for public review and Council's consideration, and is attached to this report.

**PLANNING DISCUSSION****Medium Density Development**

Section 8.3.5 identifies that medium density development such as townhouses and apartments may be permitted in RESIDENTIAL designated areas provided that specific criteria are addressed. The specific criteria are addressed as follows:

Policy Requirement:	Response:
a) Development should not exceed 35 units per hectare (14 units per acre) for townhouses	The proposed density (20 units) is 25 units per hectare (10.3 units per acre).
b) The design is compatible with existing or future development on adjacent properties;	Adjacent uses include a warehouse/storage building and a school. Site design, landscaping fencing etc. will be reviewed as part of the site plan application and will consider compatibility with adjacent uses.
c) The site has a suitable size and shape to accommodate the development and required infrastructure	The site is 0.78 hectares (1.94 acres) in size which is suitable in size and shape for a townhouse development. Site design, grading, drainage, landscaping etc. will be reviewed as part of the site plan application.
d) Adequate services are available	Municipal servicing is available in Mount Forest. Servicing design and stormwater management will be reviewed as part of the site plan application .
e) The development is encouraged to locate on major roadways;	The property is located on Sligo Road, which is a County Road (arterial road).
f) Appropriate zoning is provided.	The property is proposed to be zoned Residential R3 which provides standards for townhouse dwellings.

**Setbacks Between Townhouse Blocks**

The draft By-law includes a proposed reduced minimum setback of 3.0 m (9.8 ft) between town house blocks. The By-law currently requires a minimum 9.0 m (30.0 ft) setback between the blocks of townhouses. We have no concerns with the proposed reduction for this proposal as 3.0 m (9.8 ft) will provide for adequate access between buildings. We also note that the intention is to review this setback requirement as part of the next "housekeeping" update to the Township's Zoning By-law.

**Site Plan Approval**

The proposed development will be subject to Site Plan Review by the Township. Site design, grading, servicing, stormwater management, landscaping, parking, fencing etc. will be reviewed as part of the site plan review.

**CORRESPONDENCE FOR COUNCIL'S REVIEW**

Jim Klujber, Chief Operating Officer, Wellington North Power Inc.

- Applicant to contact Wellington North Power Inc. prior to completion of site plans to request electrical service requirements
- Applicant required to enter into a Construction Agreement with Wellington North Power Inc.

Michael Oberle, Environmental Planning Technician, SVCA

- Proposed zoning by-law amendment is acceptable

**REQUEST FOR NOTICE OF DECISION**

The by-law will be considered at the regular Council meeting following the Public Meeting. Persons wishing notice of the passing of the By-law must submit a written request.

**MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS**

The applicant was present to answer questions regarding this application.

Allan Sharpe advised that this development is to be a family investment. The rental units will be for seniors.

**COMMENTS/QUESTIONS FROM COUNCIL**

Council was supportive of the application.

Councillor Burke suggested that the storm water management area should be fenced.

Mayor Lennox inquired about buffering with neighbouring properties. Mr. Sharpe explained that they own one of the properties and they have consulted with Waste Management to advise that there will be buffering. Parking and drainage will give a park like affect between them and Waste Management.

**ADJOURNMENT**

**RESOLUTION 011**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT the Public Meeting of September 25, 2017 be adjourned at 7:42 p.m.*

**CARRIED**

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**CLERK**

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**ACTING MAYOR**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF COUNCIL  
SEPTEMBER 25, 2017 @ 7:00 P.M.**

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

**Members Present:**

**Mayor: Andrew Lennox**  
**Councillors: Sherry Burke**  
**Lisa Hern**  
**Steve McCabe**  
**Dan Yake**

**Staff Present:**

**Director of Legislative Services/Clerk: CAO: Michael Givens**  
**Deputy Clerk: Karren Wallace**  
**Treasurer: Catherine Conrad**  
**Interim Director of Public Works: Kimberly Henderson**  
**Economic Development Officer: Derek McCaughan**  
**Senior Planner: Dale Small**  
**Curtis Marshall**

**CALLING TO ORDER**

Mayor Lennox called the meeting to order

**ADOPTION OF THE AGENDA**

**Resolution 2017-353**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Agenda for the September 25, 2017 Regular Meeting of Council be accepted and passed.*

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST**

None

**O' CANADA**

**PRESENTATIONS**

Trish Wake and members of the Wellington North Youth Action Council appeared before Council to present the groups vision, mandate and an update on their activities. Council was invited to attend The Haunted Trail on October 27, 2017 from 5 – 10 pm at Murphy's Park.

**RECESS TO MOVE INTO PUBLIC MEETING****Resolution 2017-354**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council meeting of September 25, 2017 at : p.m. for the purpose of holding a Public Meeting under the Planning Act.*

**CARRIED****PUBLIC MEETING UNDER THE PLANNING ACT**

- Allan Sharpe, Zoning Amendment Application

**RESUME REGULAR MEETING OF COUNCIL****Resolution 2017-355**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North resume the September 25, 2017 Regular Meeting of Council at 7:42 p.m.*

**CARRIED****PASSAGE OF BY-LAWS ARISING FROM THE PUBLIC MEETING****Resolution 2017-356**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT By-law Number 075-17 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (Part Lot 7, s/s Sligo Road, Mount Forest – Allan Sharpe)*

**CARRIED****ADOPTION OF MINUTES OF COUNCIL / PUBLIC MEETING(S)****Resolution 2017-357**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the minutes of the Regular Meeting of Council held on September 11, 2017 be adopted as circulated.*

**CARRIED****BUSINESS ARISING**

None

**DEPUTATIONS**

H. Joy Lippai

- Opioid Crisis

Ms. Lippai appeared before Council to express her concerns regarding the opioid crisis and the lack of a community plan and availability of naloxone kits. She suggested that Council could approach organizations and request their involvement in implementing a plan.

### **IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

Items 1a, 2a, 4b, 4c

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

#### **Resolution 2017-358**

Moved: Councillor McCabe

Seconded: Councillor Burke

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

2. FINANCE
  - b. Cheque Distribution Report dated September 19, 2017
3. ECONOMIC DEVELOPMENT
  - a. Report EDO Community Improvement Program
4. ADMINISTRATION
  - a. Crime Stoppers Guelph Wellington – Newsletter, The Informant, Fall 2017
  - d. Report CLK 2017-035 being a report on Council Meeting Schedule for 2018

**CARRIED**

### **CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION**

Direction was given to staff to amend resolution REC 2017-020 in the Recreation & Culture Committee Minutes to reflect the recommendation contained in report RAC 2017-012 and bring the amended September 13, 2017 Recreation & Culture Committee minutes to the October 10, 2017 Regular Council meeting for approval.

#### **Resolution 2017-359**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive Report TR2017-012 being a report on the 2017 Intake of the Ontario Community Infrastructure Fund (OCIF) Top-up Application funding be received;*

*AND THAT the Council of the Township of Wellington North authorize and approve submitting an application under the OCIF Top-up Application Component for the following recommended project:*

- *King St. W./Elgin St. S. Reconstruction of Road and Water/Waste Water Systems*

*AND THAT the Treasurer be directed to submit the OCIF Top-up Funding application on or before September 27, 2017.*

**CARRIED**

**Resolution 2017-360**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2017-022 being a report on aggregate fees and royalties.*

**CARRIED**

**Resolution 2017-361**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-034 being a report on canine licensing;*

*AND FURTHER THAT the Mayor and Clerk be authorized to sign By-law 074-17 being a by-law to amend Canine Control by-law 004-17.*

**CARRIED**

**NOTICE OF MOTION**

No notice of motion tabled.

**COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Hern provided the following:

- Arthur Chamber of Commerce is updating the Wellington North Guide, commissioning a plaque in memory of Mary Schmidt, organizing a scarecrow contest and will hold their AGM in November.
- Mount Forest Chamber of Commerce will hold their AGM on October 17 at the Mount Forest Legion at 6:30 p.m. and promoting Small Business Week October 16 to 20.

Mayor Lennox commented on the following:

- The Community Growth Plan meetings were well attended and brought forth many different ideas from various groups.
- Doors Open was successful with many people attending the Lyons Blacksmith Shop and the Mount Forest Cemetery.

**BY-LAWS**



**Resolution 2017-362**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT By-law Number 073-17 being a by-law to amend By-law Number 101-16 being a by-law to appoint a Community Emergency Management Coordinator and Alternate(s) Community Emergency Management Coordinator for the Corporation of the Township of Wellington North be read a First, Second and Third time and enacted.*

**CARRIED**

**Resolution 2017-363**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT By-law Number 074-17 being a by-law to amend By-law 004-17 being a by-law to regulate and provide for the keeping, control and licensing of dogs within the Township of Wellington North be read a First, Second and Third time and enacted.*

**CARRIED**

**CONFIRMATORY BY-LAW****Resolution 2017-364**

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT By-law Number 076-17 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on September 25, 2017 be read a First, Second and Third time and enacted.*

**CARRIED**

**ADJOURNMENT****Resolution 2017-365**

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Regular Council meeting of September 25, 2017 be adjourned at 8:30 p.m.*

**CARRIED**

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**CLERK**

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**MAYOR**

# SAUGEEN VALLEY CONSERVATION AUTHORITY

# MINUTES

Conservation through Cooperation

**MEETING:** Authority Meeting  
**DATE:** Tuesday July 18, 2017  
**TIME:** 7:00 pm  
**LOCATION:** Administration Office, Formosa

**CHAIR:** Luke Charbonneau

**MEMBERS PRESENT:** John Bell, Robert Buckle, Mark Davis, Barbara Dobreen,  
 Kevin Eccles, Brian Gamble, Wilf Gamble, Stewart Halliday, Steve McCabe,  
 Sue Paterson, Mike Smith

**ABSENT WITH REGRET:** Maureen Couture, Dan Gieruszak, Andrew White

**OTHERS PRESENT:** Wayne Brohman, General Manager/Secretary-Treasurer  
 Gary Senior, Sr. Manager, Flood Warning & Land Management  
 Janice Hagan, Recording Secretary

Chair Luke Charbonneau called the meeting to order at 7:02pm.

## 1. Adoption of Agenda

### **MOTION #G17-72**

Moved by Steve McCabe

Seconded by Brian Gamble

THAT the agenda be adopted as presented.

**CARRIED**

## 2. Declaration of Pecuniary Interest

Luke Charbonneau declared a pecuniary interest relative to the Program Report.

## 3. Minutes of the Authority Meeting – May 16, 2017

### **MOTION #G17-73**

Moved by Barbara Dobreen

Seconded by Robert Buckle

THAT the minutes of the Authority meeting, held on May 16, 2017 be approved as circulated.

**CARRIED**

#### 4. Matters Arising from the Minutes

There were no matters arising from the Minutes.

#### 5. Correspondence

- A letter from Kathryn McGarry, Minister of Natural Resources and Forestry commending SVCA for the 2016 Annual Report, and congratulating staff for various projects completed throughout the year was **noted and filed**.
- A copy of a letter from Leanne Martin, Clerk, Municipality of South Bruce, addressed to the Honourable Kathryn McGarry, MPP regarding the South Bruce resolution relating to the proposed amendment to the Conservation Authorities Act requiring CA Boards to have 50% of Members with scientific backgrounds was **noted and filed**.

#### 6. Presentation – June Flood Event

Gary Senior gave a PowerPoint presentation describing the June Flood event. He told the Members that the flood was primarily in the southern part of the watershed and significantly dropped off further north. It is generally not typical to have high flows in the month of June and it is the first time historically that gauges will record June as having the highest flows of the year. The South Saugeen River had the most intense flooding in the watershed and it responded quickly with a rapid rise and drop in levels, taking only 13 hours to peak. SVCA staff issued 3 flood messages and operated on a 24 hour schedule tracking watershed stream gauges, issuing messages and receiving inquiries. Information was posted on social media, which indicated that over 12,000 people had been reached. Planning & Regulations staff were on duty to photograph flooding and damage. Chair Charbonneau thanked Gary for his informative presentation.

Gary Senior left the meeting at 7:55pm.

#### 7. Reports

##### a. Finance Report

The GM/S-T reviewed the Finance Report for May 2017 and highlighted several items. The Planning & Regulations revenue is higher than last year, indicating an increase in permits and inquiries. Expenses for Flood Warning are down since the Floodwaters and You program did not run due to staff illness. Campground revenues are on target. The Horse camping is slightly below expectation due to wet weather that makes riding trails difficult. Wayne told the Members that there continues to be several large group camping reservations at the Bluffs and Durham. The Members are positive about the improved revenues at the campgrounds.

#### **MOTION #G17-74**

Moved by Mark Davis

Seconded by Dan Gieruszak

THAT the Financial Report to May 31, 2017 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$482,135.19 be approved as distributed.

**CARRIED**

**b. Program Report**

Luke Charbonneau vacated the Chair due to a pecuniary interest in the program report. Member at Large, Kevin Eccles took his place as Chair Pro Tem. The GM/S-T reviewed the program report and after discussion the following motion was passed:

**MOTION #G17-75**

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the Program report be received as information.

**CARRIED**

Kevin Eccles vacated the Chair Pro Tem position in favour of Luke Charbonneau who took his place as Chair.

**c. Minutes of the Executive Committee Meeting – February 17, 2017****MOTION #G17-76**

Moved by Kevin Eccles

Seconded by Mike Smith

THAT the minutes of the Executive Committee meeting, February 17, 2017 be received as circulated.

**CARRIED**

**d. Minutes of the Executive Committee Meeting – February 27, 2017****MOTION #G17-77**

Moved by Barbara Dobreen

Seconded by Sue Paterson

THAT the minutes of the Executive Committee meeting, February 27, 2017 be received as circulated.

**CARRIED**

**e. Minutes of the Agricultural Advisory Committee Meeting – March 20, 2017****MOTION #G17-78**

Moved by Steve McCabe

Seconded by Brian Gamble

THAT the minutes of the Agricultural Advisory Committee meeting, March 20, 2017 be received as circulated.

**CARRIED**

**f. Planning & Regulations Action Items**

The GM/S-T reviewed the Planning & Regulations Action Items chart. He pointed out that the Planning &

Regulations Policies Document had been completed and that several municipalities had requested hard copies. The Mapping Working group is no longer meeting as the Teeswater mapping is to be used as a model to other municipalities for upgrading priority areas and they should continue to be encouraged to identify areas of interest. Wayne told the Members that SVCA had sent out letters to upper and lower tier municipal governments regarding the Memorandum of Agreements for planning services and has requested comments by September 1, 2017. The Members requested consultation meetings, which will be held after comments are received.

**g. Markdale Dam Removal**

The GM/S-T reviewed the report submitted by Jo-Anne Harbinson on the Markdale dam removal. He told the Members that this project should be completed in the fall since funding has been secured. The project has been re-tendered and the scope of work is currently being adjusted to fit the budget.

**8. Other Business**

**a. 2017 Goals Review**

The GM/S-T reviewed his list of goals and initiatives for 2017 and updated the Members on the status. The Grey Bruce Forestry review has been added to the list of priorities as requested. Bruce Power funding initiatives have been delayed as SVCA is waiting for Bruce Power to complete negotiations with the department of Fisheries & Oceans. The Walkerton and Kincardine floodplain mapping has been delayed but the Members directed the GM/S-T to make it a high priority.

**b. CA Act Proposed Amendments**

The GM/S-T presented the report on the proposed amendments to the Conservation Authorities Act. He pointed out specific areas that may impact SVCA, including updating the Administration Resolutions, reviewing the fee policy, new enforcement powers for staff, and periodic reviews of municipal MoU's. Next steps include the submission of comments to the EBR posting. The Members directed the GM/S-T to submit a comment with respect to Part IV of the amended act which relates to Membership and Governance. Given that most of SVCA funding comes from the municipal level, then municipalities should be given decision making responsibility regarding composition of member representation and length of service on the Authority.

**MOTION #G17-79**

Moved by John Bell

Seconded by Mark Davis

THAT SVCA staff send comments to Conservation Ontario as discussed.

**CARRIED**

c. **Compensation Review**

The GM/S-T recommended that the Authority complete a compensation review in 2017 since it had previously been performed in 2007-2008. The Members discussed the benefits of hiring an outside consultant over performing an in-house review. The Members directed staff to issue an RFP for consulting services to complete the review and report back with the quotations.

**MOTION #G17-80**

Moved by Steve McCabe

Seconded by Barbara Dobreen

THAT SVCA staff be directed to issue an RFP for the services of a consulting firm with respect to a compensation review; and further

THAT staff report back to the Authority at the September 19<sup>th</sup> meeting.

**CARRIED**

d. **Planning & Regulations Customer Service Survey**

The GM/S-T reviewed the comments on the customer service survey. Several Members indicated that complaints were again on the rise with respect to response times.

e. **News Articles**

The GM/S-T submitted articles from local newspapers regarding the SVCA for the purpose of keeping the Authority Members up to date on current events.

9. **Other Business**

a. **Woods House**

The GM/S-T reported that since receiving the Woods property donation, the Executive Committee had directed staff to sell the house by tender with the requirement to move the house by October 15<sup>th</sup> and with a minimum bid of \$20,000. The services of a local auctioneer had been retained, however, there were no tenders received, requiring further direction from the Authority. After discussion the Authority directed staff to hold a live auction for the sale of the house.

**MOTION #G17-81**

Moved by Mike Smith

Seconded by Stewart Halliday

THAT the Authority directs that a live auction be held for the sale of the Wood's house with a reserve to be determined by Staff.

**CARRIED**

**10. For the Good of the Committee**

Authority Member Robert Buckle relayed that there had been a clip on the CTV London News regarding the Greenock Swamp which was informative and interesting.

There being no further business, the meeting adjourned at 10:05pm on motion of Barbara Dobreen.

---

Luke Charbonneau  
Chair

---

Janice Hagan  
Recording Secretary

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
SEPTEMBER 13, 2017 AT 3:00 P.M.**

022

The meeting was held in the Meeting Room of the Mount Forest & District Sports Complex.

**Committee Members Present:**

- **Steve McCabe, Councillor, Chairperson**
- **Andrew Lennox, Mayor**
- **Lisa Hern, Councillor**
- **Barbara Dobreen, Councillor, Township of Southgate**
- **Dan Yake, Councillor**

**Staff Members Present:**

- **Barry Lavers, Director of Recreation, Parks & Facilities**
- **Michael Givens, Chief Administrative Officer**
- **Mark McKenzie, Mount Forest Facilities Manager**
- **Catherine Conrad, Deputy Clerk**

**Absent**

- **Tom Bowden, Arthur Facilities Manager**

**CALLING THE MEETING TO ORDER**

Chairperson McCabe called the meeting to order.

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION REC 2017-019**

Moved by: Councillor Hern

Seconded by: Councillor Dobreen

*THAT the agenda for the September 13, 2017 Recreation & Culture Committee meeting be accepted and passed.*

**CARRIED**

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

No declarations of pecuniary interest were declared

**DELEGATIONS**

None

**MINUTES OF PREVIOUS MEETING**

The minutes of the June 13, 2017 Recreation & Culture Committee meeting were received and adopted by Council at the Regular Meeting of Council held on July 26, 2017.

**BUSINESS ARISING FROM MINUTES**

None



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
SEPTEMBER 13, 2017 AT 3:00 P.M.**

023

**NEW BUSINESS**

None

**CORRESPONDENCE**

Derek Bridgewater, President, Mount Forest Patriots

- Request for reduced Plume Room rental for Blue Line Club

The Committee directed staff to respond to the Mount Forest Patriots that they currently receive a reduced rate and that the rate will not be further reduced.

**REPORTS**

RAC 2017-012 being a report on the Recreation Master Plan Update September 2017

**RESOLUTION REC 2017-020**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT Councillor Burke, Councillor McCabe, Dale Small, Barry Lavers, Mike Givens and Tammy Pringle be appointed to the Recreation Master Plan Steering Committee.*

**CARRIED**

**RESOLUTION REC 2017-021**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2017-012 being a report on the Recreation Master Plan.*

**CARRIED**

RAC 2017-013 being a report on the Arthur Splash Pad Summary Update September 2017

**RESOLUTION REC 2017-022**

Moved by: Councillor Hern

Seconded by: Councillor Dobreen

*THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2017-013 being a report on the Arthur Splash Pad.*

**CARRIED**

RAC 2017-014 being a report on the Murphy Park Unauthorized Toboggan Area

**RESOLUTION REC 2017-023**

Moved by: Councillor Hern

Seconded by: Councillor Yake

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
RECREATION & CULTURE COMMITTEE MINUTES  
SEPTEMBER 13, 2017 AT 3:00 P.M.**

024

*THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2017-014 being a report on the unauthorized use of Murphy Park for tobogganing;*

*AND FURTHER THAT the Committee direct staff to post signage in the Murphy Park during the winter season that mitigates risk to the municipality.*

**CARRIED**

Facility Usage Reports:

Mount Forest Sports Complex:

- June 1 – September 1, 2016
- June 1 – September 1, 2017

Arthur Community Centre

- June 1 – September 1, 2016
- June 1 – September 1, 2017

**RESOLUTION REC 2017-024**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Recreation and Culture Committee of the Township of Wellington North receive for information the Arthur and Mount Forest Facility Usage Reports for:*

- June 1 – September 1, 2016
- June 1 – September 1, 2017

**CARRIED**

**OTHER BUSINESS**

None

**NEXT MEETING**

Next meeting November 7, 2017 at 8:30 a.m. at the Mount Forest Sports Complex

**ADJOURNMENT**

**RESOLUTION REC 2017-025**

Moved by: Councillor Hern

Seconded by: Councillor Dobreen

*THAT the Recreation and Culture Committee meeting of September 13, 2017 be adjourned at 4:08 p.m.*

**CARRIED**



*Preserving, promoting and developing Wellington North's unique cultural resources to build a vibrant community and a prosperous economy.*

**TOWNSHIP OF WELLINGTON NORTH: CULTURAL ROUNDTABLE**  
**Thursday, September 21st, 2017 - 12:00 pm**  
**Mount Forest & District Sports Complex**  
**COMMITTEE MEETING MINUTES**

**Members Present:** Chair Jim Taylor  
 Robert Macdonald  
 Penny Renken  
 Trish Wake

**Staff Present:** Dale Small, Economic Development Officer,  
 Michelle Stone, Administrative Support

**Other Attendees:** Karren Wallace, Clerk, Township of Wellington North

**Absent:** Karen Armstrong  
 Linda Hruska  
 Bonnie McDougall  
 Gail Donald  
 Councillor Dan Yake

**CALLING THE MEETING TO ORDER**

Chair Jim Taylor called the meeting to order at 12:00 p.m.

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION WNCR 2017-016**

Moved: Robert Macdonald

Seconded: Penny Renken

***THAT THE Agenda for the September 21st, 2017 Wellington North Cultural Roundtable Committee Meeting be accepted and passed.***

**CARRIED**

**DECLARATION OF PECUNIARY INTEREST**

None declared.

**DELEGATIONS:**

- Clerk Karren Wallace gave an overview of the procedure she thought would work well for the cataloguing of the Mount Forest Cemetery headstones and graves. The thought is that some of the research could be done over the winter months and a list compiled by section of those requiring pictures. About 40% are already done and Karren also had maps and a complete burial listing for reference.

Chair Jim Taylor feels that this is a good fit with the Cultural Roundtable and historic places and also that it could be used as a Cultural Moment for Council.

- Karren also advised the roundtable that they had purchased a mobility mat that will enable accessibility at the cemetery and for other events where accessibility is required.

### **MINUTES OF PREVIOUS MEETING**

#### **RESOLUTION WNCR 2017-017**

Moved: Robert Macdonald

Seconded: Penny Renken

***THAT THE Cultural Roundtable Committee receive the minutes of the June 15th, 2017 Cultural Roundtable meeting.***

**CARRIED**

### **BUSINESS ARISING FROM MINUTES**

N/A

### **NEW BUSINESS**

#### **1. Report from the Chair**

Jim Taylor

- Community Growth Plan and Online Survey  
Chair Jim Taylor updated the roundtable on his participation at the Growth Plan Public Meetings. His focus was on ensuring the preservation of our culture and heritage and to ensure that the growth plan takes this into consideration.
- Strategic Planning Session in the Fall  
Before the new year will revisit the current strategy and groups – what each has achieved and then the next meeting focus would be on areas moving forward. There may be a change to meeting time to ensure all there for input.
- Historical Buildings and Places Team Update  
Not yet developed a complete program – starting to develop lists and what resources needed to go further
- Doors Open – All is ready to go for Saturday, September 23<sup>rd</sup>. Penny and Jim did radio interviews for the “Doors Open” event and also an interview with the Wellington Advertiser about Knox Presbyterian. There will be a survey done after the event for feedback and this will be shared at our next Cultural Roundtable meeting.

#### **2. Youth Action Council Update**

Trish Wake

- Wellington North Youth Action Council Presentation and Upcoming Activities were provided by Trish Wake. Trish shared the presentation prepared by the Youth Action Council (YAC) outlining their activities and which will be presented to Council on September 25th. YAC is choosing their own focus and recruiting new members. They are looking for ideas to engage more youth from the Arthur area and will reach out to The Door, a youth group, in Arthur. On September 29<sup>th</sup>, 2017 there is a Leadership Training in Drayton.

#### **3. Farmers Market Update**

Dale Small

- Update on the 2017 Market which has had an excellent year and will end with eleven full time vendors. We have reached out to Harry Engel our Market Manager to sit on the roundtable and he will be attending our next meeting. More signage was recommended by one of our committee members and this has been addressed.
- 2018 will be the fifth year for our Farmers Market and we will discuss next year’s hours and plans with our market vendors in order to get their input into any changes they would like to see for 2018.

**ANNOUNCEMENTS**

- Community Growth Plan on-line survey will be available for Completion until October 6<sup>th</sup> August 28<sup>th</sup> – October 6<sup>th</sup>
- Wellington North Doors Open nine sites participating September 23<sup>rd</sup>
- Youth Action Council presentation to Wellington North council September 25<sup>th</sup>
- October Cultural Moment due October 2<sup>nd</sup>
- Wellington North Farmers Market last day of the season October 6<sup>th</sup>
- Butter Tarts & Buggies Fall Frolic October 13<sup>th</sup> – 15<sup>th</sup>
- Youth Action Council Haunted Trail Murphy's Park October 27<sup>th</sup>  
5:00pm – 10:00pm
- Joint Economic Development Meeting with Minto & Mapleton to continue "13 Ways to Kill Your Community" discussions November 1<sup>st</sup>

**MEMBERS PRIVILEGE**

Chair Jim Taylor feel there should be a report prepared to go to Council to update them on the Committee's activities looking at the budget for next year.

Penny Renken inquired about a review of the current expenses and budget. Dale Small will bring to the next meeting. Penny also mentioned that Knox Presbyterian in Conn will be presenting an old fashioned Country Gospel Sing on Sunday evening Oct 15<sup>th</sup> @ 7 pm.

Trish Wake has a Co-Op student starting and will bring them to the next meeting.

Robert Macdonald mentioned there is an Arthur Historical Society meeting on Tuesday, September 26<sup>th</sup>, 2017 and a bus trip on September 30<sup>th</sup>, leaving at 8am going to Thornbury, Meaford and Flesherton. Call Ian Turner or the Arthur Historical Society to register. The Blacksmith Shop is ready for Doors Open this Saturday.

**NEXT COMMITTEE MEETING**

To be determined – There will be a survey circulated to look at time and date.

**ADJOURNMENT****RESOLUTION WNCR 2017-018**

Moved: Trish Wake

***THAT THE*** Cultural Roundtable Committee meeting be adjourned at 1:30 pm.

**CARRIED**



# Communiqué



From the desk of:

September, 2017 # 047

## Fire Chief.

1. It is with deep regret that I announce the resignation of our Chaplain Mike Burns. Mike is moving to a community near London, Ontario. He has assisted several families in our community, including those of firefighters. We will certainly miss Mike, and we wish him all the best with his new congregation.
2. On a more positive note, Arthur firefighter **Joe Forbes** has accepted a full time position with the Owen Sound Fire Service. This is well deserved! Congrats Joe!
3. **NEW FIREFIGHTERS.** Please welcome Brendan Gorecki and Matt Hartman to **Arthur Station 90.** Both are NFPA 1001 certified.
4. **REMINDER,** please use your IAM responding!! Your fellow firefighters are counting on you! We need to know who is responding. Hey folks. **TRUCK IS THE COMMAND POST.** The Captain is the Incident Commander. **The non-users of lam Responding are being identified. Please USE this valuable tool!**
5. **Porta-Tank Lifts:** The Porta-Tank for T-97 will be installed the week of October 10<sup>th</sup>. T-127 now complete.
6. **Mount Forest Lions Club:** The Mount forest Lions club has donated \$15,000 towards the purchase of a Sparky Robotic Fire Truck. Please see the attached info. This will be a great FIRE SAFETY EDUCATION TOOL, that we can use in schools, our fire stations, at fall fairs and other public events. More info to follow. **THANKS SO MUCH LIONS!**
7. I am working on another business partnership, this time with **Canadian Tire.** This partnership will also assist with our public relations and public education events. This partnership will be announced during Fire Prevention Week.
8. Discussion on the 2018 Capital and Operating Budget will commence shortly. Anyone wishing to participate in this process should contact me directly. Your input is certainly valued and appreciated.

***“You cannot shake hands with a clenched fist.”***

**Indira Gandhi**



# Communiqué



## FIRE DEATHS IN ONTARIO

<b>Total fatal fires for the period from January 1 to August 31 for the years 2016 and 2017</b>				
	<i>2016</i>		<i>2017</i>	
	<i>Fatal fires</i>	<i>Fatalities</i>	<i>Fatal fires</i>	<i>Fatalities</i>
Ontario fatal fires (except Federal and First Nations properties) from January 1 to August 31.	51	60	51	58
Fatal fires on Federal or First Nations properties from January 1 to August 31	1	9	2	2
Total	52	69	53	60

Respectfully;

Fire Chief



# Communiqué



## September Fire Report 2017

### **ARTHUR STATION:**

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

### **Practice/ Meetings:**

Sept 5, 2017 (15) members were present  
Sept 12, 2017 (12) members were present  
Sept 26, 2017 (13) members were present

### **MOUNT FOREST STATION:**

The Mount Forest Station responded to 23 calls for assistance during the month.

### **Practice/ Meetings:**

Sept 5, 2017 (14) members were present  
Sept 12, 2017 (15) members were present  
Sept 26, 2017 (15) members were present

Respectfully submitted by  
Bill Hieber





# Communiqué



CALL TYPE	ARTHUR STATION	AREA	MOUNT FOREST STATION	AREA
Medical	6	Township(4)	11	Town (7)
		Town (1)		Southgate (1)
		Mapleton (1)		Township(3)
C/O Smoke Alarm	1	Town (1)	2	Town (2)
Vehicle Fire			2	Township (1)
				Town (1)
Appliance Fire	1	Town (1)	1	Town (1)
Motor Vehicle Collision	1	Township (1)	4	Southgate(1)
				Township (1)
				Town (2)
Fire Alarm	2	Town (2)	1	Town (1)
Kitchen Fire			1	Township (1)
Controlled Burn	1	Township (1)	1	Township (1)
Call Cancelled	1	Unknown(1)		



# Communiqué



## Fire Prevention/Public Education

### **FIRE SAFETY PRESENTATIONS**

Arthur Fall Fair (3 days of activities)  
Musashi Wellness Fair  
Arthur Public School

### **FIRE SAFETY INSPECTIONS**

St. Mary Catholic School  
Golden Valley Farms  
North Wellington CO-OP Service  
Copernicus Educational Products  
Ivan Armstrong Trucking

### **FIRE INVESTIGATIONS**

### **FIRE SAFETY COMPLAINT INSPECTIONS**

8942 Wellington Road 16 Damascus  
186 George Street, Arthur

### **FIRE SAFETY PLAN REVIEWS**

Dana Canada Corporation  
St. Mary Catholic School  
Golden Valley Farms

### **VULNERABLE OCCUPANCY FIRE DRILLS**

### **BURN PERMIT SITE INSPECTIONS**

9369 Concession 4 North  
8602 Concession 5  
9571 Concession 6

### **BURN COMPLAINTS**



**“TEST YOURS *TODAY*”**

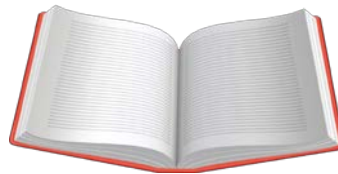


# Communiqué



September 18 2017 the Wellington Dufferin Fire Prevention Officers Association (WDFPOA) held a meeting in Palmerston. The meeting was held to see how the association can be better utilized and more efficient. The idea of having a separate fire prevention and public education committees was brought to the table with joint meetings once or twice a year. This was taken positively by the group. Meetings for each committee will be set up within the next couple of months.

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



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

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

Next communiqué will be August 9th, 2017

8/11/2017

Sparky the Fire Dog® - Fire Safety &amp; Prevention - Robotronics

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The Leader In Safety Education Products

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Smoke Alarm

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Smokey Bear

Sparky the Fire Dog Robot

Sparky the Fire Dog Costume

## Sparky the Fire Dog® Robot



**Sparky the Fire Dog®** is the best-known figure in fire prevention today. A trademark character of the National Fire Protection Association (NFPA), Sparky is at the center of the NFPA's *Risk Watch*® and *Learn Not to Burn*® programs, two of the most comprehensive safety programs in existence. The Sparky robot is an especially exciting tool for teaching fire and safety awareness because it is so interactive.





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038

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**TO: MAYOR AND MEMBERS OF COUNCIL,  
Meeting of October 10<sup>th</sup>, 2017**

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

**SUBJECT: REPORT EDO 2017-22 COMMUNITY GROWTH PLAN UPDATE**

### **RECOMMENDATION**

**That** the Economic Development Officer report EDO-2017-22 dated October 10<sup>th</sup>, 2017 with regards to the Community Growth Plan be received for information;

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

EDO 2017-02 January 9<sup>th</sup>, 2017; EDO 2017-10 March 27<sup>th</sup>, 2017; EDO2017-14 June 5<sup>th</sup>, 2017

### **BACKGROUND**

One of the goals, as identified in the Township of Wellington North Strategic Plan 2015 – 2018 was *“to assemble a task force to provide Council with advice on how to develop a near term, medium term and long-term Community Growth Plan that addresses the projected population and employment growth” that is going to occur over the next many years.*

The Wellington North Community Growth Plan project launched on March 29<sup>th</sup> and the first Steering Committee meeting was held on April 12<sup>th</sup> followed by a second one on June 28<sup>th</sup>. We are extremely fortunate to have a very diverse group of eighteen community leaders, including council, on our Steering Committee and we would like to remind council that our next Steering Committee meeting is scheduled for 7:00pm on Wednesday October 18<sup>th</sup> in the Council Chambers.

The Community Growth Plan Working Group, (Darren Jones, Derek McCaughan, Linda Redmond and Dale Small) met with GSP on September 27<sup>th</sup> and will again on October 11<sup>th</sup> to assist in the preparation of the report to come to the Steering Committee. The primary focus of this meeting will be to discuss and evaluate the various growth scenarios available to Wellington North and to identify the preferred scenario for growth moving forward.

Some minor slippage has occurred to the project schedule as we decided, in collaboration with GSP Group, to not start the community engagement process over the summer. As a result community engagement started September 1st. This slippage will not result in any additional financial costs and at the present time our forecast is to have the final report come for council approval in February 2018.

An overview of the Project Schedule is as follows:

<b>Project Launch</b> <ul style="list-style-type: none"> <li>• First Meeting with the Working Group</li> </ul>	<b>March 29<sup>th</sup>, 2017</b>
<b>Community Growth Plan Steering Committee Meetings</b> <ul style="list-style-type: none"> <li>• Introductory Meeting, Project Overview, community engagement plans, etc</li> <li>• Present Background Research, Opportunities &amp; Constraints analysis</li> <li>• Results of Community engagement process and present growth scenarios for evaluation and identification of preferred options</li> <li>• Present Draft Growth Management Strategy based on preferred scenario(s)</li> <li>• Public Meetings/Open House consultation/Steering Committee recommendation</li> </ul>	<b>April 12<sup>th</sup></b> <b>June 28<sup>th</sup></b> <b>Oct 18<sup>th</sup></b>  <b>Dec 20<sup>th</sup>/TBD</b> <b>Jan/Feb 2018</b>
<b>Project Completion</b> <ul style="list-style-type: none"> <li>• Final Council presentation and adoption of Growth Management Strategy</li> </ul>	<b>February</b>

While more details on the findings from the stakeholder and community engagement will be provided at the October 18<sup>th</sup> Steering Committee Meeting the following is provided at this time for council's information.

### OVERVIEW AND FINDING FROM COMMUNITY/STAKEHOLDER ENGAGEMENT

Overall more than 300 people participated in the community engagement process either by attending one of the **Public Open Houses/Stakeholder Meetings** (100+) or by completing an **on-line survey**. (200+)

Written comments were also received from the Wellington North Youth Action Council and the Upper Grand District School Board and this information will also be utilized in supporting the growth scenarios to be presented to the Steering Committee later this month.

Consistent with the goals of the project most participants view the Community Growth Plan as an opportunity to create a plan for shaping growth in the community before it happens so that it can be steered in the right direction and were supportive of the Township's efforts in this regard.

1. The following emerging themes from the **Public Open Houses/Stakeholder Meetings** have been summarized into four main categories:

- **Population & Housing:** A need to provide greater variety of housing options, styles and sizes to accommodate the needs of a broad range of groups and demographics to encourage diversity. For example, people do not want their communities to become a purely retirement or commuter based town and we need to protect the small town character and cultural heritage of our community. The labor challenges of our employers were widely mentioned and often connected to the lack of housing options.

- **Transportation & Infrastructure:** The need for more transportation options and also some kind of transportation service that helps connect Arthur and Mount Forest, and Wellington North as a whole, to larger places. Concerns about servicing, specifically in Arthur however also in Mount Forest and a general concern about the cost of providing these services along with a consensus that the community wants development to pay for development. The opportunity to install and improve sidewalks to promote overall accessibility and safety and improve the appearance of some parts of Wellington North.
- **Employment & Economic Development:** While Wellington North is relatively inexpensive compared to other areas closer to the GTA the lack of housing options and the labor challenges of our employers were widely mentioned. It was recognized that significant growth has occurred in the number of jobs in our community and the need for us to grow our population to support our employers. Start-up/incubator facilities, the need to attract more businesses on our Main Streets and lack of overnight accommodations were also consistent themes. A communication/marketing strategy that consistently promotes Wellington North was also seen as a priority need.
- **Parks, Trails & Recreation:** From a strengths perspective our Natural Resources and Environment, Parks and Recreation facilities were frequently mentioned as was the opportunity as well as need to improve outdoor recreation amenities like multi-use trails and river-based recreational activities. Build on key assets like Luther Marsh, the Damascus Dam or the Conestoga or Saugeen Rivers was seen as something that could be focused on. In Mount Forest the need for a new swimming pool and associated facilities is top of mind in the community and all of these findings will be shared with the Recreation Master Plan Committee as they move forward with their review.

2. The **on-line survey** consisted of twelve questions and was open for completion from August 28<sup>th</sup> until October 6<sup>th</sup>. An overview of the information obtained from the survey is as follows:

- 85% of respondents were a Wellington North resident or landowner & 72% of all respondents indicated that they worked in Wellington North
  - 8% were under the age of 24
  - 34% were between the age of 25 – 45
  - 41% were between the age of 45 – 64
  - 17% were 65 years of age or older
- Respondents were asked to rate nineteen areas, each one on a scale of 1 – 5, to determine those areas of strength and needing the least improvement versus those needing the most improvement

<b>Weighted Average</b>	<b>Areas of strength and those needing the least improvement</b>	<b>Weighted Average</b>	<b>Areas of weakness/those identified as priority areas for improvement</b>
3.67	Agriculture and Rural Resources	2.19	Retail and Commercial Services
3.46	Volunteerism/Community Involvement	2.28	Transportation
3.29	Community Safety	2.40	Housing
3.28	Natural Environment/features/rivers	2.42	Labor Force
3.24	Health Care Services	2.50	Housing Affordability

- Respondents were asked which of the following statements best describe how they would like to see urban growth and development occur over the next 25 years:

58%	Indicated a balance of both outward expansion and infill/redevelopment of the existing urban areas, with a mix of densities
28%	Mostly infill and redevelopment within the downtowns and on other available lands within the established urban areas at higher densities with minimal outward expansion
14%	Mostly outward expansion of the existing urban areas at similar or somewhat higher densities than past growth

- The following guiding principles for future growth and development were ranked. The most important from each respondents perspective received a score of five with the least important a score of one:

3.82	<b>Complete Community</b> – places that meet people’s daily living needs throughout their lifetime with convenient access to housing, jobs, services, schools and recreation
3.52	<b>Strong and Diverse Local Economy</b> – diversified range of jobs, businesses, investment opportunities and labor force.
2.85	<b>Healthy Environment</b> – efficient and sustainable infrastructure, clean rivers, resilient to climate change impacts and natural hazards, conservation of natural areas, habitats, etc.
2.70	<b>Safe and Connected</b> – pedestrian friendly, safe, accessible, convenient travel including walking and cycling, transportation choices and affordability
2.11	<b>Community Identity and Character</b> – beautified and memorable places, cultural heritage, tourism, local charm and atmosphere

One of the questions in the survey was a general question pertaining to community strengths, areas for improvement and future needs. This question did not provide specific examples or references and the information provided was at the discretion of the respondent. Over 85% of the people responding to the survey took the opportunity to answer this question and to provide additional views, comments and perspectives.

With the support of G.S.P. Group we have reviewed these comments and have organized the responses by common themes indicating the number of mentions for each as strengths and/or weaknesses/opportunities. For councils information this summary is provided as an attachment to this report.

It should also be noted that for the purposes of this report we have established a reporting threshold of five mentions. By doing this we have not included the single issue type of comments in this report however it is our intent to share all the comments/themes with the Steering Committee at our next meeting.



<b>CONCLUSION</b>
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Overall we are very pleased with the level of involvement from the community during the community and stakeholder engagement process. Additionally we found that the majority of people support the need for the community to grow and change, especially in terms of population as well as housing options, styles and sizes.

We would also say the majority of people also recognize that this population growth is necessary to support the labor requirements of our employers and to generate the revenue to pay for many of the things the community wants and to create the demand for new stores and services. This is a key point moving forward as past levels of growth and investment are clearly not sufficient to support many of the things residents would like to see be available in our community.

<b>STRATEGIC PLAN</b>
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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"/> Human Resource Plan <input type="checkbox"/> Brand and Identity <input checked="" type="checkbox"/> Strategic Partnerships	<input checked="" type="checkbox"/> Community Service Review <input type="checkbox"/> Corporate Communication Plan <input type="checkbox"/> Positive Healthy Work Environment
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<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Dale Small*

*Mike Givens*

<b>DALE SMALL</b> <b>ECONOMIC DEVELOPMENT OFFICER</b>	<b>MICHAEL GIVENS</b> <b>CHIEF ADMINISTRATIVE OFFICER</b>
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## Comments on Community Strengths, Areas for Improvement and Future Needs

Comment tally as of October 2, 2017

Key Theme	# of Mentions		Description
	Strength	Weakness/ Opportunity	
<b>Housing</b>			
More Housing Options	1	35	Provide more variety of housing types both unit for rent and for purchase to accommodate a variety of options. This would include housing types like semi detached, townhome or small scale apartment units.
<b>Employment</b>			
Job Diversity		17	Many of the jobs currently available are factory/labor type positions. While those still need to be filled, it would be beneficial to have additional types of jobs to attract more people and to help with youth retention. Options suggested try and attract include tech industry type businesses, professional services and more agri-business.
Laborer demand issue		5	There are too many jobs available and not enough people to fill them.
<b>Economic Development</b>			
Support for the downtown core	1	28	People acknowledge that the downtown is a place that outsiders will remember and they would like to see it become more vibrant with less vacancies and more stores/restaurants.
Retail	1	23	More options for shopping both in the downtown as well as bigger box store options.
More Restaurants/Bars		17	More restaurants to attract people and to keep locals from leaving town to eat out.
Attract new businesses		15	People would like to see more businesses come to the area as growth occurs. Some suggestions including increased tech type businesses.
Business retention		14	People want to be able to keep the businesses they have now both inside and outside the core. One individual mentioned that current businesses/retail may be struggling because of online shopping competition.
Youth Retention		10	Having more opportunities available for young adults to live and work in the community.
<b>Infrastructure and Transportation</b>			
Servicing Capacity Increase (Arthur)		14	People would like to see the servicing capacity increased in Arthur as soon as possible to allow for more development, as is planned. (Two individuals had comments about concentrating too much on this issue)
Transportation		13	There need to be more transportation options for people who cannot drive or who do not own a vehicle. This would be for transportation within individual community and between communities but also for options between Wellington North and other towns/cities.
Proximity to other areas	5		People saw it as an benefit and opportunity to be located so closely to other towns and cities. Being only an hour away from many place is a positive for people who still want to be close to the GTA.
<b>Community Facilities, Services, Recreation</b>			
Things to do (all ages)	2	17	Entertainment, activities and events year-round to attract people to want to come here and for people who already live here to enjoy in town so they don't need to leave town.
Walking/Biking paths and trails		15	People would like to see more walking and bike path or trail options through town. There are also some existing that could be promoted more and some that could be paved to become more accessible.
Pool		15	People would like to see a new pool in Arthur and an renovated pool in Mount Forest.
Volunteering	15		People are very involved in the community and are ready to help.
Things to do (youth)		14	People would like more things to do for their children other than hockey. They go out of town for things like gymnastics etc.
Recreation Facilities/Parks	8	5	Strength - Have many good facilities.; Opportunity - Add more facilities are the populations grows and renovate existing facilities as they age.
Health Care	8	3	Strength - Some people are happy with the hospital infrastructure in place. Weakness - Some people believe there is a need for more doctors.
Environmental Features	6	6	There are many natural amenities in the Township that contribute to the areas aesthetic and overall well being. These areas could be further advertised as a resources/draw to newcomers. There are issues with the perceived cleanliness of the water in the river. Esthetically, it could be improved to become more of an attraction.
<b>Design</b>			
Small Town Feel	10	3	People appreciate the character of the Township as it is today. Some people see it as something that needs to be protected/maintained as the community grows. Other see this as an opportunity to keep historical buildings as growth occurs as well.
Safety	2	9	There is significant concern for safety in the Township due to recent small scale theft and vandalism. People are requesting more policing.
Identity		7	There is a desire to create a stronger Township identity that residents can be proud of and that will attract people to come live here. Some believe there is a divide between the communities and that this can be improved/diminished.
Design and Esthetic		5	There are some buildings in town that could be redeveloped or taken down to allow for improved design and development. People would like to see good design that will make outsiders see the beauty of Wellington North.

Note: Only KeyThemes with 5 or more Mentions are summarized above.



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF OCTOBER 10, 2017**

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

**SUBJECT: Report PW 2017-024 - 2018 MTO Connecting Link Program**

### **RECOMMENDATION**

**THAT** Report PW 2017-024 being a report on the 2018 MTO Connecting Link Program be received;

**AND FURTHER THAT** the Council of the Township of Wellington North direct staff to proceed to develop an MTO Connecting Link Application for the resurfacing of George/Smith Street in Arthur and Queen Street West in Mt. Forest.

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

N/A.

### **BACKGROUND**

Through the Connecting Links program, the Provincial government is helping municipalities repair their roadways and bridges that connect two ends of a provincial highway through a community. For the Township of Wellington North, Queen and Main Streets in Mt. Forest and Smith/George Streets in Arthur meet this definition of "connecting link" as they connect Highways 89 and 6, respectively.

The Connecting Links Program is scheduled to provide municipalities \$30 million in assistance during 2018-19 and the following years for the construction and repair of roads and bridges on connecting links.

Funding will be provided for **up to 90 percent** of total eligible project costs. The maximum amount of funding for eligible costs is \$3 million per project. Funding is

provided for the design, construction, renewal, rehabilitation and replacement of connecting link infrastructure. This generally is limited to the roadway surface, storm water infrastructure and other apertunences thereto. Repairs to sidewalks, water and sanitary infrastructure are not eligible. Municipalities are able to apply for one project per connecting link. For Wellington North, this means the Township can apply for two separate projects. Applications must be submitted by *no later than November 3, 2017*.

Staff, in consultation with BMRoss & Associates Ltd., worked to develop high level condition assessment and cost scenarios of possible candidates for this program. We suggest Council consider the following four projects for possible consideration under the program:

1. **George Street & Smith Street**, from the Conestoga River bridge to Conestoga Street (Arthur) (approximately 1000m)  
**Scope:** Full depth asphalt resurfacing and traffic signal improvements
2. **Queen Street, from Sligo Road to Dublin Street** (Mount Forest) (approximately 1200m)  
**Scope:** Full depth asphalt resurfacing
3. **Queen Street, from Main Street to White's Bridge, and York Street, from Queen Street to 80m south of Queen Street** (Mount Forest) (approximately 735m (80m on York Street))  
**Scope:** Full reconstruction
4. **Smith Street, from Conestoga Street to Wells Street** (Arthur) (approximately 900m)  
**Scope:** Full and partial depth asphalt resurfacing

Other segments of the connecting links through the community are considered to be in good general condition and not in need of attention at this time. After internal discussion, it is recommended that project number 1 and 2 be submitted for consideration for the following reasons:

#### Project 1. **George/Smith Street** – Bridge to Conestoga Street

- This is the major retail area of the Arthur community. The current roadway condition detracts from the projected environment, has considerable cracking and uneven surfaces and, given the level of heavy vehicles, likely contributes to a louder than desired ambient noise level;
- The 2013 Road Management Study rated this roadway at 6.5 out of 10, recommending it be resurfaced within 1-5 years;
- Traffic signals are currently serviced from above. There is considerable risk of having 'dark signals' for an extended period should a signal pole be knocked down through collision. At present, we have one pole that is badly damaged.

**Note:** If selected, resurfacing/reconstruction would occur while maintaining one lane of traffic in both directions providing no underground service work is required.

#### Project 2. **Queen Street** – Sligo Road to Dublin Street

- This will continue the Township's efforts to resurface the westerly section of Queen Street continuing from the section being resurfaced this year. It would conclude the resurfacing to the westerly limits of the Township connecting to Hwy 89;
- The asphalt condition is deteriorating, particularly along the edge of asphalt where significant alligator cracking is occurring;
- Staff have continual issue with the gravel shoulders because of poor drainage;
- The 2013 Road Management Study rated this roadway at 6.0 out of 10, recommending it be resurfaced within 1-5 years;

A full, high level condition assessment and proposed scope of work for each candidate project is highlighted in Attachment 1.

As indicated, the foregoing represents high-level preliminary work. With Council approval of the recommendations contained herein, staff will refine the estimates through further investigative work and, importantly, through dialogue with the Ministry of Transportation staff to determine whether the proposed scope of work will meet eligibility requirements. Once completed, a further report will be tabled at Council's meeting on October 23<sup>rd</sup> which will include the proposed Township Connecting Link Applications, the anticipated costs of each project, the Township's expected level of contribution and a recommendation to approve the applications for submission.

<b>FINANCIAL CONSIDERATIONS</b>
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Attachment 2 illustrates the high-level total estimates, the Province's share and the share that would be allocated to the Township for each candidate project.

For the two projects recommended, it is anticipated the total cost will be approximately \$2,353,500.00 with the Township's share estimated to be \$235,350.00. Historically, projects of this magnitude are undertaken through use of reserves, levy and/or debenture. It is staff intent to recommend a source of funding when this matter comes before Council on October 23<sup>rd</sup>.

Investigative work including camera inspection of underground storm water and sanitary infrastructure is required to ensure we encounter no unanticipated repairs once excavation of the roadway begins. Should repairs be required, the investigative information would assist staff in preparing budget submissions for Council's consideration during the budget cycle so that the work can occur simultaneously with the connecting link work. Costs associated with the investigative work would be in the magnitude of

\$50,000 (both projects combined) and would be funded through the sanitary and road reserves as appropriate. Sanitary work is not eligible for subsidy under the Connecting Link Program and the storm water work is not eligible for subsidy because it occurs before approval of the project(s).

Finally, engaging the Ministry of Transportation on the suggested scope of each project to determine eligibility, refining the financial estimates and preparing the Connecting Link Applications will be undertaken by BM Ross & Associates at a cost of \$5,000.00. This also is an ineligible expense. It will be funded through an appropriate corporate account.

<b>STRATEGIC PLAN</b>
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Do the report's recommendations advance the Strategy's implementation?

X Yes                                       No                                       N/A

Which pillars does this report support?

X Community Growth Plan	<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	

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Derek McLaughan*

*Michael Givens, CMAA*

<b>DEREK McCAUGHAN</b> <b>INTERIM DIRECTOR OF PUBLIC WORKS</b>	<b>MICHAEL GIVENS</b> <b>CHIEF ADMINISTRATIVE OFFICER</b>
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Attachements (2)

## **Attachment 1. High Level Condition Assessment and Proposed Scope of Work\***

(\* excerpts from BMRoss Correspondence dated October 3, 2017)

### **Project 1: George Street & Smith Street, Conestoga River bridge to Conestoga Street**

#### **General existing roadway and infrastructure conditions:**

- Watermain is 300mm dia. PVC. The watermain and services are 20 years old.
- Sanitary sewer is 200mm dia. asbestos cement (AC). The sewer and services are 55 years old. Township staff are of the opinion that these assets are in satisfactory condition, but there is no CCTV report available to confirm.
- Storm sewer is concrete and likely  $\geq 55$  years old. No CCTV report available; condition unknown. There are no private drain connections (storm services) for the various properties, but Township staff are not aware of problems with illegal roof or other storm drain connections to the sanitary sewer.
- Pavement structure:  $\geq 600$ mm granular base and 130-140mm of asphalt. Other than the area above the 20-year old watermain trench, the age of the base courses of asphalt are unknown. The surface asphalt layer is 19 years old. The 2013 Road Management Study gave this roadway section a score of 6.5 out of 10, recommending resurfacing within 1-5 years.
- There are two sets of traffic signals which are serviced by overhead wiring. One pole at Charles Street is badly damaged.

#### **Proposed scope of work:**

- No buried infrastructure replacement or repairs.
- Some curb repairs with adjacent sidewalk panel replacements.
- Sewer structure adjustments (Note: some CBs and adjacent curbs were recently rebuilt).
- Full depth and width (12.5 to 13.5m) asphalt removal and replacement (including parking lanes; 3 lifts; 140mm asphalt depth).
- Line painting.
- Some minor miscellaneous asphalt removal and replacement.
- Traffic signal improvements, in particular burying of overhead wiring to improve safety and reliability (i.e. eliminate susceptibility to wind or ice storm damages; replace the badly damaged pole at Charles Street; incidental repairs/upgrades)

### **Project 2: Queen Street, Sligo Road to Dublin Street**

#### **General existing roadway and infrastructure conditions:**

- Rural to semi-urban road section, from Sligo Road to 85m west of Cork Street.
- 150mm dia. D.I. watermain; unknown age.
- No sanitary sewer; properties serviced by individual septic systems.
- 300-600mm dia., 46-year old concrete storm sewer (some steel?) east of Durham Street.
- Storm sewer from Durham Street to 290m west of Durham Street installed in 1989. This only provides drainage for the north roadside swale.
- Semi-urban section (i.e. sidewalk along part of the south side of the road) has no roadside ditch or storm sewer.

- Rural sections have roadside swales or ditches.
- Township staff have experienced difficulty maintaining the gravel shoulders due to poor surface drainage.
- There are sections where the edge of pavement has significant alligator cracking resulting in the loss of asphalt and narrowing of the pavement width.
- Urban section from 85m west of Cork Street to 40m west of Dublin Street.
- 250mm dia. D.I. watermain, likely 46 years old.
- 200mm dia. AC sanitary sewer, likely 46 years old. Its condition is unknown, but a recent sanitary service repair indicates there will be the need for at least some repairs or replacement of services.
- 300-600mm dia., 46-year old concrete storm sewer.
- Pavement structure:  $\geq 500$ mm granular base and 90mm of asphalt. The single base course of asphalt is 46 years old. The surface asphalt layer is 19 years old (Sligo Road to Homewood Street) or 26 years old (Homewood Street to Dublin Street).
- The 2013 Road Management Study gave this roadway section a score of 6.0/6.5 out of 10, recommending resurfacing within 1-5 years.

### **Proposed scope of work:**

General (where applicable):

- No new and no buried infrastructure replacement or repairs.
  - Sewer structure adjustments.
  - Line painting.
  - Pavement coring, to establish existing asphalt depths for tendering purposes.
- Within the rural section (Sligo Road to 85m west of Cork Street):
- No extension of urban section west of Cork Street (although that is recommended for road drainage improvement, in particular where there is sidewalk).
  - The assumed highway west of Sligo is 8.1m paved width (3.75m lanes + 0.3m partial paved shoulder) + 2.5m gravel shoulder. It is assumed this configuration would now continue into the rural portion of the Connecting Link.
  - 0.6m edge cut and gravel road base widening, to accommodate the wider road section.
  - Full depth and width asphalt removal and replacement (140mm depth assumed)
  - Paved shoulder radii at the Sligo Road and Durham Street intersections (i.e. due to vehicle turning movements).
  - Regrading and paving driveway entrances.
  - Regrading of gravel shoulders and ditches/swales, including restoration.
  - Driveway culvert replacements and restoration of drives, within the rural section.
- Within the urban section (85m west of Cork Street to Dublin Street):
- Full depth (90mm, as a “holding” strategy) and width (8.5m) asphalt removal and replacement.
  - Some curb repairs.
  - Some miscellaneous asphalt removal and replacement.



### **Project 3: Queen Street, Main Street to White's Bridge, and York Street, from Queen Street to 80m south of Queen Street**

#### **General existing roadway and infrastructure conditions:**

- Watermain is 250mm dia. D.I., likely in the order of 46 years old. There is also an old 100mm dia. cast iron watermain on the south side between Main Street and Parkside Drive.
- Watermain on York Street is 100mm dia.
- There is no sanitary sewer between Fergus Street and Egremont Street.
- Sanitary sewer west of Fergus Street is 200mm dia.; unknown age; unknown material;
- there is no CCTV report available.
- There is a shallow 150mm dia. sanitary sewer within the north boulevard east of Egremont Street.
- York Street lots are serviced by a rear yard sanitary sewer connected to Egremont Street.
- 300-375mm dia., 46-year old concrete storm sewer.
- Pavement structure: ≥500mm granular base and 90mm of asphalt. The single base course of asphalt is 46 years old. The surface asphalt layer between Main Street and Fergus Street is 23 years old. The age of the surface asphalt layer east of Fergus Street is unknown.
- The 2013 Road Management Study gave this roadway section a score of 6.0/6.5 out of 10, recommending resurfacing within 1-5 years.

#### **Proposed scope of work:**

- Geotechnical investigation.
- Full replacement and extension of sanitary sewer system to and onto York Street (to eliminate rear yard sanitary sewer), including services.
- Full replacement of storm sewer system, including installation of private drain connections.
- Removal of old cast iron watermain (Main Street to Parkside) and install new water services connected to the existing 250mm dia. ductile iron watermain.
- Full reconstruction of the roadway (curbing; sidewalk; granular base; 140mm asphalt)
- Full reinstatement of the boulevard.
- Only work east of York Street assumed to be replacement of curbing and asphalt (i.e. assuming no need for full road excavation and replacement of the gravel road base).
- Line painting.

### **Project 4: Smith Street, from Conestoga Street to Wells Street**

#### **General existing roadway and infrastructure conditions:**

- Watermain is 250-300mm dia. PVC. The watermain and services are 17-33 years old.
- Sanitary sewer is 200mm dia. AC pipe. The sewer and services are 48 years old.

- Township staff are of the opinion that these assets are in satisfactory condition, but there is no CCTV report available to confirm.
- 47-year old, 150mm dia. AC sewage forcemain, from Wells Street to Preston Street.
- 17-18 year-old, 300-600mm dia. concrete storm sewer.
- Pavement structure: ≥600mm granular base and 130-140mm of asphalt. The age of the base courses of asphalt from Conestoga Street to Preston Street are unknown, while the entire pavement structure between Preston Street and Wells Street was replaced 17 years ago. The surface asphalt layer between Conestoga Street and Preston Street is 18 years old.
- The 2013 Road Management Study gave the Conestoga Street to Preston Street segment a score of 6.5 out of 10, recommending resurfacing within 1-5 years.
- The segment between Preston Street and Wells Street was given a score of 9.0 out of 10.

**Proposed scope of work:**

- No buried infrastructure replacement or repairs.
- Some curb repairs.
- Sewer structure adjustments.
- Full depth and width asphalt removal and replacement (including parking and turning lanes; 3 lifts, 140mm depth), from Conestoga Street to Preston Street.
- Partial depth and full width asphalt removal and replacement (including continuous center left turning lane; 3 lifts, 40mm milling & paving), from Preston Street to Wells Street.
- Line painting.
- Some minor miscellaneous asphalt removal and replacement.

## Attachment 2: High-level Cost Estimate by Candidate Project

	Total Cost (with net HST).	MTO share of eligible costs 90%	Township share
1. <b>George Street &amp; Smith Street</b> , from Conestoga bridge to Conestoga Street (Hwy 6, Arthur) Approximately 1000m Full depth asphalt resurfacing and traffic signal improvements	\$1,340,500	\$1,206,450	\$134,050
2. <b>Queen Street</b> , from Sligo Road to Dublin Street (Hwy 89, Mount Forest) Approximately 1200m Full depth asphalt resurfacing	\$1,013,000	\$911,700	\$101,300
3. <b>Queen Street</b> , from Main Street to White's Bridge (Hwy 89, Mount Forest) Approximately 650m Full reconstruction	\$2,172,500	\$1,164,600	\$1,007,900
4. <b>Smith Street</b> , from Conestoga Street to Wells Street (Hwy 6, Arthur) Approximately 900m Full and partial depth asphalt resurfacing	\$615,000	\$553,500	\$61,500
<b>Recommendations</b>			
<b>Projects 1 and 2 - TOTAL COSTS</b>	<b>\$2,353,500</b>	<b>\$2,118,150</b>	<b>\$235,350</b>



# *Municipality of Killarney*

September 19, 2017

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**website:**

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Association of Ontario Municipalities

Ms. Lynn Dollin

200 University Ave., Suite 801

Toronto, ON M5H 3C6

Dear Ms. Dollin:

Attached hereto is Resolution No. 17-362 that was passed at the Regular Meeting of Council held September 13, 2017 as well as an article from CBC News.

The Municipality of Killarney share the same concerns as AMO regarding proposed changes to the Ambulance Act and Fire Protection & Prevention Act which are to be tabled at Queen's Park this fall.

We look forward to working with you to protect municipal interests.

Thank you for your attention to this important issue.

Sincerely,

***THE MUNICIPALITY OF KILLARNEY***

Candy K. Beauvais

Clerk-Treasurer

*Cc: FONOM*

*ROMA*

*OSUM*

*DSSAB*

*SDHU*

*All Ontario Municipalities*

*Local MPP's*



*The Corporation of the Municipality of Killarney*  
*32 Commissioner Street*  
*Killarney, Ontario*  
*P0M 2A0*

MOVED BY: Michael Reider

SECONDED BY: Jim Rook

**RESOLUTION NO. 17-362**

**BE IT RESOLVED THAT** the Municipality of Killarney advise the Association of Ontario Municipalities (AMO) that we share their concerns regarding the proposed changes to the Ambulance Act and the Fire Protection and Prevention Act which are set to be tabled at Queen's Park in the fall;

**FURTHER** the Province is seeking two municipalities to participate in pilot projects funded by the Ministry of Health and Long-Term Care. The Municipality of Killarney appeals to AMO to request that the Province include rural northern municipalities as participants in the pilot projects;

**FURTHER** the proposed changes may result in the Province saving and municipalities experience additional downloading for some of the costs associated with modifications to the acts;

**THEREFORE** the Council for the Municipality of Killarney hereby requests that AMO keep all municipalities informed of this matter so that all stakeholders have input into these proposed changes which may result in additional costs to our municipalities (such as increased training, legal liability etc.);

**FURTHER THAT** this resolution be forwarded to AMO, FONOM, ROMA, OSUM, DSSAB, SDHU, all Ontario Municipalities and to our local MPP's.

**CARRIED**

I, Candy K. Beauvais, Clerk Treasurer of the Municipality of Killarney do certify the foregoing to be a true copy of Resolution #17-362 passed in a Regular Council Meeting of The Corporation of the Municipality of Killarney on the 13<sup>th</sup> day of September, 2017.

  
 Candy K. Beauvais  
 Clerk Treasurer

## Ontario communities sound alarm over proposed changes to Ambulance Act

By Kimberley Molina, [CBC News](#) Posted: Aug 22, 2017 8:11 AM ET Last Updated: Aug 22, 2017 8:11 AM ET

A group representing Ontario communities is sounding the alarm over proposed changes to two provincial acts which would affect how some patients are treated and transported during medical calls.

The Association of Ontario Municipalities (AMO) is concerned about changes to the *Ambulance Act* and the *Fire Protection and Prevention Act*, which are set to be tabled at Queen's Park in the fall.

One change aims to reduce unnecessary emergency room visits by having paramedics take patients with minor injuries to family doctors and community clinics. The law currently requires patients to be taken to hospital only.

Another change could see firefighters with paramedic training be able to respond to minor injury calls, provide medical care on fire trucks, and provide symptom relief in some higher-priority calls.

### Pilot projects set to begin next spring

The province is looking for two municipalities to participate in pilot projects funded by the Ministry of Health and Long-Term Care, which are expected to begin in March 2018.

At least one Ottawa city councillor doesn't want the city to take part.

"Ottawa is not the right community to try this in.... I haven't seen any evidence that it leads us in a direction that we want to go," said Coun. Mark Taylor, who is also chair of AMO's health task force.

'We also live in a world where provincial arbitrators have a nasty habit of picking up things in one municipality and dropping them down in another.' - *Coun. Mark Taylor, chair of AMO's health task force*

He's concerned Ottawa could be forced to subscribe to the new model, along with other communities, after the pilot projects are completed.

"We also live in a world where provincial arbitrators have a nasty habit of picking up things in one municipality and dropping them down in another," he said.

The president of AMO said she wants to ensure that doesn't happen.

"They keep telling us that it's voluntary, it's voluntary.... So, our demand of them is if this is to truly be voluntary, that we would require that interest arbitrators be prohibited, in law, from replicating it to unwilling participants," said Lynn Dollin.

### Ministry to look at possible scenarios this fall

Legislation is expected to be tabled at Queen's Park this fall to change the two acts, and the Ministry of Health and Long-Term Care will consider what kind of calls would be appropriate for transporting patients to family doctors and clinics instead of emergency rooms.

"[The] ministry plans to undertake an operational risk assessment in the fall of potential scenarios, based on feedback from stakeholders to date and experiences of models currently used in other jurisdictions," press secretary Laura Gallant wrote in a statement to CBC News.

Some of those scenarios could include mental health calls, which are on the rise.

A hospital emergency room is not necessarily the best place for those patients, Taylor said.

## Province could save, municipalities spend

There is a question of who ends up footing the bill for some costs. While the province may save some money from fewer emergency room visits, other costs could be off-loaded onto municipalities.

The Ministry of Health and Long-Term Care projects the cost of ambulance systems will increase by \$300 million to \$1.9 billion over five years, between 2015 and 2020.

Land ambulance costs are shared 50-50 with the province, but municipalities cover 100 per cent of the cost of firefighting, Dollin said.

Potential costs could include increased training for paramedics and firefighters to increased legal liability, she said. If patients are dropped off at a hospital, the hospital — and ultimately the province — are liable, but if the person is taken to another facility instead, a city could bear the brunt of that liability.

'If it's going to cost municipalities more money for us to follow the new regulations, then that should be covered 100 per cent by the province.' - Lynn Dollin, president of AMO

There are other ways the province could save money, according to AMO, including better call triaging and changing regulations around non-urgent patient transfers.

These types of transfers are especially problematic in northern Ontario, where ambulances are taken out of service to transfer non-urgent patients from one area to another, Dollin said. In southern Ontario, the province often contracts companies to move those patients.

"It's AMO's position that fixing those two things, the benefits would far outweigh those that could be brought about by fire-medics," she said.

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**October 3, 2017**

**Mayor Andy Lennox,  
Wellington North Township  
Kenilworth On.**

**Dear Mayor Andy Lennox and Council,**

**On Behalf of the Royal Canadian Legion BR.134, Mount Forest we are requesting at this time permission to distribute poppies in the above noted town within your jurisdiction. It will begin on Friday October 27, 2017 and end on Saturday November 11, 2017.**

**Furthermore, it is requested that a proclamation be made declaring “November 11<sup>th</sup> 2017 as Remembrance Day”.**

**We look forward to receiving your reply at your earliest convenience.**

**Respectfully submitted;**

**Comrade Ken Thompson  
Poppy Chairman  
Royal Canadian Legion  
Br. #134 Mount Forest ON  
519-323-9074  
mseop26@hotmail.com**



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059

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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF OCTOBER 10, 2017**

**FROM: MICHAEL GIVENS, CAO**

**SUBJECT: REPORT CAO 2017-023 EXTENSION OF EXTERNAL AUDITING  
SERVICES**

### **RECOMMENDATION**

**THAT** Report CAO 2017-023 being a report on the extension of external auditing services be received for information;

**AND FURTHER THAT** the Council of the Township of Wellington North supports the recommendations of the CAO and Director of Finance to extend the appoint of RLB LLP as the Township Auditor for the fiscal years 2017 and 2018;

**AND FURTHER THAT** Council directs staff to prepare the necessary Auditor Appointment By-law per section 296 of the Municipal Act (S.O. 2001) to be presented at the next scheduled meeting of Council.

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

TR Report 2012-10 External Auditing Services-Award Recommendation

### **BACKGROUND**

In 2012 after a Request for Proposal process the Township appointed RLB LLP as the Township auditor for the term 2012 through 2016.

In consultation with the Director of Finance/Treasurer, I would suggest that the Township continue its relationship with our current auditors for the fiscal years 2017 and 2018. This appointment will promote constant practices and consistent presentation of annual financial statements and the financial information return.

Murray Short, Partner at RLB LLP has submitted a proposal for the Township's consideration, see appendix A. Financial details are provided below. RLB LLP provides audit services to a number of comparable municipalities and has a number of years experience in the municipal sector.

The Township's Purchasing and Procurement Policy includes the below provision-

“The CAO in consultation with Council will determine the most appropriate procedures related to engaging consulting engineers, counseling services, instructors, planners, solicitors, arbitrators and **auditors.**”

### FINANCIAL CONSIDERATIONS

ANNUAL AUDIT FEES (excluding taxes)	
Proposed 2017-2018	\$27,900
Current 2012-2016	\$26,800

RLB LLP proposes a minimal increase for the proposed extension years.

### STRATEGIC PLAN

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

Yes

No

N/A

Which pillars does this report support?

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

Strategic Partnerships

The Township has established a positive working relationship with RLB LLP that allows for completion of the annual audit in a constructive manner.

**PREPARED BY:**

**RECOMMENDED BY:**

*Michael Givens*  
*Kim Henderson*

*Michael Givens, CAO*

**MICHAEL GIVENS**  
**CAO**

**MICHAEL GIVENS**  
**CHIEF ADMINISTRATIVE OFFICER**

**KIM HENDERSON**  
**DIRECTOR OF FINANCE/TREASURER**



September 20, 2017

Michael Givens  
Chief Administrative Officer  
Township of Wellington North  
7490 Sideroad 7 W, P.O. Box 125  
Kenilworth, ON N0G 2E0

Dear Mr. Givens,

**Re: Proposal for audit services for the Township of Wellington North**

We would like to thank you for the opportunity to provide this proposal for RLB to continue to prepare the audit for the Township of Wellington North. We are excited by the possibility of continuing to work with your organization.

RLB has been proudly serving southern Ontario for over 60 years from our four offices in Guelph, Kitchener, Fergus and Orangeville. We are a regional public accounting firm with a combined staff of over 110 members, including 11 partners. We currently audit or review over 500 organization, and we have developed a speciality in providing assurance services for municipal government clients in Wellington and Dufferin Counties.

**What sets RLB apart from other accounting firms?** Our firm began in Guelph with the vision of a few local, entrepreneurial accountants and has seen steady growth over the past 60 years. Although many aspects of our firm have changed, our focus has remained the same for decades: **RLB offers large firm resources with a small town personal service model.**

**What differentiates RLB from our competition is our service model.** Our clients have come to understand that not only do we offer technical expertise and industry knowledge; we offer availability of our senior personnel, a real relationship, and a genuine, in-depth knowledge of their specific organizational issues.

### Municipal Experience

We are proud to note our experience with the following municipalities. We would be glad to provide references to some of these clients should you require them.

Client	Service Years
The Corporation of the Township of Guelph/Eramosa	26
The Corporation of the Township of East Garafraxa	26
The Corporation of the Township of Mapleton	14
The Corporation of the Town of Grand Valley	13
The Corporation of the Township of Erin	12
The Corporation of the Township of Amaranth	8
The Corporation of the Town of Mono	7
The Corporation of the Township of Mulmur	6
The Corporation of the Town of Melancthon	5

### Value for Fees

We consider it an important responsibility to manage the costs of the services we provide while maintaining our high professional standards. We work to ensure that fees are balanced through the appropriate combination of our people, specialized training and technology tools. Our pricing approach is based on fairness and transparency. We have proposed pricing that we believe fairly represents the costs to perform the scope of work required.

Based on our understanding of your operations, we commit to the following fees for your engagement:

	2017	2018
<b>Audit Fee</b>	<b>\$27,900</b>	<b>\$27,900</b>

The above fees are *exclusive* of HST and *inclusive* of the preparation of the Financial Information Return (FIR) and all out-of-pocket expenses required to complete the engagement. We have also included a reasonable amount of the time for reconciliations, support and entries for closing equity, Wellington North Power and the Business Improvement Area into our pricing based on our recent experience with your audit.

*Timeliness of Service and Observance of Deadlines*

Our team is committed to meeting all deadlines your organization has for the audit. **Client satisfaction is our first priority and we take our commitment to make the process as simple and stress-free as possible very seriously.**

Should you have any questions or require any additional information, please do not hesitate to contact me or any member of our team at 1-866-822-9992.

Sincerely,

**RLB LLP**

Per:

A handwritten signature in black ink, appearing to read "Murray Short". The signature is written in a cursive, flowing style.

Murray Short, CPA, CA, MBA  
Partner



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF OCTOBER 10, 2017**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2017-036 BEING A REPORT ON CONSENT  
APPLICATION B117-17 (GOUVEIA)**

**RECOMMENDATION**

**THAT** CLK Report 2017-036 being a report on Consent Applications B117-17 be received;

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application for severance for B117/17 with the following conditions:

- Satisfy all the requirements of the local municipality, financial and otherwise including taxes
- Clearance fee as per the fees and charges by-law (\$125.00 in 2017)
- That the applicant execute an agreement on Share of Assessments for Drainage
- That the frame barn be removed and the area leveled and graded to the satisfaction of the Township of Wellington North;
- That the silo and grain bins be removed and the area leveled and graded to the satisfaction of the Township of Wellington North;
- That the applicant receive zoning relief for the oversized accessory structure (driving shed);
- That the proposed building setbacks for the driving shed be provided to the Township of Wellington North to confirm zoning compliance.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

N/A



<b>BACKGROUND</b>
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Wellington County planning comments are attached hereto as Schedule "A" and they are generally supportive of the proposal.

The subject property is known as North Part Lot 16, Concession 1, (formerly Arthur Township) Forest shown on Schedule B attached.

The application is for a proposed lot line adjustment of 38.4 hectares with a 445m frontage, existing and proposed agricultural use to the abutting agricultural parcel owned by Brian & Wendy Smith Farms Ltd.

The retained parcel is 1.5 hectares with 47.5m frontage, existing and proposed rural residential use with existing house, driving shed and silo.

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

<b>FINANCIAL CONSIDERATIONS</b>
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There are no financial impacts as a result of this report.

<b>STRATEGIC PLAN</b>
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Do the report's recommendations advance the Strategy's implementation?

Yes                       No                       N/A

<input checked="" type="checkbox"/> Community Growth Plan <input type="checkbox"/> Human Resource Plan <input type="checkbox"/> Brand and Identity <input type="checkbox"/> Strategic Partnerships	<input type="checkbox"/> Community Service Review <input type="checkbox"/> Corporate Communication Plan <input type="checkbox"/> Positive Healthy Work Environment
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<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<i>Karren Wallace, Clerk</i>	<i>Michael Givens, CAO</i>
<b>KARREN WALLACE, DIRECTOR OF LEGISLATIVE SERVICES/CLERK</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>



**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

<b>Application</b>	B117/17
<b>Location</b>	Part Lot 16, Concession 1 TOWNSHIP OF WELLINGTON NORTH
<b>Applicant/Owner</b>	Antonio and Paula Gouveia

**PRELIMINARY PLANNING OPINION:** The purpose of this lot line adjustment application is to sever 38.4 ha (94.9 acres) of primarily agricultural land and merge it with an abutting agricultural parcel. The retained parcel is 1.5 ha (3.7 acres) and contains an existing single detached dwelling and driving shed. The bank barn was previously removed and an existing silo is to be removed.

This application is consistent with Provincial Policy and generally conforms to the Official Plan, 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;
- 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;
- c) That servicing to the retained lot is provided to the satisfaction of the Local Municipality; and,
- d) That zoning compliance for the retained parcel be achieved to the satisfaction of the Local Municipality;

**PLACES TO GROW:** No issues.

**PROVINCIAL POLICY STATEMENT (PPS):** Under section 2.3.4.2 lot line adjustments are permitted in prime agricultural areas for legal or technical reasons. There are no MDS issues associated with the proposed lot line adjustment.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL.

Under Section 9.9.12 lot creation is permitted in the Protected Countryside for minor boundary additions in the Prime Agricultural Area that do not create a separate building lot.

According to section 10.3.5 Lot line adjustments may be permitted for legal or technical reasons, such as easements, correction of deeds, quit claims, and minor boundary adjustments in the Prime Agricultural Area. Lot line adjustments may also be permitted where no adverse effect on agriculture will occur where:

- Two abutting farms are merged and an existing farm residence is made surplus to the resulting enlarged farm parcel;
- More viable agricultural operations will result;
- An undersized lot is made useable given the requirement for appropriate sewer and water systems.

Lot line adjustments are deemed not to create new lots for the purpose of this plan.

The matters under Section 10.1.3 were also considered including j) "that natural resources such as agricultural lands and mineral aggregates would not be affected adversely", and l) "that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses".

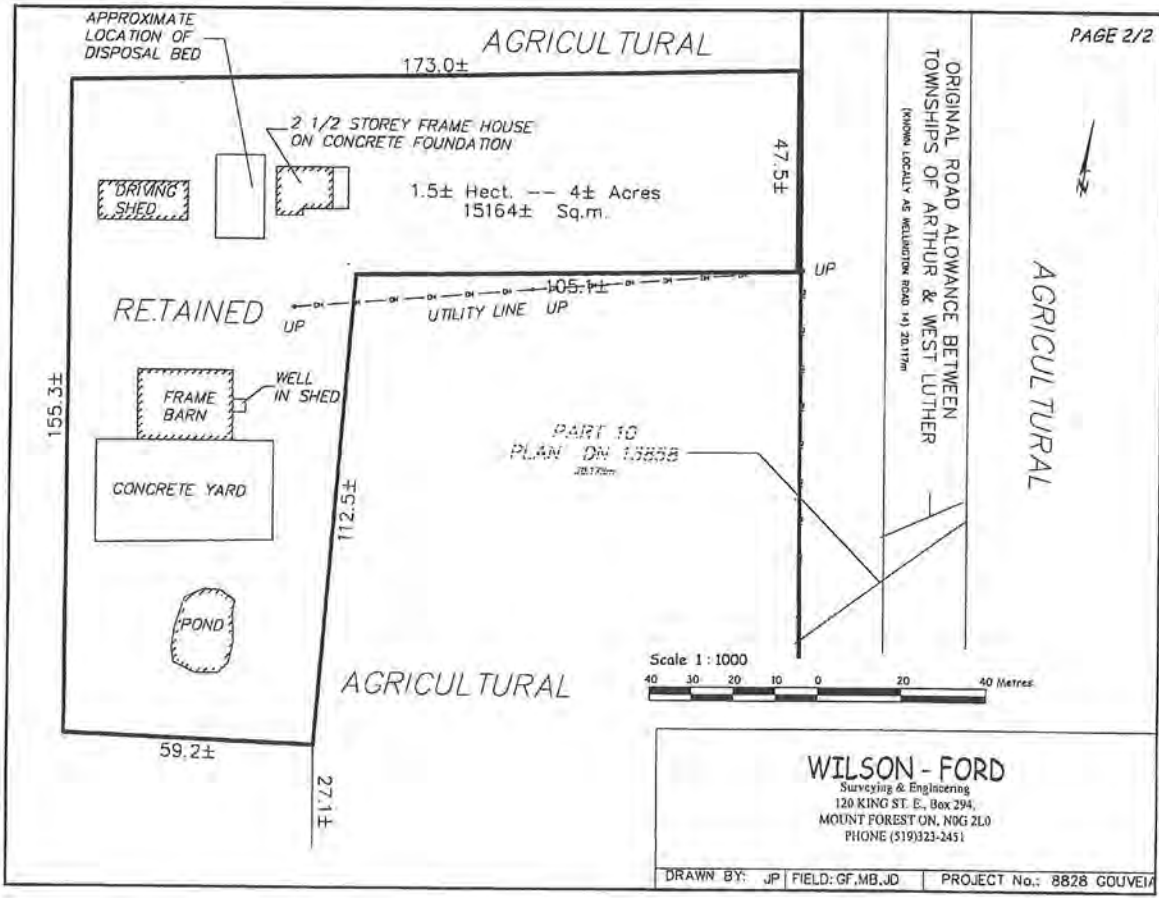
In regards to items j) and l), the proposed retained lot does not include any agricultural fields and has been sized to include the existing driving shed, yard and a pond.

**WELL HEAD PROTECTION AREA:** The subject property is not located within a WHPA.

**LOCAL ZONING BY-LAW:** The proposed severed lot is zoned Agricultural (A) and Natural Environment (NE). The proposed retained lot is zoned Agricultural (A). The retained lot meets the minimum lot area and frontage requirements of the By-law. Zoning relief will be required for the existing driving shed (195.1 m<sup>2</sup> or 2100.0 ft<sup>2</sup>) on the retained lot. A maximum accessory building of 111.5 m<sup>2</sup> (1200 ft<sup>2</sup>) is permitted on a lot of this size by the Zoning By-law. The bank barn has been removed and the silo is to be removed according to the applicant.

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

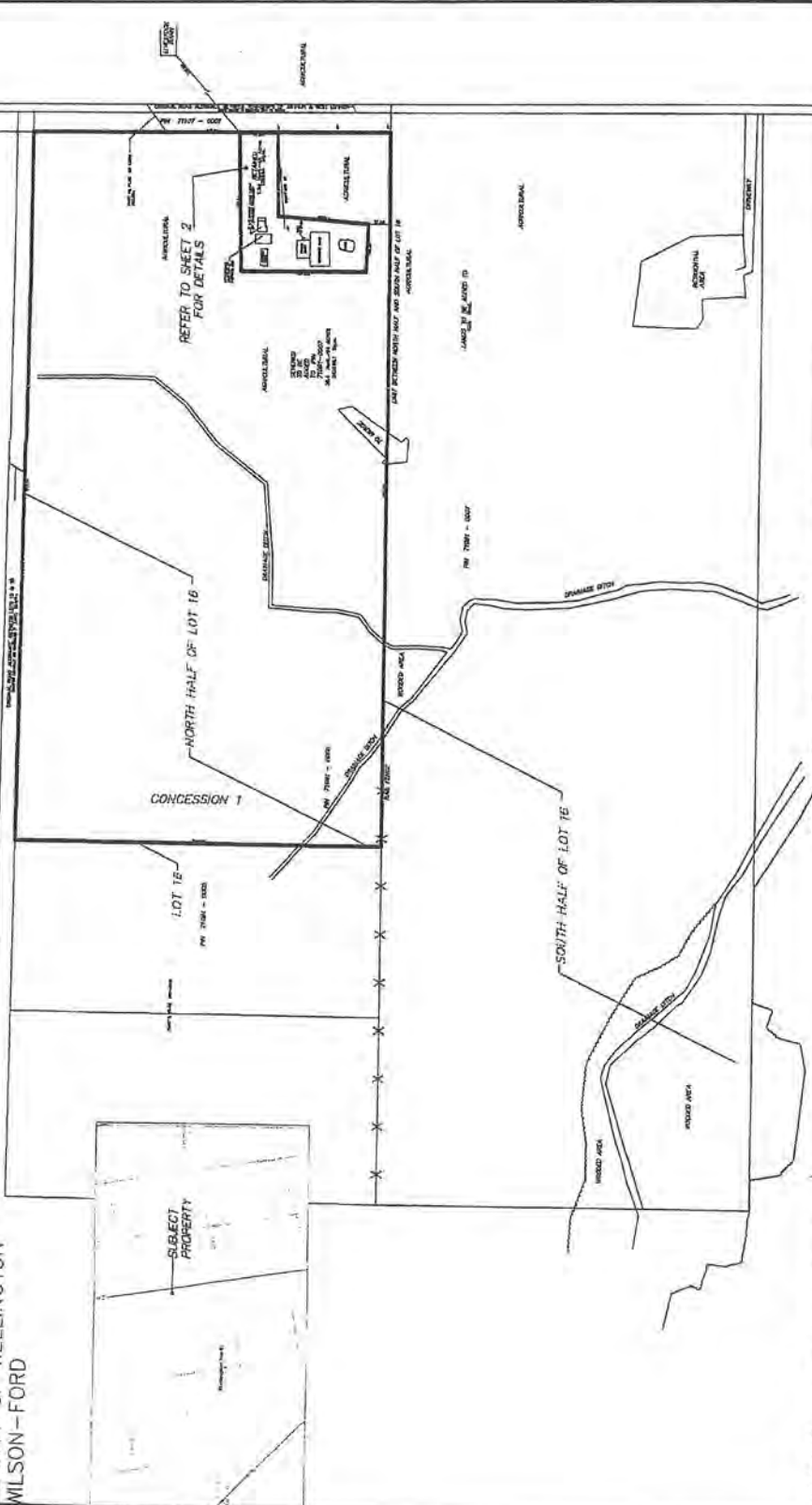
\_\_\_\_\_  
 Curtis Marshall, MCIP, RPP  
 Senior Planner  
 September 25, 2017



**WILSON - FORD**  
Surveying & Engineering  
120 KING ST. E., Box 294,  
MOUNT FOREST ON, ONG 2L0  
PHONE (519)323-2451

DRAWN BY: JP | FIELD: GF,MB,JD | PROJECT No.: 8828 GOUVEIA

SKETCH OF  
**PART OF LOT 16, CONCESSION 1**  
**(GEOGRAPHIC TOWNSHIP OF ARTHUR)**  
**TOWNSHIP OF WELLINGTON NORTH**  
 COUNTY OF WELLINGTON  
 WILSON-FORD



**CAUTION:** THIS SKETCH IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR ANY PURPOSE EXCEPT THAT SHOWN IN THE TITLE BLOCK.  
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**NOTE:**  
 DIMENSIONS SHOWN HEREON REPRESENT A CONFIRMATION OF FIELD PLAYS AND BEEDS AND DO NOT REFLECT THE RESULTS OF AN ACTUAL CURRENT FIELD SURVEY.

THIS SKETCH WAS PREPARED FOR TONY GOUVAIS AND THE UNDERSIGNED ACCEPTS FULL RESPONSIBILITY FOR USE BY OTHER PARTIES.  
 17 AUGUST, 2017  
 GREG FORD, P.Eng (CIVIL)  
 ONTARIO LAND SURVEYOR

**WILSON - FORD**  
 Surveying & Engineering  
 120 KING ST. E., Box 294,  
 MOUNT FOREST ON, NING 2L0  
 PHONE: (519)322-2451

DRAWN BY: JP FIELD: GF, MB, JD PROJECT No.: 8828 GOUVAIS



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF OCTOBER 10, 2017**

**FROM: KARREN WALLACE, DIRECTOR OF LEGISLATIVE  
SERVICE/CLERK**

**SUBJECT: REPORT CLK 2017-037 BEING A REPORT ON MOUNT FOREST  
CEMETERY BY-LAW**

#### **RECOMMENDATION**

**THAT** Report CLK 2017-037 being a report on the Mount Forest Cemetery By-law be received for information;

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign the cemetery by-law.

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

N/A

#### **BACKGROUND**

The Mount Forest Cemetery is approximately 14.5 acres, located at 411257 Southgate Road 41, Mount Forest, Ontario. Records indicate over 7,000 plots have been sold, which includes columbariums and standards graves.

The current cemetery by-law was approved by the Ministry of Consumer and Commercial Relations in 1999. There have been no amendments to the by-law since that time, however the fees and charges were amended in 2005 and 2012.

The proposed by-law is written in plain language, eliminates duplicate sections, minor housekeeping amendments and ensures that proper cemetery maintenance and operations can be performed efficiently and safely.

A scattering garden has been developed this summer and provisions for scattering of ashes have been included in the by-law.

Proposed amendments to the fee and charges are attached in Schedule "A".

A comparison of rates being charged by other cemeteries is attached as Schedule "B".

The cemetery superintendent was consulted and provided input into the draft by-law. The draft was also circulated for comment to local funeral homes and monument dealer's with whom the municipality has conducted business in the past year, pursuant to the Bereavement Authority of Ontario's submission procedures.

Notice of the draft by-law was posted in the Wellington Advertiser on August 18, 2017 and signage was posted at the cemetery on August 28, 2017 as required by the Bereavement Authority of Ontario.

Once the by-law is passed by Council, it must be forwarded to the Bereavement Authority of Ontario for final approval prior to implementation.

### FINANCIAL CONSIDERATIONS

With the proposed fee increase compared to burials, plots sales, interment and inurnments in 2016, the municipality would realize \$5,585.00 in increased revenue. This does not include the increase in care and maintenance fees (estimated to be \$670.00) as that revenue is dedicated to a care and maintenance fund and only the interest can be spent on the maintenance of the grounds.

### STRATEGIC PLAN

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

Yes                       No                       N/A

Community Growth Plan

Human Resource Plan

Brand and Identity

Strategic Partnerships

Community Service Review

Corporate Communication Plan

Positive Healthy Work Environment

**PREPARED BY:**

**RECOMMENDED BY:**

*Karren Wallace*

*Michael Givens*

**KARREN WALLACE  
DIRECTOR LEGISLATIVE  
SERVICES/CLERK**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**

## SCHEDULE "A"

	2005	2012	% INC	2018	% INC
<b>SALE OF PLOTS/NICHES</b>					
Single Grave Purchase	\$ 420.00	\$480.00	13%	\$510.00	6%
Care & Maintenance	\$ 280.00	\$320.00	13%	\$340.00	6%
Niche (accomodates two urns)	\$850.00	\$850.00		\$935.00	9%
Care & Maintenance	\$150.00	\$150.00		\$165.00	9%
Scattering rights				\$170.00	
Care & Maintenance				\$30.00	
<b>INTERMENT CHARGES</b>					
Adult Burial	\$ 400.00	\$500.00	20%	\$600.00	17%
Infant burial	\$ 150.00	\$150.00		\$175.00	14%
Cremated remains in standard plot	\$ 200.00	\$250.00	20%	\$275.00	9%
Double depth charge – extra	\$ 150.00	\$150.00		\$175.00	14%
Disinterment	\$ 300.00	\$300.00		\$600.00	50%
Surcharge - Saturday funerals until 12 noon & holidays standard	\$ 300.00	\$300.00		\$345.00	13%
Surcharge - Saturday funerals until 12 noon & holidays - cremated	\$ 200.00	\$200.00		\$230.00	13%
Surcharge for Burials that occur outside the hours of 9 am to 3 pm Mon-Fri	\$ 100.00	\$100.00		\$125.00	20%
Inurnent in niche	\$ 150.00	\$150.00		\$175.00	14%
Scattering garden				\$100.00	
<b>MONUMENT INSTALLATION</b>					
Staking fee				\$50.00	
Monument care & maint flat marker	\$50.00	\$50.00		\$75.00	33%
Upright up to 4 ft. (inc. base)	\$100.00	\$100.00		\$125.00	20%
Upright over 4 ft. (inc. base)	\$200.00	\$200.00		\$225.00	11%
<b>VAULT STORAGE</b>					
Storage	\$ 150.00	\$150.00	NIL	\$ 175.00	14%
<b>MISCELLANEOUS</b>					
Transfer of rights/resale	\$ 25.00	\$25.00		\$ 50.00	100%
Research per hour				\$ 50.00	

## SCHEDULE "B"

LOCATION	BY-LAW	BURIAL PERMITS	SINGLE GRAVE	TRANSFER OF OWNERSHIP	CARE & MAIN.	CASKET BURIAL	GRAVE-CREMATED BURIAL	COLUMBARIUM	CARE & MAIN	COLUMBARIUM INTERMENT (open/close)	SURCHARGES (after hours)	DIS INTERMENT	VAULT STORAGE RESIDENT	VAULT STORAGE NON RESIDENT
Wellington North	2012	\$15	\$480	\$25	\$320	\$500	\$250	\$600	\$400	\$150	\$100-\$300	\$250-\$300	N/C	\$150
Centre Well. (they have "sizes – single, dble or child)	2015-060	\$30 For in Town \$40 For out of town \$100 For after hours	\$1120.88	\$80	\$747.26	\$889.38	\$381.42	\$1662.39	\$293.36	\$248.67	\$297.35- \$1387.61	Double Interment \$ for single depth Triple Interment \$ for Dbl Depth	N/A	N/A
Mapleton	2010-053	\$15 (rarely do them)	\$420 resident \$600 non-resident		\$280 resident \$400 non-resident	\$250-\$400 (infant to adult)	\$150	N/A	N/A	N/A	Winter/Off Hours \$200-\$400 Depending on Interment	Double Interment Cost		
Minto	2012-80	\$10 for in town deaths \$20 for out of town deaths	\$480-Resident \$600-Non Resident	\$50	\$320-resident \$420-non resident	\$350-summer \$450-winter	\$250-summer \$450-winter	\$480-\$1000 resident \$600-\$1200 non resident	\$320-\$400 resident \$400-\$480 non resident	\$150-summer \$250-winter	\$100-\$500	\$800	\$100	
Shelburne	20-2015	\$10 if outside Shelburne	\$656.40-casket plot \$278.40-cremation plot	\$79	\$437.60 \$185.60	\$376 (child) \$717 (adult)	\$231	\$981.75	\$173.25	\$139	Cost-child\$520 Cost-Adult\$1054 Cremated–cost \$331 Niche cost-\$208 in winter			
Southgate	68-2012	\$20	\$480		\$250	??	??	\$1000 to \$1200 depends on location	\$150 to \$180	\$200	??	??	\$50 (plot owner)	\$100 (non-owner)
West Grey		\$10	\$427.50	\$52	\$300 plus \$22.50 for FDev	\$207 to \$1450	\$362	\$1102.65	\$202 plus \$40.35 Future Development	\$207	Winter Burial \$750 After Hours Burial \$362	Cremated \$517 Casket \$2068	Durham Burial\$181	Burial Elsewhere \$362



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

**BY-LAW NUMBER 066-17**

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP  
OF WELLINGTON NORTH TO PROVIDE FOR DRAINAGE WORKS  
IN THE TOWNSHIP OF WELLINGTON NORTH FOR CULP EDEN  
DRAIN**

**WHEREAS** the Council of the Township of Wellington North has procured a report under sections 4 and 8 of the *Drainage Act* for the improved drainage for Parts of Lot 24, Concession 1 and Lot 25, Concession 2 formerly Arthur Township, now the Township of Wellington North.

**AND WHEREAS** the estimated total cost of constructing the drainage works, including engineering costs, is \$176,960.00;

**AND WHEREAS** \$826.00 is being assessed to the Township of Wellington North for assessment on municipal roads in the municipality;

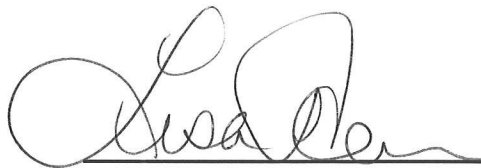
**AND WHEREAS** \$176,134.00 is being assessed to the landowners within the Township of Wellington North;

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

**THAT** the report dated June 23, 2017 authored by K. Smart Associates Limited is hereby adopted and the drainage works therein is hereby authorized and shall be completed as set out in the report;

**AND FURTHER THAT** this By-law shall take effect and become in full force and effect upon the day of third reading and passage thereof.

**READ A FIRST AND SECOND TIME THIS 28<sup>TH</sup> DAY OF AUGUST, 2016**



**LISA HERN, ACTING MAYOR**



**KARREN WALLACE, CLERK**

**READ A THIRD TIME AND FINALLY PASSED THIS      DAY OF                      2017**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 067-17**

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP  
OF WELLINGTON NORTH TO PROVIDE FOR DRAINAGE WORKS  
IN THE TOWNSHIP OF WELLINGTON NORTH FOR RHAME  
DRAIN**

**WHEREAS** the Council of the Township of Wellington North has procured a report under sections 4 and 8 of the *Drainage Act* for the improved drainage for Parts of Lots 25 and 26, Concessions 6 and 7, formerly Arthur Township, now the Township of Wellington North.

**AND WHEREAS** the estimated total cost of constructing the drainage works, including engineering costs, is \$59,095.00;

**AND WHEREAS** \$23,937.00 is being assessed to the Township of Wellington North for assessment on municipal roads in the municipality;

**AND WHEREAS** \$35,158.00 is being assessed to the landowners within the Township of Wellington North;

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

**THAT** the report dated June 23, 2017 authored by K. Smart Associates Limited is hereby adopted and the drainage works therein is hereby authorized and shall be completed as set out in the report;

**AND FURTHER THAT** this By-law shall take effect and become in full force and effect upon the day of third reading and passage thereof.

**READ A FIRST AND SECOND TIME THIS 28<sup>TH</sup> DAY OF AUGUST, 2016**



\_\_\_\_\_  
**LISA HERN, ACTING MAYOR**



\_\_\_\_\_  
**KARREN WALLACE, CLERK**

**READ A THIRD TIME AND FINALLY PASSED THIS      DAY OF                      2017**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 068-17**

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP  
OF WELLINGTON NORTH TO PROVIDE FOR DRAINAGE WORKS  
IN THE TOWNSHIP OF WELLINGTON NORTH FOR BRUCE EDEN  
DRAIN**

**WHEREAS** the Council of the Township of Wellington North has procured a report under sections 4 and 8 of the *Drainage Act* for the improved drainage for Parts of Lot 34, Concession East Side Owen Sound Road (EOSR) formerly Arthur Township, now the Township of Wellington North.

**AND WHEREAS** the estimated total cost of constructing the drainage works, including engineering costs, is \$101,640.00;

**AND WHEREAS** \$34,685.00 is being assessed to the Ministry of Transportation for assessment on provincial highways in the municipality;

**AND WHEREAS** \$66,955.00 is being assessed to the landowners within the Township of Wellington North;

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

**THAT** the report dated June 23, 2017 authored by K. Smart Associates Limited is hereby adopted and the drainage works therein is hereby authorized and shall be completed as set out in the report;

**AND FURTHER THAT** this By-law shall take effect and become in full force and effect upon the day of third reading and passage thereof.

**READ A FIRST AND SECOND TIME THIS 28<sup>TH</sup> DAY OF AUGUST, 2016**



\_\_\_\_\_  
**LISA HERN, ACTING MAYOR**



\_\_\_\_\_  
**KARREN WALLACE, CLERK**

**READ A THIRD TIME AND FINALLY PASSED THIS      DAY OF                      2017**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 077-17**

**BEING A BY-LAW TO CONTROL THE CEMETERY OWNED  
BY THE CORPORATION OF THE TOWNSHIP OF  
WELLINGTON NORTH**

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

1. The Cemeteries shall be managed and governed by the Rules and Regulations set out in Schedule "A" attached to this by-law.
2. Any previous versions of the cemetery by-law are hereby repealed.
3. This By-law shall take effect on approval of the Registrar.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 10TH DAY OF OCTOBER, 2017.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**

SCHEDULE "A"  
Mount Forest Cemetery Rules and Regulations

**Contents**

1. DEFINITIONS .....	2
2. APPLICATION AND ENFORCEMENT .....	3
3. SALES AND TRANSFERS OF INTERMENT RIGHTS .....	4
4. LOTS, INTERMENTS, INURNMENTS .....	6
5. CARE OF LOTS AND CEMETERY GROUNDS .....	7
6. MONUMENTS AND FOUNDATIONS .....	8
7. MONUMENT DEALERS, CONTRACTORS AND CONTRACT EMPLOYEES.....	10
8. CHAPEL (VAULT) RULES.....	11
9. COLUMBARIUM RULES .....	11
10. GENERAL RULES.....	11
11. FEES AND CHARGES.....	13

**1. DEFINITIONS**

- 1.1 "Act"** shall mean the *Funeral, Burial and Cremation Services Act, 2002* and its associated regulation and any successor acts.
- 1.2 "Base"** shall mean that portion of a monument or marker which sits upon the foundation and is in turn capped by the upper main portion of the monument or marker. The base excludes the foundation beneath and the monument or marker above;
- 1.3 "Burial"** shall mean the opening and closing of an inground lot for the interment of human or cremated remains;
- 1.4 "Care and Maintenance Fund"** shall mean the trust fund established pursuant to the Act;
- 1.5 "Chapel"** shall mean the building located in the cemetery grounds in which uncremated bodies are stored prior to burial.
- 1.6 "Clerk"** shall mean the Clerk for the Township of Wellington North or his/her designate;
- 1.7 "Columbarium"** shall mean a structure designed for the purpose of interring cremated human remains in niches or compartments;
- 1.8 "Emergency"** shall mean a situation outside of normal cemetery operating circumstances as defined in this By-law that, at the discretion of the municipality, requires expedited attention;
- 1.9 "Fees and Charges"** shall mean the list of cemetery product and service prices set out in the Township of Wellington North's Fees & Charges By-law as amended from time to time;



- 1.10 **“Foundation”** shall mean a poured concrete foundation upon which a monument (specifically the base) is placed;
- 1.11 **“Grave”** shall mean a ground lot intended for the interment of human remains or cremated human remains
- 1.12 **“Human remains”** shall mean a deceased human body or the cremated remains of a human body;
- 1.13 **“Interment Rights”** includes the right to require or direct the interment of human remains in a lot;
- 1.14 **“Interment Rights Holder”** shall mean any person designated to hold the right to inter human remains in a specified lot;
- 1.15 **“Lot”** shall mean a single grave;
- 1.16 **“Marker”** shall mean any monument, memorial, cornerstone, footstone, flat marker affixed to or intended to be affixed to a burial lot, columbarium niche or other structure or place intended for the deposit of human remains excluding base and foundation;
- 1.17 **“Monument:** shall mean any permanent marker projecting above ground level and is also known as a headstone;
- 1.18 **“Niche”** shall mean an individual compartment in a columbarium for cremated human remains;
- 1.19 **“Personal Representative”** shall mean a person who is authorized to act on behalf of the purchaser or their estate;
- 1.20 **“Plot”** shall mean more than 1 grave/lot that is sold as a unit;
- 1.21 **“Pre-need supplies or services”** mean cemetery supplies or services that are not required to be provided until the death of a person alive at the time the arrangements are made;
- 1.22 **“Scattering Garden”** is specific area designated for the scattering ashes of human remains;
- 1.23 **“Scattering Rights”** includes the right to require or direct the scattering of cremated human remains on the scattering ground of a cemetery;
- 1.24 **“Urn”** shall mean a vase for holding the ashes of the cremated dead;
- 1.25 **“Urn Vault”** shall mean a small reinforced container used to house a cremation urn that is buried in the ground;
- 1.26 **“Vault”** shall mean any container used to contain and protect an interred casket or urn.

## **2. APPLICATION AND ENFORCEMENT**

- 2.1 The municipality reserves full control over the cemetery operations and management of land within the cemetery.

- 2.2 The Clerk shall be responsible for giving advice concerning the general management of the cemeteries pursuant to the provisions of these rules and regulations and such further direction from Council by resolution or by-law.
- 2.3 The Clerk shall be responsible for all sales of lots and cemetery services, for the maintenance of cemetery records and shall administer the Council approved budget.
- 2.4 The Clerk shall maintain up-to-date records, including:
  - 2.4.1 plans or surveys of the cemeteries;
  - 2.4.2 the names of all interment rights holders and their addresses;
  - 2.4.3 copies of all contracts for the purchase of cemetery supplies and/or services;
  - 2.4.4 copies of all transfers of interment rights;
  - 2.4.5 the date of, and location of, all interments within the cemeteries, and whether such interments are of cremated remains;
  - 2.4.6 a copy of the consent of the interment rights holder for each interment;
  - 2.4.7 applications for each consent with respect to the placement of markers; and
  - 2.4.8 any other information required under the Act.
- 2.5 The Clerk shall maintain the public register as required by *Ontario Regulation 30/11* and shall make the registrar available for viewing at the Township office during regular business hours or by electronic means.
- 2.6 The Treasurer, shall be responsible for the management and investment of care and maintenance funds in accordance with the provisions of the Act.
- 2.7 The municipality shall reserve the right to prohibit any behaviour or activity that interferes with the safety of the public or employees or that is not in keeping with respecting the decorum of the cemetery.
- 2.8 The municipality shall reserve the right to carry out any procedural or administrative duty related to the efficient operation of the cemetery.

### **3. SALES AND TRANSFERS OF INTERMENT RIGHTS**

- 3.1 Any purchaser of interment, inurnment or scattering rights shall enter into a cemetery contract providing all information required by the municipality for the completion of the contract and the public register.
- 3.2 All sales of interment rights and cemetery services or cemetery supplies shall be made by the Clerk using a Contract (Form 1 – Terms and Conditions of Interment Rights and Cemetery Services and Supplies).
- 3.3 Prior to the entering into the contract, the Clerk shall provide each purchaser with:
  - 3.3.1 a copy of the Cemetery By-law;
  - 3.3.2 a copy of the contract;
  - 3.3.3 A copy of the Funeral, Burial, Cremation and Transfer Services; and
  - 3.3.4 any other information as required under the Act.
- 3.4 Upon payment in full, the Clerk will issue a Certificate of Interment Rights to the purchaser (Form 2 – Certificate of Interment Rights).

- 3.5 There shall be no choice of location for a casket or cremation ground lots or location of a niche in the columbarium.
- 3.6 A purchaser has the right to cancel an interment or scattering rights contract within 30 days of signing the interment, inurnment or scattering rights contract, by providing written notice of the cancellation to the Clerk. The municipality will refund all monies paid by the purchaser within 30 days from the date of the request for cancellation.
- 3.7 Thirty days after a purchase of an interment, inurnment or scattering rights, upon the Clerk receiving written notice from the purchaser, within 30 days the municipality will cancel the contract and issue a refund to the purchaser for the amount paid for the interment or scattering rights less amount paid to the Care and Maintenance Fund. If the interment, inurnment or scattering rights certificate has been issued to the interment or scattering rights holder(s), the certificate must returned to the Clerk along with the written notice of cancellation and all paperwork as deemed necessary by the Clerk must be completed before the municipality reimburses the rights holder.
- 3.8 The municipality shall reserve the right to cancel any sales transaction at any time, provided burial rights have not been exercised.
- 3.9 Reselling purchaser or certificate rights to a third party shall be prohibited.
- 3.10 The rights holder may resell a lot, plot or niche to the municipality at market value, less the care and maintenance fee;
- 3.11 There shall be no resale to the municipality if interment, inurnment or scattering rights have been exercised.
- 3.12 The burial fee shall include the opening and closing of the lot or niche and registration of the burial or inurnment.
- 3.13 In cases of transfer of interment rights by will or bequest, the municipality reserves the right to require the production of a notarized copy of the will or other evidence sufficient to prove ownership.
- 3.14 Upon satisfactory evidence of the transfer of interment rights by will or bequest the Clerk shall issue a new certificate rights to the individual to whom the transfer was willed or bequested.
- 3.15 The municipality shall permit prepayment of interment and/or inurnment fees unless the interment is to take place within 6 months of the date of the sales contract.
- 3.16 When interment rights are held by two or more persons, written authorization shall be provided from either or any of them, or their authorized representatives, for interment in such part of the plot as may be requested.
- 3.17 When interment rights holders wish to add an additional name to be interred in the said plot, written authorization shall be provided by all rights holders.
- 3.18 Whenever a document is required to be signed by an interment rights holder and such holder has died, such holder's Personal and/or Authorized Representative shall sign such document. The Clerk may require evidence that a person signing documents required by

this By-law is the Personal Representative and/or Authorized of a deceased interment rights holder.

#### **4. LOTS, INTERMENTS, INURNMENTS**

- 4.1 Lots shall only be used for the interment/inurnment of human remains.
- 4.2 No human remains shall be interred or placed in a niche without the written authorization of the interment rights holder(s).
- 4.3 More than one standard casket burial shall be permitted in a single lot provided the grave:
  - 4.3.1 was sold prior to January 1, 1998
  - AND
  - 4.3.2 the first interment is at double depth
- 4.4 A standard casket burial and two cremated remains shall be permitted to be interred in a single plot.
- 4.5 Up to four cremated remains shall be permitted to be interred in a single plot.
- 4.6 A burial permit issued by the Registrar General or an equivalent document showing that the death has been registered with the province shall be provided to the Clerk prior to a burial, scattering or entombment taking place.
- 4.7 A Certificate of Cremation shall be submitted to the Clerk prior to the burial of cremated remains or scattering of cremated remains taking place.
- 4.8 The opening and closing of graves and niches, or the scattering of cremated remains, shall be conducted by the municipality.
- 4.9 No interment, inurnment or scattering of human remains shall take place until payment in full has been made.
- 4.10 The person or representative of the rights holder requesting a lot/niche opening for interment/inurnment shall be responsible for the payment of the applicable fees and charges.
- 4.11 All communication regarding burials, openings, niche placements shall:
  - 4.11.1 be in writing to the Clerk by the rights holder or personal representative (Form 3 – Notice of Burial or Inurnment)
  - AND
  - 4.11.2 be delivered to the Clerk not less than 48 hours in advance of the event.
- 4.12 Uncremated human remains shall be interred in a lot:
  - 4.12.1 in a in a container having sufficient strength and durability so as not to collapse when covered with .61 metres (2 feet) of compacted earth;
  - 4.12.2 to support the passage of cemetery equipment;
  - 4.12.3 of a size to permit the burial within the size of the lot

- 4.13 Human remains may be disinterred from a lot provided written authorization of the interment rights holder or their representative has been received by the Clerk and the prior notification of the medical officer of health. A certificate from the local medical officer of health must be received by the Clerk before the removal of casketed human remains may take place. A certificate from the local medical officer of health is not required for the removal of cremated remains.
- 4.14 In special circumstances the removal of human remains may also be ordered by certain public officials without the consent of the interment rights holder and/or next of kin(s).
- 4.15 All funerals shall be conducted between the hours of 10:00 am and 3:00 pm Monday to Friday and between 9:00 am and 12:00 pm on Saturday. Funerals are prohibited at the cemeteries on Sundays and Statutory holidays, Easter Monday and Remembrance Day (except as required by regulation).
- 4.16 No interment shall be scheduled in the cemetery outside the hours outlined in Item 4.15 of this by-law except based on a doctor's certificate that burial must be made within 24 hours of death in accordance with the regulations of the Ontario Ministry of Health for the control of communicable diseases or unless special permission is granted by the Clerk, on advice from the Council.
- 4.17 No winter burials shall be permitted. The termination and commencement of burials in each year shall be at the discretion of the Cemetery Superintendent.

## **5. CARE OF LOTS AND CEMETERY GROUNDS**

- 5.1 No lot or interment space shall be defined or enclosed by a fence, railing, coping, hedge or any enclosure or markers other than corner markers level with the sod.
- 5.2 If any tree or shrub situated on any lots has become in any other way detrimental to the adjacent lots, drains, roads or walks or prejudicial to the general appearance of the grounds or inconvenient to the public, the Cemetery Superintendent or employee may remove such tree or shrub or part thereof.
- 5.3 No person shall do any work upon a lot without the permission of the Cemetery Superintendent.
- 5.4 No Vases, urns, flower stands, flowers, memorial arrangements or wreaths (artificial or real) shall interfere with the care of the lot and if unsightly shall be removed or prohibited by the superintendent.
- 5.5 New flower beds shall not be permitted to be planted upon the passage of this by-law. Beds that were in existence prior to the passage of this by-law may remain, but if they become unkempt shall be sodded over by the Cemetery Superintendent and shall not be replanted.
- 5.6 Glass containers, nails, wires or pottery of any kind shall not be permitted on the cemetery grounds.
- 5.7 Rubbish shall not be thrown on roads, walks or any part of the grounds.

- 5.8 No lot owner shall change the grading of a lot and in case of any such change the municipality may restore the lot to its original grade at the expense of the owner.
- 5.9 No unauthorized person shall sod or move corner markers.
- 5.10 The municipality, its agents and employees shall not be responsible for loss of or damage to any articles placed upon any interment space or lot.
- 5.11 Implements or materials used in doing work within the cemetery shall not be left on the grounds and may be removed by the municipality.

## **6. MONUMENTS AND FOUNDATIONS**

- 6.1 No person shall install, or make alterations, repairs, cleaning or removal of a marker, monument, memorial, footstone, or base of any description in the cemetery unless such person has:
- 6.1.1 notified the Clerk and Cemetery Superintendent in writing on a Notice of Monument Installation form (Form 4 – Notice of Monument Installation) no less than 3 business days prior to the start of work;
- 6.1.2 paid in full all charges related to subject interment right including the application fee as set out in the fees and charges by-law
- 6.2 Minor scraping of the monument base of an upright monument due to grass/lawn maintenance or burial activities shall be considered to be normal wear.
- 6.3 The municipality will take reasonable precautions to protect the property of interment rights holders, but it assumes no liability for the loss of, or damage to, any monument, marker, or other structure, or part thereof.
- 6.4 The municipality shall:
- 6.4.1 reserve the right to determine the maximum size of monuments, their number and their location on each lot or plot.
- 6.4.2 do whatever deemed necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy so as to remove the risk if it poses a risk to public safety
- 6.4.3 remove at his/her sole discretion any marker, monument, or inscription which is not in keeping with the dignity and decorum of the cemetery
- 6.4.4 approve all specific design plans of monument or other structures including: dimensions, material of structure, construction details, and proposed location prior to installation
- 6.5 Lettering shall be permitted on the front and back of the monument.
- 6.6 No monument other than a headstone shall be installed on a single grave.
- 6.7 Monuments shall:
- 6.7.1 be composed of granite
- 6.7.2 be set upon foundations not less than 122.92 cm (48 inches) in depth
- 6.7.3 be placed upon a base
- 6.7.4 not exceed 122.92 cm (48 inches) in height including the base

- 6.7.5 be centred on each lot or adjoining lots provided the same rights holders owns the adjoining lots
  - 6.7.6 not exceed 122.92 cm (48 inches) overall height by 76.20 cm (30 inches) width on a single grave
  - 6.7.7 not exceed 122.92 cm (48 inches) overall height by 122.92 cm (48 inches) width on a double grave
  - 6.7.8 not exceed 122.92 cm (48 inches) overall height by 182.88 cm (72 inches) width on a four or six grave lot
  - 6.7.9 be not less a minimum thickness of 15.24 cm (6 inches) provided the monument is no more than 86.36 (34 inches) overall height by 91.44 cm (36 inches) in width;
  - 6.7.10 be not less a minimum thickness of 20.32 cm (8 inches) if the monument exceeds 86.36 cm (34 inches) overall height and exceeds 91.44 cm (36 inches) in width;
  - 6.7.11 be not less a minimum thickness of 20.32 cm (8 inches) if the monument is 50.80 cm (20 inches) in overall height and 106.68 cm (42 inches) in width'
  - 6.7.12 be not less a minimum thickness of 20.32 cm (8 inches)
- 6.8 A base shall:
- 6.8.1 be composed of granite
  - 6.8.2 be not less than 20.32 cm (8 inches) in height
  - 6.8.3 be of sufficient size to provide for a minimum border of 7.62 cm (3 inches) of the top surface of the base exposed on all sides after placement of the monument
  - 6.8.4 placed no closer than 7.62 cm (3 inches) to the lot width size on which it is to be installed
  - 6.8.5 have bottoms that are smooth sawn
- 6.9 Pillow or book monuments shall not be permitted.
- 6.10 Burial lots shall be limited to the following:
- 6.10.1 a single lot –one monument and no cornerstones;
  - 6.10.2 a double lot – one monument and two footstones OR two cornerstones;
  - 6.10.3 a four grave lot – one monument, four footstones and two cornerstones
  - 6.10.4 on a six grave lot – two monuments, six footstones and two cornerstones
- 6.11 The bottom bed of all bases and markers shall be cut level and true.
- 6.12 Cornerstones shall:
- 6.12.1 be made of granite
  - 6.12.2 not exceed 15.24 cm (6 inches) square by 15.24 cm (6 inches) deep
  - 6.12.3 be installed flush to the ground
- 6.13 Markers and footstones shall
- 6.13.1 be installed flush to the ground
  - 6.13.2 not exceed 30.48 cm (12 inches) by 45.72 cm (18 inches) by 10 cm (4 inches) in depth
  - 6.13.3 only be installed after an interment has taken place
  - 6.13.4 shall be placed at the end of the grave farthest from the monument
- 6.14 Construction of new private mausoleums shall be prohibited.
- 6.15 Foundations shall:

- 6.15.1 not be constructed between November 15 to April 15
- 6.15.2 be replaced at the expense of the contractor if, in the opinion of the municipality, the foundation is not poured and installed properly
- 6.15.3 be between not less than 121.92 to 137.16 cm (48 to 54 inches) deep
- 6.15.4 be set at the direction of the municipality
- 6.15.5 constructed with the following concrete mix:
  - 6.15.5.1 20.5 MPA
  - 6.15.5.2 75 mm slump
  - 6.15.5.3 20 mm aggregate
  - 6.15.5.4 5% +/- 1% air entraining agent
- 6.15.6 be trowel finished
- 6.15.7 have all surface levels flush with the surrounding ground level
- 6.15.8 provide a level surface free of defects
- 6.15.9 cured for a minimum of 48 hours before placing the monument thereon

## **7 MONUMENT DEALERS, CONTRACTORS AND CONTRACT EMPLOYEES**

- 7.1 Every contractor performing any work in the Cemetery shall:
  - 7.1.1 comply with all provisions in this by-law;
  - 7.1.2 comply with all applicable legislation
  - 7.1.3 must provide a clearance certificate from the Workplace Safety and Insurance Board
  - 7.1.4 general liability insurance of not less than \$2,000,000.
- 7.2 The behaviour of all contractors and their workers in the Cemetery shall be in accordance with this By-law and subject to the control of the Cemetery Superintendent.
- 7.3 Planks shall be laid on the lots and paths over which heavy materials are to be moved, in order to protect the surface from injury.
- 7.4 All work shall cease, if in the immediate vicinity of a funeral, until the conclusion of the service.
- 7.5 All work shall be done during regular cemetery hours, unless special written permission is obtained from the municipality.
- 7.6 No work shall be commenced on Saturday that cannot be finished, and debris removed by the hour of noon of that day.
- 7.7 No person shall access the cemetery in a vehicle carrying a heavy load when, in the sole discretion of the municipality, the roads are in an unfit condition.
- 7.8 No person shall drive or park on any part of the grounds unless designated or signed for access or parking.
- 7.9 No person shall deliver a monument to any cemetery until the foundation is completed and the contractor has the permission of the Cemetery Superintendent or employee to proceed with monument installation.
- 7.10 No person shall leave implements and materials used in the performance of any work except where the Cemetery Superintendent, and all rubbish and surplus earth shall be removed in such manner and at such time and to such place as the Cemetery Superintendent may order. Otherwise the Cemetery Superintendent or employee at his/her sole discretion may remove rubbish or obstructions and the expense shall be charged to the interment rights owner.



- 7.11 Any person who damages any lot, monument or other structure, or otherwise does any injury in the cemetery, shall be personally responsible for such damage or injury, and in addition thereto, his employer shall be liable therefore.

## 8 **CHAPEL (VAULT) RULES**

- 8.1 The municipality reserves the right to determine if adverse weather or ground conditions shall prevent a burial in the cemetery.
- 8.2 If it is deemed necessary, storage in the chapel may be required until conditions permit the interment.
- 8.3 The burial permit and interment information must accompany the human remains when delivered to the cemetery for storage in the chapel.
- 8.4 All caskets must be removed from the storage in the chapel each year by May 15 or as soon thereafter as weather permits.
- 8.5 The bodies of persons dying from contagious diseases cannot be admitted to the chapel for storage but must be interred.
- 8.6 The municipality may remove a body stored in the chapel and inter it in a single plot at any time after the expiration of the time for which payment has been made, or at any time should the condition of the body render its interment, necessary or expedient.
- 8.7 All human remains stored in the chapel must be embalmed and must be encased in a wooden or metal casket.
- 8.8 All funeral homes and or interment rights holders shall have proper insurance coverage on any bodies stored in the chapel.

## 9 **COLUMBARIUM RULES**

- 9.1 All niche fronts inscribing must be approved by the Cemetery Superintendent or employee to ensure quality control, desired uniformity and standard of workmanship.
- 9.2 No person shall add attachments or decorations on the columbarium.
- 9.3 Notwithstanding 9.2, any etching or marking to honour a veteran is permitted on the niche front without approval providing:
- 9.3.1 such marking is one issued and approved by the Royal Canadian;  
and
- 9.3.2 the marking does not interfere or change the standard font size on the niche front
- 9.4 No more than a maximum of two urn placements shall be permitted in the columbarium niche. It is the responsibility of the rights holder to ensure that the urns used are sized to fit inside the niche.

## 10. **GENERAL RULES**

- 10.1 Visitors shall exhibit the respect for the dead and maintain order and decorum on all cemetery grounds.
- 10.2 No parades other than funeral processions or Decoration Day ceremonies shall be permitted within the Cemetery.

- 10.3 No person shall operate a vehicle within a cemetery with a rate of speed in excess of 20 km/hour.
- 10.4 No person shall cause a the vehicle to leave designated cemetery roadways.
- 10.5 Any complaints by interment rights owners or visitors shall made to the Clerk in writing.

**11. FEES AND CHARGES**

**PLOTS/NICHES**

Single Grave Purchase	\$510.00
Care & Maintenance	\$340.00
Niche (accommodates two urns)	\$935.00
Care & Maintenance	\$165.00
Scattering rights	\$170.00
Care & Maintenance scattering garden	\$30.00

**INTERMENT CHARGES**

Adult Burial	\$600.00
Infant burial	\$175.00
Cremated remains in standard plot	\$275.00
Double depth charge – extra	\$175.00

Disinterment	\$600.00
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Surcharge - Saturday funerals until 12 noon & holidays standard	\$345.00
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Surcharge - Saturday funerals until 12 noon & holidays - cremated	\$230.00
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Surcharge for Burials that occur outside the hours of 9 am to 3 pm Mon-Fri	\$125.00
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Inurnment in niche	\$175.00
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Scattering garden	\$100.00
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**MONUMENT INSTALLATION**

Staking fee	\$50.00
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Monument care maintenance flat marker	\$75.00
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Upright up to 4 ft. (inc. base)	\$125.00
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Upright over 4 ft. (inc. base)	\$225.00
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**VAULT STORAGE**

Storage	\$ 150.00
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**MISCELLANEOUS**

Transfer of rights/resale	\$ 50.00
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Research per hour	\$ 50.00
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**MOUNT FOREST CEMETERY**  
7490 Sideroad 7 West  
Kenilworth, ON N0G 2E0

**Terms and Conditions of Sale**

H.S.T. 87307 3530 RT0001 Phone: (519) 848-3620

Date: \_\_\_\_\_

Sold To: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interment Rights (Grave)	\$ _____
Care and Maintenance	\$ _____
Niche (2 Urns)	\$ _____
Care and Maintenance	\$ _____
Scattering Rights	\$ _____
Care and Maintenance	\$ _____
Adult Burial	\$ _____
Infant Burial	\$ _____
Cremated Burial (Grave)	\$ _____
Inurnment (Niche)	\$ _____
Scattering in Garden	\$ _____
Other * See under description	\$ _____
Sub Total	\$ _____
H.S.T (13%)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**Cancellation Rights**

Any Service or supply rendered because of the death of the person for whom it was contracted is not subject to cancellation or refund.

All other services and supplies are subject to refund as follows:

- 1) With written notice of cancellation of the purchase of Interment Rights, the repurchase price will be monies received, minus the amount set aside in the Care and Maintenance Fund or predecessor of such fund.
- 2) Lot markers will not be subject to cancellation or refund once they are ordered after the 30 day period following the day the contract is made.
- 3) All refunds will be by cheque, sent within 30 days of receiving a written notice of cancellation.

**NO INTERMENT RIGHTS CERTIFICATE** shall be issued until all indebtedness has been satisfied.

**NO INTERMENT** will take place unless the **BURIAL PERMIT** or **CERTIFICATE OF CREMATION** and written **INTERMENT ORDER** from the Interment Rights Holder, or their representative, has been deposited with a Cemetery Official along with the prescribed fee for the opening of the lot or niche.

Note: Only Cemeteries can sell Interment Rights in accordance with the FBCS Act, 2002, Ontario. Therefore, should you decide to sell your Interment Rights, it must be repurchased by the Cemetery as per the conditions stated under Cancellation Rights.

Transfer of Interment Rights: Should you wish to transfer Interment Rights to a relative, without compensation, the original certificate of Interment Rights must be returned and a new one issued.

Please consult the Cemetery By-laws for all rules and restrictions.

I have read and understood the Terms and Conditions of Sale.

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Clerk / Clerk Designate  
Township of Wellington North

# *Interment Rights Certificate*

This indenture, made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_

Between: THE TOWNSHIP OF WELLINGTON NORTH, hereinafter called the Grantor

of the first part:

And \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hereinafter called the Grantee of the second part.

Witness that for the sum of \_\_\_\_\_

paid to the Grantor of which the sum of \_\_\_\_\_ is set aside in Trust for Care and Maintenance in accordance with provisions of the Funeral, Burial and Cremation Services Act, 2002 (Ontario), the Grantor does hereby sell to the Grantee, the interment rights in:

**Lot:** Section \_\_\_\_\_ Lot \_\_\_\_\_ Grave(s) \_\_\_\_\_

**Columbarium:** Section \_\_\_\_\_ Wall \_\_\_\_\_ Row \_\_\_\_\_ Niche \_\_\_\_\_

**Scattering Garden:** \_\_\_\_\_

Subject to the provisions of The FBCS Act, 2002, Ontario, and the Ontario Regulations in effect thereunder and to the approved By-laws of the Grantor which may be in effect from time to time.

This Certificate cannot be transferred or sold to a third party.

Please familiarize yourself with the cemetery by-law for all rules and restrictions.

\_\_\_\_\_  
Clerk / Clerk Designate



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.3228

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

Form 3

Mount Forest Cemetery  
411257 Southgate Sideroad 41  
Mount Forest, Ontario

**NOTICE OF BURIALOR INURNMENT**

Date: \_\_\_\_\_

Name of Funeral Home or Individual making  
arrangements: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of deceased: \_\_\_\_\_

LOCATION OF PLOT: Section \_\_\_\_\_ Lot number \_\_\_\_\_ grave (circle) A B C D

LOCATION OF NICHE: Amethyst \_\_\_\_\_ Wall \_\_\_\_\_ Niche \_\_\_\_\_

Date of burial/inurnment : \_\_\_\_\_

Time of arrival of procession at cemetery: \_\_\_\_\_

Any special considerations or accommodations required \_\_\_\_\_

-----  
**For administration purposes only**

**DATE COPY FORWARDED TO CEMETERY SUPERINTENDENT** \_\_\_\_\_

**DATE BURIAL CARD FORWARDED TO CEMETERY SUPERINTENDENT** \_\_\_\_\_



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

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

519.848.3620  
1.866.848.3620 FAX 519.848.3228



Form 4

Mount Forest Cemetery  
411257 Southgate Sideroad 41  
Mount Forest, Ontario

**NOTICE OF MONUMENT INSTALLATION**

Date: \_\_\_\_\_

Name of Monument Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Interment Rights Holder: \_\_\_\_\_

LOCATION OF PLOT: Section \_\_\_\_\_ Lot number \_\_\_\_\_ Grave (circle) A B C D

Expected date of installation: \_\_\_\_\_

Name of installer: \_\_\_\_\_

\_\_\_\_\_  
Signature of Monument Dealer

\_\_\_\_\_  
Signature of Interment Rights  
Holder of Authorized Agent

Please submit your cheque with this order based on the following amounts:

Monument Care and Maintenance fee:

Flat Marker \$50.00 \_\_\_\_\_

Upright up to 4 ft. (inc. base) \$100.00 \_\_\_\_\_

Upright over 4 ft. (inc. base) \$200.00 \_\_\_\_\_

HST: #87307 3530 RT0001 (13%) \_\_\_\_\_

TOTAL DUE \_\_\_\_\_



*Preserving, promoting and developing Wellington North's unique cultural resources to build a vibrant community and a prosperous economy.*



### **Our Cultural Moment this month celebrates The Mount Forest Cemetery**

The Mount Forest Cemetery was established in 1816. The cemetery is approximately 15 acres in size and although it is located in Southgate, the cemetery is owned and administered by the Township of Wellington North. In 1872 a formal master plan was developed that established sections that were named for the convenience of physically locating graves.

On average there are about 45 to 50 burials each year. In 1907, there were 111 burials with 50 alone in November of that year. An iron fence along the front was erected in 1937. This was followed by the main entrance gate in 1958 as pictured above. The pillars and sign feature we see today was donated by the McHellar family in memory of Mr. Neil McHellar.

The Mortuary/Chapel was built in 1947 and was dedicated on July 6<sup>th</sup> at the time of the Old Boys Reunion and for the past two years the Chapel has been a stop on Doors Open Wellington North. Over 7,000 plots or niches have been sold since the cemetery was first established and the Mount Forest Cemetery has been included on the Cultural Roundtable's list of historic sites and places.

Presently the Wellington North Cultural Roundtable is working with the Township on improving public access to historic burial records. This will result in an on-line archive which will include a detailed location of the grave site, picture of the tombstone and where possible a copy of the obituary or other personal information recorded by the family.



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

**BY-LAW NUMBER 078-17**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON OCTOBER 10, 2017.**

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on October 10, 2017 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 10TH DAY OF OCTOBER, 2017.**

---

**ANDREW LENNOX  
MAYOR**

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**KARREN WALLACE  
CLERK**