

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL; PUBLIC MEETING
NOVEMBER 6, 2017 @ 2:00 P.M.
CLOSED SESSION @ 1:30 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE
NUMBER**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

DISCLOSURE OF PECUNIARY INTEREST

CLOSED MEETING SESSION (starts ½ hour earlier than Council Meeting)

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically

- (b) personal matters about an identifiable individual, including municipal or local board employees

1. **REPORTS**

- a) Report CLK 2017-044 being a report on mutual drain legal fees
- b) CAO verbal report on Director of Finance/Treasurer position

2. **REVIEW OF CLOSED SESSION MINUTES**

- October 23, 2017

O' CANADA

RECESS TO MOVE INTO PUBLIC MEETING

PUBLIC MEETING UNDER THE PLANNING ACT

- Alette Holsteins – Minor Variance
- Peter and Mary Reeves – Zoning Amendment

RESUME REGULAR MEETING OF COUNCIL

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- a. By-law Number 084-17 being a by-law to amend Zoning By-law Number 66-01 being the zoning by-law for the Township of Wellington North (Part Lot 71, Concession 3, with frontage on Wellington Street E, Mount Forest – Peter and Mary Reeves) 001

ADOPTION OF MINUTES OF COUNCIL

- Council Meeting of October 23, 2017 005

BUSINESS ARISING

ITEMS FOR CONSIDERATION

1. **MINUTES**

- a. Saugeen Valley Conservation Authority, Authority Meeting Minutes, September 19, 2017 013
- b. Wellington North Growth Management Strategy Steering Committee Meeting #2 Minutes, July 5, 2017 022
- c. Wellington North Growth Management Strategy Steering Committee Meeting #3 Minutes, October 18, 2017 030

Business: Reports, recommendations, correspondence for direction

2. BUILDING	
a. Report CBO 2017-14 Building Permit Review period ending September 30, 2017	035
b. Report CBO 2017-15 Building Permit Review period ending October 31, 2017	038
3. FINANCE	
a. Cheque Distribution Report, October 30, 2017	041
4. ECONOMIC DEVELOPMENT	
a. EDO 2017-23 Municipal Green Energy Program	043
5. PUBLIC WORKS	
a. Report PW 2017-028 being a report on the Winter Maintenance Program for the Township's Connecting Link Highways	047
b. Report PW 2017-027 being a report on the Township's Wastewater Treatment Plant flows year-to-date, August 31, 2017	055
6. ADMINISTRATION	
a. Saugeen Valley Conservation Authority re: Council Appointment of SVCA Authority Members	059
b. Correspondence dated October 18, 2017 from Randy Pettapiece, MPP, to Attorney General regarding lottery licenses for municipal purposes	060
c. Report CLK 2017-040 being a report on a Routine Disclosure of Information Policy	068
d. Report CLK 2017-041 being a report on Tender 2017-017 award (Bruce Eden Drain)	082
e. Report CLK 2017-042 being a report on Tender 2017-018 award (Rhame Drain)	085
f. Report CLK 2017-043 being a report on Accessibility Standards Policy and Multi-year Accessibility Plan	088
g. Report CLK 2017-045 being a report on Closed Meeting Investigator	102

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 081-17 being a by-law to prohibit heavy trucks on certain highways in the Township of Wellington North	104
b. By-law Number 082-17 being a by-law to approve the appointment of John Maddox JGM Consulting as Meeting Investigator and to repeal By-law 092-16	109
c. By-law Number 083-17 being a by-law to authorize the execution of the Winter Maintenance Agreement between Integrated Maintenance and Operations Service Inc. operating under the name of "Owen Sound Highway Maintenance Limited" (IMOS) and The Corporation of the Township of Wellington North (Mount Forest)	110

- d. By-law Number 085-17 being a by-law to appoint a Director of Finance/Treasurer for The Corporation of the Township of Wellington North 114
- e. By-law Number 086-17 being a by-law to authorize the execution of the Winter Maintenance Agreement between Integrated Maintenance and Operations Service Inc. operating under the name of "Owen Sound Highway Maintenance Limited" (IMOS) and The Corporation of the Township of Wellington North (Arthur) 119

CULTURAL MOMENT

- Canada's Most Patriotic Village 123

CONFIRMATORY BY-LAW NUMBER 087-17 125

ADJOURNMENT

MEETINGS, NOTICES, ANNOUNCEMENTS		
November 7, 2017	Recreation & Culture Committee	8:30 a.m.
November 11, 2017	Remembrance Day Parades – Arthur and Mount Forest	10:30 a.m.
November 11, 2017	Remembrance Day Services Arthur and Mount Forest Cenotaphs	11:00 a.m.
November 13, 2017	Office Closed for Remembrance Day	
November 20, 2017	Regular Council Meeting	7:00 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

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

BY-LAW NUMBER 084-17

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF
WELLINGTON NORTH (Part Lot 71, Concession 3, with frontage on
Wellington Street E, Mount Forest – Peter and Mary Reeves)**

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

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

1. THAT Schedule "A" Map 3 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 71, Concession 3, with frontage on Wellington Street E, Mount Forest as shown on Schedule "A" attached to and forming part of this By-law from:
 - **Residential (R2) to Residential Exception (R2-58)**
2. THAT Section 32, Exception Zone 2 – Mount Forest, is amended by the inclusion of the following new exception:

32.58 Part Lot 71, Concession 3, Wellington Street E, Mount Forest	A minimum of 34 dwelling units shall be constructed on site. Accessory apartments do not count towards the minimum number of required dwelling units.
--	---

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

**By-law Number 084-17
Page 2 of 2**

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 6th DAY OF NOVEMBER, 2017.**

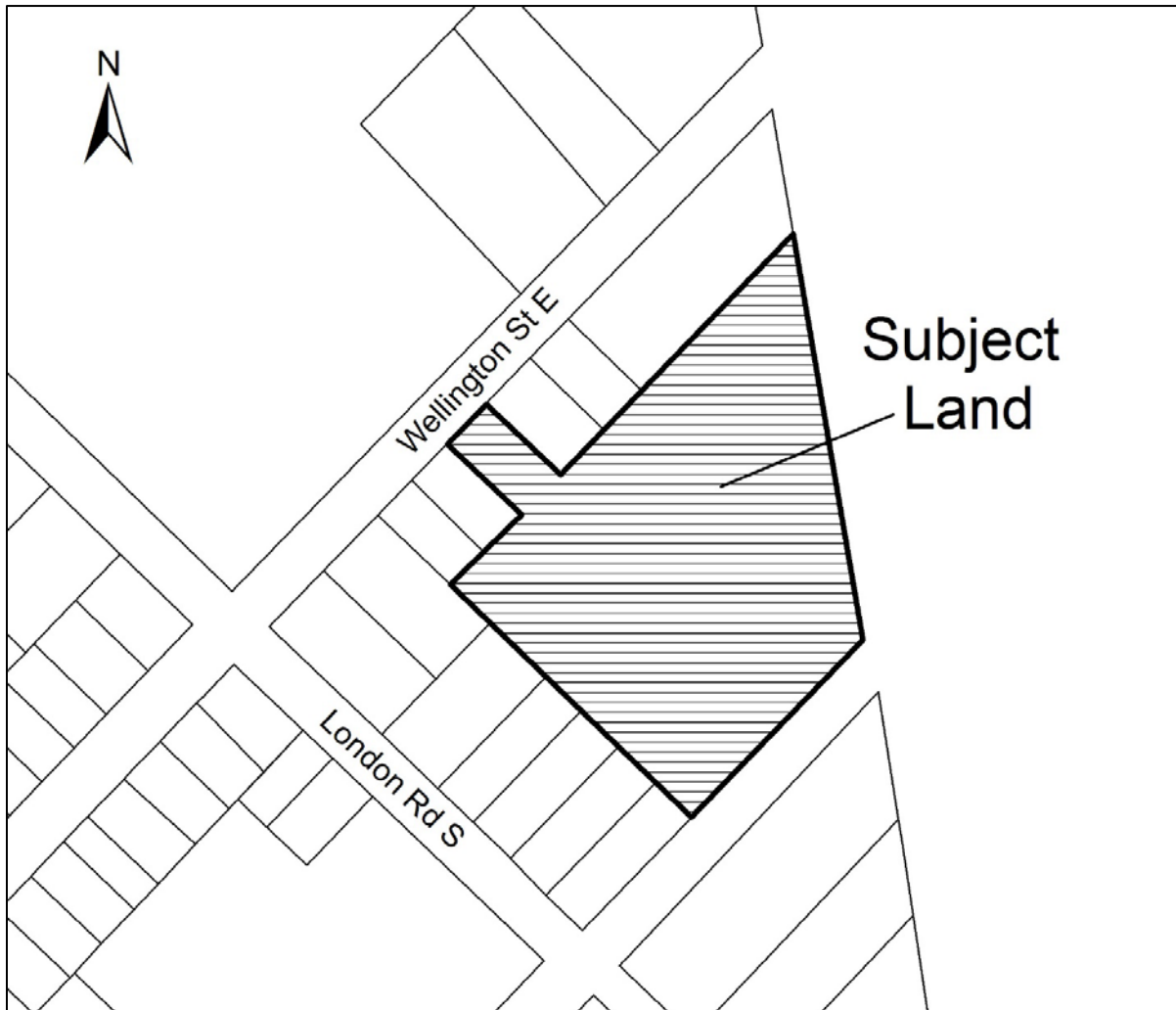
ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 084-17

Schedule "A"



Rezone from Residential (R2) to Residential Exception (R2-58)

Passed this 6th day of November, 2017

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 084-17

THE LOCATION OF THE SUBJECT LANDS

The subject property is legally described as Part Lot 71, Concession 3, with frontage on Wellington Street E, Mount Forest. The property is approximately 2.02 hectares (5.0 acres) in size and is currently vacant.

THE PURPOSE AND EFFECT

The purpose and effect of the proposed amendment is to amend the current Residential (R2) zoning to establish a minimum residential development density on the property. This rezoning is a condition of severance applications B62-65/17 that were granted provisional approval by the Wellington County Land Division Committee. The rezoning is required to ensure that a minimum residential density is achieved across the remaining property in accordance with the County Official Plan (when the property is developed in the future).

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MINUTES OF COUNCIL
OCTOBER 23, 2017 @ 7:00 P.M.
CLOSED SESSION @ 6:30 P.M.**

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

<u>Members Present:</u>	Mayor:	Andrew Lennox
	Councillors:	Sherry Burke
		Lisa Hern
		Steve McCabe
		Dan Yake
<u>Staff Present:</u>	CAO:	Michael Givens
Director of Legislative Services/Clerk:		Karren Wallace
Deputy Clerk:		Catherine Conrad
Chief Building Official:		Darren Jones
Interim Director of Public Works:		Derek McCaughan
Director of Recreation, Parks & Facilities:		Barry Lavers
	Treasurer:	Kimberly Henderson
	Fire Chief:	David Guilbault
Manager, Mount Forest Sports Complex:		Mark McKenzie
	Senior Planner:	Curtis Marshall

CALLING TO ORDER

Mayor Lennox called the meeting to order

ADOPTION OF THE AGENDA

Resolution 2017-381

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Agenda for the October 23, 2017 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

None

CLOSED MEETING SESSION

Resolution 2017-382

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 6:32 p.m. that is closed to the public under subsections 239 (2) of the Municipal Act, 2001, specifically:

(b) *Personal matters about an identifiable individual, including municipal or local board employees*

1. **REPORTS**
 - a) *Report CAO 2017-024 Personal Issue*
2. **REVIEW OF CLOSED SESSION MINUTES**
 - *September 11, 2017*

CARRIED

Resolution 2017-383

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 6:55 p.m.

CARRIED

Resolution 2017-384

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North approve the confidential recommendation in Report CAO 2017-024.

CARRIED

Resolution 2017-385

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of September 11, 2017.

CARRIED

O' CANADA

PRESENTATIONS

Presentation of Congratulatory Certificates to Fall Fair Ambassadors:

- Rachel Smyth, Arthur Fall Fair Ambassador
- Larissa Lamont, Mount Forest Fall Fair Ambassador
- Olivia Wenger, Mount Forest Junior Ambassador
- Riley Wake, Mount Forest Prince of the Fair
- Aaliah Heffernan, Mount Forest Little Miss Sweetheart
- Silas Sikkema, Mount Forest Prince Charming

Ontario Clean Water Agency - Arthur Waste Water Treatment Plant Update

Representatives from OCWA provided an update on the Arthur WWTP upgrades. The presentation included:

- Project Overview
- Status Update

- Key Components of Upgrade
- Arthur WWTP
- Frederick St. SPS
- Effluent Conveyance
- Energy Saving Opportunities
- Schedule and Cost Estimates

RECESS TO MOVE INTO PUBLIC MEETING

Resolution 2017-386

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of October 23, 2017 at 7:23 p.m. for the purpose of holding a Committee of Adjustment Hearing and a Public Meeting under the Planning Act.

CARRIED

RESUME REGULAR MEETING OF COUNCIL

Resolution 2017-387

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North resume the October 23, 2017 Regular Meeting of Council at 7:31 p.m.

CARRIED

ADOPTION OF MINUTES OF COUNCIL / PUBLIC MEETING(S)

Resolution 2017-388

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the minutes of the Regular Meeting of Council held on October 10, 2017 be adopted as circulated.

CARRIED

BUSINESS ARISING

Resolution 2017-389

Moved: Councillor Hern

Seconded: Councillor Yake

THAT Council of The Corporation of the Township of Wellington North support concerns raised by the Association of Municipalities of Ontario (AMO) in their July 12, 2017 briefing note regarding proposed amendments to the Ambulance Act, Emergency Health Services System Modernization: Briefing Paper on Legislative Amendments to the Ambulance Act (attached) including the proposed provision that opens the door to fire-medical model and resulting impacts on municipalities.

AND FURTHER THAT Council directs staff to forward a copy of this resolution to AMO, the Municipality of Killarney and Randy Pettapiece, MPP.

CARRIED

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 2a, 3a, 4a, 5a, 5b, 5c, 6a, 6b, 7a, 7b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Resolution 2017-390

Moved: Councillor Yake

Seconded: Councillor Hern

THAT all items listed under Items for Consideration on the October 23, 2017 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

1. *MINUTES*

- a. *Maitland Valley Conservation Authority, Board of Directors Meeting #8/17, Minutes, July 19, 2017 be received.*

7. *ADMINISTRATION*

- c. *Kyle Davis, Risk Management Official, report regarding Risk Management Inspector and Risk Management Official Appointment (Alternate)*

THAT Council of The Corporation of the Township of Wellington North receive for information Report Risk Management Inspector and Risk Management Official Appointment (Alternate) from the Township's Risk Management Official, regarding the appointment of a Risk Management Inspector and Risk Management Official (Alternate).

- d. *Report CLK 2017-038 being a report on Consent Application B125-17 (Checkley) known as Part Lot 26, Concession 5, formerly Township of Arthur, now the Township of Wellington North*

THAT Council of The Corporation of the Township of Wellington North receive CLK Report 2017-038 being a report on Consent Application B125-17 as Part Lot 26, Concession 5, formerly Township of Arthur, now the Township of Wellington North be received;

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B125/17 as presented with the following conditions:

- *THAT Payment be made of the fee of \$125.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*
- *THAT the Owner receive approval from the applicable road authority in a manner deemed acceptable to that road authority for an entrance to the severed and retained parcel;*

AND FURTHER THAT Council authorizes the Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION

Resolution 2017-391

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report from Curtis Marshall, Senior Planner – County of Wellington, dated October 18, 2017, regarding Part Lot Control Exemption Application – Sabrina Homes.

CARRIED

Resolution 2017-392

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Council of The Corporation of the Township of Wellington North receive Report Fire 2017-005 being a report to award Tender 2017-010 One Triple Combination Pumper/Rescue;

AND FURTHER THAT the Council of the Township of Wellington North award Tender 2017-010 One Triple Combination Pumper/Rescue to Camions Carl Thibault Inc. (Pierreville, Quebec) at a cost of \$565.039.70 including HST.

CARRIED

Resolution 2017-393

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT Council of the Corporation of the Township of Wellington North approve the donation of a 1992 pumper to Firefighters Without Borders.

CARRIED

Resolution 2017-394

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Council of The Corporation of the Township of Wellington North receive for information Report REC 2017-015 being a report on Ice Plant Shutdowns at the Mount Forest & District Sports Complex;

AND FURTHER THAT the Council of the Township of Wellington North supports the Recreation Department in proceeding with the below recommendations:

- 1. Request CIMCO reps to attend the Nov 7 Recreation & Culture Committee meeting to discuss the options and costs for ice plant upgrades to mitigate future ice plant shutdowns on hot weather days;*
- 2. The Director of Recreation and the Facility Manager recruit the services of an independent refrigeration expert to offer another expert opinion;(\$6750.)*

3. *That the Recreation Department arrange ORFA training for specific part-time staff to focus on ice maintenance, refrigeration and C.I.T. accreditation;*
4. *That the Recreation Department develop an ice plant orientation/training package that is a mandatory requirement for all new Facility Operators to be administered by the Facility Managers.*

AND FURTHER THAT the Director of Recreation and Facility Manager will provide a collaborative report at a future Recreation Committee meeting on the progress of items 1 through 4 above.

CARRIED

Resolution 2017-395

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Council of The Corporation of the Township of Wellington North receive Report TR2017-013 being a report on Reserve and Reserve Fund Balances as at September 30, 2017 for information.

CARRIED

Resolution 2017-396

Moved: Councillor Hern

Seconded: Councillor Yake

THAT Council of The Corporation of the Township of Wellington North receive for information the September 30, 2017 Financial Summary Report and Notes.

CARRIED

Resolution 2017-397

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Council of The Corporation of the Township of Wellington North receive the cheque distribution report dated October 16, 2017.

CARRIED

Resolution 2017-398

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT Council of The Corporation of the Township of Wellington North receive Report PW 2017-026 being a report on the 2018 MTO Connecting Link Program Application;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to submit application to the MTO's Connecting Link Program for the resurfacing of George/Smith Street, from the Conestoga River bridge to Conestoga Street in Arthur and Queen Street West from Dublin Street to Sligo Road in Mt. Forest;

AND FURTHER THAT the Council of the Township of Wellington North direct that \$269,000.00, the Township's share of the 2018 Connecting Link Program, be included as appropriate in the 2018 Capital Budget.

CARRIED

Resolution 2017-399

Moved: Councillor Yake

Seconded: Councillor Hern

THAT Council of The Corporation of the Township of Wellington North receive Report PW 2017-027 being a report on Parkside Drive;

AND FURTHER THAT the Council of the Township of Wellington North direct staff to table a by-law that will prohibit heavy trucks in both directions on Parkside Drive.

CARRIED

Resolution 2017-400

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT Council of The Corporation of the Township of Wellington North supports Resolution 2017-332 of the Municipality of East Ferris regarding the September 20, 2017 letter from East Ferris Economic Development Committee, expressing concerns of the impact the proposed Federal tax changes will have on small, medium and family businesses.

AND FURTHER THAT Council directs staff to forward a copy of this resolution to the Municipality of East Ferris, the Association of Municipalities of Ontario (AMO) and John Nater, MP.

CARRIED

Resolution 2017-401

Moved: Councillor Yake

Seconded: Councillor Hern

THAT Council of The Corporation of the Township of Wellington North supports Resolution 104-2017 of the Township of Montague regarding Bill 148, Fair Workplaces, Better Jobs Act, 2017 as it relates to on-call provisions in the Bill which could result in exorbitant tax increases to maintain volunteer fire prevention services in a rural municipality, requesting that all municipal employees be specifically exempt from on-call provisions in the Bill and that the Province conduct a full economic impact of the Bill on businesses and municipalities in Ontario;

AND FURTHER THAT Council directs staff to forward a copy of this resolution to the Township of Montague, Randy Pettapiece, MPP and submit this resolution to the Standing Committee on Finance and Economic Affairs when Bill 148 is tabled for review.

CARRIED

Direction was given to staff to request a delegation with the appropriate ministry to discuss implications of Bill 148 at the ROMA Conference to be held in January, 2018.

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor McCabe announced that he attended the grand opening of Golden Ontario on Friday, October 20, 2017

Councillor Hern commented that she attended the Harvest Moon Festival at Kenilworth Public School and reminded Council of the following:

- Mount Forest Chamber of Commerce AGM, October 25
- Arthur Chamber of Commerce AGM, tentative date of November 2
- Kenilworth Public School Craft Sale, November 18

Councillor Yake stated that there will be a hospital development report coming to a future Council meeting.

Mayor Lennox announced that he, Councillor Burke and Councillor Yake as well as the Director of Public Works met with the Mount Forest Legion Executive regarding the King Street reconstruction. The Township will work with them with respect to how the reconstruction will affect their sign.

BY-LAWS

Resolution 2017-402

Moved: Councillor Hern

Seconded: Councillor Yake

THAT By-law Number 079-17 being a by-law to exempt lands from Part Lot Control be read a First, Second and Third time and enacted. (Sabrina Homes)

CARRIED

CONFIRMATORY BY-LAW

Resolution 2017-403

Moved: Councillor Hern

Seconded: Councillor Yake

THAT By-law Number 080-17 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 23, 2017 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

Resolution 2017-404

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Regular Council meeting of October 23, 2017 be adjourned at 8:21 p.m.

CARRIED

CLERK

MAYOR

SAUGEEN VALLEY CONSERVATION AUTHORITY

MINUTES

Conservation through Cooperation

MEETING: Authority Meeting
DATE: Tuesday September 19, 2017
TIME: 10:00 am
LOCATION: Administration Office, Formosa

CHAIR: Luke Charbonneau

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

ABSENT: Andrew White

OTHERS PRESENT: Diane Woods
 Wayne Brohman, General Manager/Secretary-Treasurer
 Gary Senior, Sr. Manager, Flood Warning & Land Management
 Erik Downing, Manager, Environmental Planning & Regulations
 Les McKay, Manager, IT
 Laura Molson, Manager, Accounting
 Jim Penner, Manager, Forestry
 Shannon Wood, Manager, Community Relations
 Shaun Anthony, Water Quality Specialist
 Janice Hagan, Recording Secretary

Chair Luke Charbonneau called the meeting to order at 10:03 am.

1. Adoption of Agenda

Kevin Eccles requested that an item relating to a letter submitted by a member of the public regarding a Labour Day festival held at Durham Campground be added to the agenda under New Business.

MOTION #G17-82

Moved by Sue Paterson

Seconded by Wilf Gamble

THAT the agenda be adopted as amended.

CARRIED

2. Declaration of Pecuniary Interest

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

3. Minutes of the Authority Meeting – July 18, 2017

MOTION #G17-83

Moved by John Bell

Seconded by Steve McCabe

THAT the minutes of the Authority meeting, held on July 18, 2017 be approved as circulated.

CARRIED

4. Matters Arising from the Minutes

a. Environmental Bill of Rights Posting – Proposed CA Act Amendments

The GM/S-T read aloud the comments on the EBR posting which are appended to the office copy of the minutes. He told the Authority that Bill Walker, MPP, Bruce-Grey-Owen Sound read the comments in the Provincial Legislature.

b. Compensation Review RFP responses

Wayne reviewed the three responses to the proposal requests. After discussion the Authority passed the following motion:

MOTION #G17-84

Moved by Kevin Eccles

Seconded by Robert Buckle

THAT the firm Ward & Uptigrove be awarded the Compensation Review project; and further

THAT the review be completed and presented to the SVCA by December 19, 2017.

CARRIED

c. Woods House and Presentation

The GM/S-T reported that staff had received one tender in the amount of \$5,000 for the Wood's house which covers the tender costs and the removal of several trees. The house will be removed from the property by mid-October.

The Chair presented Mrs. Diane Woods with a photo plaque in recognition of the gift of land comprising a significant part of the Greenock Wetland complex. Most of the property is considered a provincially significant Area of Natural and Scientific Interest. The Authority assured the donor that the property would be protected for generations to come. Mrs. Woods received a standing ovation from the Authority members. Mrs. Woods told the Authority that she is pleased the house is going to a new home and that it will be used as a vacation retreat.

5. Correspondence

- Letter from Sylvia Jones, MPP Dufferin-Caledon, advising the Authority of her private member's bill requiring the MoE to notify the public of instances of sewage bypasses was **noted and filed**.

- Memo from Conservation Ontario advising all Conservation Authorities that the Gilmore v. Nottawasaga Valley CA case is being considered for appeal by the Supreme Court of Canada was **noted and filed**.
- Letter from Catherine Dickison, Chair, Saugeen Valley Conservation Foundation, advising the Authority of the Foundation's decision to cancel the Saugeen Bluffs Maple Syrup Festival was discussed. Chair Charbonneau thanked the Foundation for all of their hard work and efforts over the past 48 years.

6. Presentations

a. 2018 Draft Budget Review

A copy of the proposed draft 2018 Budget is appended to the office copy of these Minutes.

The General Manager/Secretary-Treasurer reviewed SVCA sources of funding and explained the calculations for determining General Levy percentages. The overall proposed increase is 3.4% effecting each member municipality differently with MPAC assessment values being a factor.

The proposed salary grid increase is 1.2% and LTD costs will rise by \$17,000 as per prior motion by the Authority. Increases to minimum wage in 2018 will impose an increase of \$24,000.

Gary Senior reviewed the budget for the Flood Warning Department. He noted that the WHISKI Hub software cost is allocated by the Thames River CA and that the 2017 budgeted amount will be spent this year if the rest of the group is ready, otherwise it will be spent in 2018. It was explained that the increase in salaries in this department is due to an overlap since Gary has indicated that he will retire next year. It was clarified that the grant from MNRF is 50% of the Flood Warning budget since this is the allowable amount.

Gary Senior reviewed the budget for Property Management. There was discussion regarding the increase in insurance costs.

Les McKay presented the budget for the Information Technology & GIS department. He told the Members that he has a schedule for updating all hardware systems which aids in adding financial stability. He updated the members on the File Tracking system which is currently being used by about half of the Planning & Regulations staff and will encompass actual workflows shortly. Old files are still being scanned. The GM/S-T will arrange a demonstration for the next scheduled Authority meeting.

Shannon Wood reviewed the budgets for the Communications Department and the Education Department. She gave a PowerPoint report and explained to the Members the role of the Communications Department, which included raising awareness of SVCA, its purpose, programs and services as well as lands, properties and local conservation issues. This is done through the publishing of brochures and media materials, advertising, and applying for grants. She told the members that much of the work efforts at SVCA events came from over 275 volunteers in 2017. Shannon also discussed the different programs that the Education department delivers, including the WREN program and the DEER program which are taught to over 10,000 students annually. She noted that expenses for the Communications Department would be decreasing by \$5,000 since the Maple Syrup Festival has been cancelled by the SVCF. She told the Authority that the Greenock Swamp tour had been successful and well received, with bookings for extra tours in April & June 2018 already filling up.

Erik Downing reviewed the budget for the Planning & Regulations department. He noted that the number of permits had increased by 10%, legal files had increased by 15%, and Planning Services were up by 36%. Since

Authority Meeting – September 19, 2017

Planning Services revenues were high in 2017, the department would be budgeting the same next year. Staff were asked to provide a breakdown of permits showing various items i.e. % of violations reported and resolved.

A lunch break was called at 12:10pm. The meeting was called back to order at 12:43pm.

Erik discussed the expense side of the Planning & Regulations department. He noted that a majority of the expenses are dominated by salaries and staff travel. The members questioned staff about the amount being used from the reserve fund for revenue. The GM/S-T explained that it was intended to use \$72,000 for a new staff member and that money would be put into the reserve fund from the expected 2017 department surplus estimated at \$78,000. The current reserve is \$36,000.

Mike Smith left the meeting at 1:24pm.

Laura Molson reviewed the Administration department budget. She clarified that miscellaneous revenue is from the grants provided from the GLASI program which will be cancelled in 2018 and that SVCA had been given \$9,000 each year for funding.

Jim Penner reviewed the budget for the Forestry Department. He noted that there are no revenues from the General Levy in this department but that it is funded primarily from the sale of forest products. He noted that the projected revenues for 2017 were \$210,000 but that it was only \$40,000 to date, although he is anticipating reaching target revenues. It was explained that the increase in salaries in this department is due to an overlap since Jim has indicated that he will retire next year. He told the members that the Kaake drain may add approximately \$25,000 to expenses, but not likely until 2019. The firewood market is down and is unpredictable.

Jim Penner reviewed the Grey Bruce Forestry Services budget. He explained that the Tree Planting Incentive will be phased out. Prices of stock have increased. The EAB program needs to be re-evaluated as landowners are preferring to cut down infected trees rather than spend the money on treatments. Jim explained that the various forestry programs help to reinforce a positive image for SVCA but that the name GBFS can be confusing. It has been recommended to staff that the title be dropped while maintaining the joint committee with GSCA. The Authority would like to review the operation going forward.

Jim Penner reviewed the Motor Pool budget. He told the Members that staff are trying to locate a used single axle dump truck and are considering the sale of the Bluffs gator in favour of an ATV and 2 snowmobiles. This is necessary for improved access to the trails at the Bluffs.

Shaun Anthony presented the budget report on Water Quality. He noted that miscellaneous revenues from the 2017 budget were from the water sampling service agreement with Bruce Power. Shaun reported that he had installed 95% of the equipment and that there were no provisions to continue the program in 2018. Shaun also reported that the Watershed Report cards are scheduled to be completed in 2018, increasing printing costs. Travel costs have increased due to more sampling sites.

Wayne Brohman reviewed the budgets for Water Project Maintenance & Stewardship, and Capital (Water). Various erosion control projects are charged to the specific municipality as a special levy. Wayne told the Members that a small SVCA property along Silver Creek in Walkerton requires erosion control updating.

Wayne Brohman reviewed the Agricultural Lands budget. He told the Members that any surplus in this

Authority Meeting – September 19, 2017

department goes into reserves. Discussion surrounded the use of the agricultural land portion of the Woods property. The following motion was passed:

MOTION #G17-85

Moved by Kevin Eccles

Seconded by Steve McCabe

THAT the GM/S-T be authorized to negotiate the agricultural part of the Wood's property at fair market value in 2018.

CARRIED

A coffee break was called at 2:35. The meeting was called back to order at 2:45pm.

Wayne Brohman reviewed the Rental Properties budget. There was no discussion.

Wayne Brohman reviewed the Non-Revenue Parks budget. Revenue is generated through the Steelheaders at Denny's Dam, West Grey swimming program, parking fees and the donation box located at the parks. Salaries will be increasing in 2018 due to the minimum wage increase and due to training expenses for the Manager position.

Wayne Brohman reviewed the budget for the Revenue Parks. He noted that revenue projections were up for the Brucedale Campground. The Phragmites on the beach have been cleaned up in partnership with Enbridge Green Energy and the Coastal Centre. The Durham Campground is also above budgeted revenues with large group camping being a good revenue generator. The Bluffs horse camping reservations are not as high as expected but group camping reservations are up. Seasonal salaries are on the rise in all campgrounds with the increase in minimum wage. The 5-year contract with Camis is due to be renewed. The members would like staff to look into a partnership with the municipalities to reduce Camis fees. The Chair told the Authority that in spite of the rainy weather for the season, all three campgrounds kept up revenues.

Wayne Brohman reviewed the budget for Capital Property Management. There was no discussion.

The Members discussed the requested General Levy increase of 3.4% and requested that staff reduce expenditures by \$32,000. After further discussion the following motion was passed:

MOTION #G17-86

Moved by Kevin Eccles

Seconded by Dan Gieruszak

THAT the General Levy be reduced by \$32,000; and further

THAT Staff report back to the Authority in October.

CARRIED

b. 2018 Draft User Fee Schedule

Wayne Brohman reviewed the 2018 draft User Fee Schedule and noted that increases reflected 1.2% inflationary increases. The Horse camping fees are to remain the same. Erik Downing reviewed the Planning & Regulation fee increases. The Members discussed the Exempt works line in the schedule and directed staff to remove

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reference to Exempt works under section 8a and 8b.

MOTION #G17-87

Moved by Kevin Eccles

Seconded by Maureen Couture

THAT “Other Works – Exempt Works” be struck from 8.a, Application to Alter a Watercourse; and further,

THAT “Exempt Works” be struck from 8.b, Application to Alter a Regulated Area.

CARRIED

The Members discussed the Planning & Regulations fees and asked Staff to consult with Conservation Ontario to determine the fees charged by other Conservation Authorities. The Members are not willing to raise the P&R fees for 2018.

MOTION #G17-88

Moved by Steve McCabe

Seconded by Stewart Halliday

THAT the fees for Planning & Regulations be frozen at the 2017 levels for the year 2018.

CARRIED

MOTION #G17-89

Moved by Barbara Dobreen

Seconded by Maureen Couture

THAT the 2018 User Fee Schedule, dated September 2017, be adopted as amended.

CARRIED

7. Other Business

This item was moved up in the agenda to accommodate the request of an Authority member.

a. Saugeen Bluffs Hunting Policy

The Parks Committee reported that Staff had reviewed the hunting policy at the Bluffs property. The Committee recommended to the Authority that a previous motion (#G16-72) be rescinded and that hunting be reinstated in the non-campground area of the property.

After discussion the following motion was defeated:

MOTION #G17-90

Moved by Brian Gamble

Seconded by Dan Gieruszak

THAT Authority Motion #G16-72, which established a ‘No Hunting’ designation for all of the Saugeen Bluffs Conservation Area, be rescinded; and further,

THAT the campground portion of the Saugeen Bluffs Conservation Area continues to be designated as a no

Authority Meeting – September 19, 2017

hunting area; and further,

THAT hunting is hereby permitted in the northerly portion of the property between November 1st and March 31st of each year; AND FURTHER,

THAT SVCA staff place appropriate signage on the property.

DEFEATED

b. Planning & Regulations Customer Service Survey Update

Due to time constraints, the survey update was postponed to the next scheduled Authority meeting.

c. 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.

Mark Davis left the meeting at 4:15pm.

8. Reports – Adopted by Consent

The following reports were adopted by consent:

- a. Finance Report
- b. Program Report
- c. Minutes of the Executive Committee Meeting – May 26, 2017
- d. Minutes of the Executive Committee Section 28 Hearing – May 26, 2017
- e. Minutes of the Executive Committee Meeting – June 15, 2017

MOTION #G17-91

Moved by Steve McCabe

Seconded by Stewart Halliday

THAT all reports in Item 8 be adopted by consent.

CARRIED

9. New Business

a. Saugeen Valley Children’s Safety Village Lease

After discussion the following motion was passed:

MOTION #G17-92

Moved by Barbara Dobreen

Seconded by Stewart Halliday

THAT the Annulment of the 2013 Lease Agreement between SVCA and the Saugeen Valley Children’s Safety Village be signed by SVCA.

CARRIED

b. Memorandum of Agreement

After discussion the following motions were passed:

MOTION #G17-93

Moved by Dan Gieruszak

Seconded by Barbara Dobreen

THAT the Authority authorizes the Chair and the GM/S-T to sign the Memorandum of Understanding for Planning Services with the Township of Chatsworth.

CARRIED

MOTION #G17-94

Moved by Barbara Dobreen

Seconded by John Bell

THAT the Authority authorizes the Chair and the GM/S-T to sign the Memorandum of Understanding for Planning Services with the Township of Melancton.

CARRIED

c. Auditor Proposal

After discussion the following motion was passed:

MOTION #G17-95

Moved by Steve McCabe

Seconded by Wilf Gamble

THAT the Authority accepts the August 14, 2017 audit proposal from Collins Barrow.

CARRIED

d. Labour Day Festival held at Durham Campground

Kevin Eccles presented a letter from John & Bev Porter regarding the Labour Day Festival held at the Durham Campground. The letter is appended to the office copy of the minutes. He summarized the complaints in the letter suggesting that permits were not taken out for noise bylaw extensions and that municipal officials, including the police department were not made aware of the event. The GM/S-T told the Authority that there were more participants than what were expected by staff, and an apology had been issued by the event organizers. The Authority members would like a policy put in place to deal with large events, which would increase communication levels with the municipality and would trigger certain actions to be taken when events are booked on SVCA property.

10. For the Good of the Committee

It was requested by the Members that in future, the Budget Review meeting be held separately from the regular business of the Authority.

There being no further business, the meeting adjourned at 4:42 on motion of Kevin Eccles.

Luke Charbonneau
Chair

Janice Hagan
Recording Secretary



SHAPING GREAT COMMUNITIES

Township of Wellington North

Growth Management Strategy**Steering Committee Meeting #2**

Date and Time: Wednesday, July 5, 2017, 7:00pm – 9:00pm	
Location: Mount Forest and District Sports Complex, Mount Forest, ON	
Committee Attendees:	
Mayor Lennox	James Craig
Councilor Sherry Burke	Jim Klujber
Councilor Lisa Hern	Brett Parker
Mike Givens	Aldo Salis
Marianne Christie	Julie Silva
Jim Coffey	Jim Taylor
Paula Coffey	Marty Young
Regrets:	
Councilor Steve McCabe	Councilor Dan Yake
Teresa Hutchinson	Murray Townsend
Linda Redmond (Wellington County Planning)	
Others:	
Steve Wever (GSP Group)	Dale Small (Economic Development Officer)
Kevin Curtis (Curtis Planning)	Derek McCaughan (Interim Director of Public Works)
Megan Gereghy (GSP Group)	Darren Jones (Chief Building Official)

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 gspgroup.ca

Meeting Minutes

1. Welcome and Introductions (Dale Small)
2. Adoption of Minutes from Steering Committee #1 (April 12, 2017)
 - Brett Parker made the motion to accept the minutes; and,
 - Jim Taylor seconded the motion, and the vote was passed.
3. Growth Management Project Background Report Overview (Steve Wever)
 - a. Welcome and recap of previous meeting
 - Wellington North is preparing for growth and change
 - This is an opportunity to create a vision for the future making connections to improve and make better use of existing land, infrastructure, transportation, community facilities and services
 - A list of several strengths, assets and opportunities was created as well as a list of areas that could use some improvement or further investment
 - b. Report Summary and Discussion
 - i. Outside influences that are a contributing factor to growth:
 - The 2017 Growth Plan forecasts predicts that the Greater Golden Horseshoe (GGH) area will need to accommodate over 3 million more people by 2041. A portion of that growth will be happening in Wellington County including Wellington North.
 - Outward growth pressure from Greater Toronto Area (GTA) inner ring to outer ring communities
 - ii. The way places are growing is also shifting:
 - Housing prices are increasing and there is an insufficient supply in single family housing resulting in people coming further to buy homes
 - People seeking small town environment, lifestyle and amenities
 - Aging baby boomer population are driving the price points and housing types;
 - Young families are also growing and influencing housing demands

- iii. How Growth in Wellington North is expected to change
 - Wellington County has set population forecasts in their Official Plan that anticipate an increase of 5,195 people from 2016 to 2041 for Wellington North
 - Arthur is expected to grow by 945 people and Mount Forest by 4,040 people
 - Mike Givens noted that growth is happening now and can be seen in the current 18 planning and development files open at Wellington North, all preparing to bring in more development to the community
 - Steve Wever followed up by stating that this information feeds into our land supply analysis and can help us determine the types of housing and uses that are planned now and what still might be needed in the future
 - Jim Taylor asked about how the population age trends look specifically in the rural areas (**population age data to be added to the report to split out the rural and urban population trends if possible**)
 - Steve Wever replied that rural populations are often in decline but that the trend is not as evident here, likely due to growth in Mennonite population.
- iv. Built-up and Greenfield Areas, Intensification and Density
 - Intensification refers to increasing housing and population within established built-up areas through redevelopment and infilling
 - The 2017 Growth Plan for the GGH has set increasing intensification targets for growth in the built-up area. The current target for the Township is 20% of all new housing to be accommodated in the built-up area. The Growth Plan directs that the intensification target should be 50% at the next comprehensive review of the County Official Plan (or an alternative target may be requested) and the target is to increase again in 2031 to 60% (or an alternative)
 - Based on information currently available, there is a sufficient intensification potential in the built-up area in Arthur but a shortfall of available intensification potential in Mount Forest to meet the targets
 - Greenfield areas refer to other areas designated for development within the settlement areas of Arthur and Mount Forest, outside of the established built up areas (i.e. new development areas)
 - The Growth Plan for the GGH directs that the greenfield density target is to increase from 40 to 80 people and jobs per hectare; however, the calculation under the new target nets out a number of areas including natural areas, rights-of-way, employment areas and cemeteries

- The current target of 40 people and jobs per hectare applies until the completion of the next County Official Plan review, after which the new target of 80 people and jobs per hectare applies (or an alternative target may be requested through the County Official Plan review process)
- The following points outline the discussion regarding intensification; it is important to note that this growth strategy will review options for growth and that the Committee will have an opportunity to provide input on the options to share what they think is best for the future of Wellington North
 - Brett Parker raised a concern about the increased density and the possibility of it diminishing the small town feel of the community
 - Steve Wever replied that the increasing targets would not mean that single detached dwellings are no longer allowed, but there would need to be a greater mix in the types of units being developed
 - Steve Wever also mentioned that Wellington North already has a higher mix in the types of units available than other communities of this size, which can be a benefit in planning for more of this type of development, in appropriate locations
 - Kevin Curtis pointed out that if you want to keep people here long term you have to provide them with a dwelling type that they can downsize into, which then opens up those larger dwellings open for sale
 - Steve Wever also mentioned that Arthur's growth forecast is capped after 2036 because of the limited servicing in that area
 - Jim Taylor asked where the rural and agricultural components of the community fit into the growth and development scheme
 - Steve Wever explained that the agricultural lands will mostly contribute by way of employment but, although they are very important to the community, the population and job numbers generated in those areas do not factor in to achieving the intensification and density targets for the purposes of the Growth Plan, as these targets only apply within the two urban areas
 - Councillor Lisa Hern suggested that the consultants speak to Danielle Collins to get more information on the number of agricultural related jobs there are in Wellington North
 - Mayor Lennox mentioned that census data often does not take into account people's second jobs and that there may be opportunities to introduce more industry uses related to the processing and supply of farm parts since Wellington North has lots of land where compatibility issues with noise and dust wouldn't be a problem

- Steve Wever asked if there was any uptake on on-farm business type uses in the area
- Aldo Salis said that agri-businesses (e.g. grain dryers) were becoming more popular in the County as a whole
- Dale Small said that there are opportunities to incorporate these kinds of uses on existing agricultural lands within Wellington North
- Jim Klujber asked if the built-up area boundaries ever change
- Steve Wever explained that the Province is not proposing to update or change the built-up boundaries at this time and that for Wellington North, the low hanging fruit for intensification will be on lands that are vacant or lands that could easily be redeveloped within the built-up area
- James Craig asked if growth in the smaller settlement communities could contribute to the growth targets
- Steve Wever explained that the smaller settlement areas (Kenilworth, Riverstown, Damascus, Conn) are identified as “un-delineated built-up areas” by the Province as part of the Growth Plan for the GGH, and that the growth in these areas does not contribute to meeting the Provincially mandated targets for intensification and greenfield density
- Dale Small suggested that some of the recreation lands currently available in the built-up area of Arthur and Mount Forest could be swapped out for lands in the greenfield area so that these lands become available for other development that would contribute to the intensification or greenfield density targets
- Steve Wever agreed with Dale’s comment and states that other communities have done some land swapping but noted that lands outside the settlement area boundaries may not be eligible to become recreation lands as they may be protected agricultural lands
- Dale Small pointed out that although there may be lands designated or highlighted for potential future development, the municipality cannot force people to develop their lands
- Marty Young asked if nursing homes would contribute to intensification
- Kevin Curtis responded that they do not if they are designated institutional but that they would contribute to the overall number of jobs
- Julie Silva asked if the political climate changes, could the growth plan be changed or taken away

- Steve Wever responded by saying that the policies could change with a new Provincial government but that the fundamentals of containing urban sprawl and intensifying existing urban areas are unlikely to change. Kevin Curtis added that the current Provincial planning directions originated from and evolved across different parties in power (e.g. Smart Growth), so the overall direction will be maintained but the details of how that is implemented may continue to change.
 - James Craig asked if they can change the intensification targets or if they could push all the intensification to other areas within the County
 - Steve Wever explained that the targets are reviewed when the County does their Official Plan Review, which typically happens every 5 years
 - Steve Wever also explained that the land need analysis being done as part of this process is intended to provide local direction and support to the County for when the County completes their Official Plan review, so that hopefully the County will be able to use the information to establish appropriate targets for Wellington North
 - Mayor Lennox spoke about what could be done to make sure that intensification doesn't change the character of their community and stated that it will be important in the future to lobby politicians at the various levels of government to set alternative targets
- v. Broader discussion regarding housing types and facilities and services that support them
- Steve Wever asked what kinds of housing types were needed in the community and what people thought might work well in Arthur and Mount Forest
 - Mike Givens said that there are a number of factory/labour type positions available in town and that it is increasing the need for more affordable housing options to help keep the workers in town, which will also help the local businesses grow
 - James Craig asked about the vacancy rate for rental units
 - Brett Parker said that in his experience, the vacancy rate was very low
 - Jim Coffey said that in his experience the rental demand is very strong and that people were selling their homes without looking into the rental market first
 - Aldo Salis said that the County's Social Housing Department might have additional data regarding vacancies

- Jim Coffey also said that with the price of development for apartments, including the development changes, planning applications etc., it is difficult to get a good rate of return on those types of developments but that if there was more land designated and available for higher density development there would be less barriers for people to overcome to start higher density type projects
- Steve Wever said that there are tools that Wellington North could consider using incentive programs for example, or criteria for servicing allocation to prioritize the desired types of housing projects and other developments
- Councillor Lisa Hern asked what the cost per person would be for development and infrastructure because she has heard that the more intensification increases the more the cost increases per person
- Steve Wever explained that this strategy will speak to the overall anticipated costs of development as it relates to infrastructure and other basic service requirements, which has already been determined to a great extent through the Master Servicing Plans for both communities, but that overall by making areas more compact the hope is that you can make better use of existing services to reduce the overall cost, and leverage development to help offset the cost of replacing aging infrastructure
- Kevin Curtis provided an example where in Toronto, intensification has increased costs for parkland because there is a greater demand for parks but that there is also a greater demand for land so the price for parkland is very high, so to purchase these added lands to meet the needs to the dense population they need to spend more money
- Mayor Lennox suggested that the effects of potential growth needs to be observed comprehensively, that it isn't just the number of people coming to the community but what does that mean for other services like transit?
- Aldo Salis said that the County's Social Services department has recently created a childcare spaces report looking into the potential for mixed uses including child care spaces accommodated in local schools to meet the needs of the growing population
- Aldo Salis also suggested that there may be opportunities through this process to introduce a strategy that would measure compatibility and provide design guidelines to help the Township in assessing development proposals, in particular intensification projects in downtown locations and within established residential neighbourhoods

c. Wrap-up and Nest Steps

- GSP Group and Curtis Planning will be putting together a plan to engage focus groups that will talk about more specific topics such as culture and tourism, environmental features, economic development, etc.
- GSP Group and Curtis Planning encourage the Steering Committee to provide any additional thoughts or comments and any additional resources/information that should be considered via email
- A third meeting will be set in September or October to discuss growth and development options

4. Adjournment (meeting adjourned at approximately 9:30pm)



SHAPING GREAT COMMUNITIES

Township of Wellington North

Growth Management Strategy**Steering Committee Meeting #3**

Date and Time: Wednesday, October 18, 2017, 7:00pm – 9:00pm	
Location: Council Chambers, Kenilworth, ON	
Committee Attendees:	
Mayor Lennox	Teresa Hutchinson
Councilor Dan Yake	Jim Klujber
Councilor Steve McCabe	Marty Young
Mike Givens	Aldo Salis
Marianne Christie	Julie Silva
Jim Coffey	James Craig
Paula Coffey	
Regrets:	
Councilor Sherry Burke	Councilor Lisa Hern
Brett Parker	Jim Taylor
Murray Townsend	
Others:	
Steve Wever (GSP Group)	Dale Small (Economic Development Officer)
Kevin Curtis (Curtis Planning)	Megan Geregthy (GSP Group)

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Meeting Minutes

1. Welcome and Introductions (Dale Small)
2. Approval of Meeting Minutes for Steering Committee Meeting #2
 - Motion to approve the minutes brought forward by Aldo Salis, seconded by Marianne Christie. Accepted.
3. Growth Scenario Overview (Steve Wever)
 - a. Outline of the draft Community Growth Plan Visions Statement:
 - Mike Givens noted the “Complete Community” means different things to different people so we may want to be more specific in the vision or elsewhere to describe what that means for Arthur, Mount Forest.
 - Aldo Salis suggested removing the term “multi-modal” as this point already speaks to transportation options.
 - b. Outline of the draft Growth Management Goals:
 1. Direct/focus development
 2. Orderly, compact development
 3. Growth pays for growth
 - c. Defining Intensification and Greenfield Development
 - An overview of the types of intensification was provided to further explain how and where there might be opportunities for growth within the built boundary.
 - Information regarding the Greenfield density targets was also provided to demonstrate the implication of the provincial policies to Wellington North.
 - d. What the Growth Scenarios mean for Wellington North
 - #1 – Status Quo, maintaining existing growth targets.
 - #2 – Alternative Targets, explore options that are greater than the existing targets but lower than what the Province requires after the Municipal Comprehensive Review is complete.
 - #3 – Meet Provincial Targets, increase densities significantly to meet the Provincial requirements.
 - e. Locations for Growth
 - Outline areas where there may be potential for growth and other areas that have constraints for further discussion to take place in two separate groups.

4. Discussion of Growth Scenarios and Directions

Steering Committee Members (“Committee Members”) were given maps with land inventory information and landmarks for reference and discussed potential locations for growth in two groups.

Committee Members were asked to identify and discuss the following:

- Locations where development should be focused.
- The order/timing of development.
- The types of development that would be appropriate.

Other topics were also discussed including the potential to change zoning regulations, for example adding more flexibility to permit second units in more zones.

After the individual group discussions took place, Committee Members reconvened to highlight the key results of the smaller group discussions as one larger group. The following topics and points were discussed:

- The Mount Forest fairground lands were identified as an area for potential future residential and park development. There were varying perspectives on the appropriate amount of residential development and parkland. Overall there seemed to be a consensus that it would be appropriate to consider developing half of the site and maintaining the other half as park/open space and any lost sports fields could potentially be added near the sports complex, if needed.
- The distribution of the forecasted growth among Arthur and Mount Forest was of concern to some Committee members who noted that approximately 80% of future growth is projected for Mount Forest and only 20% of growth is projected for Arthur. It was suggested that a 60-40 split might be more appropriate.
 - Steve noted that the forecasts do not “cap” the amount of growth in each community and that the forecasts can be exceeded as determined by available servicing, market demands and other factors.
 - A concern was raised that the infrastructure and other investments will be made where the growth is located, which may limit opportunities and improvements in Arthur if most of the growth is directed to Mount Forest.
 - Mayor Lennox mentioned that although Arthur needs upgrades to their overall capacity for services, the trunk sewers are already available and able to service new development whenever the treatment capacity becomes available.
 - Steve noted that as part of the Community Growth Plan Report, one of the recommendations would be to update the Master Servicing Studies for both Settlement Areas to service growth over the long term.

- Should all of the growth happen over the years as projects, it was pointed out that some of the services would need to be added. For example, there was mention of the schools in Mount Forest being at capacity currently and that the schools in Arthur had approximately 10% capacity remaining.
 - Steve noted that the Upper Grand District School Board has provided information about enrolment and forecasts to anticipate future needs.
- A potential opportunity was noted on lands at the south end of Arthur, east of Highway 6 for additional highway commercial uses, although it was noted that there may be site servicing constraints.
- A large parcel of land at the north end of Arthur, currently designated for industrial uses, was identified as an opportunity to consider residential development on some of the land while maintaining some of the area for industrial or types of employment land uses.
- It was noted that the former rail corridors has been developed as a community “rail” trail across the north end of Arthur.
- The large area of industrial land at the north end of Mount Forest was seen as an area for potential development but that its land use designation may need to change, either to allow different types of employment uses (not so restricted to “industrial” uses) or even to add residential and/or commercial permissions.
- The area at the north end of Mount Forest around the High School was discussed as an area for potential future development. The area is currently designated for industrial land uses. Committee Members suggested that it could be considered for residential development and for related commercial development.
- Committee Members were interested in seeing the downtowns become more vibrant and to allow more flexible zoning that would provide more opportunities for redevelopment of these lands and to allow more residential uses to support the downtown businesses. It was recognized that the downtowns are the main areas of town that visitors see and remember and that change should be welcomed to revitalize these areas with more businesses and people.
- Committee Members were generally in favour of adding more flexible zoning to permit the addition of second units in places where it would be appropriate. It was noted that some of the older homes may not be appropriate because of the way they were built, making it difficult to renovate. However, it was also noted that some of the larger Victorian homes might be a good place for one or more additional units to be added because of their size and location.

5. Wrap Up / Next Steps (Steve)

The group was given an opportunity to provide any final thoughts or to ask questions.

It was advised that the next Growth Plan Steering Committee meeting would likely take place early December and that a date and time would be sent out shortly.

Steve then outlined the next steps:

1. Evaluation of Growth Scenarios and Preferred Approach/Strategy
2. Consultation and Feedback
3. Growth Strategy Refinement
4. Final Report and Public Meeting

6. Adjournment (meeting adjourned at approximately 9:15pm)

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF NOVEMBER 6, 2017**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2017-14 BUILDING PERMIT REVIEW
PERIOD ENDING SEPTEMBER 30, 2017**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2017-14 being the Building Permit Review for the period ending September 30, 2017.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. CBO 2017-13 Building Permit Review Period Ending August 31, 2017

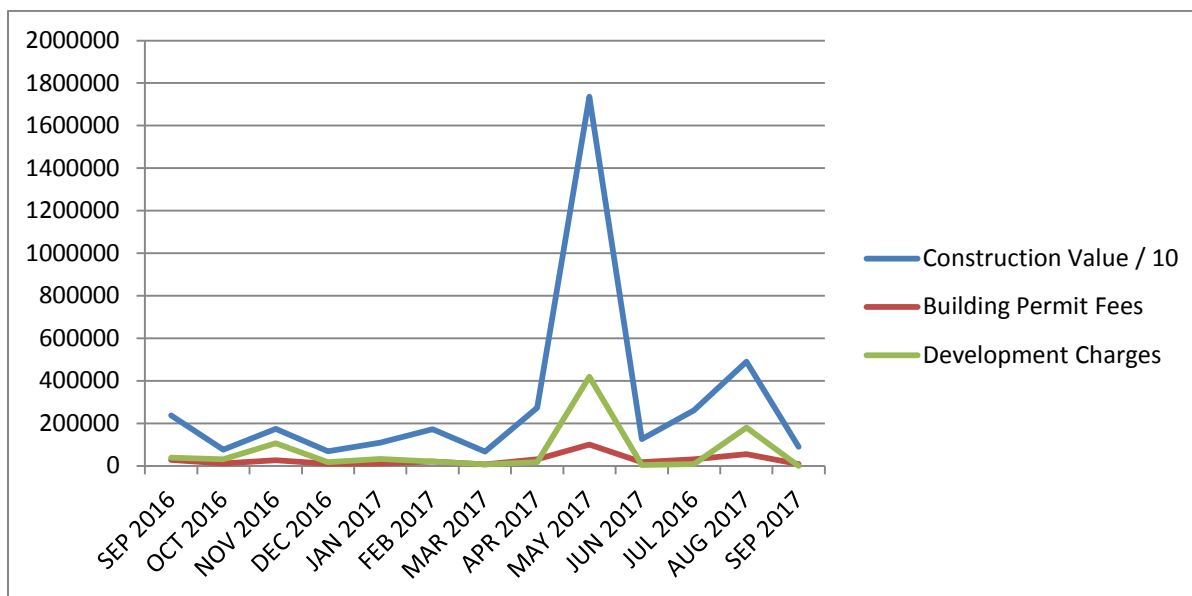
BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	0	0.00	0.00	0.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	0	0.00	0.00	0.00
Garages / Sheds	1	20,000.00	418.84	0.00
Pool Enclosures / Decks	2	15,000.00	322.78	0.00
Commercial	0	0.00	0.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	0	0.00	0.00	0.00

Institutional	0	0.00	0.00	0.00
Agricultural	9	859,000.00	7,771.50	0.00
Sewage System	0	0.00	0.00	0.00
Demolition	0	0.00	0.00	0.00

Total September 2017	12	894,000.00	8,513.12	0.00
Total Year to Date	191	32,819,575.00	282,549.49	687,565.11

12 Month Average	19	3,037,985.42	27,941.03	70,240.59
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10 Year Monthly Average	19	1,043,920.00	14,445.65	14,699.98
10 Year, Year to Date Average	183	17,756,777.70	179,315.32	281,768.86

FINANCIAL CONSIDERATIONS

None.

STRATEGIC PLAN

This report does not directly relate to the implementation of the Township of Wellington North Strategic Plan.

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

- Yes
 No
 N/A

Which pillars does this report support?

- | | |
|---|--|
| <input type="checkbox"/> Community Growth Plan | <input type="checkbox"/> Community Service Review |
| <input type="checkbox"/> Human Resource Plan | <input type="checkbox"/> Corporate Communication Plan |
| <input type="checkbox"/> Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| <input type="checkbox"/> Strategic Partnerships | <input checked="" type="checkbox"/> None |

PREPARED BY:

RECOMMENDED BY:



Mike Givens

DARREN JONES
CHIEF BUILDING OFFICIAL

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



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038

Plan to
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www.simplyexplore.ca

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF NOVEMBER 6, 2017**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2017-15 BUILDING PERMIT REVIEW
PERIOD ENDING OCTOBER 31, 2017**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2017-15 being the Building Permit Review for the period ending October 31, 2017.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

1. CBO 2017-14 Building Permit Review Period Ending September 30, 2017

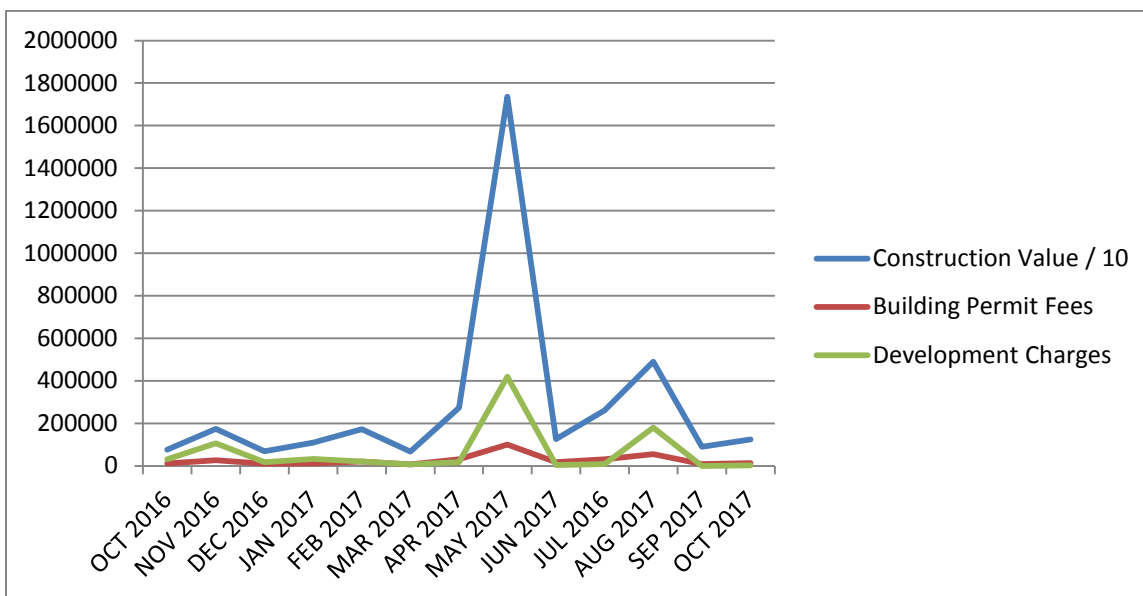
BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	1	407,000.00	2,294.82	4,228.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	1	30,000.00	255.00	0.00
Garages / Sheds	2	40,000.00	648.44	0.00
Pool Enclosures / Decks	3	39,220.00	646.24	0.00
Commercial	2	14,600.00	254.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	2	182,000.00	2,215.44	0.00

Institutional	1	70,000.00	127.00	0.00
Agricultural	5	441,600.00	6,080.12	0.00
Sewage System	2	20,000.00	1,018.00	0.00
Demolition	1	2,000.00	127.00	0.00

Total October 2017	20	1,246,420.00	13,666.06	4,228.00
Total Year to Date	211	34,065,995.00	296,215.55	691,793.11

12 Month Average	20	3,077,728.75	28,065.24	67,887.26
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10 Year Monthly Average	21	2,635,429.60	29,702.01	83,444.27
10 Year, Year to Date Average	204	20,393,129.30	208,920.63	335,391.10

FINANCIAL CONSIDERATIONS

None.

STRATEGIC PLAN

This report does not directly relate to the implementation of the Township of Wellington North 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
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment
- None

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



Mike Givens

DARREN JONES CHIEF BUILDING OFFICIAL	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
---	--



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043

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**TO: MAYOR AND MEMBERS OF COUNCIL,
Meeting of November 6th, 2017**

FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER

SUBJECT: REPORT EDO 2017-23 MUNICIPAL GREEN ENERGY PROGRAM

RECOMMENDATION

THAT Report EDO 2017-23 being a report on Wellington North's Municipal Green Energy Program be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North direct the Mayor and CAO to sign the FEED-IN Tariff Contract as required by the Independent Electricity System Operator (IESO) and direct staff to deliver the required documentation to the IESO before November 15th, 2017.

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North direct the Mayor and CAO to sign the Equipment Lease Agreement with SunSaver 4 Limited, (Arntjen Solar) for a 100kW Roof Top System to be installed at the Mount Forest & District Sports Complex.

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North supports the staff recommendation to work with Arntjen Solar and to submit a Municipal application under the microFIT program before December 31st, 2017.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

EDO 2015-22 June 8th, 2015, EDO 2015-24 July 13th, 2015, EDO2016-26 Oct. 3rd, 2016

BACKGROUND

MUNICIPAL GREEN ENERGY PROGRAM: Since 2015 The Township of Wellington North has been a supporter of solar and various other green energy projects and has approved a number of Municipal Support Resolutions from landowners and developers. Additionally we have three initiatives/programs currently underway in support of our Municipal Green Energy program. This report provides an update on these three programs

FEED IN TARIFF (FIT5.0) PROGRAM:

On June 8th 2015 council supported the staff recommendation to work with Arntjen Solar and to submit an application during the FiT4.0 application window. As a result of this review an application was submitted for ground mount installations at the Mount Forest Wastewater Treatment Plant and Roof Top installations at the Mount Forest and District Sports Complex. Unfortunately both these applications were not approved by the IESO.

On October 3rd, 2016 council once again supported the recommendation to update and resubmit the applications during the FiT5.0 application window. Applications were completed and submitted for both the Mount Forest Wastewater Treatment Plant as well as the Mount Forest and District Sports Complex.

On May 8th, 2017 we received notice that our Wastewater Treatment Plant application had been rejected for the following reason: *“The IESO has determined that the Industrial Use claimed in the Prescribed Form: Zoning Certificate for Non-Rooftop Solar Project, “treatment of sewage for the Township of Wellington North”, is a Municipal Use and not an Industrial Use”*. An appeal was submitted in order to clarify the zoning as well as the actual use of this land however we were unsuccessful in overturning the ruling.

On September 20th, 2017 we received notice that our application for a 100kW roof top installation at the Mount Forest and District Sports Complex had been approved. The contract price under the FiT5.0 program is 22.3 cents/kWh. We believe that we were very fortunate to have received approval as our service provider, Arntjen Solar, informed us that of 42 applications they submitted ours was only one of six that was approved. Collectively we are quite excited about the opportunity this has presented us and we look forward to working together to make it a reality for our community.

On October 19th 2017 we received the documentation from the IESO including the Offer Notice, the FIT Contract and the Execution Instructions. There are a number of activities that need to be completed, a couple of which are time sensitive:

- **IESO:** The FiT5.0 contract, along with the Completion and Performance Security in the amount of \$500.00, must be signed and returned to the IESO within 20 business days of the Contract Date. Our contract date is October 19th which makes November 15th or end date. Arntjen Solar will be covering the \$500.00 security.
- **ARNTJEN SOLAR:** The equipment lease agreement is being reviewed by our Municipal lawyer and while there is no deadline on this it does need to be completed & signed as soon as possible. This lease agreement is identical to the one the Town of Minto have signed with Arntjen Solar and was also prepared by the same Municipal lawyer. This 20 year lease outlines the terms and conditions for the installation.

As part of the installation we have also advised Arntjen Solar and Wellington North Power that we would like to look into installing net metering. Under Ontario's net metering program, customers can generate renewable energy onsite for their own use and receive bill credits for any surplus electricity sent to the grid. We believe this provides us with a great opportunity to reduce energy costs at the Sports Complex, and potentially other locations, while at the same time receiving the full benefit of being connected to the electricity grid.

Moving forward it is our expectation that the IESO will provide final connection approval in the spring of 2018 and Arntjen Solar hope to complete installation late summer/fall of 2018.

micro-FIT PROGRAM The microFIT Program was launched in 2009 and provides eligible participants with the opportunity to develop a “micro” renewable electricity generation project (10 kilowatts or less in size) on their property. This type of installation generally consists of one ground tracker or roof top mount consisting of 25 – 30 panels.

Currently Municipal Government, along with Educational and Health Care facilities, are considered eligible by the IESO and Arntjen Solar have expressed an interest in working with us to submit a Township of Wellington North application under the micro-FIT program. The application deadline is December 31st, 2017 and we have identified 14 potential locations.

- (7) **Arthur:** Community Centre, Curling Club, Fire Hall, Waste Water Treatment Plant, Wells Street (2) locations, Works Yard,
- (5) **Mount Forest:** Curling Club, Fire Hall, Sports Complex, Waste Water Treatment Plant, Works Yard
- (2) **Other:** Kenilworth Works Yard, Damascus/West Luther Works Yard

Wellington North Power has expressed an interest in having a microFIT installation at their location however we are unsure whether or not they would be considered an eligible applicant and this will be investigated over the next few weeks. On November 3rd staff from Wellington North Power, Arntjen Solar and the Township will be completing site reviews to finalize the locations and a verbal status update can be provided to council on November 6th.

ELECTRONIC VEHICLE CHARGING STATIONS Through the Province of Ontario’s Green Investment Fund Wellington North was successful in 2016 in obtaining funding for the installation of Electronic Vehicle Charging Stations in Arthur and Mount Forest. These charging station have now been in operation for 8 – 10 months and we have just recently started to receive usage reports from Arntjen Solar.

	MOUNT FOREST		ARTHUR	
	Apr 1 st – Jun 30 (2 nd quarter)	July 1 st – Sept 30 (3 rd quarter)	Apr 1 st – Jun 30 (2 nd quarter)	July 1 st – Sept 30 (3 rd quarter)
Number of sessions	34	30	25	38
Energy used (kWh)	261.56	321.862	375.275	439.15

From a revenue perspective revenue is generated through a charging fee. Our charging fees are consistent with the fees Arntjen has established at all their locations as follows:

- Level 2 charging station; first 5 minutes free and then .05 cents per minute plus HST
- Level 3 charging station; .28 cents per minute plus HST

From an expense perspective, in addition to the energy expense, Chargepoint the service provider takes off a 10% billing fee from all revenue generated to cover payment processing, etc. Based on our agreement with Arntjen Solar the net income/ expense generated from the Charging Stations is then split evenly 50/50.

We are currently finalizing the revenue and expense calculations with Arntjen Solar however we are quite pleased with the usage and revenue generated to date

- 2nd quarter usage was 636.835 kWh, revenue was \$172.28 and expense was \$366.80
- 3rd quarter usage was 761.012 kWh, revenue was \$286.23 and expense was \$280.45

We will continue to work with Arntjen Solar on signage as well as the revenue and expense calculations and moving forward there is a view that the next round of EVCO funding may target larger businesses in an effort to install charging stations workers can use to charge vehicles while at work. Details of this program have not been announced and should something come forward we would certainly support the program.

FINANCIAL CONSIDERATIONS

FEED IN TARRIF (FiT5.0) PROGRAM: There is no cost to the Municipality to submit the documentation to the IESO and moving forward the Township of Wellington North has no financial obligation towards the installation of the solar panels. Arntjen Solar will cover 100% of the costs. Wellington North will sign a 20 year equipment lease agreement and 95% of income will go to Arntjen Solar and 5% to Wellington North.

Micro-FIT PROGRAM: Similar to the FiT5.0 program the Township of Wellington North will have no financial obligation towards the installation of any micro-FiT applications. All costs will be covered by Arntjen Solar in exchange for a similar 20 year lease agreement. Revenue generation, with 8 – 10 locations, could be similar to the FiT5.0 program.

Excluding the potential impact of net-metering, revenue potential to Wellington North is upwards to \$100,000 with no financial cost. Should council wish to invest capital dollars into one or both of the programs our revenue calculation would be increased accordingly.

STRATEGIC PLAN

This report relates directly to the implementation of many of the Wellington North Strategic Plan objectives. Particularly our objectives to, *enhance Strategic Partnerships*

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

Yes No N/A

Which pillars does this report support?

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

PREPARED BY:

RECOMMENDED BY:

Dale Small

Michael Givens

**DALE SMALL
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF NOVEMBER 6, 2017**

FROM: DEREK MCCAUGHAN, INTERIM DIRECTOR OF PUBLIC WORKS

**SUBJECT: REPORT PW 2017-028 BEING A REPORT ON THE
WINTER MAINTENANCE PROGRAM FOR THE TOWNSHIP'S
CONNECTING LINK HIGHWAYS**

RECOMMENDATION

THAT Report PW 2017-028 being a report on the winter maintenance program for the Township's connecting link highways be received;

AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law to enter into the 2017/2018 Connecting Link Winter Maintenance agreement with Owen Sound Highway Maintenance Limited for the former town of Mount Forest;

AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law to enter into the 2017/2018 Connecting Link Winter Maintenance agreement with Owen Sound Highway Maintenance Limited for the former village of Arthur.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

NA

BACKGROUND

Owen Sound Highway Maintenance Limited (IMOS) is the MTO's contractor for Highway 6 and Highway 89, excepting the connecting link, within the Township of Wellington North.

The proposed agreements would see IMOS perform winter maintenance on the connecting link portions of Highway 6 and Highway 89. A copy of the agreements has been included as Schedule A.

These provincial highways are maintained to a Class 2 standard, which is a higher standard than the highways typically maintained by Township forces. The Township of Wellington North would not have the material or capability to perform this work ourselves, i.e. salt-mix would be very different from Township norm, 24/7 coverage, etc.

The proposed agreement, at the request of Township staff, has been changed for this term to address the following:

- Clarify the indemnification language;
- Insert an obligation to notify the Township in the event of non-performance;
- Insert a requirement to notify the Township by no later than September 1st if the contract will not be renewed.

FINANCIAL CONSIDERATIONS

The obligation to maintain Connecting Links within municipal boundaries resides with the Township. If not for this contracted service provider, the Township would have to deliver the service. There is concern regarding the Township's capacity to do this with the current staffing complement.

The service delivered through this agreement are funded through the approved Operating Budget.

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

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

Township, by partnering with the MTO's winter maintenance contractor, ensure consistent service-levels along our communities portion of Highway 6 and Highway 89.

PREPARED BY:

RECOMMENDED BY:

Michael Givens, CAO

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

This Agreement for winter maintenance services made this ____ day of _____, 2017

BETWEEN:

Integrated Maintenance and Operations Services Inc.
Operating under the name of "Owen Sound Highway Maintenance
Limited"

(Hereinafter referred to as "IMOS")

-And-

The Corporation of the Township of Wellington North

(Hereinafter referred to as the "Municipality")

WHEREAS Highway 6 within the limits of the former Town of Arthur is under the jurisdiction of the Municipality and connects to Highway 6;

AND WHEREAS IMOS will travel over Highway 6 within the limits of the former Town of Arthur in order to maintain Highway 6;

AND WHEREAS the Municipality has requested that IMOS provide winter maintenance services on Highway 6 within the limits of the former Town of Arthur.

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

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

1. **Term:** IMOS hereby agrees to provide the winter maintenance services on Highway 6 within the limits of the former Town of Arthur from 12:01 a.m. October 15, 2017 until 11:59 p.m. April 30, 2018.
2. **Level of Service:** IMOS hereby agrees to provide such winter maintenance services and at the level of service specified in attached Schedule "A" to this Agreement.
3. **Contacts:**

IMOS' contact shall be:

Greg Smart, Operations Manager
PO Box 309
Chatsworth, ON N0H 1G0
(519) 387-0563

The Municipality's contact shall be:

Dale Clark, Road Superintendent
The Corporation of the Township of Wellington North
7490 Sideroad 7 West, PO Box 125
Kenilworth, ON N0G 2E0

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

- a) caused by negligent acts of IMOS or its contractor or anyone for whose acts IMOS or its contractors may be liable; and,

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

6. **Payment:** The Municipality hereby agrees to pay IMOS two lump sum payments of \$3,774.73 plus HST for the winter maintenance services provided by IMOS pursuant to this Agreement. Invoices will be issued by IMOS to the Municipality on December 31st, 2017 and February 28th, 2018.

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

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

IMOS

The Corporation of the Township of Wellington North

 Greg Smart, Operations Manager
 Owen Sound Highway Maintenance Ltd.

 Mayor

 Clerk

Schedule 'A'

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

1. The agreement must be renewed annually. IMOS cannot guarantee that the work can be undertaken in subsequent years and will notify the municipality by no later than September 1st, 2018 if unable to provide future service.
2. The level of service will include patrolling, plowing, sanding and salting.
3. Where IMOS is unable to meet the service requirements of the Ministry of Transportation's Maintenance Quality Standards 701, it shall notify the Township of such as soon as practicable but no later than 12 hours following the failure to meet said service standard.
4. Snow removal adjacent to the through lanes will not be included in this agreement.

This Agreement for winter maintenance services made this ____ day of _____, 2017

BETWEEN:

Integrated Maintenance and Operations Services Inc.
Operating under the name of "Owen Sound Highway Maintenance
Limited"

(Hereinafter referred to as "IMOS")

-And-

The Corporation of the Township of Wellington North

(Hereinafter referred to as the "Municipality")

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

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

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

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

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

1. **Term:** IMOS hereby agrees to provide the winter maintenance services on Highway 6 and Highway 89 within the limits of the former Town of Mount Forest from 12:01 a.m. October 15, 2017 until 11:59 p.m. April 30, 2018.
2. **Level of Service:** IMOS hereby agrees to provide such winter maintenance services and at the level of service specified in attached Schedule "A" to this Agreement.
3. **Contacts:**

IMOS' contact shall be:

Greg Smart, Operations Manager
PO Box 309
Chatsworth, ON N0H 1G0
(519) 387-0563

The Municipality's contact shall be:

Dale Clark, Road Superintendent
The Corporation of the Township of Wellington North
7490 Sideroad 7 West, PO Box 125
Kenilworth, ON N0G 2E0

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

- a) caused by negligent acts of IMOS or its contractor or anyone for whose acts IMOS or its contractors may be liable; and,

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

6. **Payment:** The Municipality hereby agrees to pay IMOS two lump sum payments of \$13,595.31 plus HST for the winter maintenance services provided by IMOS pursuant to this Agreement. Invoices will be issued by IMOS to the Municipality on December 31st, 2017 and February 28th, 2018.

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

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

IMOS

The Corporation of the Township of Wellington North

Greg Smart, Operations Manager
Owen Sound Highway Maintenance Ltd.

Mayor

Clerk

Schedule 'A'

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

1. The agreement must be renewed annually. IMOS cannot guarantee that the work can be undertaken in subsequent years and will notify the municipality by no later than September 1st, 2018 if unable to provide future service.
2. The level of service will include patrolling, plowing, sanding and salting.
3. Where IMOS is unable to meet the service requirements of the Ministry of Transportation's Maintenance Quality Standards 701, it shall notify the Township of such as soon as practicable but no later than 12 hours following the failure to meet said service standard.
4. Snow removal adjacent to the through lanes will not be included in this agreement.



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF November 6, 2017**

FROM: BARRY TROOD, WATER AND SEWER SUPERINTENDENT

**SUBJECT: REPORT PW 2017- 027 BEING A REPORT ON THE TOWNSHIP'S
WASTEWATER TREATMENT PLANT FLOWS YEAR-TO-DATE
August 31, 2017**

RECOMMENDATION

THAT Report PW 2017- 27 being a report on the Township's wastewater treatment plant flows year-to-date August 31, 2017 be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report PW 2017-014 being a report on the Township's wastewater treatment plant flows year-to-date March 31, 2017.

BACKGROUND

Ontario Clean Water Agency (OCWA) reports on monthly flows through the Township's wastewater treatment plants (WWTPs). Township staff have consolidated this information to provide Council with more current information about wastewater treatment flows.

Arthur WWTP has a design capacity of 1,465 cubic metres per day.

Flows to Lagoons	2017	2016	2015	2014	2013	2012	2011
April	0	15,981	2,278				
May	55,362	34,349	34,729	55,379	46,532	42,014	44,887
June	43,744	30,501	49,402	39,200	50,287	35,331	33,986
July	35,927	32,110	35,490	50,448	37,453	28,919	22,007
August	30,082	29,326	29,551	40,114	40,479	30,144	24,610
September		27,305	25,945	33,971	45,156	31,256	24,131
October		2,376	80	0	65,246	41,666	35,818
November		0	0	0	10,873	0	2,320
December		0	0	0	0	0	0
Total	165,115	171,948	177,475	219,112	296,026	209,330	187,759
Flows from Lagoons	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12
October		(16) 24,283	(15) 23,285	(14) 25,394			
November		(16) 48,994	(15) 51,827	(14) 48,051	(13) 43,055	(12) 11,842	(11) 38,084
December		(16) 52,623	(15) 65,364	(14) 58,953	(13) 70,772	(12) 39,376	(11) 55,005
January		(17) 31,843	(16) 37,339	(15) 58,830	(14) 57,433	(13) 50,882	(12) 70,609
February		(17) 39,327	(16) 24,290	(15) 39,332	(14) 39,093	(13) 58,915	(12) 69,719
March		(17) 25,778	(16) 4,432	(15) 26	(14) 11,223	(13) 49,442	(12) 49,167
April		(17) 5,408	(16) 12,195	(15) 1,884	(14) 8,678	(13) 5,512	(12) 4,620
Total Seasonal Flow		228,256	220,668	232,470	230,254	215,969	287,204
Total Raw Flow	2017	2016	2015	2014	2013	2012	2011
January	63,649	45,501	33,624	46,596	72,034	62,691	47,028
February	48,184	59,638	35,797	50,442	59,637	52,684	41,137
March	55,389	67,162	65,749	52,347	83,758	67,052	73,187
April	56,126	61,960	66,211	98,605	87,347	41,736	62,614
May	55,362	34,349	34,729	56,379	46,532	42,014	44,887
June	43,744	30,501	49,402	39,200	50,287	35,331	33,986
July	35,927	32,110	35,490	50,448	37,453	28,919	22,007
August	30,082	29,326	29,551	40,114	40,479	30,144	24,610
September		27,305	28,096	40,975	45,156	31,256	24,131
October		32,344	34,550	50,112	65,246	41,666	35,815
November		34,523	43,620	53,540	64,806	48,314	41,539
December		40,332	47,079	52,921	48,733	61,180	60,644
Total	388,463	495,051	503,898	631,679	701,468	542,987	511,585
ave. daily m3 flow	1,605	1,353	1,381	1,731	1,922	1,484	1,402
3 year rolling ave.		1,488	1,678	1,712	1,603	1,398	1,325

Arthur WWTPs three year rolling average is at 1,488 cubic metres ADF.

Mount Forest WWTP has a design capacity of 2,818 cubic metres per day.

Raw Flows (m3)	2017	2016	2015	2014	2013	2012	2011
January	101,873	63,096	48,963	56,581	63,197	87,707	63,953
February	80,512	112,321	37,214	40,070	52,003	65,505	56,142
March	79,011	84,073	78,023	66,696	84,784	91,240	108,560
April	82,612	92,402	79,461	142,386	110,888	57,549	90,601
May	89,099	53,728	50,648	77,028	67,356	65,350	81,063
June	72,418	43,001	55,737	48,571	62,736	53,864	60,581
July	74,665	39,940	47,288	55,831	49,783	50,635	55,142
August	52,226	43,687	43,342	46,864	46,368	55,262	56,139
September		46,205	41,821	47,634	50,537	57,458	54,941
October		40,309	41,712	51,561	76,552	61,938	72,531
November		40,011	55,008	60,640	93,653	60,554	66,576
December		52,699	58,499	62,124	58,043	64,749	96,268
Total	632,416	711,472	637,716	755,986	815,900	771,811	862,497
ave. per day m3	2,613	1,944	1,747	2,071	2,235	2,115	2,363
year to year change		11%	-16%	-7%	6%	-11%	
3-year rolling ave.		1,921	2,018	2,140	2,238		
Bio-Solids Removal (m3)		2016	2015	2014	2013	2012	
January	0	0	0	0	0	0	
February	0	0	0	0	0	0	
March	0	0	0	0	0	0	
April	0	0	0	0	0	0	
May	0	0	0	468	1011.2	0	
June	885	0	0	0	0	0	
July	0	0	0	0	0	0	
August	3,017	2,952	648	1,082	2023.8	1,986	
September		0	2,304	1,080	0	0	
October		0	0	0	0	0	
November		0	0	0	0	0	
December		0	0	0	0	0	
Total	3,902	2,952	2,952	2,060	3035	1,986	

Mount Forest WWTPs three year rolling average is at 1,921 cubic metres ADF.

FINANCIAL CONSIDERATIONS

NA

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

<p>X Community Growth Plan <input type="checkbox"/> Human Resource Plan <input type="checkbox"/> Brand and Identity <input type="checkbox"/> Strategic Partnerships</p>	<p><input type="checkbox"/> Community Service Review <input type="checkbox"/> Corporate Communication Plan <input type="checkbox"/> Positive Healthy Work Environment</p>
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A community's capacity to treat wastewater is a prerequisite to growth.

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

Barry Trood

Michael Givens, CAO

BARRY TROOD WATER AND SEWER SUPERINTENDENT	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

October 18, 2017

Municipalities of the Saugeen Watershed

Attention: Municipal Clerks

Re: Council Appointment of SVCA Authority Members

Section 14 (4) of the Conservation Authorities Act states "No member of an authority shall be appointed to hold office for more than three years at any one time." Please be aware that the three year term of your appointed member(s) is approaching. Accordingly, we ask that your municipal council indicate to us the person who will be the Authority Member(s) representing your municipality commencing in 2018. Your Council is free to reappoint the current member(s). The Authority's first meeting in 2018 is scheduled for January 16 which is SVCA's Annual Meeting. Please let us know at least one week prior to that date who has been appointed to allow us to provide that member with the meeting's Agenda Package.

Please don't hesitate to contact me should you have any questions regarding this matter.

Sincerely,

Wayne Brohman
General Manager / Secretary-Treasurer
Saugeen Conservation



Watershed Member Municipalities

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands,
Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce,
Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North,
Town of Saugeen Shores, Township of Southgate, Municipality of West Grey



Randy Pettapiece, MPP
Perth-Wellington

Queen's Park
Toronto, Ontario

October 18, 2017

Hon. Yasir Naqvi, MPP
Attorney General
11th Floor
720 Bay Street
Toronto ON M7A 2S9

Hand-delivered in the Ontario Legislature

Dear Minister:

Recently I met with Kriss Snell, CAO, and Danette Beare, Deputy Clerk, of the Municipality of North Perth: 330 Wallace Avenue North, Listowel, Ontario, N4W 1L3.

We discussed the ongoing challenge for municipalities and service clubs to comply with your government's rigid lottery licensing requirements as imposed by the Alcohol and Gaming Commission of Ontario (AGCO). Currently, service groups and other organizations are effectively barred from using proceeds from lottery licenses on property belonging to municipalities.

Municipalities have said this needs to change. I agree. By permitting access to funds raised through service clubs and lottery donations for valued community services—including recreation, early childhood education, and the like—municipalities would, in effect, have a new revenue source. Your government has, in fact, encouraged municipalities to explore new revenue sources to help offset your provincial funding reductions.

On many occasions over the years, I have asked your government to recognize and fix this problem. Many of the municipalities I represent have been outspoken on this matter, and I have written on their behalf as well. In June 2015, I wrote to your predecessor to call attention to a resolution from the Municipality of North Perth. Her July 23, 2015, response dismissed our concerns, essentially stating that the federal Criminal Code prevents any such action on the part of the province. Copies of our letters are enclosed.

John Nater, MP, recently followed up with the Hon. Jody Wilson-Raybould, Attorney General of Canada. Her response is enclosed for your information. She absolutely contradicts your government's claims: *"The Criminal Code itself does not prevent a municipality from receiving proceeds from a charitable lottery scheme..."* She also writes: *"It would be for the licensing province to determine whether the charitable proceeds could be used in the manner you have suggested."*

.../2



Based on the federal government's letter, this matter is plainly the responsibility of the province alone. Will you acknowledge this fact? As Attorney General, you have the power to make the changes requested by municipalities and service clubs across Ontario. Will you do so?

Thank you for your attention to this matter. We look forward to your response.

Sincerely,



Randy Pettapiece, MPP
Perth-Wellington

Enclosures

c: John Nater, MP
Jean Major, CEO, AGCO
Municipalities in Perth-Wellington

Perth Office
 59 Lorne Avenue East, Unit A
 Stratford, Ontario N5A 6S4
 Tel: 519-273-1400
 Fax: 519-273-9045



HOUSE OF COMMONS
 CHAMBRE DES COMMUNES
 CANADA

John Nater

Member of Parliament
 Perth—Wellington

Ottawa Office
 House of Commons
 Ottawa, Ontario K1A 0A6
 Tel: 613-992-6124
 Fax: 613-998-7902

Wellington Office
 39 Elora Street South, Unit 1
 P.O. Box 464
 Harriston, Ontario N0G 1Z0
 Tel: 519-338-3589
 Fax: 519-338-5615

Online

E-Mail: John.Nater@parl.gc.ca
 Website: johnnater.ca

October 12, 2017

Randy Pettapiece, M.P.P.
 Perth—Wellington
 55 Lorne Avenue East, Unit 2
 Stratford, ON N5A 6S4

Dear Mr. Pettapiece,

Please find enclosed a letter from the Honourable Jody Wilson-Raybould, Minister of Justice and Attorney General of Canada dated May 17, 2017 and received by the Chief Administrative Officer of the Municipality of North Perth on May 24, 2017.

Sincerely,

 A handwritten signature in black ink, appearing to read 'John Nater'. The signature is written in a cursive style with a large loop at the end.

John Nater, M.P.
 Perth—Wellington

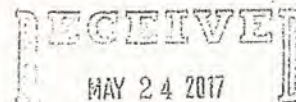
Minister of Justice
and Attorney General of Canada



Ministre de la Justice
et procureur général du Canada

The Honourable / L'honorable Jody Wilson-Raybould, P.C., Q.C., M.P. / c.p., c.r., députée
Ottawa, Canada K1A 0H8

MAY 17 2017



Mr. Kriss Snell
Chief Administrative Officer
Municipality of North Perth
330 Wallace Avenue North
Listowel ON N4W 1L3

BY:

Dear Mr. Snell:

Thank you for your correspondence, sent on behalf of the Council of the Municipality of North Perth, concerning the use of proceeds from charitable lottery schemes and the *Criminal Code*. I regret the delay in responding.

As you may know, under the *Criminal Code*, a province may conduct and manage a lottery scheme and use the proceeds from its own lottery schemes as it sees fit, including transferring money to a municipal government that has been established by provincial legislation. The *Criminal Code* also authorizes provincially licensed lottery schemes that are conducted by a charitable or religious organization, as long as the proceeds are used for charitable or religious purposes.

The *Criminal Code* itself does not prevent a municipality from receiving proceeds from a charitable lottery scheme if those proceeds are specified and used for a charitable purpose. However, a province is free to set lottery licensing policies that govern which charitable lottery schemes the province will license, and for which charitable purposes the licensed charitable lottery scheme's proceeds must be used.

At present, there is no plan to introduce an amendment to the relevant *Criminal Code* provision that would authorize a charity to give money to a municipality. It would be for the licensing province to determine whether the charitable proceeds could be used in the manner you have suggested.

Thank you again for writing.

Respectfully,

The Honourable Jody Wilson-Raybould

Canada

AUG 05 2015

Attorney General
McMurtry-Scott Building
720 Bay Street
11th Floor
Toronto ON M7A 2S9
Tel: 416-326-4000
Fax: 416-326-4016

Procureure générale
Édifice McMurtry-Scott
720, rue Bay
11^e étage
Toronto ON M7A 2S9
Tél.: 416-326-4000
Télééc.: 416-326-4016



Our Reference #: MC-2015-3680

July 23, 2015

Randy Pettapiece, MPP
Perth-Wellington
55 Lorne Avenue East
Stratford, Ontario
N5A 6S4

Dear Mr. Pettapiece:

Randy

Thank you for forwarding the Resolution from the Council of the Municipality of North Perth regarding their request that the Alcohol and Gaming Commission of Ontario (AGCO) allow eligible organizations to use proceeds from lottery licenses for municipal purposes. As the AGCO reports to the Ministry of the Attorney General, I am pleased to respond.

Under the federal *Criminal Code* all gambling is illegal unless it falls under one of a few exceptions. One exception allows a charitable or religious organization to obtain a license to conduct a lottery and use the proceeds for charitable purposes. Since a municipality is not a charitable organization, unfortunately, it cannot receive proceeds from charitable gaming events.

Staff from the Municipality of North Perth may wish to contact Frank Cuda, Manager of Eligibility-Gaming, at the AGCO. Mr. Cuda can be reached at 416-326-3137 or via e-mail at frank.cuda@agco.ca to further discuss the municipality's request.

Thank you again for writing.

Sincerely,

Madeleine

Madeleine Meilleur
Attorney General

c: Patricia Berfelz, Clerk, Municipality of North Perth



Randy Pettapiece, MPP
Perth-Wellington

Perth-Wellington Constituency Office
Stratford, Ontario

June 8, 2015

The Hon. Madeleine Meilleur, MPP
Attorney General
11th Floor, 720 Bay Street
Toronto ON M5G 2K1

Dear Minister:

Enclosed you will find a copy of a letter you should have received from the Municipality of North Perth.

The municipality is calling for the Alcohol and Gaming Commission to change the Lottery Licensing Policy to allow eligible organizations to use proceeds from lottery licenses for construction, renovation and improvement of buildings owned by or on land owned by municipalities for the purposes outlined in the resolution.

As Attorney General, you oversee the Commission. Will your government support the municipality's position?

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Randy Pettapiece".

Randy Pettapiece, MPP
Perth-Wellington

RP:sy

Enclosure

c: Patricia Berfelz, Clerk, Municipality of North Perth





MUNICIPALITY OF

North Perth

www.northperth.ca

066
MAY 14 2015

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

May 11th, 2015

Alcohol and Gaming Commission of Ontario
90 Sheppard Avenue East
Suite 200-300
Toronto, Ontario M2N 0A4

Attention: Eleanor Meslin, Chair

Dear Chair Meslin:

Please be advised, the Council of the Municipality of North Perth at their regular meeting on Monday, April 27th, 2015 passed the following Resolution:

“THAT:

WHEREAS: The Municipality of North Perth provides many “charitable purposes beneficial to the community”;

AND WHEREAS: Service Clubs have shown an interest to assist the Municipality by raising money through the process of a lottery scheme if permitted in the Lottery Licensing Policy Manual;

AND WHEREAS: At this time the Lottery Licensing Policy Manual regulated by Alcohol and Gaming Commission of Ontario does not permit municipalities to be recipients of proceeds raised from lottery schemes;

NOW THEREFORE BE IT RESOLVED THAT: The Council of the Municipality of North Perth request that the Alcohol and Gaming Commission of Ontario change the Lottery Licensing Policy to allow eligible organizations to use the proceeds from lottery licenses for construction, renovation and improvement of buildings owned by or on land owned by municipalities used for the relief of poverty; the advancement of education; the advancement of religion; or other charitable purposes beneficial to the community, including the i) promotion of arts and cultural activities; ii) pursuits related to cultural, ethnic, native, historic and heritage; iii) improvement of the quality of health through medical research; treatment programs and preventative programs; and iv) youth sporting activities.

AND FURTHER THAT: This resolution be forwarded to the following:

- Randy Pettapiece, MPP Perth Wellington
- The Honourable Madeline Meilleur, Attorney General
- Association of Municipalities of Ontario
- Perth County Municipalities

I urge you to give this resolution your attention.



MUNICIPALITY OF

North Perth

www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3 Phone: 519-291-2950 Toll Free: 888-714-1993

Yours truly,

Patricia Berfelz, CMO
Clerk,
Municipality of North Perth

- cc. Honourable Kathleen Wynne, Premier of Ontario
Honourable Madeline Meilleur, Attorney General
Randy Pettapiece, Perth Wellington MPP
Association of Municipalities of Ontario



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

www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING NOVEMBER 6, 2017**

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

**SUBJECT: REPORT CLK 2017-040 BEING A REPORT ON A ROUTINE
DISCLOSURE OF INFORMATION POLICY**

RECOMMENDATION

THAT Report CLK 2017-040 being a report on Routine Disclosure of Information policy be received;

AND FURTHER THAT Council approves and adopts the policy.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

Municipal information/records are basically governed under the Municipal Freedom of Information and Protection to Privacy Act (MFIPPA) and By-law 067-2002 being the Records Retention By-law.

MFIPPA provides the public has a right to information, while setting out what information cannot be released to ensure an individual's privacy is protected.

More and more governments are moving to open data and the public understand they are entitled to some information collected by government.

It is not uncommon for staff to be uncomfortable in releasing information and currently there are no guidelines for staff to provide for routine disclosure of information. At times, the public are requested to obtain information through a Freedom of Information

Request (FOI). This can be time consuming for both staff and the individual seeking information.

As a way of providing guidelines to staff and enhanced service to the public seeking information a Routine Disclosure of Information policy has been drafted and is attached as Schedule "A".

Staff have been consulted on the policy and have provided input.

It is important to remember that there is specific information that cannot be released to the public and those provisions are contained in MFIPPA. Some types of information that a municipality may refuse to release are:

- Drafts of by-laws
- Closed meeting minutes, reports, etc.
- advice or recommendations of an officer or employee of an institution or a consultant retained by an institution.
- Information that would interfere with a law enforcement matter;
- Information that would endanger the security of a building or the security of a vehicle
- information the institution has received in confidence from the federal or provincial government, agency or a foreign country
- information that could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Government of Ontario or an institution
- third party information
- trade secrets or financial, commercial, scientific or technical information that belongs to an institution and has monetary value or potential monetary value;
- information that could reasonably be expected to prejudice the economic interests of an institution or the competitive position of an institution;
- plans relating to the management of personnel or the administration of an institution that have not yet been put into operation or made public;
- solicitor-client privilege
- information that could seriously threaten the safety or health of an individual.
- the record or the information contained in the record has been published or is currently available to the public
- information that will be published by an institution within ninety days after the request is made

FINANCIAL CONSIDERATIONS

There are no financial implications by receiving the report or implementing the policy.

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

Routine disclosure of information provides more accountability and transparency to ratepayers and stakeholders. It also provides information in a more timely manner at less cost to those seeking the information.

PREPARED BY:	RECOMMENDED BY:
<i>Karren Wallace, Clerk</i>	<i>Michael Givens, CAO</i>
KARREN WALLACE DIRECTOR LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



SCHEDULE "A"

7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

071

Plan to
Simply Explore.

www.simplyexplore.ca

ROUTINE DISCLOSURE OF INFORMATION POLICY

DEPARTMENT	DIRECTOR LEGISLATIVE SERVICES/CLERK	POLICY NUMBER	05-17
EFFECTIVE DATE	November 6, 2017	LEGISLATIVE AUTHORITY	<i>Municipal Act, 2001 Municipal Freedom of Information and Protection of Privacy Act</i>
APPROVED BY:	RESOLUTION		

1. POLICY STATEMENT

The Township of Wellington North is committed to streamlining services and ensuring that information is available to members of the public, supporting a culture of open and transparent government.

The objective of this policy is to provide open access to public records while protecting the privacy of personal information in the custody or under the control of the Township of Wellington North. Formal Freedom of Information (FOI) requests should be used as a last resort to seek access to records/ information.

2. PURPOSE

The Township of Wellington North shall actively provide information to the public, provide routine disclosure of information to the public or to individuals to whom the information directly relates while safe-guarding privacy through compliance with legislation.

The Routine and Active Disclosure Chart (Appendix "A") provides members of staff with direction on information that can be released through routine and active disclosure. The policy will provide staff with the ability to determine when a request shall be formally submitted to the Director of Legislative Services/Clerk through an FOI Request.

3. SCOPE

This Policy shall apply to all municipal employees and departments in the Township of Wellington North and involve all information and records of the municipality.

This Policy shall not apply to records or information that is subject to the exemptions of the *Municipal Freedom of Information and Protection of Privacy Act* (Appendix "B").

4. DEFINITIONS

- 4.1 Access:** The ability to obtain information held by the municipality. Under this policy, access may mean either providing a copy of the record requested, or providing a means and opportunity to view the records, whichever is administratively most efficient, as determined by the Department.
- 4.2 Active Disclosure:** The periodic and proactive release or publication of municipal records and information in the absence of a specific request. Whenever the public interest is likely to be engaged and no exemptions apply, information may be actively circulated (ie: Agendas, Public Notices – posted on the website).
- 4.3 Archived Records:** Information that has been moved off site to storage or been transferred to the County of Wellington Archives.
- 4.4 Confidential Information:** Information that is not available to the public. The Township of Wellington North will protect confidential corporate and personal information by withholding or redacting information as permitted by MFIPPA. The right to access personal, confidential and/or third party information may be subject to exemptions under MFIPPA resulting in portions of the record being severed when required
- 4.5 Freedom of Information (FOI) Request:** A formal request made under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- 4.6 Personal Information:** Recorded information about an identifiable individual
- 4.7 Routine Disclosure:** The routine or automatic release of certain records and information, where no MFIPPA exemptions apply, by the request of an individual.
- 4.8 Temporary Record:** Records that are transient/temporary, kept solely for convenience of reference and of limited value in documenting the planning or implementation of Township policy or programs.
- 4.9 Third Party information:** Personal information of a person other than the requester or scientific, technical, commercial, financial, or labour relations information supplied in confidence by someone other than the requester or the Township of Wellington North.

5. PROCEDURES

- 5.1** Requests made by a law enforcement agency for records containing personal information must be forwarded directly to the Director of Legislative Services/Clerk.
- 5.2** Records or information identified in Appendix “A” will be provided or made available to the public or to any requester according to the noted conditions for releasing records by the Department responsible for the records/information. Records can be provided on request by completing the *Informal Records Request Form* (Appendix “C”) or actively disclosed as appropriate.
- 5.3** Access to Township information and records will, wherever possible, be made available to the public via the Township website, orally, news releases, social media, newspapers, or in person at the municipal office.

- 5.4** If an individual requests records or information pertaining to themselves, staff shall confirm their identity through photo I.D. prior to releasing the records and information they have requested.
- 5.5** If an individual requests for records of information on behalf of the individual named in the record, then MFIPPA Section 54 applies, and they shall submit a formal FOI Request with the Director of Legislative Services/Clerk.
- 5.6** Requests for tender results shall only include bid amounts and the names of companies supplying the tenders shall be released after the tender has been awarded.
- 5.7** Requests for Quotations and Proposals shall only include bid amounts and the names of the companies supplying the bids shall be released on opening.
- 5.8** All formal FOI Requests shall be directed to the Director of Legislative Services/Clerk.
- 5.9** Fees shall be charged for the reproduction of records in accordance with the municipal Fees and Charges By-law. Where the request is deemed voluminous in nature, a deposit of fees may be required prior to the service being performed.
- 5.10** The Township reserves the right to require that a request be submitted in writing
- 5.11** Other than an FOI request, requests for records made under this policy shall be directed to the responsible department.
- 5.12** Repetitive requests by an individual or organization for significant volumes of records, the separation of a request into several small requests totaling a large volume, requests made to more than one department or branch related to a specific subject or issue will be centrally coordinated and referred to the Director of Legislative Services/Clerk or their designate.
- 5.13** If staff receives a request for records and, if after consulting the Appendices attached to this Policy, are unsure of whether the record can be released, they shall contact the Director of Legislative Services Clerk for clarification, prior to releasing any information.

APPENDIX “A”
RECORDS AVAILABLE THROUGH ROUTINE & ACTIVE DISCLOSURE

AD = Active Dissemination – Proactive Approach of posting on website

RD = Routine Disclosure – Information can be disclosed, following the conditions listed in the following chart have been met. An Informal Request Form must be completed. May be referred to Director Legislative Services/Clerk.

RECORD TYPE	ACCESS METHOD	RESPONSIBLE DEPARTMENT	AD RD FOI	CONDITION OF RELEASE
Agendas and Minutes of Council, Standing and Advisory Committees and written declarations of pecuniary interest	Website	Director Legislative Services/Clerk	AD	EXCLUDES Closed Session Materials. Direct Requestor to website.
Agreements and Contracts (NOT UNDER SEAL OR PASSED BY BY-LAW) <ul style="list-style-type: none"> • Subdivision • Site Plan • Encroachment • Lease(s) • Indemnity • Facility Rental(s) 	Municipal Office	All Departments	RD	If owner is requesting a copy then a copy can be provided. EXCLUDES draft or unsigned Agreements. Facility Rental to the renter only
Agreements Under Seal and Passed by By-law	Municipal Office	Director Legislative Services/Clerk	AD	Direct requestor to Director Legislative Services/Clerk EXCLUDES drafts or working papers
Appointments to Committees and Boards	Website Municipal Office	Director Legislative Services/Clerk	AD RD	Names can be released once appointed but NOT addresses/resumes. If consent is provided, then this information may be released.
Archived Records	Municipal Office County Wellington Archives	Direction Legislative Services/Clerk	RD	Direct requestor to Director Legislative Services/Clerk or the County of Wellington Archives
Assessment Rolls	Municipal Office	Treasury	RD	Ownership information can be viewed at the Municipal Office by requestor. Information is provided freely to government or law enforcement officials with satisfactory ID
Audit Reports	Website	Treasury	AD	Direct Requestor to website.
Bids & Tenders <ul style="list-style-type: none"> • Requests for Tenders • Requests for Proposals • Requests for Quotations 	Website Department Responsible for Bid/Tender Documents	All Departments	RD	Summary of Results can be released EXCLUDES specific pricing details. Refer to Treasurer
Budget	Website &	Treasury	AD	Drafts and Final Budgets presented at Council/Committee meetings

	Municipal Office			Budget Working Papers-Refer to Treasurer
By-laws	Website & Municipal Office	Director Legislative Services/Clerk	AD	EXCLUDES Drafts or Working Documents
Cemeteries	Website & Municipal Office	Director Legislative Services/Clerk	AD	Direct Requestor to website EXCLUDES ownership information, copies of contracts
Corporate Expenses	Municipal Office	Treasury	AD	Requestor should be directed to Treasury.
Corporate Policies & Procedures	Website & Municipal Office	Director Legislative Services/Clerk	AD RD	EXCLUDES drafts or Working Documents. Excludes Internal or Departmental Written Procedures
Corporate Organizational Charts	Municipal Office	Human Resources	AD RD	Excludes personal contact information
Emergency Plan	Website	Fire Department	AD	Direct Requestor to website EXCLUDES version that includes personal phone numbers.
Employment Salary Information	Municipal Office	Human Resources	RD	EXCLUDES drafts and Working Documents. Personal Information to be redacted
Fire Department Incident Reports	Municipal Office	Director Legislative Services/Clerk	FOI	Requestors are to submit an FOI Request to Director of Legislative Services/Clerk.
Insurance	Municipal Office	Treasury	RD FOI	Annual premium information is available through staff report/Council Agendas FOI Request required when seeking more detail than is posted in Council Agendas.
Job Descriptions	Municipal Office	Human Resources	RD	Refer to Human Resources
Legal or other information subject to Solicitor-Client Privilege or otherwise protected by MFIPPA	Municipal Office	Director Legislative Services/Clerk	FOI	Subject to MFIPPA Exclusions (redaction of information/non-disclosure)
Legislated Reports <ul style="list-style-type: none"> • Annual Reports of Water Systems (Water Quality Reports) • Energy Consumption Reporting • Accessibility Reporting 	Website	Water & Sewer Departments	AD	Direct Requestor to website

Licenses • Business • Lottery • Kennel • Dog	Municipal Office	Director Legislative Services/Clerk	RD	Personal contact information to be removed prior to release EXCLUDES Marriage license information
Operating and Capital Budgets	Website Municipal Office	Treasury	AD	Direct Requester to website or Treasury. EXCLUDES drafts or Working Documents
Media Relations • Notices • Advertising • Press Release	Website Social Media	All Departments	AD	Direct Requestor to website
Motions & Resolutions	Website	Director Legislative Services/Clerk	AD	Direct Requestor to website
MPMP (Municipal Performance Measures Program)	Website	Treasury	AD	Direct Requestor to website
Permits • Miscellaneous Building • Driveway Entrances • Roadway Occupation • Sign • Special Events	Municipal Office	All Departments	RD	Information can be released to the property owner once ID has been verified. If third party request, refer to Director Legislative Services/Clerk.
Personnel / Employee Records	Municipal office	Human Resources	FOI	All personal information to be redacted.
Planning Applications	Website Municipal Office	Building Department	AD RD	All Planning Applications and comments received regarding public meetings are public information
Planning Policy Documents • Official Plan • Secondary Plan • Zoning By-law • Site Plan Application Guidelines	Website Municipal Office	Director Legislative Services/Clerk Building Department County of Wellington	AD	Direct requestor to website
Plans and Drawings • Building Plans • Construction specifications and drawings for roads/bridges/etc. • Site Plans and related information • Site servicing and Grading • Subdivision Plans • Reference Plans	Municipal Office	Building Department	RD	Third Party consent required for release of architectural drawings. Residential site plans, septic plans, released to property owner, authorized agent ONLY (ID & written consent required). R-plans-refer to land Registry office. **If Site plan application has been formally submitted, it is public information-however this is for viewing only; NOT FOR COPIES-approval required from owner (Planning Act, RSO 1990) Correspondence with members of the public is not to be released.

Plans and Studies	Municipal Office	All Departments	RD	EXCLUDES drafts or Working Documents.
Property Files	Municipal Office	Building Department Director Legislative Services/Clerk	AD	Owner/Agent (with owner's written consent and having provided ID) may view file Refer to Clerk if requested by third party.
Property Tax Information <ul style="list-style-type: none"> • Tax Rates • Roll Numbers • Tax Account Information • Tax Certificates • Statement of Account • Tax Certificate • Statement of taxes paid 	Municipal Office	Treasury	RD	Only Tax Rates are public information. Roll Numbers and Tax Account information released to law firms when requested. Tax certificates provided to law firms when requested, Ownership of property can be verified Location of property is not to be released Statement of Account and Statement of Taxes Paid are ONLY provided to the property owner.
Provincial / Federal Requests	Municipal Office	All Departments	RD	Forward request to the appropriate Department Head
Recruitment Information	Municipal Office	Human Resources	RD	Release Interview questions only
Receipts <ul style="list-style-type: none"> • Taxes, Permits, Licenses, etc. • Recreation Program Registrations 	Municipal Office	Treasury Recreation	RD	Receipts are provided to Payee ONLY Receipts for program registrations are provided to account holder ONLY.
Reports Staff Reports & Memorandums <ul style="list-style-type: none"> • Building Inspection • Property Standards Inspection • Animal Control Incidents • Incident/Accident • Playground Inspections • Water Sampling • Consultant Prepared 	Municipal Office	All Departments	RD	Excludes confidential staff reports and memorandums (Confidential Staff Reports-refer to Clerk) Inspections are only released to the property owner (Third Party Inquiry-refer to Clerk) Photos of inspection reports are only released to property owner (Third Party Inquiry- refer to Clerk) Witness statement of incidents provided to witness and pet owner only (Third Party Inquiry- refer to Clerk) Copies of Incident/ Accident reports can be provided to individual

				involved or parent/guardian if identity and relationship verified. Consultant Prepared Reports-refer to Clerk's Department.
Salary Disclosure	Municipal Office Website	Human Resources	RD AD	Salary range for position may be released, but not for a specific person. Employees earning over \$100,000 are required to be released (<i>Public Sector Salary Disclosure Act</i>)
Voters' List	Municipal Office Website	Director Legislative Services/Clerk	AD	Voter Lookup allows each voter to look their name up themselves to verify if they are on the voters list Voters List (hard copy) is kept in Clerk's Department.

APPENDIX "B"*Exemptions - Municipal Freedom of Information and Protection of Privacy Act*

The following is a listing of exemptions that are applied by the Director of Legislative Services/ Clerk (as the Head of FOI) prior to the release of information under the *Municipal Freedom of Information and Protection of Privacy Act*. As such, this listing provides a guideline regarding information that may be redacted from a request for information.

Section of MFIPPA	EXEMPTION APPLIED
6	Draft By-laws Records of Closed Meetings
7	Advice or Recommendations
8	Law Enforcement
9	Relations with Government
10	Third Party Information
11	Economic and Other Interests
12	Solicitor-Client Privilege
13	Danger to Safety or Health
14	Personal Privacy
15	Information soon to be published



APPENDIX "C"
INFORMAL APPLICATION FOR REQUEST FOR INFORMATION
(Routine Disclosure)

APPLICANT INFORMATION			
Name			Request being made on behalf of:
Are you the	<input type="checkbox"/> Home Owner <input type="checkbox"/> Agent/Representative (with written consent of Owner) <input type="checkbox"/> Neither		
ID	<input type="checkbox"/> Yes	TYPE:	Written authorization received: <input type="checkbox"/> Yes
Address			Applicant Home Number
			Other Number
Email Address			
Address/Legal Description for which Document/Data is being requested (if different from Applicant Address)			

SECTION A - Document / Data Required

SECTION B – Use of the Document / Data (Provide a brief description of the purpose of this request)

SECTION C – Disclaimer

The following disclaimer applies to the release of documents by the Township of Wellington North.

While efforts are made to ensure that the supplied information is accurate and up-to-date:

1. Neither the Corporation of the Township of Wellington North nor any of its employees, officers, servants or agents shall be liable for any damages or suffer any loss arising from any errors or inaccuracies therein, or from any misuse, misinterpretation or misapplication thereof, whether due to the negligence of such employees, officers, servants, agents or otherwise; and
2. The said information is made available to the recipient thereof solely on condition that the recipient and all the recipient's heirs, executors, administrators, successors and assigns assume full responsibility for any risk associated with the use or misuse thereof and agree to indemnify and hold harmless the Corporation of the Township of Wellington North and its employees, officers, servants or agents from any and all damages or losses, whether arising directly or indirectly from the release of the Township of Wellington North's documents/digital data including all damages and losses of the type described herein.

SECTION D – Conditions of Release

The following conditions apply to the release of documents/data:

1. In the case of digital data, the Corporation of the Township of Wellington North must be acknowledged, by means of an approved logo and disclaimer, as the source of such digital data;
2. The Applicant/User will endeavor to bring to the attention of the Corporation of the Township of Wellington North any errors detected in this document/data;
3. The document/data described in Section A will be used exclusively for the purpose described in Section B, and that any other use of the data will be subject to written permission of the Corporation of the Township of Wellington North;
4. The Applicant/User will not market or release, in digital or paper form, the document/data to third parties without the explicit written permission of the Corporation of the Township of Wellington North;
5. The document/data will remain the property of the Corporation of the Township of Wellington North; and
6. In the event that the Applicant/User undergoes a change in either the ownership or organization, the authorization shall become null and void.

DATED at the Township of Wellington North, this _____ day of _____, 20_____.

The undersigned Applicant/User hereby acknowledges and agrees to the above disclaimer and conditions:

Name of Corporation (if applicable)

Position of Applicant/User

Signature of Applicant/User

TOWNSHIP USE ONLY

Date of Release of Information: _____ Released by: _____

NOTES: _____



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF NOVEMBER 6, 2017**

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

**SUBJECT: REPORT CLK 2017-041 BEING A REPORT ON TENDER 2017-017
AWARD (BRUCE EDEN DRAIN)**

RECOMMENDATION

THAT Report CLK 2017-041 being a report to award Tender 2017-017 Bruce Eden Drain be received;

AND FURTHER THAT the Council of the Township of Wellington North award Tender 2017-017 to Marquardt Farm Drainage Ltd. at a cost of \$45,068.00 including HST.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2016-031 being a report regarding a petition for drainage works under the Drainage Act

CLK 2016-035 being a report to appoint an engineer for drainage works under the Drainage Act on Lot 34, E OSR

BACKGROUND

On May 16, 2016 a petition for a municipal drain was filed with the Clerk. The Council of the Township of Wellington North approved the request and appointed K. Smart & Associates Limited as the engineer.

Tenders for construction were issued on October 4, 2017 and closed on October 31, 2017.

The Township received 2 bids and are summarized as follows:

COMPANY	TENDER AMOUNT
Marquardt Farm Drainage Ltd.	\$45,068.00
A. G. Hayter Contracting Ltd.	\$66,268.00

An award summary form is attached for Council's review. Based upon the bid results, K. Smart and Associates Limited is recommending Tender 2017-017 be awarded to Marquardt Farm Drainage Ltd. in the amount of \$45,068.00 (including HST). Staff concur.

FINANCIAL CONSIDERATIONS

The estimated cost of the township's share of construction is \$826.00 and this will be included in the 2018 budget.

STRATEGIC PLAN

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

Yes

No

N/A

PREPARED BY:

RECOMMENDED BY:

Karren Wallace

Michael Givens, CAO

KARREN WALLACE
DIRECTOR OF LEGISLATIVE SERVICES
CLERK

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER

Schedule "A"



TENDER SUMMARY FORM

OWNER	Township of Wellington North	CONTRACT #:	Tender No. 2017-017
PROJECT DESCRIPTION	Bruce Eden Drain	CLOSING DATE & TIME	October 31, 2017-2:00pm
NO. ADDENDA	PRE-TENDER PRICE ESTIMATE (EXCL. HST)		\$101,640.00

PLAN TAKERS (As recorded by the Township subsequent to an order for plans and specifications)	# of Addenda Confirmed by Fax (3)	TENDER AMOUNT	Acceptable Bid deposit as specified in the IBs (4) 10% of the Tendered Amount			AGREEMENT TO BOND	SIGNING	NO. OF ADDENDA	TIME OF COMPLETION (1)	BIDDER'S POSITION
			Submitted with Tender	Returned to Contractor (2)	Retained by Owner					
Marguardt Farm Drainage Ltd		\$ 45,068.00	✓							
A.G. Hayter Contracting Ltd.		\$ 66,268.00	✓							

- (1) Time of Completion, if not specified in the Contract Documentation, in weeks from date of contract award.
- (2) Contractor to initial Tender Summary Form sheet upon return of tender deposit - identification to be confirmed.
- (3) Addenda may be attached to the contract when it is sent out - not required to confirm by fax.
- (4) If the tender deposit submitted was not what was specified, this inconsistency should be brought to the attention of the Owner.
- (5) Copies of low bids to be made upon completion of the tender opening. This is not in reference to anything in particular.



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF NOVEMBER 6, 2017**

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

**SUBJECT: REPORT CLK 2017-042 BEING A REPORT ON TENDER 2017-018
AWARD (RHAME DRAIN)**

RECOMMENDATION

THAT Report CLK 2017-042 being a report to award Tender 2017-018 Rhame Drain be received;

AND FURTHER THAT the Council of the Township of Wellington North award Tender 2017-018 to Marquardt Farm Drainage Ltd. at a cost of \$ 20,776.00 including HST.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK Report 2015-046 being a report regarding a petition for drainage works by owners for new drainage works under the Drainage Act on Lots 25 and 26, Concessions 6 and 7

CLK 2017-028 being a report consider the final engineer's report for the proposed drainage works for Rhame Drain

BACKGROUND

On September 22, 2015 a petition for drainage works was filed with the Clerk. The Council of the Township of Wellington North approved the request and appointed K. Smart & Associates Limited as the engineer.

Tenders for construction were issued on October 4, 2017 and closed on October 31, 2017.

This was the only bid received on this project.

An award summary from xxxxis attached for Council's review. Based upon the bid results, K. Smart and Associates Limited is recommending Tender 2017-018 be awarded to Marquardt Farm Drainage Ltd. at a cost of \$ 20,776.00 including HST. Staff concur.

FINANCIAL CONSIDERATIONS

The estimated cost of the township's share of construction is \$23,937 and this will be included in the 2018 budget.

STRATEGIC PLAN

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

Yes

No

N/A

PREPARED BY:	RECOMMENDED BY:
<i>Karren Wallace</i>	<i>Michael Givens, CAO</i>
KARREN WALLACE DIRECTOR OF LEGISLATIVE SERVICES CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER

Schedule A



TENDER SUMMARY FORM

OWNER	Township of Wellington North	CONTRACT #:	Tender No. 2017-018
PROJECT DESCRIPTION	Rhame Drain	CLOSING DATE & TIME	October 31, 2017-2:00pm
NO. ADDENDA	PRE-TENDER PRICE ESTIMATE (EXCL. HST)		\$50,095.00

PLAN TAKERS (As recorded by the Township subsequent to an order for plans and specifications)	# of Addenda Confirmed by Fax (3)	TENDER AMOUNT	Acceptable Bid deposit as specified in the IBs (4) 10% of the Tendered Amount			AGREEMENT TO BOND	SIGNING	NO. OF ADDENDA	TIME OF COMPLETION (1)	BIDDER'S POSITION
			Submitted with Tender	Returned to Contractor (2)	Retained by Owner					
Marguardt Farm Drainage Ltd.		\$ 20,776.00	✓							

(1) Time of Completion, if not specified in the Contract Documentation, in weeks from date of contract award.

(2) Contractor to initial Tender Summary Form sheet upon return of tender deposit - identification to be confirmed.

(3) Addenda may be attached to the contract when it is sent out - not required to confirm by fax.

(4) If the tender deposit submitted was not what was specified, this inconsistency should be brought to the attention of the Owner.

(5) Copies of low bids to be made upon completion of the tender opening. This is not in reference to anything in particular.



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING NOVEMBER 6, 2017**

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

**SUBJECT: REPORT CLK 2017-043 BEING A REPORT ON A ACCESSIBILITY
STANDARDS POLICY AND MULTI-YEAR ACCESSIBILITY PLAN**

RECOMMENDATION

THAT Report CLK 2017-043 being a report on the Accessibility Standards Policy and Multi-Year Accessibility Plan be received;

AND FURTHER THAT Council approves and adopts the policies and plans.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The Ontarians with Disabilities Act (AODA), the Ontarians with Disabilities Act, 2001 and Integrated Accessibility Standards (IAS) are the guiding legislation under which municipalities ensure they are moving to a fully accessible environment for all individuals by 2025.

Effective January 1, 2013 all municipalities were to have an Accessibility Standards Policy in place as it related to Customer Service Standards. Since that time the following standards have been added by legislation/regulation:

- General Requirements
- Information and Communications
- Employment

- Transportation (n/a as we do not operate a transit system)
- Design of Public Spaces

Wellington North's policy needed to be updated to reflect the new standards in order to comply with the legislation. The policy is attached as Schedule A.

As a component of the Accessibility Standards policy, municipalities must have multi-year accessibility plans, outlining what has been done and what is going to be done to achieve a fully accessible environment by 2015.

Wellington North's multi-year plan expired in 2016. A new plan is attached as Schedule B for the years 2017-2020.

FINANCIAL CONSIDERATIONS

There are no financial implications by receiving the report or implementing the policy.

STRATEGIC PLAN

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

Yes No N/A

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

Preparing and adapting to being a fully accessible municipality provides a positive environment and experience for all stakeholders, ratepayers and employees.

PREPARED BY:

RECOMMENDED BY:

Karren Wallace, Clerk

Michael Givens, CAO

**KARREN WALLACE
DIRECTOR LEGISLATIVE
SERVICES/CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



SCHEDULE A
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090

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ACCESSIBILITY STANDARDS

DEPARTMENT	CLERK	POLICY NUMBER	06-17
EFFECTIVE DATE	November 6, 2017	LEGISLATIVE AUTHORITY	Accessibility for Ontarians with Disabilities Act Ontario Human Rights Code
APPROVED BY:	RESOLUTION:		

POLICY STATEMENT

The Corporation of the Township of Wellington North (the Township) is committed to eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

The Township recognizes the diverse needs of all our residents and customers and will respond by striving to provide goods, services, programs and facilities that are accessible to all. The Township is committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

SCOPE

This policy applies to all persons who deal with members of the public on behalf of the Township, whether the person does so as an employee, member of Council, or student placement.

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DEFINITIONS

Alternate Formats: may include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.

Assistive Device: are used to replace, compensate or improve the functional abilities of people with disabilities. They include a broad range of items including mobility such as; prosthetics, wheelchairs, canes, walkers, medical such as; ventilators, respiratory equipment and sensory such as; communication aids, reading and writing devices and hearing aids.

Disability: as defined in Section 10 of the Ontario Human Rights Code, R.S.O. 1990

Communication Supports: may include, but not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Service Animals: as defined by the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) an animal is a service animal for a person with a disability

- a) if it is readily apparent as a result of visual indicators such as the vest or harness worn by the animal that the animal is used by the person for reasons relating to his or her disability;
OR
- b) if the person provides documentation from one of the following regulated health professionals confirming the person requires the animal for reasons relating to the disability:
 - i. A member of the College of Audiologists and Speech-Language Pathologists of Ontario
 - ii. A member of the College of Chiropractors of Ontario
 - iii. A member of the College of Nurses of Ontario
 - iv. A member of the College of Occupational Therapists of Ontario
 - v. A member of the College of Optometrists of Ontario
 - vi. A member of the College of Physicians and Surgeons of Ontario
 - vii. A member of the College of Physiotherapists of Ontario
 - viii. A member of the College of Psychologists of Ontario
 - ix. A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

Support Person: as defined by the Accessibility for Ontarians with Disabilities Act, 2005 shall mean any person, whether a paid professional, volunteer, family member or friend who accompanies a person with a disability in order to help with communication, mobility, personal care or medical needs or with access to goods, services or facilities.

Temporary Disruption: means a short term planned or unplanned disruption to facilities or services that people with disabilities usually use to get goods and services.

GENERAL STANDARDS

As a designated public sector organization under the AODA the Township is committed to meeting the accessibility needs of people with disabilities.

Accessibility Advisory Committee

The Township participates in the County of Wellington's Accessibility Advisory Committee (AAC). The AAC advises Council about the requirements and implementation of the AODA accessibility standards, preparation of accessibility reports, including access for persons with disabilities to a building or premises, and other matters for which Council may seek advice.

Accessibility Plan

The Township has established, implemented and maintained a multi-year accessibility plan in accordance with the AODA. The multi-year accessibility plan outlines the Township's strategy to prevent and remove barriers and meet the requirements of the standards developed under the AODA. The multi-year accessibility plan is reviewed and updated at least once every five years in consultation with persons with disabilities and the County AAC. The plan is posted on the Township's website and is made available in an alternate format as requested.

Procuring or Acquiring Goods, Services or Facilities

Township staff take into account the accessibility criteria and features when procuring or acquiring goods, services, or facilities, including self-service kiosks.

When not practicable to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, staff shall provide an explanation, upon request.

Training

The Township is committed to ensuring training is provided on the requirements of the accessibility standards to all employees and volunteers.

The Township keeps records of the training, including the date on which training is provided and the names of individuals trained.

Accessibility Training will include the following elements:

- a) How to provide goods, services or facilities in a manner that respects the dignity and independence of persons with disabilities;
- b) How to interact and communicate with persons in a manner that takes into account their disabilities;
- c) The process for people to provide feedback to the Township about its provision of goods, services or facilities to persons with disabilities;
- d) How to interact with persons with disabilities who use an assistive device or require the assistance of a service animal or a support person to access goods, services or facilities;
- e) A review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005;
- f) What to do if a person with a disability is having difficulty accessing the Township's goods, services or facilities.

Feedback Process

The process for receiving and responding to feedback on the manner in which the Township provides goods, services, and facilities to persons with disabilities is set out in this document. The Township will ensure that the feedback process is accessible to persons with disabilities by providing or arranging for the provision of alternate formats and communication supports, upon request.

Members of the public may provide feedback through the Customer Feedback Form (Appendix A) posted on the Township's website, through the General Enquiries email address, by telephone, and/or in person.

All feedback received from the public regarding the accessibility of services will be provided to all relevant Department Heads who will take appropriate action when possible.

The Township will provide, upon request, accessible formats and communication supports when seeking public input, feedback, and advice, when practicable.

Should Township staff be unable to provide a requested accessible format or communication support, they will work with the citizen to determine alternate means for participation in citizen feedback.

CUSTOMER SERVICE STANDARD

Assistive Devices

A person with a disability may provide their own assistive device for the purpose of obtaining, using and benefiting from the Township's goods, services or facilities. Exceptions may occur in situations where the Township determines the assistive device may pose a risk to the health and safety of a person with a disability or the health and safety of others on the premises. In these situations, and others, the Township may offer a person with a disability other reasonable measures of assistance in obtaining, using and benefiting from the Township's goods, services or facilities, where the Township has such other measures available.

It is the responsibility of the person with a disability to ensure his/her assistive device is operated in a safe and controlled manner at all times.

Notice of Temporary Disruptions

Temporary disruptions in Township services or facilities may occur due to reasons that may or may not be within the Township's control or knowledge.

The Township will make reasonable efforts to provide notice of the disruption to the public, including information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if any, which may be available.

If the disruption is anticipated, the Township will provide a reasonable amount of advance notice of the disruption by any method that may be reasonable under the circumstances, as soon as possible, including but not limited to: website, twitter, facebook, local radio station or newspapers.

Support Persons

Persons with disabilities may enter premises owned or operated by the Township with a support person and have access to the support person while on the premises.

The Township may require a person with a disability be accompanied by a support person while on Township premises in situations where it is necessary to protect the health or safety of the person with a disability or the health and safety of others on the premises.

A support person, when assisting a person with a disability to obtain, use or benefit from the Township's goods, services or facilities, will be permitted to attend at no charge where an admission fee is applicable.

Service Animals

Persons with a disability may enter premises owned and operated by the Township accompanied by a service animal and keep the animal with them if the public has access to such premises and the animal is not otherwise excluded by law. If the service animal is excluded by law from the premises, the Township will make every reasonable effort to provide other means of assistance in order for the person with a disability to obtain, use or benefit from the Township's goods, services or facilities.

If it is not readily apparent that the animal is a service animal, the Township may ask the person with a disability for a letter from a qualified regulated health professional which consists of doctors, nurses, psychologists, audiologists, chiropractors and optometrists, or a certificate of training or a valid identification card.

It is the responsibility of the person with the disability to be in care and control of the service animal, at all times.

INFORMATION AND COMMUNICATIONS STANDARDS

Accessible Formats and Communication Supports

Upon request, the Township will provide or arrange for the provision of accessible formats or communication supports for persons with disabilities.

These accessible formats and communication supports will be provided in a timely manner and in a way that takes into account the individual needs of a person with a disability. The Township will consult with the person making the request to determine the suitability of an accessible format or communication support. Such accessible documents and communication supports will be provided at a cost no greater than the regular costs charged to others.

Emergency Procedures, Plans or Public Safety Information

Upon request, the Township will provide emergency procedures, plans and public safety information in an accessible format or with communication support, as soon as practicable.

Websites and Web Content

The Township will ensure the website and web content conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG). Except where meeting this requirement is not practicable, this conformity applies to websites, web content and web-based applications that are controlled directly or through a contractual relationship that allows for the modification of the product and to web content.

EMPLOYMENT STANDARDS

Recruitment, Assessment and Selection

The Township is committed to equal consideration of candidates during the recruitment, assessment and selection process. Job applicants, including the public and current Township employees, will be notified of the availability of accommodations for persons with disabilities in its application process.

Individuals selected to participate in assessment or selection processes, such as an interview or testing, will be notified of the availability of accommodations, upon request, during such an assessment or selection process. In cases where accommodations due to disability are requested, the Township will consult with the individual and provide or arrange for suitable accommodations in a manner that takes into account the applicant's disability needs. Accommodations will be provided with respect to the materials or processes used in recruitment. When making offers of employment, the Township will notify the successful applicant of its policies for accommodating employees with disabilities.

Informing Employees of Supports

The Township will inform employees of its policies, and any updates to such policies, used to support employees with disabilities and will provide this information to new employees as soon as practicable after commencing employment. This includes policies on providing job accommodations that take into account the employee's accessibility needs due to disability.

Accessible Formats and Communication Supports for Employees

The Township, upon request by an employee with a disability, consult with the employee to provide or arrange for the provision of accessible formats and communication supports for information that is required in order to perform the job, as well as information that is generally available to employees in the workplace. The Township shall consult with the employee making the request in determining the suitability of an accessible format or communication support.

Workplace Emergency Response Information

The Township is committed to ensuring the safety of its employees. Individualized workplace emergency response information shall be provided to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the employee's need. This information shall be provided as soon as practicable after the Township becomes aware of the need for accommodation.

When an employee requires assistance in an emergency, the Township shall, with the employee's consent, provide such information to the person designated by the Township to provide assistance.

The Township shall review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodation needs and plans are reviewed, and when the Township reviews the general

emergency policies.

Documented Individual Accommodation Plans

The Township shall develop a written process for the development of documented individual accommodation plans for employees with disabilities. The individual accommodation plan shall include:

- If requested, any information regarding accessible formats and communication supports provided to the employee;
- If required, individualized workplace emergency response information; and
- Any other accommodations that are to be provided

Return to Work Process

The Township shall maintain its documented return to work process for employees with a disability and who require disability-related accommodation in order to return to work.

The return to work process shall outline the steps the Township will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

The return to work process does not replace or override any other return to work process created by or under any other statute (i.e. the Workplace Safety and Insurance Act, 1997).

Performance Management, Career Development and Advance and Redeployment

The Township shall take into account the accessibility needs of employees with disabilities and any individual accommodation plans when providing any performance management, career development and advancement. When redeploying employees (reassigning employees to other departments or jobs within the Township as an alternative to layoff when a particular job or department has been eliminated), the Township shall also take into account the employees accessibility needs due to disability and any individual accommodation plan.

DESIGN OF PUBLIC SPACES STANDARDS (ACCESSIBILITY STANDARDS FOR THE BUILT ENVIRONMENT)

The Township shall comply with the AODA Design of Public Spaces Standards (Accessibility Standards for the Built Environment) when undertaking new construction and redevelopment of public spaces in the following areas:

- Recreational trails and beach access routes
- Outdoor public use eating areas
- Outdoor play spaces
- Exterior paths of travel
- Accessible parking
- Obtaining services
- Maintenance of accessible elements



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Customer Feedback Form

The Township of Wellington North is committed to providing you, our customer, with excellent service and to show how much we value, and appreciate you, by meeting and exceeding your expectations. Please take a few minutes to answer the following questions about the service you received today. If you require an alternative format in order to provide your feedback, please let us know.

Please take a few moments to share your experience with us today.

1. Date of your visit: _____
2. Approximate time of your visit: _____
3. Department/Facility visited: _____
4. Were you satisfied with our customer service today? Yes No

If no, please explain:

5. Did you have any problem(s) with accessing our services, goods or facilities? Yes No

If Yes, please explain:

6. What, in your opinion, can we do to resolve this problem(s)?

7. Is this problem a common occurrence, and if so, in your opinion, what can we do to remedy the problem(s)?

8. May we contact you for additional information? Yes No

If yes, please provide your phone number and/or email:

Phone: _____ Email: _____

In order for us to resolve this problem effectively and to help us better serve you and others in the future, please complete the following information:

Do you currently have a disability? Yes No If yes, please explain:

I agree to allow the Township of Wellington North to use the information collected on this form:

Name: _____ Signature: _____

Date: _____

Please send completed form to Township of Wellington North, Box 125, 7490 Sideroad 7 W, Kenilworth, ON N0G 2E0 or email: kwallace@wellington-north.com

Personal information on this form is being collected under the authority of Ontario Regulation 191/11 Integrated Accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005, and will be used for the purpose of collecting feedback, and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk, Township of Wellington North, Box 125, 7490 Sideroad 7 W, Kenilworth, ON N0G 2E0 or email: kwallace@wellington-north.com



SCHEDULE B

7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

099

Plan to
Simply Explore.
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MULTI YEAR ACCESSIBILITY PLAN

DEPARTMENT	CLERK	POLICY NUMBER	07-17
EFFECTIVE DATE	November 6, 2017	LEGISLATIVE AUTHORITY	Accessibility for Ontarians with Disabilities Act Ontario Human Rights Code
APPROVED BY:	RESOLUTION		

POLICY STATEMENT

The Corporation of the Township of Wellington North (the Township) is committed to eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

ACCESSIBILITY STATEMENT

This Multi Year Accessibility Plan lays the foundation to ensuring the Township promotes, encourages and provides an accessible community which ensures equality for all in the Township of Wellington North.

Contents

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 2017-2021 Commitments2
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 Conclusion3

BACKGROUND

The Ontarians with Disabilities Act (AODA), the Ontarians with Disabilities Act, 2001 and Integrated Accessibility Standards (IAS) are the guiding legislation under which municipalities ensure they are moving to a fully accessible environment for all individuals by 2025.

Specifically, the AODA sets out accessibility standards in the areas of:

- Customer Service
- General Requirements
- Information and Communications
- Employment
- Transportation (n/a as the municipality does not operate a transit system)
- Design of Public Spaces

One component of compliance is an Accessibility Policy setting out the standards and how the municipality will comply.

The second component of compliance is to prepare a multi-year accessibility plan to use as a framework to show what has been done and what will be done to achieving full accessibility in Wellington North.

In December 2012, Council passed a resolution to adopt its first multi-year accessibility plan which became effective January 1, 2013.

The outcomes achieved under that plan (2013-2016) included:

- Member of the Wellington County Accessibility Committee
- Accessibility training for all new hires
- Annual training for all employees
- Accessible website and web content
- Removed barriers in recruiting and retaining
- Amended hiring documents for self identification of a need for accommodation
- Accessible playground equipment at Lions Park and Lion Roy Grant Pool Park, Mount Forest
- Arthur Lions Park and Arthur Optimist Park, Arthur accessible playground equipment
- Arthur former municipal office ramp installed
- Four accessible doors installed at the Arthur arena
- Audible signals at 2 crossings in Arthur, 3 in Mount Forest
- Rick Hopkins bridge construction widened the sidewalk by 3 inches
- Eliza Street from Leonard St to Frederick St in Arthur were reconstructed and included the installation of tactile plates at sidewalk ramps
- Commencing in 2016, all Township design work gives consideration to accessibility.

This multi-year accessibility plan will outline the improvements and enhancements to be completed in 2017-2020 including;

2017 Accomplishments

- Purchased a mobility mat for the cemetery
- Wheelchair lift and accessible washrooms in curling club
- Accessible parking spot at municipal building
- Signage at municipal building
- James Street, from Queen Street to North Water Street
 - Reduction of running slopes on Municipal sidewalks and on private sidewalks, to a minimum of 5%, where possible.
 - Sidewalk installed to a maximum crossfall of 4%.
 - Installation of tactile warning plates at intersections; both sides at Queen Street; 3 corners at Waterloo Street; 1 sidewalk end at North Water Street
- King Street, Newfoundland Street to new street into subdivision
 - Reduction of running slopes on municipal sidewalks and on private sidewalks, to a minimum of 5%, where possible.
 - New Municipal sidewalk installed to a maximum running slope of 5%, where possible.
 - Sidewalk installed to a maximum crossfall of 4%.
 - Installation of tactile warning plates at intersection with street into new subdivision.
- Ramp installed at Queen and John in Mount Forest.
- Improved accessibility and customer service at the municipal office by:
 - Flooring and lighting for enhanced visibility
 - Creation of an accessible reception counter
 - Decommissioned non-accessible public access
 - Upgraded the exterior ramp to the main entrance
 - Creation of a new barrier free washroom that meets the 2005 Facility Accessibility Design Manual and the 2012 Ontario Building Code requirements.

2017-2021 Commitments

Education and Training

Continue to develop and provide training formats, including in-person sessions, guides, tutorials and quizzes.

Web Platforms

Continue to implement the municipal website to ensure it is accessible,

Accessible Employment

Continue to prepare individualized emergency response information for persons with disabilities and making employment practices and workplaces more accessible for new and existing employees with disabilities.

Continue to regularly review our human resources policies to prevent or remove systemic employment barriers, ensure they are compliant with legislation and reflect best practices. [TBS]

Enhancing Accessibility of Public Spaces

Ensure that newly-constructed or significantly renovated public spaces (e.g., playgrounds, and accessible parking) are accessible and comply with the Ontario Building Code's requirements for accessibility in the built environment.

Goods and Services

Continue to incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so.

Infrastructure

Continue to ensure all projects give consideration to accessibility requirements and needs.

Conclusion

As the municipality continues to prevent, identify and remove accessibility barriers, it is important for us to monitor and report on the progress and results in meeting the commitments in the five-year accessibility plan.

Compliance reports will be submitted to the Accessibility Directorate of Ontario when they are due.

As 2025 approaches, the municipality will become a more accessible employer and service provider.



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

www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING NOVEMBER 6, 2017**

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

**SUBJECT: REPORT CLK 2017-045 BEING A REPORT ON CLOSED MEETING
INVESTIGATOR**

RECOMMENDATION

THAT Report CLK 2017-045 being a report on the Closed Meeting Investigator be received;

AND FURTHER THAT Council of the Township of Wellington North appoint Mr. John Maddox as the Closed Meeting Investigator for a one-year term commencing January, 2018;

AND FURTHER THAT the Mayor and Clerk be authorized to sign a by-law to appoint John Maddox;

AND FURTHER THAT By-law 092-16 be repealed.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Closed meeting report dated July 2008 prepared and submitted by Norm Gamble, Wellington North Closed Meeting Investigator

Closed meeting report dated April 2013 prepared and submitted by Norm Gamble, Wellington North Closed Meeting Investigator

Report CLK 2015-001 Closed Meeting Investigator

Report CLK 2015-004 Closed Meeting Investigation and Reporting Policy

Report CLK 2016-067 being a report on closed meeting investigations and procedure by-law

Report CLK 2016-079 being a report on the Closed Meeting Investigator

BACKGROUND

Mr. John Maddox, operating under the consulting firm JGM Consulting Inc., has been the Closed Meeting Investigator for Wellington North since 2015. JGM Consulting Inc. also provides closed meeting investigation services for five lower tier municipalities- the Townships of Centre Wellington, Mapleton, Puslinch, and the Towns of Erin and Minto as well as the County of Wellington.

Section 239.2 of the Municipal Act, 2001 provides the authority to allow a municipality to appoint an investigator who has the function to investigate any closed meeting complaint in an independent manner.

As of December, 2017, Mr. Maddox is ceasing to operate under his consulting firm, however will continue to provide services as an independent contractor as John Maddox so it is necessary to pass a new appointment by-law.

FINANCIAL CONSIDERATIONS

The Closed Meeting Investigator position functions as an independent contractor. An annual retainer of \$1000.00 together with each member municipality's \$300.00 retainer is paid for by the County of Wellington in each year of the agreement.

Mr. Maddox's hourly fee is \$100.00 with reasonable, receipted expenses being reimbursed, including the respective municipal mileage rate, paid by the municipality in which an investigation is being conducted.

STRATEGIC PLAN

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

Yes

No

N/A

PREPARED BY:

RECOMMENDED BY:

Karren Wallace, Clerk

Michael Givens, CAO

**KARREN WALLACE
DIRECTOR LEGISLATIVE
SERVICES/CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 081-17

BEING A BY-LAW TO PROHIBIT HEAVY TRUCKS ON CERTAIN HIGHWAYS IN THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS the Council of the Corporation of the Township of Wellington North deems it appropriate and in the public interest to prohibit heavy trucks on certain highways in the Township of Wellington North:

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

1. Short Title

This by-law may be cited as the “Prohibition of Heavy Trucks By-law.”

2. Definitions

In this by-law, the following terms have the following meanings:

2.1 “Commercial Vehicle” means the following, even if it does not have a truck or delivery body attached to it:

- a) A motor vehicle commonly known as a tow truck.
- b) A mobile equipment vehicle.
- c) A vehicle built on a truck chassis.
- d) A vehicle with a flatbed that can tilt to load.

2.1 “Commercial Vehicle” means a motor vehicle having permanently attached thereto a truck or delivery body for hauling purposes on a highway.

2.2 “Heavy Truck” shall mean any Commercial Motor Vehicle but does not include:

- a) Ambulances, police or fire department vehicles;
- b) School or transit busses;
- c) Emergency motor vehicles;
- d) Public utility vehicles;
- e) Motor vehicles owned or operated by the Township of Wellington North or the Corporation of the County of Wellington;
- f) Motor vehicles owned or operated by the Province of Ontario.

2.3 "Prohibited highway" means the highway(s) set out in Schedule "A" of this by-law.

3. Prohibitions

3.1 No person shall move, drive, stop, park or operate a Heavy Truck on a prohibited highway listed in Schedule "A" of this by-law.

3.2 No person shall permit or allow a Heavy Truck to move, drive, stop, park or operate a Heavy Truck on a prohibited highway listed in Schedule "A" of this by-law.

3.3 The prohibitions in 3.1 and 3.2 shall not apply to a Heavy Truck actually engaged in making delivery to or a collection from premises which cannot be reached except by way of the prohibited highway or a portion thereof, provided that in making such delivery or collection, the said prohibited highway is travelled only insofar as is unavoidable in getting to and from such premises.

4 Detours

Section 3 hereof shall not, if compliance therewith would be impracticable, apply to the operation of any Heavy Truck upon any officially established detour.

5 Enforcement

A police officer shall enforce all provisions of this by-law.

6 Offences and Penalties

Any person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to the set fine prescribed in Schedule "B" for offences prosecuted under Part I of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, or if otherwise prosecuted, such fine and other penalty as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended.

7 Precedence and Severability

7.1 Where this by-law conflicts with any other by-law of the Township of Wellington North, this by-law shall take precedence to the extent of the conflict.

7.2 Should any section, paragraph or provision of this by-law, including any part of any schedule hereof be declared by a court of competent jurisdiction to be *ultra vires*, invalid or illegal for any reason, the same shall not affect the validity of the by-law as a whole.

8 Force and Effect

This By-law shall come into effect upon the date signage conveying the prohibition, as specified in the Ontario Traffic Manual, is posted.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 6TH DAY OF NOVEMBER, 2017**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE "A"

Township of Wellington North

**By-law 081-17
Being a By-law to prohibit heavy trucks on certain highways in the
Township of Wellington North**

Part 1 of the Provincial Offences Act

PROHIBITED HIGHWAY		
Highway	From	To
Parkside Drive, Mount Forest	Highway 6, Mount Forest	Highway 89/Queen Street East, Mount Forest

SCHEDULE "B"**Township of Wellington North****By-law 081-17****Being a By-law to prohibit heavy trucks on certain highways in the
Township of Wellington North****Part 1 of the Provincial Offences Act**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fines
1	Move, drive, stop, park or operate a Heavy Truck on a prohibited highway	3.1	\$400.00
2	Permit or allow a heavy truck to move, drive, stop, park or operate a Heavy Truck on a prohibited highway	3.2	\$400.00

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

BY-LAW NUMBER 082-17

**BEING A BY-LAW TO APPROVE THE APPOINTMENT OF JOHN
MADDOX JGM CONSULTING AS MEETING INVESTIGATOR AND
TO REPEAL BY-LAW 092-16**

Whereas the Council of the Township of Wellington North wishes to enact a by-law to appoint a Closed Meeting Investigator for the Township of Wellington North.

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

1. THAT the Corporation of the Township of Wellington North appoints John Maddox as the Closed Meeting Investigator for the Township of Wellington North;
2. THAT the term of Mr. Maddox's appointment be for a period of one year commencing January 1, 2018; and,
3. THAT By-law Number 092-16 be hereby repealed effective December 31, 2017.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 6TH DAY OF NOVEMBER, 2017.***

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 083-17

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

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

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

1. That the Corporation of the Township of Wellington North enter into an agreement with Integrated Maintenance and Operations Service Inc. operating under the name of "Owen Sound Highway Maintenance Limited" (IMOS) in substantially the same form as the agreement attached hereto as Appendix "A".
2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement and all other documentation required on behalf of the Corporation.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 6TH DAY OF NOVEMBER, 2017.**

ANDREW LENNOX, MAYOR

KARREN WALLACE CLERK

**BY-LAW NUMBER 083-17
SCHEDULE "A"**

This Agreement for winter maintenance services made this ____ day of _____, 2017

BETWEEN:

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

-And-

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

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

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

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

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

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

1. **Term:** IMOS hereby agrees to provide the winter maintenance services on Highway 6 and Highway 89 within the limits of the former Town of Mount Forest from 12:01 a.m. October 15, 2017 until 11:59 p.m. April 30, 2018.
2. **Level of Service:** IMOS hereby agrees to provide such winter maintenance services and at the level of service specified in attached Schedule "A" to this Agreement.
3. **Contacts:**

IMOS' contact shall be:
Greg Smart, Operations Manager
PO Box 309
Chatsworth, ON N0H 1G0
(519) 387-0563

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

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

- a) caused by negligent acts of IMOS or its contractor or anyone for whose acts IMOS or its contractors may be liable; and,

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

6. **Payment:** The Municipality hereby agrees to pay IMOS two lump sum payments of \$13,595.31 plus HST for the winter maintenance services provided by IMOS pursuant to this Agreement. Invoices will be issued by IMOS to the Municipality on December 31st, 2017 and February 28th, 2018.

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

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

IMOS

The Corporation of the Township of
Wellington North

Greg Smart, Operations Manager
Owen Sound Highway Maintenance Ltd.

Mayor

Clerk

Schedule 'A'

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

1. The agreement must be renewed annually. IMOS cannot guarantee that the work can be undertaken in subsequent years and will notify the municipality by no later than September 1st, 2018 if unable to provide future service.
2. The level of service will include patrolling, plowing, sanding and salting.
3. Where IMOS is unable to meet the service requirements of the Ministry of Transportation's Maintenance Quality Standards 701, it shall notify the Township of such as soon as practicable but no later than 12 hours following the failure to meet said service standard.
4. Snow removal adjacent to the through lanes will not be included in this agreement.

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

BY-LAW NUMBER 085-17

**BEING A BY-LAW TO APPOINT A DIRECTOR OF
FINANCE/TREASURER FOR THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH.**

WHEREAS the Council of The Corporation of the Township of Wellington North has deemed it necessary to pass a by-law to appoint a Director of Finance/Treasurer and to repeal By-law No. 024-16:

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

1. That [REDACTED] is hereby appointed as Director of Finance/Treasurer of The Corporation of the Township of Wellington North, responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including:
 - (a) collecting money payable to the municipality and issuing receipts for those payments, and
 - (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
 - (c) paying all debts of the municipality and other expenditures authorized by the municipality, and
 - (d) maintaining accurate records and account of the financial affairs of the municipality, and
 - (e) providing the Council with such information with respect to the financial affairs of the municipality as it requires or request, and

By-law No. 085-17
Page 2 of 2

- (f) ensuring investments of the municipality are made in compliance with the regulations made under the Municipal Act, 2001 Section 418, and
 - (g) perform such duties as set out on Schedule "A" attached hereto which forms part of this by-law (Township of Wellington North – Treasurer – Finance Department).
2. That By-law No. 024-16 be hereby repealed.
 3. This By-law shall come into force and take effect on the date of passage.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 6th DAY OF NOVEMBER, 2017

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



Director of Finance/Treasurer

Job Description

REPORTS TO Chief Administrative Officer (CAO)

POSITION STATUS Full-time

LOCATION Kenilworth, ON

PAY METHOD..... Salary

GROUP BENEFITS..... Yes

WEEKLY HOURS 35 hours per week

OVERTIME..... Ineligible

ON CALL..... No

JOB SUMMARY:

The Director of Finance contributes to the overall success of the Township by effectively managing all financial tasks in accordance with all statutory obligations and municipal standards. The Director is responsible for the effective administration and management of financial assets by establishing financial policies, procedures, controls and reporting systems in the areas of budgeting, accounting, investing, fund management, asset management, taxation, IT, payroll and purchasing. This is a key role that is critical in partnering with the Senior Management Team and Council to ensure excellent internal and external service delivery and to provide strategic operational recommendations to support decision making.

CORE RESPONSIBILITIES:

- Exercises general directions over the Finance Department, including the leadership, development and training of staff to support departmental operations, goals and initiatives;
- Performs the statutory duties of the *Treasurer* as set out in the *Municipal Act* and other applicable legislation, including preparation for and supervision of annual audit;
- Works closely with members of the Senior Management Team to ensure a high level of communication and co-ordination between departments on policy and operational issues;
- Responsible for prioritizing staff work assignments, making resource allocation decisions and approving expenditures;
- Directs the department toward the realization of Council's strategic directions and policies;
- Provides leadership and direction in the development of short- and long-term financial plans in connection with the Township's Asset Management Plan;
- Ensure proper preparation of year-end Financial Statements, Financial Information Return, and Municipal Performance Measurements Program report;
- Prepares, schedules, presents and monitors the annual capital and operating budgets, assisting and educating all departments with completion;

- Calculates and recommends to Council the annual tax rate resulting from the budget;
- Develops and administers effective financial and cash management systems. Secures necessary banking services including borrowing and investment arrangements;
- Provides oversight to the Township payroll function;
- Monitors federal/provincial programs and grants and, in conjunction with Department Heads, makes application on behalf of the Municipality; administers grants as received;
- Ensures that timely financial information is presented to Council reporting on operating performance versus budget expectations, noting variances and providing follow up as directed;
- Provides strategic leadership and oversight for Township information technology systems, overseeing the implementation of hardware and software as needed; ensure adequate resources, training and guidance is provided to system users to support their success;
- Manages all accounting systems, including receivables, payables, payroll and taxation;
- Oversees the corporate procurement process;
- Administers the Municipal insurance program, ensuring required insurance coverage is in place, oversees the corporate risk management process and coordinates response to all insurance related claims and actions against the Township;
- Responsible for overall Water & Sewer billing process;
- All other related duties as assigned.

JOB QUALIFICATIONS:

- Minimum of 10 years experience in Finance/Accounting, with 3-5 years in a supervisory role.
- Post-secondary degree in Business Administration, Accounting/Finance or Public Administration.
- CPA, CA, CGA or CMA designations (or working towards)
- Ability to prioritize departmental functions and staff workload/assignments to meet deadlines and handle contingencies.
- Ability to communicate information and ideas including complex or technical issues, orally and in writing.
- Proficiency with financial software and Microsoft Office tools (Excel, Word, Outlook).
- Analytic and strategic thinker with the ability to assess complex situations and make effective recommendations.
- Strong interpersonal and communication skills with a particular strength in dealing with a wide variety of individuals at various levels within and outside of the organization.
- Team-oriented; demonstrates a commitment to shared success and collaboration.

Preferred:

- Municipal Finance Experience
- AMCTO and MFOA certifications related to Municipal administration and financial management and reporting

WORKING CONDITIONS

Physical demands: Sedentary work – Occasional exertion up to 10 pounds of force to lift, carry, push, pull or otherwise move objects. Extensive sitting and possible physical strain from long hours of focus at the computer.

Mental demands: Strong mental attention and concentration in all tasks. Frequent interruption from task is to be expected, including responding to public inquires. This position works towards major deadlines regularly and as a result, may work long hours.

Working Conditions: Office environment

POSITION OVERVIEW	
<i>Department:</i>	Finance
<i>Supervisory Responsibilities</i>	Yes
<i>Category:</i>	Management
<i>Date Prepared:</i>	March 31, 2017
<i>Revision Date:</i>	October 26, 2017

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

BY-LAW NUMBER 086-17

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

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

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

1. That the Corporation of the Township of Wellington North enter into an agreement with Integrated Maintenance and Operations Service Inc. operating under the name of "Owen Sound Highway Maintenance Limited" (IMOS) in substantially the same form as the agreement attached hereto as Appendix "A".
2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement and all other documentation required on behalf of the Corporation.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 6TH DAY OF NOVEMBER, 2017.**

ANDREW LENNOX, MAYOR

KARREN WALLACE CLERK

This Agreement for winter maintenance services made this ____ day of _____, 2017

BETWEEN:

Integrated Maintenance and Operations Services Inc.
Operating under the name of "Owen Sound Highway Maintenance
Limited"

(Hereinafter referred to as "IMOS")

-And-

The Corporation of the Township of Wellington North

(Hereinafter referred to as the "Municipality")

WHEREAS Highway 6 within the limits of the former Town of Arthur is under the jurisdiction of the Municipality and connects to Highway 6;

AND WHEREAS IMOS will travel over Highway 6 within the limits of the former Town of Arthur in order to maintain Highway 6;

AND WHEREAS the Municipality has requested that IMOS provide winter maintenance services on Highway 6 within the limits of the former Town of Arthur.

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

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

1. **Term:** IMOS hereby agrees to provide the winter maintenance services on Highway 6 within the limits of the former Town of Arthur from 12:01 a.m. October 15, 2017 until 11:59 p.m. April 30, 2018.

2. **Level of Service:** IMOS hereby agrees to provide such winter maintenance services and at the level of service specified in attached Schedule "A" to this Agreement.

3. **Contacts:**

IMOS' contact shall be:

Greg Smart, Operations Manager
PO Box 309
Chatsworth, ON N0H 1G0
(519) 387-0563

The Municipality's contact shall be:

Dale Clark, Road Superintendent
The Corporation of the Township of Wellington North
7490 Sideroad 7 West, PO Box 125
Kenilworth, ON N0G 2E0

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

- a) caused by negligent acts of IMOS or its contractor or anyone for whose acts IMOS or its contractors may be liable; and,

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

6. **Payment:** The Municipality hereby agrees to pay IMOS two lump sum payments of \$3,774.73 plus HST for the winter maintenance services provided by IMOS pursuant to this Agreement. Invoices will be issued by IMOS to the Municipality on December 31st, 2017 and February 28th, 2018.

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

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

IMOS

The Corporation of the Township of Wellington North

 Greg Smart, Operations Manager
 Owen Sound Highway Maintenance Ltd.

 Mayor

 Clerk

Schedule 'A'

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

1. The agreement must be renewed annually. IMOS cannot guarantee that the work can be undertaken in subsequent years and will notify the municipality by no later than September 1st, 2018 if unable to provide future service.
2. The level of service will include patrolling, plowing, sanding and salting.
3. Where IMOS is unable to meet the service requirements of the Ministry of Transportation's Maintenance Quality Standards 701, it shall notify the Township of such as soon as practicable but no later than 12 hours following the failure to meet said service standard.
4. Snow removal adjacent to the through lanes will not be included in this agreement.



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

Our Cultural Moment for November celebrates Canada's Most Patriotic Village:

The Nov. 2nd, 1942 publication of the Toronto Daily Star featured the article "**Arthur Village Gives Sons, Money, to Aid War**" and tells the story of how the Village of Arthur had a population of 890 with 126 of them enrolled in World War II. It was the highest ratio in comparison to villages of comparable sizes across Canada. 75 years later, Arthur is now known as "Canada's Most Patriotic Village", recognition formally received in 2002, when David Tilson the M.P.P. for Dufferin-Peel-Wellington-Grey stated in the Ontario Legislature that because of Arthur's extraordinary effort in World War II the community was being recognized as such.

Other achievements that helped garner this title include the local efforts during the War Bond campaigns that were run to raise money to carry on the war effort. During the first campaign the Village of Arthur took only a few minutes to be the first community in Ontario to reach its quota. In every following campaign the Village led all communities in Wellington County in reaching its objective. As well, during the war, a Navy League was formed in most Canadian communities, to raise funds for Canadian Sailors at sea. In September, 1944, Arthur Council received an award for having raised the most per capita of any community in Ontario.

In recognition of Remembrance Day, lest we forget, the sacrifices of the people in all armed conflicts let us also celebrate Arthur's contributions. Not only during World War II, but also today, as they continue their education efforts, including two recently created remembrance murals, one on the north side of the Sussmans building and one across the street at the Cenotaph as well as the recent collection of stories on local veterans to help celebrate Canada's 150th birthday. These stories have been brought together into a Veterans Book which the Arthur and Area Historical Society will have available on November 11th after the cenotaph ceremony. Afterward they'll be available at the Arthur Cash and Carry, Walsh's Pharmacy in Arthur, Print One in Mount Forest and the Historical Society on Wednesday afternoons.

A picture of the Front Cover of the book is attached.

ARTHUR AND AREA

World War I and World War II Veterans



**A book from Arthur and Area Historical Society to
honour our veterans on Canada's 150th Anniversary**



Arthur - Canada's Most Patriotic Village



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

BY-LAW NUMBER 087-17

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 NOVEMBER 6, 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 November 6, 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 6TH DAY OF NOVEMBER, 2017.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**