

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL; PUBLIC MEETING
NOVEMBER 20, 2017 @ 7:00 P.M.
CLOSED SESSION @ 6:30 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

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;

1. REPORTS

- a) Report CAO 2017-025 Land Purchase Opportunity (2)
- b) Report FIRE 2017-008 being a report on the County of Wellington fire paging system

2. REVIEW OF CLOSED SESSION MINUTES

- November 6, 2017

O' CANADA

PRESENTATIONS

Suzanne Trivers, Chair, Mount Forest and Area Health Professional Recruitment Committee 001

- Support for Health Care Recruitment

ADOPTION OF MINUTES OF COUNCIL

- Public Meeting, November 6, 2017 004
- Council Meeting, November 6, 2017 009

BUSINESS ARISING

DEPUTATIONS

Brent Barns and Alan Rawlins, Arthur Lions Club 017

- Possible projects for Arthur's 150th in 2022

ITEMS FOR CONSIDERATION

1. MINUTES

- a. Joint Economic Development Meeting, November 1, 2017 018
- b. Recreation & Culture Committee Meeting, November 7, 2017 020
- c. Maitland Valley Conservation Authority, Board of Directors Meeting #9/17, September 27, 2017 024

Business: Reports, recommendations, correspondence for direction

- 2. FIRE
 - a. Communiqué #048, November 10, 2017 030
- 3. FINANCE
 - a. Cheque Distribution Report, November 14, 2017 036
- 4. ECONOMIC DEVELOPMENT
 - a. EDO 2017-24 Community Improvement Program 039
- 5. ADMINISTRATION
 - a. Ministry of Finance, correspondence dated October 27, 2017 regarding cannabis legalization 043
 - b. Ministry of Municipal Affairs, correspondence dated November 14, 2017 regarding Fair Workplaces, Better Jobs Act (Bill 148) 047
 - c. James M. Diodati, Mayor, Niagara Falls, correspondence dated October 5, 2017 regarding 65th Annual Ontario Small Urban Municipalities Conference & Trade Show 049
 - d. County of Wellington, Notice of Study Completion, Gordonville Bridge, No. B014005, Wellington Road 14, Municipal Class Environmental Assessment Study 050
 - e. Report CLK 2017-039 being a report on Bill 68, Modernizing Municipal Legislation Act 052
 - f. Report CLK 2017-046 being a report on the Use of Corporate Resources Policy during a municipal election campaign period 075
 - g. Report CLK 2017-047 being a report on an automatic election recount policy 079
 - h. Report CLK 2017-048 being a report on Dominion Voting Systems 081
 - i. Wellington North Holding Company Report, November 2017 108

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 088-17 being a by-law appointing and confirming the appointment of auditors of The Corporation of the Township of Wellington North 115
- b. By-law Number 089-17 being a by-law to adopt an automatic recount policy for the 2018 Municipal Election for the Township of Wellington North 116

CONFIRMATORY BY-LAW NUMBER 090-17 118

ADJOURNMENT

MEETINGS, NOTICES, ANNOUNCEMENTS		
November 25, 2017	Arthur Opti-Mrs. Santa Claus Parade	7:00 p.m.
December 1, 2017	Mount Forest Lions Club Santa Claus Parade	7:00 p.m.
December 4, 2017	KPS Kindergarten Class tree decorating in Council Chambers	10:00 a.m. - Noon
December 4, 2017	Regular Council Meeting	2:00 p.m.
December 13, 2017	Community Growth Plan Steering Committee	7:00 p.m.
December 18, 2017	Regular Council Meeting	7:00 p.m.
December 25, 2017 to January 1, 2018	Office Closed – Christmas Break	

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



**WELLINGTON NORTH HEALTH PROFESSIONAL RECRUITMENT COMMITTEE
c/o North Wellington Health Care, 630 Dublin Street. Mount Forest, ON N0G 2L3**

Tuesday, November 14, 2017

Dale Small
Business Economic Manager
Township of Wellington North
Box 125, 7490 Side Road 7 West
Kenilworth, ON N0G 2E0

Dear Dale:

On behalf of the Mount Forest and Area Health Professional Recruitment Committee, I would like to thank you for your continued support of our health care professional recruitment efforts in this area. With the past financial assistance from Wellington North, the Health Professional Recruitment Committee was able to successfully market and promote our community in 2017 as an excellent place to live, learn and practice health care.

We are currently working with one Mount Forest physician on retirement plans. The attached summary provides an update of the current strategies that we have in place. These strategies have been guided by input and support from the Mount Forest and Area Recruitment Committee. Funding that we receive from the Municipality allows us to continue to implement these successful recruitment strategies.

It is our sincere hope that Wellington North will continue to provide \$10,000 financial support in 2018 for health professional recruitment efforts. Without your support, we will not be successful.

Should you have any questions you may reach me at the Family Health Team Office (519-323-0255 ext 5004). Alison Armstrong at (226-820-1798).

Sincerely,

A handwritten signature in black ink, appearing to read "Suzanne Trivers", with a long horizontal flourish extending to the right.

Suzanne Trivers,
Chair, Mount Forest and Area Health Professional Recruitment Committee

c.c.: Alison Armstrong, Health Care Recruiter, North Wellington Health Care
c.c.: Michael Givens, CAO Clerk, Township of Wellington North

Recruitment Strategies for Rural Family Physicians to the Wellington North Area

The goal of recruitment strategies in Wellington North is to focus our energies on significantly increasing the number of medical students, residents, interns and practicing physicians interested in exploring what our area has to offer, both in terms of work and leisure. We need to continue to put Wellington North on the map as a great place to live and work. While there are no guarantees when it comes to physician recruitment, we do know that the more interest and positive experiences we generate, the greater the odds of recruiting.

Recruitment energy has been focused on the following strategies:

➤ **TARGETING MEDICAL TRAINEES TO OFFER A RURAL EXPERIENCE**

Education is the key to solving the problem of recruitment and retention of rural physicians. Appropriate education involves ongoing training that ensures that learners acquire the knowledge and skills needed to practice successfully in rural areas, from undergraduate medical school and into medical residency practice. By providing learning experiences for medical students in rural settings we increase interest in and understanding of rural practice. Students go back to their main campus and tell other students about their experiences.

Medical Residents are in their final years of training and are starting to look for places to live and work. They are also licensed physicians and, as such, are able to help provide care to our patients with the support and mentorship of our local physicians. Dr. Chris Rowley and Dr. John Reaume have increased the number of Residents they will mentor to assist with this goal. Dr. Alex Goytisolo has also become a mentor for Medical Trainees. This gives potential recruits an excellent opportunity to get to know our community and health care system at the right time in their training to support successful recruitment. This is especially important as some of our physicians begin to look toward retirement.

➤ **PARTICIPATING IN RURAL MEDICINE DAY AND HOSTING A RURAL RESIDENTS RETREAT**

Mount Forest continues to offer a unique learning opportunity to 20 first year McMaster Medical students at Rural Medicine Day. This year, our one day, hands-on learning opportunity for first year medical students and local Wellington Heights students will take place in January 2018. For most of the students this is their first opportunity to try minor procedures such as suturing, intubation, and casting. The day is rolled out with clinic based teaching in the morning and social/community events in the afternoon and evening. Mount Forest takes this opportunity to showcase some of the unique features of the area by having students meet a local Mennonite Family and providing dinner catered by a local company.

➤ **MARKETING INITIATIVES**

We continue to benefit from the investment made in our recruitment marketing materials (website/booth displays/brochures/give-a-ways) targeting young physicians and nurses at local Medical and Nursing School Trade Shows. The materials promote Wellington North as a place

to live and work that offers rural comforts with close proximity to urban centres, along with plenty of recreational opportunities.

➤ **PROMOTING AND COORDINATING COMMUNITY SITE VISITS**

Hosting prospective applicants is an important strategy used in health care recruitment. Over the past year, interested applicants and their spouses have been welcomed to our communities. This allows us to showcase the living and working opportunities throughout Wellington North.

➤ **INCREASING LOCUM OPPORTUNITIES**

A locum doctor is a physician holding a temporary job at a medical facility or medical office. New physician graduates often want to try out a community by providing locum coverage first. For those physicians interested in our community and not yet ready to set up a practice, we encourage them to do a locum. The goal of increasing the number of locum experiences in Wellington North is to increase the odds that a physician will want to stay and work in our area.

➤ **ARTHUR INITIATIVES**

There are currently 3 patients from the Arthur area on a physician wait list (based on Health Care Connect report from November 2017). Dr. Landoni is not ready to retire and he continues to accept patients who have an Arthur address/ postal code.

➤ **WHO WE ARE**

The Mount Forest and Area Health Professional Recruitment Committee was created as a strategy to enhance the recruitment of doctors and other health care professionals to the Wellington North area.

The Committee consists of the following members:

- Suzanne Trivers, Executive Director Mount Forest Family Health Team and Chair of the Mount Forest and Area Health Care Recruitment Committee
- Dr. John Reaume, Mount Forest Physician
- Steve McCabe, Wellington North Councilor
- Dan Yake, NWHC Board Member
- Bob Becker, Community Member
- Brian Milne, Southgate Community Designate
- Alison Armstrong, Recruiter, Health Care Professionals

The Committee meets quarterly to review recruitment strategies, monitor progress, identify gaps and develop strategies to meet these gaps.

NOTICE

Notice for this public meeting was mailed to property owners within 120 m and required agencies and posted on the property on October 16, 2017 pursuant to the provisions of the Planning Act.

PRESENTATIONS

Curtis Marshall, Senior Planner, reviewed his comments dated October 27, 2017.

PLANNING OPINION

The purpose of the application 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.

Planning Staff have no concerns with the application as the rezoning of the property to establish a minimum residential development density implements the Greenfield area policies of the Official Plan and is consistent with Provincial Policy.

LOCATION

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.

PROPOSAL

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).

PROVINCIAL PLANNING POLICY

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

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

Under section 2.2.7 of the Growth Plan, new development taking place in designated greenfield areas will be planned, designated, zoned and designed in a manner that supports the achievement of complete communities.

COUNTY OFFICIAL PLAN

The land subject to the amendment is designated RESIDENTIAL in the Urban Centre of Mount Forest. The property is located outside of the defined “built boundary” and therefore is considered a Greenfield area.

Development of Greenfield Areas

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further encourages the efficient use of land through increased densities in designated Greenfield areas of urban centres.

Section 3.3.1 identifies targets and states “the designated greenfield area of the County will be planned to achieve an overall minimum density of not less than 40 residents and jobs per hectare. This application is located within a Greenfield area and will contribute and support this target.

According to Section 4.4.4, the County in Greenfield areas will encourage increased densities and a broader mix of housing. New developments will be required to achieve densities which promote the overall greenfield density target of 40 persons and jobs per hectare and specifically strive to attain at least 16 units per gross hectare (6.5 units per gross acre) in newly developing subdivisions. The introduction of medium density housing types in new subdivisions and other Greenfield areas is encouraged.

ZONING BY-LAW

The subject lands are currently zoned Residential (R2).

Permitted uses include:

- Single detached dwellings
- Semi-detached dwellings
- Duplex dwellings
- Triplex dwellings
- Fourplex dwellings
- Four Unit Street Townhouses

PLANNING DISCUSSION

Consent Applications B62-65/17

In July 2017, four severance applications (B62-65/17, single detached dwellings) on the Reeve’s property were conditionally approved by the County Land Division Committee.

Due to the large lot sizes proposed, the four severance applications achieved a density of 8.57 units per hectare (4 units per acre) which is below the target of 16

units per gross hectare (6.5 units per gross acre) in the Official Plan. An air photo showing the severances and the retained parcel is provided in Figure 2.

County Planning Staff provided comments on the applications recommending that an additional lot be introduced to increase the number of proposed lots to five, which would achieve a density of 12.3 units per gross hectare (5 units per gross acre) and provide a more efficient use of land and services and. The applicant confirmed that their preference was to propose four new lots.

In light of the reduced density proposed, the Township of Wellington North requested a condition of approval which requires that the retained property be rezoned to establish a minimum residential density in accordance with the Official Plan. The intent is that notwithstanding the creation of the four (4) larger lots, the target density in the Official Plan still needs to be achieved across the entire property. Effectively, the lower density of the four larger lots needs to be made up on the remainder of the property (retained parcel).

Minimum Residential Density Requirement

In order to achieve an overall density of 16 units per gross hectare (6.5 units per gross acre) for residential development across the entire 2.428 hectare (5.99 acre) property (severed and retained lands), a total of 38.8 units are required. If four units are subtracted from the total for the proposed new lots (B62-65/17), 34.8 units would need to be constructed on the remainder of the property (2.02 hectares or 5.0 acres, retained parcel) to achieve the Official Plan density target. For practical purposes the result is 34 actual dwelling units.

Draft Zoning By-law Amendment

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

The draft By-law includes a requirement that a minimum of 34 units be constructed on the retained property to ensure that the target density is achieved across the entire property. Further clarification is also provided in the By-law stating that accessory apartments do not count towards the required number of units.

CORRESPONDENCE FOR COUNCIL'S REVIEW

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

- Contact prior to completion of building plans to request electrical service layout details and requirements.

Candace Hamm, Environmental Planning Coordinator, Saugeen Valley Conservation Authority

- Amendment is acceptable; however, it is recommended that the floodplain be zoned Natural Environment (NE) so that the natural hazards on the property are identified.

REQUEST FOR NOTICE OF DECISION

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

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

Mary Reeves, co-applicant was present to answer questions regarding this application. She stated that they are not planning on doing anything with the rear portion until the plans for the front portion is completed.

COMMENTS/QUESTIONS FROM COUNCIL

Council was supportive of the application and preferred the Natural Environment (NE) zoning be completed as part of a housekeeping zoning amendment by-law.

ADJOURNMENT

RESOLUTION 012

Moved by: Councillor Yake

Seconded by: Councillor McCabe

THAT the Public Meeting of November 6, 2017 be adjourned at 2:29 p.m.

CARRIED

CLERK

MAYOR

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MINUTES OF COUNCIL
NOVEMBER 6, 2017 @ 2:00 P.M.
CLOSED SESSION @ 1:30 P.M.**

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

Members Present:

Mayor: Andrew Lennox
Councillors: Lisa Hern
Steve McCabe
Dan Yake

Absent:

Councillor: Sherry Burke

Staff Present:

Director of Legislative Services/Clerk: CAO: Michael Givens
Karren Wallace
Deputy Clerk: Catherine Conrad
Chief Building Official: Darren Jones
Treasurer: Kimberly Henderson
Economic Development Officer: Dale Small
Human Resources Manager: Chanda Riggi
Senior Planner: Curtis Marshall

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

Resolution 2017-405

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Agenda for the November 6, 2017 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

None

CLOSED MEETING SESSION

Resolution 2017-406

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 1:31 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 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*

CARRIED

Resolution 2017-407

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 1:51 p.m.

CARRIED

Resolution 2017-408

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North approve the confidential recommendation in Report CLK 2017-044.

CARRIED

Resolution 2017-409

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North hereby approve the appointment of Adam McNabb as the Director of Finance/Treasurer for the municipality; AND FURTHER THAT the Mayor and Clerk be authorized to sign the appointment by-law.

CARRIED

Resolution 2017-410

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of October 23, 2017.

CARRIED

O' CANADA

RECESS TO MOVE INTO PUBLIC MEETING

Resolution 2017-411

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North recess the Regular Council Meeting of November 6, 2017 at 2:04 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 2017-412

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North resume the November 6, 2017 Regular Meeting of Council at 2:30 p.m.

CARRIED

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

Resolution 2017-413

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT 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 be read a First, Second and Third time and enacted. (Part Lot 71, Concession 3, with frontage on Wellington Street E, Mount Forest – Peter and Mary Reeves)

CARRIED

ADOPTION OF MINUTES OF COUNCIL / PUBLIC MEETING(S)

Resolution 2017-414

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the minutes of the Regular Meeting of Council held on October 23, 2017 be adopted as circulated.

CARRIED

BUSINESS ARISING

None.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 1b, 1c, 4a, 5b, 6a, 6b, 6c,

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Resolution 2017-415

Moved: Councillor Yake

Seconded: Councillor Hern

THAT all items listed under Items for Consideration on the November 6, 2017 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

1. *MINUTES*
 - a. *Saugeen Valley Conservation Authority, Authority Meeting Minutes, September 19, 2017 be received;*
2. *BUILDING*
 - a. *Report CBO 2017-14 Building Permit Review period ending September 30, 2017 be received*
 - b. *Report CBO 2017-15 Building Permit Review period ending October 31, 2017 be received*
3. *FINANCE*
 - a. *Cheque Distribution Report, October 30, 2017 be received*
5. *PUBLIC WORKS*
 - a. *THAT the Council of The Corporation of the Township of Wellington North receive Report PW 2017-028 being a report on the winter maintenance program for the Township's connecting link highways;*
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
6. *ADMINISTRATION*
 - d. *THAT the Council of The Corporation of the Township of Wellington North receive Report CLK 2017-041 being a report to award Tender 2017-017 Bruce Eden Drain;*
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.
 - e. *THAT the Council of The Corporation of the Township of Wellington North receive Report CLK 2017-042 being a report to award Tender 2017-018 Rhame Drain;*
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.
 - f. *THAT the Council of The Corporation of the Township of Wellington North receive Report CLK 2017-043 being a report on the Accessibility Standards Policy and Multi-Year Accessibility Plan;*
AND FURTHER THAT Council approves and adopts the policies and plans.
 - g. *THAT the Council of The Corporation of the Township of Wellington North receive Report CLK 2017-045 being a report on the Closed Meeting Investigator;*
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.

CARRIED

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION**Resolution 2017-416**

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT Wellington North Growth Management Strategy Steering Committee minutes dated July 5, 2017 and October 18, 2017 be received.

CARRIED

Resolution 2017-417

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of The Corporation of the Township of Wellington receive Report EDO 2017-23 being a report on Wellington North's Municipal Green Energy Program;

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.

CARRIED

Resolution 2017-418

Moved: Councillor Hern

Seconded: Councillor Yake

THAT Council of The Corporation of the Township of Wellington North receive for information Report PW 2017-027 being a report on the Township's Wastewater Treatment Plant flows year-to-date, August 31, 2017.

CARRIED

Resolution 2017-419

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Township of Wellington North appoint Steve McCabe as the representative from the Township of Wellington North to the Saugeen Valley Conservation Authority for the term, January 1, 2018 to December 1, 2018;

AND FURTHER THAT the Council of the Township of Wellington North appoint Pat Salter as the representative from the Township of Wellington North to the Grand River Conservation Authority for the term, January 1, 2018 to December 31, 2020;

AND FURTHER THAT the Council of the Township of Wellington North appoint David Turton as the representative from the Township of Wellington North to the Maitland Valley Conservation Authority for the term, January 1, 2018 to December 1, 2018.

CARRIED

Council discussed correspondence from Randy Pettapiece, MPP, dated October 18, 2017, regarding lottery licensed for municipal purposes and their delegation to the Attorney General at the 2016 OGRA/ROMA Conference. No direction regarding further action was given.

Resolution 2017-420

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of The Corporation of the Township of Wellington North receive Report CLK 2017-040 being a report on Routine Disclosure of Information Policy;
AND FURTHER THAT Council approves and adopts the policy.*

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor McCabe commented that he attended an event on October 26 at the Mount Forest & District Sports Complex hosted in partnership with AgScape and 4H in Mount Forest. 150 students attended the "Your Future In Agriculture" event.

Councillor Hern announced that she has been asked by the North Wellington Junior Farms to judge the Sing Swing competition on November 18 in Drayton. She asked if any Council members would be interested in helping out as they are looking for more judges.

Mayor Lennox stated that the CAO, CBO and himself met with the Arthur Seniors regarding the Seniors Hall in Arthur. Trillium Funding Applications have been unsuccessful and they are trying to determine a solution.

BY-LAWS**Resolution 2017-421**

Moved: Councillor Yake

Seconded: Councillor Hern

THAT By-law Number 081-17 being a by-law to prohibit heavy trucks on certain highways in the Township of Wellington North be read a First, Second and Third time and enacted.

CARRIED

Resolution 2017-422

Moved: Councillor Hern

Seconded: Councillor Yake

THAT By-law Number 082-17 being a by-law to approve the appointment of John Maddox as Meeting Investigator and to repeal By-law 092-16 be read a First, Second and Third time and enacted.

CARRIED

Resolution 2017-423

Moved: Councillor Yake

Seconded: Councillor Hern

THAT 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) be read a First, Second and Third time and enacted.

CARRIED

Resolution 2017-424

Moved: Councillor Hern

Seconded: Councillor Yake

THAT 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 be read a First, Second and Third time and enacted. (Adam McNabb)

CARRIED

Resolution 2017-425

Moved: Councillor Yake

Seconded: Councillor Hern

THAT 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) be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT**Celebrating Canada's Most Patriotic Village:**

The November 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 Sussman's 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.

CONFIRMATORY BY-LAW

Resolution 2017-426

Moved: Councillor Hern

Seconded: Councillor Yake

THAT 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 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

Resolution 2017-427

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Regular Council meeting of November 6, 2017 be adjourned at 3:18 p.m.

CARRIED

CLERK

MAYOR



Township of Wellington North

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

Deputation Request Form

Name of Deputation(s)

Brent Barnes Alan Rawlins

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business ARTHUR LIONS CLUB

Contact Information

Mail: P.O. Bx 23 ARTHUR LIONS CLUB ARTHUR N0G-1A0

Email: [REDACTED]

Telephone: Home 519-828-2351 Cell 519-827-6670

Type of Meeting

Council OR Committee (includes ad hoc)

Date of Meeting Nov 20/2017

Subject Matter (submit your complete deputation submission with this form)

Would like to discuss possible projects for ARTHUR'S 150th in 2022

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

Project would be on Municipal Property so Council cooperation is required. Also does have a 150th project they would like to see.

Estimated Financial Impact to municipality:

Capital Unknown but probably Nil. Annual Operating Unknown at this time

SIGNATURE: ARTHUR LIONS CLUB
Pres. Brent Barnes

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

(REVISED March 2017)



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018

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TOWNSHIP OF WELLINGTON NORTH: ECONOMIC DEVELOPMENT JOINT MEETING MAPLETON, MINTO, WELLINGTON NORTH

Wednesday, November 1, 2017 – 5:30 pm
PMD Arena, Drayton

WELLINGTON NORTH ATTENDEES

Mayor Andy Lennox	Councillor Lisa Hern	Councillor Dan Yake
Councillor Sherry Burke	EDO Dale Small	Michelle Stone
Marty Young	Penny Renken	Rob Mattice
David Sharpe		

WELCOME AND OPENING REMARKS

Mapleton Mayor Driscoll welcomed attendees from Mapleton, Minto, Wellington North and Wellington County to the event.

GUEST SPEAKERS:

Immigrants & Newcomers: Dirk Dekker, Country Bait Local Agribusiness Feature: Breaking into the International Market

Dirk Dekker told his “story” as a newcomer to Mapleton 40 years ago and how as an immigrant he was welcomed and the resources that were available in Mapleton. Starting as a farmer and thinking “outside the box” when farming presented challenges, he and his family developed the very successful Country Bait business, cultivating and exporting worms both locally and internationally.

Immigrants & Newcomers: Tom Lusic, Wellington County Workforce Diversity, Entrepreneurial Drive & Investment Readiness

Representing Wellington County and reaching out to the northern lower tier municipalities about the information available through the county for immigrants and new Canadians interested in settling outside of the large urban areas. Much of the data indicates that the northern part of Wellington County in particular is headed for a substantial increase in population, with immigrants and new Canadians well represented. This group is an un-tapped resource.

Assessing Community Needs & Assets: Dale Franklin, Blooming Dales Mapleton Chamber of Commerce

Dale Franklin spoke about the rejuvenation of the Chamber of Commerce with support from Mapleton Council. There will be a meeting at the Drayton Theatre on November 29th, 2017 at 7:00 pm with a special one year membership of \$50.00 being offered to kick start the membership campaign.

Assessing Community Needs & Assets: Ryan Gibson, University of Guelph Exploring Changes, Challenges & Opportunities

Keynote speaker Ryan Gibson presented his background and what prompted his interest in research and pursuit of rural community development processes. His professorship at the School of Environmental Design and Rural Development at the University of Guelph gives him a unique opportunity put resources towards rural Ontario. His graduate students are always looking for new challenges and ideas and he encouraged attendees to contact his department.

Ryan also shared information on the Canadian Rural Revitalization Foundation (CRRF) that was established in 1989 to contribute to the revitalization and sustainability of rural Canada through collaborative research for rural leaders in the community, private sector, and in all levels of government. CRRF works to create credible insights and to improve our understanding of issues and opportunities that are of common interest to rural residents across Canada. Knowledge and better understanding are the fundamental pillars for the welfare of rural communities and environments. Their website www.crrf.ca contains very interesting information and there is a newsletter that you can subscribe to.

Ryan explained how his focus is on creating and implementing new ways to look at the governance and how regions can jointly work together to develop a rural revitalization that includes economic, rural revitalization stimulation, immigration and migration.

He challenged the attendees to choose one of the “13 Ways” listed and asked each “table team” to list their views on positives that have happened and ideas to move forward with, then each “table team” shared their thoughts with attendees.

COMMENTS FROM MAYORS

Mayor Andy Lennox, Wellington North

Mayor Lennox commented on the excellent theme and speakers. It takes a variety of people working together and be engaged for us to be successful. Mayor Lennox looks forward to continuing this excellent collaboration with Minto and Mapleton and thanked Mapleton for hosting.

Mayor George Bridge, Minto

Mayor Bridge thanked the great speakers and how CBC had recently had a program discussing new immigration policies and felt hearing from the County about their programs was very timely. Mayor Bridge sits on the Federation of Municipalities Board and there is a large representation from rural municipalities. He feels very strongly that there needs to be Rural Secretariat. Mayor Bridge was excited to hear about the Mapleton Chamber re-boot and vision. He thanked Mapleton for hosting.

Mayor Neil Driscoll, Mapleton

Mayor Driscoll expressed his amazement at what three municipalities working together can do and looks forward to the continued partnership. He expressed his thanks to Tammy for her hard work with Economic Development in Mapleton. Mayor Driscoll is looking forward to the Chamber revitalization with all sectors including agri businesses becoming a part of it.

CLOSING

The next joint meeting will be hosted by Wellington North with an early spring date to be announced. It was suggested that the three Youth Action Councils should be invited to join the next joint meeting.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
NOVEMBER 7, 2017 AT 8:30 A.M.**

020

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

Committee Members Present:

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

Staff Members Present:

- **Karren Wallace**
- **Tammy Pringle**
- **Mark McKenzie, Mount Forest Facilities Manager**
- **Catherine Conrad, Deputy Clerk**
- **Tom Bowden, Arthur Facilities Manager**

CALLING THE MEETING TO ORDER

Chairperson McCabe called the meeting to order.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION REC 2017-026

Moved by: Councillor Dobreen

Seconded by: Mayor Lennox

THAT the agenda for the November 7, 2017 Recreation & Culture Committee meeting be accepted and passed.

CARRIED

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

No declarations of pecuniary interest were declared

DELEGATIONS

MF Lions Rick Sinnamon, Bill Yelland, Gaston St Louis appeared before the Committee to provide background information on the park lands at the corner of Birmingham Street West and Queen Street West, known as Birmingham Park. In 1922 Alfred Hutchinson transferred ownership of the corner of the property to the municipality as a free gift to be used as a park. The Lions Club have invested in the park since that time. The Lions would like to name or rebrand the park as Hutchison Park and the playground as Lion Merv Weber Playground. Merv was a former business owner and Councillor in Mount Forest. For emergency purposes the address of the property will be added to the bottom of the sign.

The Committee gave direction to staff and the Lions Club to work together regarding the placement of the signage.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
NOVEMBER 7, 2017 AT 8:30 A.M.**

021

RESOLUTION REC 2017-0

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Recreation and Culture Committee receive the verbal report of the Mount Forest Lions Club member Rick Sinnamon;

AND FURTHER THAT the Committee endorses the Lions proposal to rebrand the Birmingham Park to Hutchison Park and Lion Merv Weber Playground with all costs being assumed by the Lions Club.

CARRIED

CIMCO representatives Barry Shrum, Technician and Andrew Forster, P. Eng. appeared before the Committee to discuss issues with ice plant shutdowns at the Mount Forest & District Sports Complex. They will do an investigation of the ice plant system and will report their findings at the December 18, 2017 Regular Council meeting.

MINUTES OF PREVIOUS MEETING

The minutes of the September 13, 2017 Recreation & Culture Committee meeting were received and adopted by Council at the Regular Meeting of Council held on October 10, 2017.

BUSINESS ARISING FROM MINUTES

None

NEW BUSINESS

None

CORRESPONDENCE

None

REPORTS

RAC 2017-015 being a report on ice plant shutdowns – September 23 and 24, 2017 (previously presented at the October 23, 2017 Council Meeting)

Recreation-Capital Project Updates-Budget vs. YTD
- tabled at the meeting

RESOLUTION REC 2017-028

Moved by: Mayor Lennox

Seconded by: Councillor Hern

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information the Recreation Capital Project Updates – Budget vs. Year-To-Dated.

CARRIED

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
NOVEMBER 7, 2017 AT 8:30 A.M.**

022

Facility Usage Reports:

- Mount Forest Sports Complex:
 - September 1 – November 1, 2016
 - September 1 – November 1, 2017
- Arthur Community Centre
 - September 1 – November 1, 2016
 - September 1 – November 1, 2017

RESOLUTION REC 2017-029

Moved by: Councillor Yake

Seconded by: Mayor Lennox

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

- *September 1 – November 1, 2016*
- *September 1 – November 1, 2017*

CARRIED

OTHER BUSINESS

Facility managers Updates

- Mount Forest

Space is being made to include a couple pieces of apparatus at the Bill Moody Park. Gary Matthews, Works Foreman, has been consulted regarding drainage issues and will oversee the installation of tile.

The water bottle filling station is being installed at the Sports Complex.

Conestoga Energy investigated the issues with the HVAC at the Sports Complex. The HVAC units are working but there are broken dampers in the duct work causing problems with the air flow.

- Arthur

Repairs have been made to the lobby furnace and the condenser water pump. The splash pad has been winterized.

Councillor Dobreen inquired if there will be staff training regarding the ice plant to assist with the ice issues.

Tammy Pringle announced that the Recreation Masterplan stakeholder meeting was held last week. There are public meetings planned for this week. Mount Forest on November 7 and Arthur on November 9.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
NOVEMBER 7, 2017 AT 8:30 A.M.

023

NEXT MEETING

Next meeting at call of the chair at the Mount Forest Sports Complex

ADJOURNMENT

RESOLUTION REC 2017-030

Moved by: Mayor Lennox

Seconded by: Councillor Hern

THAT the Recreation and Culture Committee meeting of November 7, 2017 be adjourned at 9:44 a.m.

CARRIED

Board of Directors Meeting #9/17

September 27, 2017

- DIRECTORS PRESENT:** Jim Campbell, David Turton, Deb Shewfelt, Alison Lobb, Wilf Gamble, Roger Watt, Paul Gowing, David Blaney
- ABSENT WITH REGRETS:** Art Versteeg, Bob Burtenshaw
- ABSENT:** Matt Duncan
- STAFF PRESENT:** Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Administrative/Financial Services Coordinator
Geoff King, Stewardship Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Stephen Jackson, Flood/Erosion Safety Coordinator
- COMMUNITY ATTENDEES:** Darrell Hawreliak, Eleanore Grainger, Lloyd Townsend, Roxanne Lashbrook, Rick Lashbrook, Bob Illman, Fern Wylie, Gord Haasnoot, Melanie Macias, Ben Huigenbos, Julie Gardiner, Wayne Connor

1. Call to Order

Chair Jim Campbell called the meeting to order at 7:00 pm and announced the meetings objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Board of Directors meeting #8/17 held on July 19, 2017 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motion was made.



Motion FA #76/17**Moved by: Deb Shewfelt****Seconded by: Alison Lobb**

THAT the minutes from the Board of Directors meeting #8/17 held on July 19, 2017 be approved.

(carried)

4. Delegation: Gorrie/Brussels Mill Committee

The delegation was unable to attend the September Board meeting and has asked to make a presentation at the October 18, 2017 Board meeting.

5. Presentation: Legislative/Constitutional basis for Regulating Development/Interference with Wetlands, Alteration to watercourses, shorelines under the Conservation Authorities Act: Darrell Hawreliak, Solicitor

At the May meeting, the Board chose Legislative Authority to Protect Natural Resources as one of their topics for training in 2017.

Solicitor, Darrell Hawreliak delivered an informative presentation that reviewed the legislative authority behind Section 28 of the Conservation Authority's Act.

The Board thanked Darrell for his presentation.

6. Business Out of the Minutes**a) Alternative Land Use Services: Report #47/17**

At the June Board meeting the Board directed staff to bring this matter back for further discussion and direction at the September Board meeting.

Geoff King reported that he contacted the new manager of ALUS-East, Casey Whitelock to determine if ALUS was willing to coordinate their efforts with existing Clean Water Projects. Geoff was advised that ALUS would like to continue to utilize a separate administrative structure.

The Board decided not to take any action at this time and the following motion was made.

Motion FA #77/17**Moved by: Alison Lobb****Seconded by: Roger Watt**

THAT Report #47/17 be noted and filed.

(carried)

b) Gorrie Conservation Area Update: **Report #48/17**

At the July meeting, direction was given by the Board to address the safety and erosion issues at the Gorrie Conservation Area as directed by MNRF. MNRF issued a work permit for the following work to be undertaken: filling in the scour hole, regrading the berm and protecting it from erosion as well as removal of the damaged sections of the turbine bay. The contractor, D.C. Craig Excavating completed the required work on September 22nd.

The seeding of the site was completed on September 25th.

A new gate has been installed at the entrance.

The only outstanding work to be completed are the repairs to the picnic shelter and installation of barrier posts at the parking lot .

Staff are in the process of obtaining quotes to repair the Picnic shelter deck and supports.

Stewart Lockie, Conservation Areas Coordinator advised that he has contacted MNRF to determine the technical requirements under the Lakes and Rivers Improvement Act for investigating the three options; repair, replacement/redesign, decommissioning of the Gorrie Dam. MNRF advised that the specific technical requirements for each option can't be confirmed until a submission is made and reviewed. Stewart advised that the authority will require the assistance of an engineering firm with expertise in small mill dams to help identify the technical requirements that would have to be taken into account for each of the three options. This information will be needed to determine the cost to investigate the options. Staff will attempt to have this information available for the Board to review at the November 15th Board meeting. It will be presented as part of the report on possible projects for 2018.

Motion FA #78/17**Moved by: Deb Shewfelt****Seconded by: Alison Lobb**

THAT MVCA investigate the costs of retaining an engineering consultant that has the expertise with small mill dams to investigate the technical requirements under the Lakes and Rivers Improvement Act and associated costs for consideration by the Board as part of the authority's 2018 budget.

Jayne Thompson, Communications Coordinator advised the Board that a second newsletter was sent out that outlined the direction given by the Board at the July 19, 2017 Board meeting.

Jayne summarized the comments that have been received from the public.

Staff have identified that there isn't any toxic vegetation such as giant hogweed currently in the area.

Ragweed, a plant that causes hay fever symptoms, has not been found in the area.

Jayne identified that a new section could be added to MVCA's website where information on Gorrie Conservation Area would be posted. This information would include newsletters, photos, reports and updates. A button could be added to the homepage leading viewers directly to this information.

At this time, Chair Jim Campbell advised those sitting in the gallery that they could request a delegation for a future meeting to address the Board if they wished to do so.

The Board concurred with the idea of establishing pages on the website where information on Gorrie Conservation Area will be posted.

Moved by: **Dave Turton**

Seconded by: **Roger Watt**

THAT staff create a section on the MVCA website containing information specifically related to Gorrie Conservation Area.

(carried)

Motion FA #79/17

Moved by: Dave Turton

Seconded by: Roger Watt

THAT staff create a repository of information for newsletters, photos, and reports on the MVCA website regarding the Gorrie Conservation Area.

(carried)

7. Business Requiring Direction:

a) Review of Investment Policy: **Report #49/17**

The Board decided to invest \$250,000 of MVCA's working capital accumulated surplus into a bond portfolio at the September meeting in 2012. The Board discussed possible alternatives to investigate further.

The following motions were made.

Motion FA #80/17

Moved by: Alison Lobb

Seconded by: Roger Watt

THAT staff bring a report on MVCA investment for the board to review every three years.

(carried)

Motion FA #81/17

Moved by: David Blaney

Seconded by: Dave Turton

THAT staff contact Libro Credit Union to invite a Financial Advisor to a future meeting to discuss investment options with the Board.

(carried)

8. Reports

a) Chair's Report

Jim Campbell informed the Director's that he and the two Vice Chairs along with the General Manager/Secretary-Treasurer, Phil Beard made presentations to MPPs Randy Pettepiece, Lisa Thompson and the MP for Perth Wellington, John Nater over the summer. The presentations focussed on the need for improved severe weather forecasting by the Provincial and Federal Government as well as the need for a new Federal Provincial Flood/Erosion Damage Reduction Program.

Jim noted that he and the General Manager/Secretary-Treasurer attended Conservation Ontario on September 25, 2017. The Minister of Natural Resources and Forestry updated council on the status of the approval of Bill 139 and the development of a renewed partnership with the Provincial Government.

b) Director's Reports

There were no Director reports.

9. Consent Agenda

The following items were circulated to the Board of Directors for their information.

- a) Budget Status Update: June.- September: **Report #50/17**
- b) Agreements Signed: **Report #51/17**
- c) Revenue/Expenditure Report for June/July/August: **Report #52/17**

The following motion was made.

Motion FA #81/17

Moved by: Deb Shewfelt

Seconded by: Wilf Gamble

THAT reports #50/17 through #52/17 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

10. Correspondence:

For Your Information: Letter from John Nater, MP, Perth Wellington re: MVCV concerns re: Environment Canada severe weather forecasting and the deficiencies in the National Disaster Mitigation Program.

11. In Camera Session: Legal Matter

All attendees except the Board Members, the GM/ST, the Flood Safety Coordinator, and the Administrative/Financial Services Coordinator were excused from the meeting at this time.

Motion FA #82/17

Moved by: Dave Turton

Seconded by: Paul Gowing

THAT the Board of Directors move in camera for a legal matter.

(carried)

Motion FA #83/17

Moved by: Alison Lobb

Seconded by: Roger Watt

THAT the Board of Directors move out of in camera and resume regular session.

(carried)

12. **Review of Meeting Objectives/Follow-up Actions/Next meeting: Wednesday October 18, 2017 at the Admin. Centre in Wroxeter**

Chair Jim Campbell reviewed the meeting objectives outlined in the agenda.

13. **Adjournment**

The meeting adjourned at 8:50 pm with this motion.

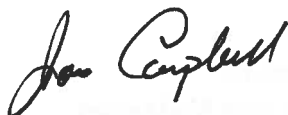
Motion FA #84/17

Moved by: Paul Gowing

Seconded by: Dave Turton

THAT the meeting be adjourned.

(carried)



Jim Campbell
Chair



Danielle Livingston
Administrative/Financial
Services Coordinator



Communiqué



From the desk of:

November 10, 2017 # 048

Fire Chief.

1. Budget: The Draft Operating Budget has been submitted to the Finance Department. There will be NO Capital Budget requests for 2018.
2. The 2018 Pumper/Rescue truck for Mount Forest, has been awarded to Camion Thibault Trucks. There will be a truck build review in December. The new truck should arrive by October of 2018. The 1992 Pumper/Rescue will be donated to *Firefighters With-Out Borders*.
3. **REMINDER**, please use your IAM responding!! Your fellow firefighters are counting on you! We need to know who is responding. Hey folks. TRUCK IS THE COMMAND POST. The Captain is the Incident Commander. **The non-users of Iam Responding are being identified. Please USE this valuable tool! If you are coming to the call, but are delayed. Push the delay button!!!! (delay, meaning you won't make the first or second truck). WE STILL NEED YOU!!!!!!**
4. **Porta-Tank Lifts:** Now installed. Project completed.
5. **NEW MEMBERS:** Arthur Station. Please WELCOME Stacy Muir, Devon Greenwood.

“Don't wait for Change..... Be the Change”

Author Unknown



Communiqué



FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to October 31 for the years 2016 and 2017				
	2016		2017	
	<i>Fatal fires</i>	<i>Fatalities</i>	<i>Fatal fires</i>	<i>Fatalities</i>
Ontario fatal fires (except Federal and First Nations properties) from January 1 to October 31.	57	68	59	66
Fatal fires on Federal or First Nations properties from January 1 to October 31	2	10	2	2
Total	38	78	61	68

Respectfully;

Fire Chief



Communiqué



October Fire Report 2017

ARTHUR STATION:

The Arthur Station responded to 12 calls for assistance during the month.

Practice/ Meetings:

- Oct 3, 2017 (13) members were present
- Oct 17, 2017 (9) members were present
- Oct 24, 2017 (11) members were present

MOUNT FOREST STATION:

The Mount Forest Station responded to 21 calls for assistance during the month.

Practice/ Meetings:

- Oct 3, 2017 (19) members were present
- Oct 17, 2017 (12) members were present
- Oct 24, 2017 (18) members were present

Respectfully submitted by
Bill Hieber



Communiqué



CALL TYPE	ARTHUR STATION	AREA	MOUNT FOREST STATION	AREA
Medical	3	Township(1)	12	Town (9)
		Town (1)		Southgate (1)
		Mapleton (1)		Township(2)
C/O Smoke Alarm				
Vehicle Fire				
Structure Fire	1	Mount Forest (1)	2	Town (1)
				Southgate(1)
Motor Vehicle Collision	2	Township (2)	4	
				Township (2)
				Town (2)
Fire Alarm	4	Town (4)	3	Town (2)
				Township(1)
Hydro Pole Fire	1	Mapleton(1)		
Standby	1	Kenilworth(1)		



Communiqué



Fire Prevention/Public Education

FIRE SAFETY PRESENTATIONS

St. Mary Cathloic School
Arthur Public School
Fire Prevention Open House
Girl Guides Mount Forest

FIRE SAFETY INSPECTIONS

760 Waterloo St. Mount Forest
186 George St. Arthur

FIRE INVESTIGATIONS

FIRE SAFETY COMPLAINT INSPECTIONS

8852 Wellington Road 16 Damascus

FIRE SAFETY PLAN REVIEWS

VULNERABLE OCCUPANCY FIRE DRILLS

BURN PERMIT SITE INSPECTIONS

BURN COMPLAINTS

8597 Concession 7



“TEST YOURS *TODAY*”



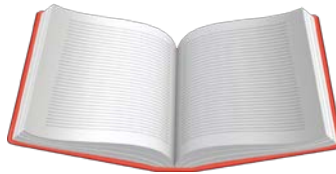
Communiqué



Busy month with Public Education with our youth. November we will be educating seniors.

The Wellington/Dufferin Fire Prevention Association is looking to move forward by splitting the association into two divisions. There will be a Public Education division and a Fire Prevention division. We will be having our first Public Education meeting on November 15 2017. The first Fire Prevention meeting will be on December 7 2017. Both meetings will discuss how to move forward to better educate and protect our communities. With the intention of there for each other when we need assistance and guidance. Establishing a common goal, by delivering the same message. As well as sharing resources with each other.

“SAVING LIVES THROUGH EDUCATION”



Please have all monthly reports submitted by the 5th of each month to:

fpo@wellington-north.com

Next communiqué will be December 9th, 2017



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF November 20th, 2017**

FROM: DALE SMALL, ECONOMIC DEVELOPMENT OFFICER

SUBJECT: REPORT EDO 2017-24 COMMUNITY IMPROVEMENT PROGRAM

RECOMMENDATION

That the Economic Development Officer report EDO 2017-24 dated November 20th, 2017 with regards to the Community Improvement Program be received;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve a one-time grant in the amount of **\$1,508.40** under the Façade Improvement Program for new signage at 183 George Street in Arthur, location of the Balanced Breath Studio.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

There have been numerous reports on the Community Improvement Program since the program was approved by Wellington North council in May 2012.

BACKGROUND

Since 2012 our Community Improvement Program has enabled the Municipality to provide incentives for individuals, businesses, community groups, organizations, etc. to enhance their building presentation to the public and/or to support Public Art, in an effort to help beautify our community.

This ten year program has proven quite popular and to date forty-five applicants have submitted applications to the Community Improvement Program. The total dollar value of the overall improvements made in our Community is conservatively estimated at \$456,975. Of this amount:

- \$ 95,639 (21%) has been covered by grants under the Community Improvement Program
- \$ 22,500 (5%) has been advanced in interest free loans repayable over 5 years
- \$338,836 (74%) has been covered by the applicants

OVERVIEW

On November 14th, 2017 an application was received from Kristina Kelly the owner/operator of Balanced Breath Studio which is located at 183 George Street in Arthur. The application is for funding to assist with the installation of new LED lighting and signage at this location.

As required under our program all applications are reviewed utilizing our C.I.P. Program Decision Matrix and a copy of this is attached to the report. The Decision Matrix also provides additional information regarding the improvements as well as the recommendation from the Community Improvement Plan Review Panel that council approve funding for this applicant.

FINANCIAL CONSIDERATIONS

In the 2017 E.D.O. operating budget \$15,000 in funding was approved to cover applications under the Community Improvement Program. Year to date, including this application, we have now received and approved twelve requests for funding totaling \$30,206.

Earlier this year the Economic Development Officer and the Chief Administrative Officer met to review the Economic Development Office operating budget for 2017. A complete review of the operating budget was completed at that time including a revised year-end forecast which took into consideration the resourcing changes that had occurred as well as the shortfall being experienced in Community Improvement Program funding. Based on this review and revised forecast it was determined that by utilizing some funding from the 2016 BR+E implementation fund, as well as other savings made in the EDO budget, this cost overrun can be accommodated within the Economic Development 2017 operating budget.

With the recent improvements made to the Community Improvement Program, along with the four new incentive programs that have been established, we fully expect that increased levels of funding will be required in future years. These discussions and decisions will take place as part of the annual budget process.

STRATEGIC PLAN

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

Yes No N/A

Which pillars does this report support?

<input checked="" type="checkbox"/> Community Growth Plan <input type="checkbox"/> Human Resource Plan <input checked="" 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
---	--

PREPARED BY:

RECOMMENDED BY:

Dale Small

Michael Givens

**DALE SMALL
ECONOMIC DEVELOPMENT OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIXApplicant: **Balanced Breath Studio**Date Received: **Nov 14th, 2017**Application #: **F.I.L. & G. # 35**Amount: **\$1,508.00 Grant**Date of Community Improvement Plan Review Panel Meeting: **Nov 15th, 2017**

Criteria Number	Criteria	Yes	No	Comments
1	Is the applicant eligible as per the definition outlined in 4.2.4.2 of the Community Improvement Plan	X		The applicant is the owner/operator of the business.
2	Is the applicant applying for: a) Facade Improvement Grant b) Facade Improvement Interest Free Loan c) Both	X		The applicant is applying for a \$1,508 Facade Improvement Grant
3	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		Balanced Breath Studio is located at 183 George Street in Arthur which is within the CIPA boundary.
4	Has the application been properly completed including: <ul style="list-style-type: none"> • Detailed description of improvements • Facade Improvement Checklist • Detailed sketch of the proposed change • Minimum of two quotes obtained 	X X X	X	A description has been provided by the applicant and the work primarily consists of the installation of a new LED sign as well as window lettering. One quote was provided by a local contractor who will be completing the installation
5	Are property taxes and any other Municipal Accounts receivable up to date	X		All property taxes were verified as up to date.
6	Eligible costs associated with Facade Improvement Projects are as follows. Indicate which ones are included: <ul style="list-style-type: none"> • Repainting or cleaning of the facade • Restoration of facade masonry, brickwork, etc. • Replacement or Repair of cornices, eaves, parapets, etc • Replacement or Repair of Windows • Entrance-way modifications • Redesign of the store front • Removal of signage and installation of new signage 	X		The work being completed primarily consists new LED lighting, signage and door lettering.

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

	<ul style="list-style-type: none"> • Restoration of original facade appearance • Replacement or Repair of canopies and awnings • Installation or repair of exterior lighting • Other similar improvements approved by CIPRP 	X		
7	Facade Improvement Grant amount available is 50% of eligible costs up to a maximum of \$2,500. What amount is being requested and what is the percentage of the overall.	X X X		<p>Overall Cost of exterior improvements: \$3,016 + HST</p> <p>Grant Amount being requested: \$1,508</p> <p>Percentage of overall Costs: 50%</p>
8	Facade Improvement Loan amount available is an interest free loan up to a maximum \$2,500. This loan must be paid off in equal installments with a maximum amortization of five years. What amount is being requested and what is the amortization period?		X	As the overall cost of the improvement is less than \$7,500 the applicant is not eligible for an interest free loan.
9	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X		All work was completed by local contractors.
10	Is the targeted completion date within 8 months from date of approval or is an extension required?	X		The work will be completed later this month
11	Other comments from the Review Panel	These improvements qualify for funding under the Community Improvement program and we recommend council approve the request.		
Recommendation	That the Community Improvement Review Panel support this application and makes a motion for council approval.			Yes XXX No
	<i>Darren Jones</i> Darren Jones	<i>Dale Small</i> Dale Small		



7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-325-0400
Facsimile: 416-325-0374

7^o étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-325-0400
Télécopieur: 416-325-0374

October 27, 2017

Dear Heads of Municipal Councils:

In April 2017, the federal government introduced legislation to legalize and regulate non-medical cannabis across Canada, and has firmly stated its intention to have the legislation in force by July 2018.

In response to the federal legalization of cannabis, the Government of Ontario announced, on September 8, 2017, a safe and sensible framework to govern the lawful use and retail distribution of non-medical cannabis as a carefully controlled substance within the province of Ontario.

As part of this framework, our government is proposing to retail cannabis through a government-operated Crown Corporation, as a subsidiary of the Liquor Control Board of Ontario (LCBO). This approach would meet the standards of control and social responsibility that Ontarians expect, while responding to consumer demand and displacing the illegal market.

Under the proposed approach, the retail and distribution system would include an online province-wide sales channel by July 2018 and up to 150 stand-alone stores by the end of 2020, starting with 40 by July 2018 and rising to 80 within the first year. This proposed retail system would sell cannabis and cannabis-related items only, not alcohol.

Our proposed approach is to build on the expertise and back-office capabilities of the LCBO to set up the Crown Corporation. Our priority is to reduce the illegal market by building on our strengths to create an efficient and secure system for people across the province.

Engagement with Ontario Municipalities

Our government acknowledges that municipalities are critical partners in provincial efforts to retail and distribute cannabis in communities across the province. We recognize that many municipalities have questions regarding the legal retail and distribution of cannabis and how municipalities will be involved going forward.

.../cont'd

- 2 -

Since the announcement on September 8th, staff from the Ministry of Finance, Ministry of the Attorney General, Ministry of Municipal Affairs, and other partner ministries have engaged with municipalities through the Association of Municipalities of Ontario (AMO) on topics of interest to municipalities, including the retail model, enforcement and places of use. The input received to date has been valuable to informing the continued development of our approach and we look forward to ongoing discussions.

I would like to thank the municipalities that have engaged with our government to date, particularly those municipalities who participated on the conference call Minister Naqvi and I held with Mayors following the announcement, as well as, those municipalities participating on the AMO's Marijuana Task Force. I understand that there have already been several productive consultation sessions with AMO since our announcement.

I am writing you today to outline our government's approach to continuing to engage with municipalities on how retail stores may be located in advance of July 2018.

As we move forward with preparations to implement the proposed retail and distribution system, Ministry of Finance staff, together with the LCBO, will begin direct engagement with municipalities on how stores may be located for July 2018. We are proposing that the LCBO partner with impacted municipalities in advance of launch to ensure that input from municipalities can be provided directly to the LCBO and local community interests can be heard.

Identification of Municipalities for Initial Stores

To ensure Ontario's readiness for the federal government's deadline of July 2018, Ministry of Finance and the LCBO have begun identifying municipalities under consideration for initial stores. Municipalities will be identified in stages. This will support ongoing engagement with municipal staff in these affected municipalities and phase efforts to search for store sites.

Two primary considerations will be used to guide the identification of municipalities where stores will be located: first, to achieve geographic distribution of stores across the province; and second, to reduce the number of illegal stores, including dispensaries, currently operating in Ontario.

As municipalities are identified, letters from the Ministry of Finance will be sent to the municipal Clerk or CAO of each identified municipality. Ministry of Finance staff will also work to notify Heads of Councils in identified municipalities in advance of these letters and will work with these municipalities to continue an open dialogue to ensure that council's perspectives are considered. The letters will request meetings between municipal staff, Ministry of Finance staff and the LCBO to discuss the guidelines and a process for siting stores, how the LCBO will address local concerns, and municipal

.../cont'd

- 3 -

interests in siting. This will serve as the beginning of the partnership between municipalities and LCBO. Municipalities selected for initial stores will also be transparently identified on a website maintained by the LCBO: <http://www.lcbocannabisupdates.com/>. This website is expected to be launched today, October 27, 2017 and will be updated in coming weeks as the first group of letters are sent to the municipal Clerks/CAO's notifying them the LCBO intends to locate an initial store in their municipality. The LCBO will continue to update this website on a regular basis as additional municipalities are notified of the intention to locate stores in their municipality.

Guidelines and Process for Siting of Cannabis Retail Stores

Informed by consultations with AMO, proposed guidelines and a process for siting stores are being developed. The LCBO would utilize guidelines to identify specific store locations with the objectives of ensuring that youth are protected and addressing the illegal market. This includes ensuring stores are not located in close proximity to schools. Ministry of Finance staff and the LCBO are keen to meet with municipalities directly to discuss the proposed guidelines and ensure that local interests are being appropriately taken into account.

The LCBO would utilize a public notification process to inform the public that a specific store location has been identified in their community. As part of this process, the LCBO will provide information to the public that outlines the store's operations and how local impacts would be mitigated.

This notification process will also provide an opportunity for public questions and concerns on specific store sites to be submitted directly to the LCBO. More details of this process will be shared with municipal staff through the planned direct engagement.

Province-wide Online Sales Channel

Alongside the roll-out of stores, the LCBO will be implementing a province-wide online sales channel for cannabis beginning July 2018. As with retail stores, this online channel will be carefully controlled and include important social responsibility measures. It will also help meet the demand for legal cannabis access in all parts of the province.

As we establish a new legal retail system for cannabis, it is critical that we do so with the objectives of protecting our youth and addressing the illegal market. I look forward to ongoing dialogue with AMO and with municipalities as we take the next steps in implementing this important initiative.

.../cont'd

- 4 -

I welcome your support in ensuring an open and productive partnership with our government, the LCBO and your municipality as we continue to prepare for federal legalization of cannabis in July 2018.

Where municipal staff may require assistance, please contact:

Nicole Stewart
Executive Lead – Cannabis Retail Implementation Project
Ontario Ministry of Finance
Nicole.Stewart@ontario.ca
416-325-1593

Sincerely,



Charles Sousa
Minister

- c: Yasir Naqvi, Attorney General of Ontario
Bill Mauro, Minister of Municipal Affairs
Lynn Dollin, President, Association of Municipalities of Ontario
Penny Lipsett, Chair (Acting), LCBO
George Soleas, President and Chief Executive Officer, LCBO
Scott Thompson, Deputy Minister, Ontario Ministry of Finance
Municipal Clerks/CAOs

.../cont'd

**Ministry of
Municipal Affairs**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel. 416-585-7000
Fax 416-585-6470**Ministère des
Affaires municipales**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. 416-585-7000
Télééc. 416-585-6470

Ontario

Ministry of Labour

Office of the Minister

400 University Avenue
14th Floor
Toronto ON M7A 1T7**Ministère du Travail**

Bureau du ministre

400, avenue University
14^e étage
Toronto ON M7A 1T7**NOV 14 2017**

17-75368

Dear Heads of Council:

As you are aware, our government has introduced reforms through the Fair Workplaces, Better Jobs Act (Bill 148), that if passed, will enhance fairness and improve the lives of Ontario's working families.

Our government values and respects the partnership we have with municipalities, and appreciate hearing your concerns and feedback on this legislation. The submission from AMO, and input from municipal leaders, has helped us find common ground toward addressing your concerns.

As a result, we have brought forward amendments that, if approved, will ultimately make the Fair Workplaces, Better Jobs Act (Bill 148) stronger for the people of Ontario and the municipalities where they live.

We're proposing that Bill 148 be amended at Standing Committee to add exemptions to the on-call pay and the 96 hours' notice scheduling rules in Bill 148. Specifically, an employer would not be required to provide on-call pay to an employee who was on call, and not required to work, if the reason for the on-call shift was to ensure the continued delivery of essential public services, such as fire, utility and snow removal services. Similarly, an employee's right to refuse an employer's request to work or be on call would not apply if the reason for the request is to ensure the continued delivery of essential public services.

The Fair Workplaces, Better Jobs Act (Bill 148) is currently going through the legislative process. Should the Fair Workplaces, Better Jobs Act be adopted by the legislature, it is our intention to bring forward a regulation that, if approved, would exempt firefighters from the equal pay for equal work provisions with respect to employment status. It is our intention to make this regulation before the relevant section of the Act comes into force. This would provide clarity that volunteer firefighters will not be entitled the same pay as full-time firefighters.

We appreciate the support from Ontario's 444 municipalities and recognize that you have a strong record when it comes to improving your employees' lives through better working conditions, more predictable income, and access to needed personal time.

-2-

Ultimately Bill 148 will help ensure our workplaces are fairer for all Ontarians, and we look forward to your continued partnership in ensuring fairness and decency for all Ontario workers and in all Ontario workplaces.

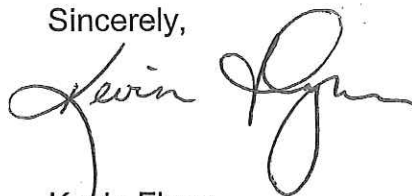
Together we are building a stronger and fairer Ontario.

Sincerely,



Bill Mauro
Minister of Municipal Affairs

Sincerely,



Kevin Flynn
Minister of Labour

RECEIVED

OCT 11 2017

TWP. OF WELLINGTON NOR

Mayor Jim Diodati



City Hall
 4310 Queen Street
 P.O. Box 1023
 Niagara Falls, ON L2E 6X5
 niagarafalls.ca
 Tel (905) 356-7521 Ext. 4201
 Fax (905) 374-3357
jdiodati@niagarafalls.ca

October 5, 2017

Dear Delegate(s):

On behalf of the City of Niagara Falls, I extend a warm welcome to you and cordially invite you to join us, May 2-4, 2018 for the 65th Annual Ontario Small Urban Municipalities Conference & Trade Show.

I know that the OSUM Conference Planning Committee is working to insure that matters affecting the small urban communities of Ontario are addressed and given the attention and support needed so that, through consultation with the provincial and federal governments, we can build stronger and more vibrant communities.

Niagara is well-known throughout the province for its tourism industry, its beautiful parks and amenities, both natural and man-made; world class wineries, accommodations, restaurants and entertainment. We are one of 12 municipalities comprising the Niagara Region, with a residential population of 86,000, offering a unique powerhouse of diversity to its residents, businesses, and 15+ million annual visitors.

In addition to tourism, Niagara Falls is also a sought after strategic location for businesses because of its proximity to the United States via the Rainbow, Whirlpool, and Queenston-Lewiston bridges, three major airports as well as the metropolitan areas of Toronto and Hamilton.

Thank you for the opportunity to tell you just a little about Niagara Falls. As Mayor of the host community for the 2018 OSUM Conference & Trade Show, and on behalf of City Council, I hope your plans include joining us in Niagara Falls for an incredibly good time and a great learning and networking opportunity. To register, visit OSUM.ca for details.

See you in Niagara Falls – May 2 to 4, 2018!

Yours truly,

Mayor James M. Diodati



**COUNTY OF WELLINGTON
GORDONVILLE BRIDGE, NO. B014005
WELLINGTON ROAD 14
MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT STUDY
NOTICE OF STUDY COMPLETION**

The County of Wellington has completed a Municipal Class Environmental Assessment (Class EA) Study for the Gordonville Bridge (No. B014005) to address existing structural deficiencies. Constructed in 1919, the Gordonville Bridge is a two span concrete T-Beam structure over Four Mile Creek located on Wellington Road 14, in the Township of Wellington North, 0.4 km north of Line 6.

The Class EA study determined that the existing bridge has reached the end of its service life. Based on an evaluation of alternatives, a complete replacement of the structure has been identified as the preferred alternative.

The study was conducted in accordance with Schedule B of the *Municipal Class Environmental Assessment* process (October 2000, as amended 2007, 2011, and 2015).

A Project File has been prepared to document the planning and decision-making process for this study. By this Notice, the Project File is being placed on the public record for a thirty (30) day review period from and including November 3 to December 2, 2017 through the County website:

www.wellington.ca/en/government/newsandnotices.asp

Interested persons may provide written comments within the thirty (30) day review period to either of the following individuals:

Mr. Mark Eby, P. Eng.,
Construction Manager
County of Wellington
Administration Centre
74 Woolwich Street
Guelph ON N1H 3T9
T 800.663.0750 x 2270
F 519.837.8138
E marke@wellington.ca

Mr. Chris Middleton, P.Eng.,
Consultant Project Manager
WSP
610 Chartwell Road
Suite 300
Oakville ON L6J 4A5
T 905.823.8500
F 905.823.8503
E chris.middleton@wsp.com

Information will be collected in accordance with the Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.

If concerns regarding this project cannot be resolved in discussions with the County of Wellington, a person or party may request the Minister of the Environment and Climate Change to make an order (referred to as a Part II Order) for the project to comply with Part II of the Environmental Assessment Act which addresses Individual Environmental Assessments. The written request must be received by the Minister within the thirty (30) calendar day review period at the address below and copied to both the Director, Environmental Approvals Branch and Mark Eby at the County of Wellington.

Honorable Chris Ballard
Minister of Environment and Climate Change
77 Wellesley Street West, 11th Floor
Toronto ON M7A 2T5

Director, Environmental Approvals Branch
Ministry of the Environment and Climate Change
135 St. Clair Avenue West, 1st Floor
Toronto ON M4V 1P5

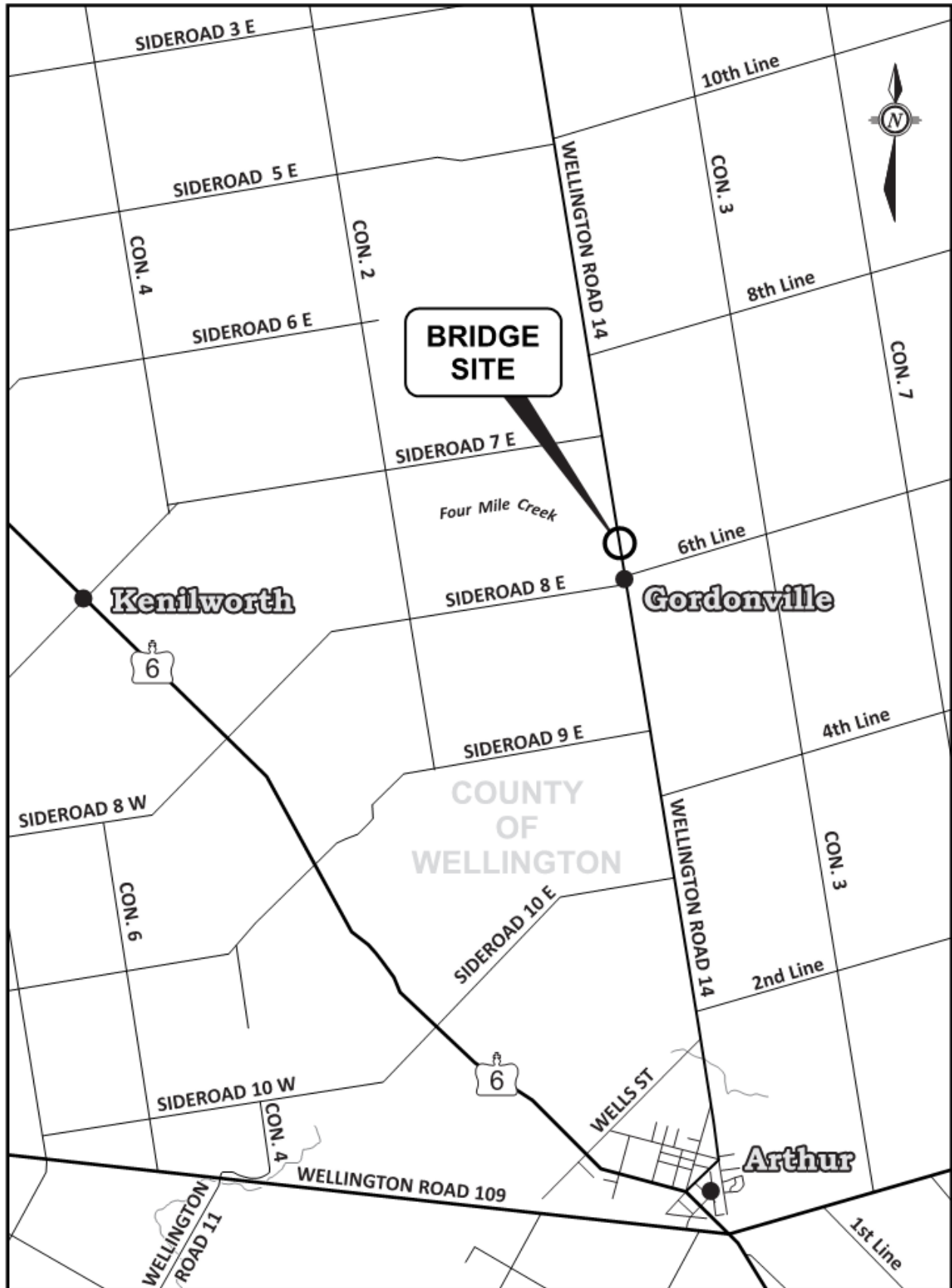
If no request is received on or before **December 2, 2017**, the County of Wellington may proceed with detailed design and construction as outlined in the Project File.

ALTERNATE FORMATS
 OF THIS PUBLICATION
 AVAILABLE UPON REQUEST

This Notice first issued on November 3, 2017.

Gordonville Bridge, No. B014005
County of Wellington

KEY PLAN
N.T.S.





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

www.wellington-north.com 1.866.848.3620 FAX 519.848.3228

519.848.3620

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF NOVEMBER 20, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-039 BEING A REPORT ON BILL 68,
MODERNIZING MUNICIPAL LEGISLATION ACT**

RECOMMENDATION

THAT Report CLK 2017-039 being a report on the implementation dates provided in Bill 68, Modernizing Municipal Legislation Act be received for information.

AND FURTHER THAT the Clerk be directed to bring the procedural by-law to a future meeting of Council;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the procedural by-law at that meeting.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Report CLK 2017-014 being a report on Bill 68, Modernizing Municipal Legislation Act

BACKGROUND

On May 30, 2017, Bill 68, Modernizing Municipal Legislation Act (the Bill) received Royal Assent. Related to local governance, the various Acts impacted are the Municipal Act, 2001, the Municipal Elections Act and the Municipal Conflict of Interest Act. The Ministry of Municipal Affairs has advised the provisions of the Bill are being implemented in phases, with the dates for some remaining provisions still to be announced.

There are three implementation dates, date of Royal Assent May 30th, 2017, January 1, 2018 and March 1, 2019.

Phase I: In force Royal Assent (May 30, 2017)**MUNICIPAL ELECTIONS ACT****Term of Council**

For the 2018 election cycle, the term of Council is December 1, 2018 to November 14, 2022. In 2022 the term of Council commences November 15, 2022.

Contributions

Amounts that individuals or third party advertisers increases from \$750.00 to \$1,200.00.

Candidates and their spouses will be limited on the amount they are permitted to contribute toward the campaign.

Head of Office: that, combined, can't exceed an amount equal to the lesser of:

- \$7,500 plus 20 cents for each elector entitled to vote for the office, AND
- \$25,000

Other elected official: That combined, can't exceed an amount equal to the lessor of:

- \$5,000 plus 20 cents for each elector entitled to vote for the office; AND
- \$25,000.

Phase 2: In force January 1, 2018**MUNICIPAL ACT, 2001****Changes to council composition:**

A member of Council, other than the Mayor, will be permitted to attend County meetings in the absence of the Mayor. It is important to note, however, that only one member can be appointed per four year term to fulfil this duty, unless the appointed member ceases to be on Council.

Generally a Deputy Mayor would fulfil that role, however since there is no Deputy in Wellington North staff recommend the members of Council, during an open meeting, elect by secret ballot, an alternate to the Mayor who may attend upper tier Council meetings in the absence of the Mayor.

New definition of a meeting:

Meeting shall mean any regular, special or other meeting of a council, of a local board or of a committee of either of them, where a quorum of members is present, AND members

discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee

New closed meeting exceptions:

There are four new closed meeting exceptions set out below. These provisions are not contained in MFIPPA as a permitted reason to refuse to disclose a record. A scenario that could result might be that Council properly goes into a closed meeting as defined in the Municipal Act, 2001, however the record might have to be produced on the filing of a Freedom of Information Request and a ruling by the Privacy Commissioner. It is for this reason that staff recommend these additional exceptions be used in a very limited manner.

- 1) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- 2) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- 3) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- 4) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Electronic participation in council meetings

Electronic participation, *in open meetings* only, is permitted, provided the procedure by-law sets out the extent and manner in which the member may participate. The member participating electronically cannot be counted in determining quorum. The electronic participation is not permitted for local boards or committees.

Staff are recommending that electronic participation in meetings not be permitted for the following reasons:

- Technology disruptions;
- Moving from an open to closed sessions are problematic;
- Accessible format-the method of electronic participation must be accessible;
- Sound issues
- Written declarations of pecuniary interest are not possible

Closed Meeting Investigations and Reports

If a closed meeting report is received from the Meeting Investigator or Ombudsman, Council must pass a resolution stating how they intend to address the report.

Phase 2: In force April 1, 2018

MUNICIPAL ELECTIONS ACT

Election campaign advertisements

The definition has been amended to mean means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate.

Mandatory information advertisements

An election campaign advertisement purchased by the candidate or someone on behalf of the candidate must identify the candidate.

A candidate must provide the following information to the broadcaster or publisher in writing:

- The name of the candidate.
- The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate

Broadcasters and publishers are not permitted to run the advertisement unless this information is provided and they must maintain a record of this information for four years which the public are permitted to view.

Third party advertising

An individual, corporate or trade union must register as a third party advertiser with the Clerk of the municipality before incurring any expenses in advertising for a candidate. The filing period commences Third party advertisers have an expense limit and must contain the following information:

- The name of the registered third party.
- The municipality where the registered third party is registered.
- A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement

Broadcasters and publishers are not permitted to run the advertisement unless this information is provided and they must maintain a record of this information for four years which the public are permitted to view.

A municipality may require someone who the municipality believes has contravened third party advertising to discontinue running the advertisement. Third party advertisers must

file financial statements and in certain circumstances must provide audited financial statements.

Financial Statements

Municipal Clerks will now review all financial statements file by candidates to determine if there appears to be violations of the spending rules set out in the legislation. If there appears to be a violation, the Clerk will file a report with the Compliance Audit Committee for a review and possible investigation.

Phase 3: In force March 1, 2019

MUNICIPAL ACT

Council Code of Conduct (includes all local boards)

Integrity Commissioner

Policy on Staff-Council relations

Policy for pregnancy/ parental leave

MUNICIPAL CONFLICT OF INTEREST ACT

Written reasons made by a member relating to a declaration of pecuniary interest

Registry of written declarations of pecuniary interest

Integrity Commissioners can investigate contraventions of the Municipal Conflict of Interest Act

Courts can impose additional penalties if a member is found guilty of contravening the Municipal Conflict of Interest Act that being suspension of up to 90 and restitution

As a result of the new provisions, Wellington North's procedure by-law must be amended to reflect the legislative changes. A draft of the amended by-law is attached as Schedule "A", with the amendments highlighted in yellow. The by-law will be tabled at a future meeting.

Staff will draft the policies and by-laws required in Phase 3, closer to the implementation date of March 1, 2019.

FINANCIAL CONSIDERATIONS

There financial implications include the cost of hiring an Integrity Commissioner, retainer, cost of legal proceedings should the IC decide to take a matter to the courts. A shared IC arrangement is being considered within Wellington County, similar to the meeting investigator arrangement.

STRATEGIC PLAN

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

Yes No N/A

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

Strategic Partnerships

Many of the changes effected by Bill 68 increase transparency and accountability of local government.

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

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 0XX-17

BEING A PROCEDURE BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL AND ITS COMMITTEES AND TO REPEAL BY-LAWS 080-17 AND 009-17.

WHEREAS the Council of the Township of Wellington North wishes to enact a by-law for governing the calling, place and proceedings of meetings; and that the procedure by-law shall provide for public notice of meetings,

NOW THEREFORE the Council of the Township of Wellington North hereby enacts the following:

1. **DEFINITIONS**

In this By-law, the following terms shall have the following meanings:

- 1.1 “Act” means the *Municipal Act, 2001*.
- 1.2 “Acting Mayor” means a member of council appointed to fulfill the duties of the Mayor in his or her absence.
- 1.3 “Awards/Recognition” means a formal recognition by council of an individual or group for a significant event or achievement.
- 1.4 “Chair” means the Mayor or the Acting Mayor or in the absence of both, a member of the council appointed to Chair the meeting.
- 1.5 “Clerk” means the Clerk, of the municipality.
- 1.6 “Closed session” means all or part of a meeting closed to the public in accordance with the provisions of the *Municipal Act, 2001*.
- 1.7 “Committee” means any standing, advisory, ad hoc or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards.

- 1.8 “Council” means the Council of the Township of Wellington North.
- 1.9 “Declared Emergency” means when the Mayor or Acting Mayor declares a situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.
- 1.10 “Deputation” means a person or group permitted to address council or committee.
- 1.11 “Inaugural Meeting” means the first meeting of council held after a municipal election in a regular election year.
- 1.12 “Majority Vote” means the vote of more than half of the members present at a properly constituted meeting at which a quorum is present.
- 1.13 “Mayor” means the Head of Council.
- 1.14 “Meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where a quorum of members is present, and members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee
- 1.15 “Member” means an individual elected to the Council of the Corporation of the Township of Wellington North.
- 1.16 “Municipal Election” means a municipal election held pursuant to the Municipal Elections Act.
- 1.17 “Presentation to Council” means an individual or group who have been invited by council or staff to present material or information.
- 1.18 “Point of Order” means an issue to which a member calls attention to:
- (a) Any breach of the rules of order pursuant to this by-law; or
 - (b) Any defect in the constitution of any meeting; or
 - (c) The use of improper, offensive or abusive language; or
 - (d) Notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
 - (e) Any other informality or irregularity in the proceeding of the meeting.

- 1.19 "Quorum" means a majority of the whole number of members of council, or committee, or if legislation such as the Municipal Conflict of Interest Act provides otherwise.
- 1.20 "Recorded Vote" means noting in the minutes the name and vote of every member on any motion, unless the member is disqualified from voting.
- 1.21 "Resolution" means the decision of the council or committee of council on any motion.
- 1.22 "Special Meeting" means a meeting not scheduled in accordance with the approved schedule of meetings, and duly called within the authority of the Act, or other legislation.

2. **RULES OF ORDER**

- 2.1 The rules and regulations contained in this by-law shall be observed in all proceedings of council and committees and shall be the rules and regulations for the order and the dispatch of business of the council and, with the necessary modifications, for all committees unless otherwise prescribed.

3. **AMENDMENT OR REPEAL OF BY-LAW**

- 3.1 No amendment or repeal of this by-law, or any part of it, shall be considered at any meeting of council unless notice of the proposed amendment or repeal has been given at a previous meeting. Waiving of the notice provisions in this section shall not be permitted.

4. **INAUGURAL MEETING OF COUNCIL**

- 4.1 The 2018 Inaugural meeting of council shall be held on the first Monday in December in the Council Chambers of the Township of Wellington North office building, Kenilworth, Ontario following a regular municipal election.
- 4.2 The Inaugural meeting of council after 2018 shall be held on the first Monday that falls after November 15, in the Council Chambers of the Township of Wellington North office building, Kenilworth, Ontario following a regular municipal election.
- 4.3
- 4.4 The inaugural agenda shall include:
- Declaration of Office in accordance with the provisions of the Act.

- Address by the Mayor
- Confirmatory By-law

4.3 The inaugural agenda may include any other item that the Clerk deems necessary.

DUTIES OF THE CHAIR

4.5 The Chair shall:

- a) Open the meeting by calling all members to order;
- b) Announce the business of council in the order in which it appears on the agenda;
- c) Receive all motions presented by members of council;
- d) Call for debate and call the vote on all motions which are moved and seconded, and to announce the result of the vote;
- e) Decline to put to vote motions which violate the rules of procedure in this by-law;
- f) Ensure the members are acting within the provisions of this by-law and the Act, when engaged in debate and voting;
- g) Sign all by-laws, resolutions and minutes of Council as required;
- h) Inform members and the public, when necessary of a point of order or procedure;
- i) Expel any person for improper conduct at a meeting;
- j) Recess a meeting at any time for not more than 10 minutes;
- k) Adjourn the meeting when business is concluded;
- l) Adjourn the meeting, without question, in the case of grave disorder arising during the meeting.

4.6 If the Mayor wishes to vacate the Chair to take part in the debate the Mayor shall call upon the Acting Mayor or other Councillor to Chair the meeting until the Mayor resumes the Chair.

Acting Head of Council

4.7 In the absence of the Mayor, Councillors are appointed as Acting Head of Council as follows:

- | | |
|---|--------------------------|
| 1st quarter of year (January to March) | - Councillor, Ward One |
| 2nd quarter of year (April to June) | - Councillor, Ward Two |
| 3rd quarter of year (July to September) | - Councillor, Ward Three |
| 4th quarter of year (October to December) | - Councillor, Ward Four |

- 4.8 In the absence of both the Mayor and Acting Mayor, a Chair shall be chosen from the members present to Chair the meeting or until the arrival of the Mayor or Acting Mayor.

Ex Officio

- 4.9 The Mayor shall be an ex-officio member of all committees shall have full voting rights.

Alternate Upper Tier Member

- 4.10 The members shall once a term, by secret ballot during an open meeting elect by majority vote, an alternate to the Mayor who may attend upper tier Council meetings in the absence of the Mayor.

Points of Order and Privilege

- 4.11 The Mayor shall preserve the order and decorum and decide points of order and personal privilege, however a member may verbally appeal the Mayor's decision to council for a final decision.
- 4.12 Council, if appealed to, shall decide the issue by a show of hands without debate and its decision shall be final.

5. MEETING PROCEDURES

Quorum

- 5.1 Unless there is a Quorum present within fifteen (15) minutes after the time appointed for a meeting, the council or committee shall adjourn until the next meeting date.
- 5.2 The Clerk shall record the names of the members present at the time of adjournment.

Open and closed meetings

- 5.3 Council may convene, in open session, and adopt a motion to move into closed session ½ hour prior to a regularly scheduled open Council meeting.
- 5.4 All meetings or part of a meeting shall be open to the public unless the subject matter being considered is:
- (a) the security of the property of the municipality or local board;

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- (l) If the meeting is held for the purpose of educating or training the members AND at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee

5.5 A meeting shall be closed to the public if the matter being considered is:

- a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or

- other body is the head of an institution for the purposes of that Act; or
- b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman or investigator referred to in the Act.
- 5.6 Voting is not permitted in a closed meeting, unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or persons retained by or under contract with the municipality.
- 5.7 A resolution shall be passed in open session stating the general nature of the matter to be considered at the closed session.
- 5.8 A resolution shall be passed to adjourn the closed session.
- 5.9 In the event discussion in closed session concludes prior to the open session, Council shall rise from closed and adopt a motion to recess and reconvene at the beginning of the regularly scheduled open meeting.
- 5.10 If closed session items are not completed before the scheduled time for the open meeting, Council may:
- a) consider a motion to defer the closed session items not addressed to a future scheduled closed session meeting; or
- b) consider a motion to recess and reconvene at the end of the regularly scheduled open Council meeting to conclude discussion; or
- c) proceed in closed session until all the agenda items have been considered.
- 5.11 Council may convene in a Special Council meeting, on a date other than a regularly scheduled Council for the purpose of going into closed session.

Motions

- 5.12 A consent agenda shall be presented by the Chair at the beginning of a meeting. Items shall be moved from the consent agenda on the request of any member for separate discussion. Items not removed

shall be adopted in one motion by majority vote without debate or discussion.

- 5.13 All motions shall be moved and seconded before being debated and called for the vote by the Chair.
- 5.14 Directions to staff do not require a motion.
- 5.15 Minor amendments to a motion that has been moved and seconded can be made on the original resolution provided it is initialed by the original mover and seconder of the motion.
- 5.16 Substantial amendments to a motion that has been moved and seconded, must be brought forward by an amending motion. The amending motion shall be in writing, moved and seconded and voted on prior to the original motion being voted on.
- 5.17 Once a motion is on the floor, it may not be withdrawn prior to voting without the consent of the majority of the members.
- 5.18 After the Chair calls for a vote on a motion or a motion as amended, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result declared.
- 5.19 A member may, immediately before or after a vote, request the count be recorded. All members present, who are not prohibited from voting by interest of otherwise, will verbally announce his or her vote to be recorded in the minutes.

Notice of Motion

- 5.20 A member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda at which the member introducing the motion is in attendance for discussion. There shall be no debate or discussion on the motion until it appears on an agenda.
- 5.21 At the meeting, the notice of motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.

Reconsideration

- 5.22 A motion may be reconsidered at the same meeting at which it is passed, provided there is unanimous agreement from the members to reconsider.

5.23 No motion shall be reconsidered outside of the meeting at which it is passed, within a 12 month timeframe during a term of council. A matter may be considered outside of the meeting at which it was passed prior to the expiration of 12 months provided a Notice of Motion as set out in this by-law is brought forward and the reconsideration appears on an agenda.

Manner of Voting and Rules of Debate

5.24 On an unrecorded vote, a show of hands shall determine the decision of council.

5.25 Every member present at a meeting when the vote is called shall vote unless prohibited by interest or otherwise.

5.26 If member refuses to vote, where not prohibited by interest or otherwise, that member shall be considered to have voted no.

5.27 Any question in which there is a tie vote shall be deemed to be defeated.

5.28 Every member shall request acknowledgment from the Chair, prior to speaking to any question or motion. When two or more members wish to speak, the Chair will determine which member requested to speak first and they shall have the floor.

5.29 When a member is speaking, no other member shall interrupt him or her except to raise a point of order.

5.30 Members shall not speak more than once to the same question without the consent of the Chair. A member, in speaking to a question shall be limited to ten minutes, unless an extension of a further five minutes is approved by motion of council.

5.31 When the Chair calls for the vote on a question, every member shall remain in his or her seat and not speak to any other member or make any noise or disturbance until the result of the vote has been declared.

Curfew

5.32 Meetings shall be adjourned four (4) hours after the start of a meeting.

5.33 A resolution shall be passed before the expiration of four (4) hours to permit the meeting to continue past curfew.

Decorum

6.30 Unless otherwise authorized by the presiding officer, all members, staff and persons appearing as delegations shall address council through the Chair and only when recognized to do so.

6.31 Persons attending a meeting shall not:

- a) Use offensive words against members, officer, staff or guest;
- b) Speak on any subject other than the subject in debate;
- c) Create a disturbance in the meeting;
- d) Interrupt the member who has the floor except to raise a point of order;
- e) Disobey the rules of council or a decision of the Chair or council on questions of order or practice or upon the interpretation of the rules of the council.
- f) On a majority vote of council the Chair may request that a member apologize to council for disruptive behaviour.
- g) Speak on any issue that is before the Court, Administrative Tribunal or any Boards of Commissions, unless the issue has been referred to the council or committee by the said body.

6. VIDEO AND AUDIO RECORDING

6.1 The use of video or audio recording equipment or devices by members of the public or media during a meeting is permitted within the areas designated for that purpose by the Clerk.

7. PROCEDURES FOR AGENDAS, MINUTES, AND SUPPORTING MATERIAL

7.1 The Clerk shall prepare an agenda for each meeting and the order of business will be as shown in this by-law. Minor modifications to the matters included or the order of business may be made during the preparation of the agenda.

- a) Call to order
- b) Adoption of the agenda
- c) Disclosure of pecuniary interest(s) and the general nature thereof
- d) Closed meeting session (if required)

- e) Rise and report from closed session
- f) O Canada
- g) Awards/Recognition/Declarations
- h) Presentations
- i) Public meeting under the Planning Act
- j) Resume Regular meeting of Council
- k) Passage of by-laws arising from a Public Meeting
- l) Adoption of minutes of Council/Public Meeting(s)/Closed session
- m) Business arising from previous meetings of Council
- n) Deputations
- o) Items for approval and adoption of recommendations therein:
 - Minutes
 - Cultural Roundtable minutes
 - Recreation & Culture Committee minutes
 - Ad Hoc Task Force minutes
 - Business: Reports, recommendations and correspondence for direction (order of business may rotate)
 - Planning
 - Administration
 - Building
 - Economic development
 - Finance
 - Fire services
 - Public works
 - Council
- p) Identification of agenda items requiring separate discussion
- q) Adoption of agenda items not requiring separate discussion
- r) Consideration of agenda items identified for separate discussion
- s) Notice of Motion
- t) Community Group Meeting Program report by Councillors
- u) By-laws
- v) Cultural Moment (first meeting of the month)
- w) Confirmatory by-law
- x) Adjournment

7.2 The Clerk shall ensure that the minutes of the last council meeting, and all special, committee, ad hoc minutes held more than seven business days prior to a regular meeting are included in the agenda package.

7.3 All reports, supporting material, delegation/presentation/award requests shall be submitted to the Clerk's office by 12 noon on the

Tuesday preceding the council meetings scheduled for 2:00 p.m. and 12 noon on the Wednesday preceding the council meetings scheduled for 7:00 p.m., unless extenuating circumstances arise

- 7.4 As far as practical the agenda and all attachments will be made available to the members by 4.30 p.m. on the Wednesday preceding the 2 p.m. council meeting, and by 4:30 p.m. on the Thursday preceding the 7:00 p.m. council meeting, unless extenuating circumstances arise
- 7.5 a) The order of business of the council shall be in the order in which it stands on the agenda unless the Chair decides verbally to amend the order.
- b) An item of business or matter not listed on the agenda shall not be introduced for consideration at the same meeting, unless not dealing with the items of business or matter would be detrimental to the Township of Wellington North.
- c) A majority vote of council shall be passed prior to any consideration or discussion of an item of business or matter not listed on the agenda.

Awards/Recognitions

- 7.6 Individuals or groups who have been identified as deserving of an award or recognition by council will receive a certificate, township pin or other form of award or recognition at a meeting of council.

Presentations

- 7.7 Any individual or group making a presentation to council is limited to a maximum of fifteen (15) minutes for its address, unless an extension of no more than a further fifteen (15) minutes is approved by council with a show of hands.
- 7.8 The number of presentations will be limited to two (2) at any meeting.

Deputations

- 7.9 Any individual or group making a deputation to council shall be limited to a maximum of ten (10) minutes for its address, unless an extension of no more than a further five (5) minutes is approved by resolution of council.

- 7.10 The number of deputations shall be limited to three (3) at any meeting.
- 7.11 An individual or group who has already made a deputation on a subject shall not make another deputation within a 12 month period on the same subject unless there is new information to be provided or a new council is in place as a result of a municipal election unless council passes a motion in favour of having the individual or group make another deputation.
- 7.12 An individual or group may make a deputation on a particular subject to either council or committee but shall not be permitted to make a deputation to both council and committee on the same subject.
- 7.13 No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or council and committee.
- 7.14 Members and staff shall only ask questions seeking information or clarification from the delegation with all questions addressed through the Chair.
- 7.15 When the subject matter of a deputation is such that a decision of council is requested, appropriate resolutions or direction to staff may be considered. When a deputation's request has a financial implication, council shall direct that a staff report be brought to a meeting.
- 7.16 Where Council is of the opinion that a report from staff is not necessary and there are no financial implications involved with the deputation's request, Council may move a motion to support the deputation's request.

Minutes

- 7.17 The Clerk may make minor deletions, additions or other changes to minutes before they are signed.
- 7.18 Minutes of meetings shall be taken without note or comment and shall contain the following information:
- a) The place, date and time of the meeting;
 - b) The name of the Chair and record of the attendance of the members;
 - c) Adoption of the minutes of previous meeting(s);
 - d) All other proceedings of the meeting.

By-laws

- 7.19 Every by-law when introduced shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete with the exception of the number and date thereof.
- 7.20 Every by-law shall have three readings prior to being passed, and said readings may be held at the same meeting, and may be entertained in one, two or three separate motions.
- 7.21 The Chair will read only the title of the by-law, unless a member requests a full reading of a specific by-law.
- 7.22 The Clerk shall set out on all by-laws enacted the date(s) of the reading or readings, shall set out on all by-laws the date(s) of the reading or readings of the, the by-law number and shall seal the by-law with the seal of the Corporation and signed by the Clerk and the Mayor and shall be deposited with the Clerk for safekeeping.
- 7.23 The Clerk may make minor deletions, additions or other changes to any by-law before it is signed and sealed.
- 7.24 A by-law shall be passed to confirm all actions taken by council at a meeting.

8. MEETING LOCATION DATES AND TIMES

Change of Date, Location or Time

- 8.1 Council or committee may, by resolution, alter the date, location and/or time of a meeting provided that notice of the change is posted at the municipal office, and on the municipal website.

Location of Meetings

- 8.2 All meetings of council shall be held in the Council Chambers at the Township Municipal Office, located at 7490 Sideroad 7 West, Kenilworth.
- 8.3 Meetings may be held at other locations within the township as deemed necessary from time to time shall be provided in accordance with notice provisions in this by-law.

- 8.4 In the case of a declared emergency, a meeting of council may be held at another location within or outside of the boundaries of the municipality and notice shall be provided in accordance with notice provisions in this by-law.
- 8.5 A meeting of council together with a council of one or more other municipalities for the consideration of matters of common interest, may be held within a municipality outside of Wellington North and notice shall be provided in accordance with notice provisions in this by-law.

Date and Time of Regular Meetings of Council

- 8.6 Council meetings shall be held the second Monday of each month at 2:00 pm and the fourth Monday of each month at 7:00 pm.
- 8.7 If a public or statutory holiday falls on the Monday designated for holding a council meeting, council will meet on the day set out in the posted meeting schedule as in section 9.8.

Public Notice of Meetings

- 8.8 In December of each year, the schedule of regular council meetings shall be posted on the municipal website following adoption by council.
- 8.9 The agenda, and supporting documentation for all council meetings will be posted on the municipal website no later than 12 noon on the Thursday prior to a 2:00 p.m. meeting date, and no later than 12 noon on the Friday prior to a 7:00 p.m. meeting date.
- 8.10 Notice of a closed session shall be published in the regular council agenda.
- 8.11 If a special meeting of council is called, notice shall be provided by posting on the Township's website a minimum 24 hours prior to the date of the meeting.
- 8.12 If a meeting is held as a result of a declared emergency, the notice provisions may be suspended.

9. CONFIDENTIAL INFORMATION

- 10.1 Members shall treat all information, documentation or discussion relating to a closed meeting as confidential.

10.2 No member shall release or make public any information considered at a closed meeting, or discuss the content of such a meeting with persons other than members of council or relevant staff members, without the authorization of council.

10. **SPECIAL MEETINGS OF COUNCIL**

10.1 The Mayor may, at any time, call a special meeting of council within twenty-four (24) hours notice to the Clerk and members of council.

10.2 A special meeting of council may be called upon the petition of a majority of the members of council and the petition shall state the business to be considered at the special meeting and no business other than that stated in the petition shall be considered at such meeting.

10.3 The petition shall state the time and date of the special meeting, not less than twenty-four (24) hours from the date of the submission of the petition.

10.4 The Clerk shall provide notice of a special meeting of council or a re-scheduled meeting not less than twenty-four (24) hours before the appointed time of the meeting on the municipal website.

11. **SUSPENSION OF RULES**

11.1 With the exception of Section 3 of this by-law any procedure required by this by-law may be temporarily suspended on majority vote of members.

12. **REVIEW OF BY-LAW**

12.1 The Procedure By-law shall be reviewed once in each term of council.

13. **MATTERS NOT PROVIDED FOR IN PROCEDURE BY-LAW**

14.1 Where a matter is not provided for in the Procedure By-Law, or, in the case of conflict with the Procedure By-Law, Robert's Rules of Order will be relied on.

14. **REPEAL OF PREVIOUS PROCEDURE BY-LAW**

14.1 By-law Number 080-16 and By-law Number 009-17 are hereby repealed.

**READ A FIRST, SECOND, THIRD TIME AND
FINALLY PASSED THIS XXXST DAY OF XXXXX 2017**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF NOVEMBER 20, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-046 BEING A REPORT ON THE USE OF
COROPORATE RESOURCES POLICY DURING A MUNICIPAL
ELECTION CAMPAIGN PERIOD.**

RECOMMENDATION

THAT Report CLK 2017-046 being a report on the use of corporate resources during a municipal election campaign period be received for information;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approves and adopts the policy.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

Section 88.16 of the Municipal Elections Act provides that municipalities must adopt a policy outlining the use of corporate resources during an election campaign period.

For the 2018 municipal election the campaign period begins on May 1 and ends on December 31, 2018.

Attached is the draft policy.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving the report and adopting the policy.

STRATEGIC PLAN

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

Yes

No

N/A

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

Strategic Partnerships

PREPARED BY:	RECOMMENDED BY:
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Karren Wallace, Clerk

Michael Givens, CAO

KARREN WALLACE DIRECTOR LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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SCHEDULE "A"

077

Plan to
Simply Explore.

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USE OF CORPORATION RESOURCES FOR ELECTION PURPOSES POLICY

DEPARTMENT	Director of Legislative Services/Clerk	POLICY NUMBER	08-17
EFFECTIVE DATE	January 1, 2018	LEGISLATIVE AUTHORITY	Municipal Elections Act
APPROVED BY:	BY-LAW OR RESOLUTION OR DEPARTMENT HEAD		

PURPOSE

The purpose of this policy to clarify that all election candidates, including members of Council are required to follow the provisions of the Municipal Elections Act, 1996 that prohibits a municipality from making a contribution to a candidate. The act also prohibits a candidate from accepting a contribution from a person who is not entitled to make a contribution. Adherence to this policy ensures there are no contraventions of the Municipal Elections Act on the part of the municipality or a candidate.

SCOPE

This policy is applicable to all candidates, including members of Council in the Township of Wellington North and staff during a campaign period being May 1 and ending on December 31 in a regular election year.

APPLICATION

- Corporate resources, assets and funding shall not be used for any election-related purposes;
- Candidates shall not use any municipally-provided facilities for any election-related purposes other than an all candidates meeting providing all candidates are invited to attend at full rental rates with no campaigning or promotional material on the common areas outside of the room booked;
- Campaign related signs and any other election-related material may not be displayed in any municipally-provided facilities other than at the aforementioned all candidates meeting;
- Candidates shall not print or distribute any election-related material using municipal funds;
- In any material printed or distributed by the municipality, candidates are not permitted to:
 - illustrate that an individual (either a member of Council or any other individual) is a candidate registered in any election;
 - identify where they or any other individual will be running for office; or
 - profile or make reference to candidates in any election.

- Websites or domain names that are funded by the municipality shall not include any election-related campaign material;
- The municipality's logo, crest, coat of arms, slogan, etc. shall not be printed or distributed on any election materials or included on any election campaign related website, except in the case of a link to the municipal website to obtain information about the municipal election;
- Photographs produced for and owned by the municipality shall not be used for any election purposes;
- Distribution lists or contact lists developed utilizing Corporate resources or through contact in a member of Council's role shall not be utilized for election purposes;
- Photos taken utilizing municipal cameras or sent through municipal e-mail accounts shall not be used for election purposes;

Members of Council shall not:

- Print or distribute any material paid by municipal funds that illustrates that a member of Council or any other individual is registered in any election or where they will be running for office;
- Profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
- Use municipal email addresses or email distribution lists accumulated in their role as a member of Council;
- Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; and that the Minutes of municipal Council and Committee meetings be exempt from this policy;
- Deliver any unsolicited material outside of their existing ward where the printing and/or distribution costs are paid by the municipality. Care should be taken to ensure that the mailing of newsletters be restricted to the member's ward only.
- Members of Council are responsible for ensuring that the content of any communication material, printed, hosted or distributed by the municipality, is not election-related;

Members of Council are responsible for ensuring that the content of any communication material, printed, hosted or distributed by the municipality, is not election-related.

Photographs, contact information and biographies of sitting members of Council shall remain static on the municipal website.

Staff shall not canvass or actively work in support of a municipal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave.

LIMITATION

This Policy is not intended to preclude a member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF NOVEMBER 20, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-047 BEING A REPORT ON AN AUTOMATIC
ELECTION RECOUNT POLICY**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-047 being a report on an automatic election recount policy;

AND FURTHER THAT Council approves and adopts the policy;

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

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The Municipal Elections Act (the Act) provides that in the event of a tie vote between candidates, a recount shall be held within 15 days after the declaration of official elections results and shall be conducted in the same manner as the original count, whether manually or by vote-counting equipment.

The Act provides that municipalities may pass a policy by by-law to determine in what other circumstances recounts shall occur.

The adoption of an automatic recount policy does not restrict the power of Council or a to direct a recount pursuant to Section 57 of the Act (which enables Council to pass a resolution, or the Minister of Municipal Affairs to issue an order, requiring a recount) and

it does not affect an elector's right to seek an order pursuant to Section 58 (which allows an elector to seek an order from the Superior Court of Justice directing a recount).

Staff are recommending that an automatic recount policy be implemented for the 2108 municipal election with the threshold being 5 or less votes for Ward Councillor candidates and 10 or less for Mayoral candidates.

By implementing the automatic recount policy, it takes a very difficult decision, at a time when emotions might be escalated, from the hands of elected officials and provides Council with an arms-length framework that addresses close vote situations, while avoiding the perception of bias.

Approving the policy in advance of voting, provides a simple, clear solution that would identify to candidates and voters the circumstances where a recount will automatically be completed. A policy enables municipal staff to proactively plan for and manage a recount, rather than having to react, often on short notice, to an order or resolution.

The policy is set out in Appendix A to By-law 089-17 in this agenda.

FINANCIAL CONSIDERATIONS

Should a recount be required under the policy, using tabulators it is estimated the cost would be \$500.00 in staff time.

STRATEGIC PLAN

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

Yes

No

N/A

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

Strategic Partnerships

PREPARED BY:

RECOMMENDED BY:

Karren Wallace, Clerk

Michael Givens, CAO

**KARREN WALLACE
DIRECTOR LEGISLATIVE
SERVICES/CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF NOVEMBER 20, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-048 BEING A REPORT ON DOMINION VOTING
SYSTEMS**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-048 being a report on Dominion Voting Systems;

AND FURTHER THAT Council approves entering into an agreement with Dominion Voting Systems for the 2018 election year only;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to enter into an agreement with Dominion Voting Systems for the 2018 municipal election at a cost of \$17,850.00 to be tabled at a future meeting.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2017-008 being a report on the use of alternate voting methods be received

By-law 016-17 being a by-law to authorize vote by mail method for the 2018 and enter into an agreement with DataFix

By-law 017-17 being a by-law to authorize the use of optical scanning vote tabulators at the 2018 municipal election

BACKGROUND

Optical scanning vote tabulators were used in the 2014 municipal election for the first time in Wellington North. Dominion Voting Systems (Dominion) was employed to provide the scanners and overall the system worked well with few problems.

Staff are recommending utilizing Dominion in the 2018 election. They are well known in their field and also is in partnership with DataFix and their suite of Elector Management systems. They have fully integrated our systems with DataFix, allowing seamless operation between DataFix and Dominion's various election systems. Only Dominion offers this level of partnership with DataFix, offering great value to municipalities who use the DataFix system.

Highlights the services provided by Dominion outside of the hardware and licensing requirements:

On site training and documentation

Ballot image with audit trail

Project support:

Project management

Implementation support

Election day on site support

Dominion is offering to freeze Wellington North's rate at the 2018 rate for the 2022 election if the Council opts at this time to using Dominion in 2022. Dominion offers an out clause should Council decide not to utilize a tabulator system in 2022. Staff are not recommending to enter into such a long term agreement. There are many unknowns about staffing and elected officials in 2018.

The agreement is attached as Schedule "A" hereto, with confidential pricing information redacted as per Dominion's request.

FINANCIAL CONSIDERATIONS

The cost for the use of Dominion Voting Systems in the 2018 election is \$17,850 plus tax.

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**

SCHEDULE A



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www.dominionvoting.com

Vote-by-Mail Ballot Scanning Tabulation System Proposal

Prepared for: Township of Wellington North, ON

Date: October 6, 2017

Attention: Karren Wallace
Clerk

NOTICE OF CONFIDENTIALITY & NONDISCLOSURE

Some of the information provided in this Proposal is Confidential and Proprietary and is marked so accordingly. This information contains Trade Secrets, Commercial and Financial Information that is except from any Federal, Provincial or local public disclosure or Freedom of Information Act requests. This information is provided in the strictest confidence and is not meant for public disclosure.

Please direct inquiries regarding this matter to:

Dominion Voting Systems Corporation
Office of General Counsel
215 Spadina Ave, Suite 200
Toronto, ON Canada, M5T 2C7
Tel: (416) 762-8683

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LETTER OF INTRODUCTION

Dominion Voting Systems is Canada's first and only true enabling partner for advanced, full-service election solutions. Various initiatives, such as continuous innovation driven through client partnerships, on-going certification efforts and complete commitment to customer satisfaction are helping Dominion reach its goal as being the clear partner of choice to the Canadian election industry. Dominion's systems have been proven from coast to coast, in some of the largest and smallest communities in Canada, and have stood up to intense public scrutiny and rigorous testing. The company has facilitated the exercise of the democratic franchise in Canada for many years, delivering compliant elections solutions for municipalities across the country over multiple election cycles. Dominion looks forward to the opportunity to work with you to deliver an elections system that meets the needs and requirements of your citizens and election officials.

Founded in Toronto, Ontario, in 2003, Dominion Voting Systems currently services and supports over 1,200 jurisdictions across North America. As part of this continental footprint, we have deployed tens of thousands of voting devices and successfully conducted thousands of elections. As the only fully integrated election services provider, Dominion provides our clients with a full range of elections solutions, including the most widely used, tried and proven paper-based optical election platform. In addition, Dominion is the only election services provider that offers a fully integrated Internet and Telephone voting platform within our election solution.

Dominion employs over 200 election specialists - including an engineering team of over 80 full time staff - all dedicated to continued growth and product innovation, thus ensuring the long-term success of our customers. Dominion Voting Systems has engineered state-of-the-art technologies beyond the 'cookie-cutter' election system, and has built its business by listening to Canadian municipal election officials and designing our systems based on their election product needs. These collaborative client partnerships have led to the creation of Dominion Democracy Suite® – a collection of specialized hardware, software and professional service offerings that can be customized for any election regardless of number of voters, counting method or number of individual races.

Dominion's mandate is firmly focused on elections, and its knowledge base has been built on the experience gained over years of successfully planning and deploying our voting system solutions. This has helped the company cultivate the requisite technological and professional expertise which forms Dominion's main competitive advantage. This, combined with our extensive knowledge of all aspects of the elections industry, has helped leverage the development of new products and services for customers.

Dominion's series of optical scan tabulators, with their many industry-first innovations, is unquestionably the world leading paper-based election equipment.

Dominion has a full suite of election automation products available to election providers, including paper-based optical scan, accessible voting solutions, Internet and Telephone Voting, elector management and voter strike-off systems, Vote-Anywhere solutions, and Ballot on Demand. Furthermore, Dominion Voting fully understands the requirements of Canadian electoral regulations, and has been delivering compliant elections solutions in Canada over multiple election cycles. Thanks to extensive expertise in all aspects of the electoral process, Dominion's team of elections professionals are prepared to assist you whenever required.

Dominion is the only elections solutions provider to offer a fully-integrated system – from optical scan tabulation to Internet/Telephone voting to results reporting: our system will provide a seamless elections experience. Dominion has the in-house expertise and capacity to handle all aspects of your election. As a Canadian company, based in Toronto, Canadian service and support is provided directly to customers from the Toronto head office.

We strongly believe that quality customer service is a critical part of a successful election, and we are very proud of the reputation we have built over thousands of elections. Please contact me if you wish to discuss our solution further, and how Dominion can assist you in your next election. Thank you.

Sincerely,



John McKinstry Account
Executive Dominion
Voting Systems
416.762.8683 ext. 242
www.dominionvoting.com

EXECUTIVE SUMMARY

Central Tabulators:

Based on your central scan vote-by-mail election scenario, we propose two Dominion ImageCast Vote-by-Mail Central Tabulators at your election office, each attached to a PC computer (to drive the tabulator). Each tabulator can reliably process 1,000 to 2,000 ballots per hour, so with two tabulators working simultaneously, you can reasonably expect to tabulate your ballots in under a few hours. Having two tabulators ensures the count can continue if one of the machines experiences unforeseen technical problems.

Optional Accessible Voting Ballot Marker Device:

In addition, to provide an accessible voting solution to your voters who cannot negotiate a paper ballot, we propose the option of one of our ImageCast Ballot Marker Device units, deployed at a central location (such as City Hall). This unit allows an accessible voter the ability to mark a paper ballot, using an audio presentation and a hand-held vote selector device (or paddles device, or sip-and-puff device). The ballot marked by the Ballot Marker Device is indistinguishable from a ballot marked by hand, since the markings printed on the ballot are actual random images of hand-made marks stored on the unit. This maintains accessible voter privacy, since accessible ballots cannot be discerned from ballots marked by hand by standard voters. Once the ballot is marked by the device, it will be placed in an envelope as per normal vote-by-mail process and stored with the mailed-in ballots until Election Day, when it will be scanned along with all the mail-in ballots. This process creates an equal voting experience for all voters of differing abilities.

Process:

The process for a Vote-by-Mail election is as follows: Your Voters List management supplier will use your Voters List to generate Vote-by-Mail kits, and will mail them out to electors. Voters will mark their ballot and seal it inside the secrecy envelope provided in the Vote-by-Mail kit. Voters will also sign their Voter Declaration Card, and mail it along with the secrecy envelope back to your election office.

When election officials receive the returned envelope, they will scan the Voter Declaration Card to automatically strike that voter off the Voters List. They will take the secrecy envelope and place it in a ballot box for safe keeping until Election Day.

On Election Day, the Dominion tabulators will be deployed at your election office. At the start of the scanning process, you will run a Dominion report to demonstrate to all officials and scrutineers that the results database is empty and all candidate totals are zero. Ballot envelopes would then be opened, flattened and stacked in batches by election staff, and the batches would then be placed in the feeding trays of the tabulators. Your election staff would also operate the scanning program running on the laptop computer driving each tabulator. Election staff would remove the scanned batches from the tabulators, and remove them from the scanning area.

As batches are processed, the Dominion Results Tally and Reporting software system will allow election officials to release verified results. Released results will automatically be sent to our web-based Enhanced Results Display (if you have chosen to implement this feature), which will graphically show results in real time as they are tabulated and released, creating a dynamic and attractive display for the media, candidates, and the public. This display can be configured with your logo and colours, and can be projected on public display screens in public places such as at City Hall. The display can also be sent to media such as television, and can be running on your website for remote users to reference in real-time. In addition, once the election is over, the Enhanced Results Display can stay on your website, for the public to view at their convenience.

Since the standard practice for vote-by-mail elections is to begin tabulation sometime in the afternoon on Election Day, you can comfortably get most of the work done prior to 8pm. Once the polls are officially closed, the few remaining ballots can be scanned and tabulated – and practically speaking, you can release the results by 9pm or shortly thereafter.

Each tabulator will have a Dominion rental laptop computer attached to it, loaded with appropriate software, to receive scanned data.

Benefits of Tabulation:

The main benefits of a ballot tabulation system are speed, accuracy, and cost-savings on election staff:

- You will be able to automatically generate election results quickly, greatly improving the efficiency of your election.
- The system removes human subjectivity from the election. All ballots will be scanned and tabulated exactly the same across the whole election, providing you with an unprecedented level of fairness and accuracy. In addition, there is a full audit trail, including a digital image of every ballot, to ensure you have all the information you need in case of close results or potential recounts.
- The system removes the need for staff to perform the lengthy, costly, and error-prone task of counting ballots.

The obvious benefits of automation aside, the single feature that sets Dominion apart from the rest is our patented auditing system. By storing an image of every ballot cast, along with a record of how the system has interpreted each one, you can be assured of a completely transparent and auditable election. We take particular pride in this unique feature, because it demonstrates how seriously Dominion takes our policy of being 100% accountable for every vote cast. Legacy equipment does not provide this level of security, and could result in serious difficulties in a close contest or recount situation.

Please note that Dominion is in partnership with DataFix and their suite of Elector Management systems. We have fully integrated our systems with DataFix, allowing seamless operation between DataFix and our various election systems. Only Dominion can offer this level of partnership with DataFix, offering great value to municipalities who use the DataFix system.

IMAGECAST® CENTRAL TABULATOR

Overview

This medium-speed central tabulator is a simple and cost effective way to automate your next election.

The tabulator scans at a speed of approximately 2,000 ballots an hour. A PC computer is attached to the tabulator to drive its operation.

Designed to satisfy election-on-demand requirements for central count of traditional voting ballots, vote-by-mail elections, convention polling, and census form processing, the tabulator streamlines optical ballot scanning, image processing, ballot tabulation and results reporting.

In terms of staffing the tabulator, we suggest one person operating the scanning software on the PC computer driving the unit, and one or two people feeding the input tray and retrieving scanned forms from the output tray. Before scanning, forms would be straightened and placed in stacks for efficient processing.



Duplex scanning capability ensures both sides of the form are captured during processing.

Features

The Central Tabulator is a powerful, full-featured, mid-range device designed to run all day, every day, without pause.

Scanning at a rate of approximately 40 ballots per minute, a proprietary combination of circuitry and software guarantees optimal image quality without slowing down the scanner even for misaligned, folded or damaged ballots.

Almost no document preparation is necessary and rescanning is virtually eliminated. High scanning resolution and on-the-fly intelligent image processing provide high accuracy for any type of marking target (circle, X, arrow, etc.) located anywhere on the ballot.

The unit's compact portable design, light weight, high reliability, and security features make it the most advanced and cost effective solution available for the medium-speed central tabulation market.

AUDITING & TRANSPARENCY

The most important question regarding a tabulation system is *'How do I know every ballot was counted correctly?'* Attempting to answer this question was one of the founding principles of Dominion Voting.

With legacy ballot tabulation equipment, the only way to audit the machine was to count each ballot by hand, for every machine involved, and compare that to the machine total. However, the hand counting method itself is susceptible to counting errors, making the process ineffective. Ballot faces with multiple contests, different rules (vote for one only, or not more than 4), etc., make hand counting even more difficult and error-prone. Finally, when a discrepancy was discovered, there was absolutely no way to determine which specific ballot was miscounted.

Dominion's revolutionary tabulation system solves all these problems.

With Dominion's patented audit trail technology, **our system is the only one that stores a complete image of every ballot cast, along with the audit trail for that ballot visually affixed to the image.** The audit trail shows how the tabulator interpreted that ballot when it was cast. By viewing this image, an election official can easily verify that the tabulator has correctly interpreted the voter marks on the ballot. Furthermore, by randomly opening a small number of image files and verifying that the audit trail displays the correct results, the election official can quickly develop a high level of confidence that all of the ballots have been interpreted correctly.

In practice, this ballot audit trail image feature can be used as:

- a method to test machine integrity before an election
- a method of obtaining confidence that the equipment is functioning properly
- a method to completely audit the entire election
- a method to avoid recounts

Whenever a candidate is considering applying for a recount, all that is needed is to sit down with that candidate and go through the image files. In our experience, we have never seen a candidate or any other election agent question the ability to completely and fully audit the Dominion tabulation process. In the past, our audit features have prevented the need for recounts and/or the complete re-running of elections, which illustrates the peace of mind the Dominion system can offer election officials.

Every Returning Officer who has faced the prospect of a judicial recount using the Dominion system has claimed they would never consider running an election again without Dominion's level of auditing and transparency. Our revolutionary audit features are also the reason why countries such as the United States are adopting these concepts into regulatory rules (2005 FEC guideline based on the IEEE recommendation of digital imprinting of every ballot for audit purposes).

A Dominion Exclusive - AuditMark® Ballot Audit Feature

Dominion Voting has created a patented process that not only images and stores a copy of the ballot, but also records on that image how that ballot was counted by the scanner on Election Day (see Figure below). Using this process, the comparison can easily be made by any Election Official.

Ballot image with audit trail:

This is a sample ballot image for a ballot processed by the system. All ballots are imaged and stored for auditing purposes. The image contains:

1. Image of front side of ballot
2. Clear image of all text, ballot identifiers, candidates and voter markings.
3. Ballot-level audit trail feature showing the results interpreted by the system for this ballot.
4. If the reverse side of the ballot is used, the image is also captured

Demonstration Ballot
Anywhere County, CA
Tuesday, November 6, 2012

Instructions

Making Selections

To vote, completely fill in the oval to the left of your choice. Use only the marking pen provided. You do not have to vote in every race.

! If you make a mistake, ask a poll worker for a new ballot. If you erase or make any other marks, your vote may not count.

Optional write-in

or write-in:

Ann

To add a candidate, fill in the oval to the left of "or write-in" and print the name clearly on the dotted line.

<p>President and Vice President of the United States</p> <p>Vote for 1 pair</p> <p><input type="radio"/> Joseph Barchi and Joseph Hallaren Blue</p> <p><input type="radio"/> Adam Cramer and Greg Vuocolo Yellow</p> <p><input type="radio"/> Daniel Court and Amy Blumhardt Green</p> <p><input checked="" type="radio"/> Alvin Boone and James Lian Grey</p> <p><input type="radio"/> or write-in: _____</p>	<p>U.S. Representative</p> <p>Vote for 1</p> <p><input type="radio"/> Brad Plunkard Blue</p> <p><input type="radio"/> Bruce Reeder Yellow</p> <p><input checked="" type="radio"/> Brad Schott Green</p> <p><input type="radio"/> or write-in: _____</p>
<p>U.S. Senator</p> <p>Vote for 1</p> <p><input checked="" type="radio"/> Dennis Weiford Blue</p> <p><input type="radio"/> Lloyd Garriss Yellow</p> <p><input type="radio"/> Sylvia Wentworth Green</p> <p><input type="radio"/> John Hewetson Grey</p> <p><input type="radio"/> or write-in: _____</p>	<p>County Commissioners</p> <p>Vote for up to 2</p> <p><input checked="" type="radio"/> Camille Argent Blue</p> <p><input checked="" type="radio"/> Chloe Witherspoon Yellow</p> <p><input type="radio"/> Amanda Marracini Green</p> <p><input type="radio"/> or write-in: _____</p> <p><input type="radio"/> or write-in: _____</p>
<p>Ballot Measure 101: Ballot Usability</p> <p>Vote yes or no</p> <p>Was this ballot easy to use? This ballot was inspired by the EAC best practices report for ballot design. It uses sample content originally developed by the National Institute of Standards and Technology (NIST). Based on the instructions, ballot layout, and overall appearance, did you find this ballot easy to use?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	

BALLOT MANIFESTATION ID: 2

Contest: President and Vice President of the United States
Choice: Alvin Boone and James Lian (Grey); Mark; Mark level: 100;

Contest: U.S. Senator
Choice: Dennis Weiford (Blue); Mark; Mark level: 100;

Contest: Ballot Measure 101: Ballot Usability
Choice: Yes; Mark; Mark level: 100;

Contest: U.S. Representative
Choice: Brad Schott (Green); Mark; Mark level: 100;

Contest: County Commissioners
Choice: Camille Argent (Blue); Mark; Mark level: 99;
Choice: Chloe Witherspoon (Yellow); Mark; Mark level: 100;

Contest: Judge Retention: State Supreme Court
Choice: Yes; Mark; Mark level: 100;

OPTIONAL ACCESSIBLE VOTING SOLUTION

Dominion's ImageCast Ballot Marker Device allows voters who cannot negotiate a paper ballot to generate a marked paper ballot via an audio presentation. The unit is built to meet the stringent U.S. federal accessible voting standards. The Ballot Marker Device takes accessible voting to its most comprehensive level: the unit allows the accessible voter to actually mark a paper ballot, and this marked ballot will be completely indistinguishable from a ballot marked by hand.

The voter uses headphones to hear the ballot presentation, and uses a handheld controller device to control the voting session and select votes. The controller can also be operated by assistive devices such as sip-and-puff and paddles, for voters who are unable to use their hands to press the selection buttons.

The Ballot Marker Device can be deployed in central locations (such as City Hall, or at Advance Voting locations), or at all voting locations.

When a voter wishes to use the Ballot Marker Device feature, the poll worker will position the voter near the unit. Officials may choose to position privacy screens around the accessibility voter, to add further privacy. The poll worker will then insert the paper ballot into the printer device, provide the voter with the headphones and handheld controller (or paddles, or sip-and-puff device), and key in the ballot ID number on the unit.



Ballot Marker Device for Accessible Voting – Marks a Paper Ballot

The voter will hear the audio ballot, in their preferred language (e.g. English, French, etc.). The voter will use the relevant controller device to adjust volume, adjust speed of the audio presentation, move between contests, and select votes. The audio presentation will confirm votes selected, for voter verification.

When the accessibility voter has made and confirmed all their vote selections, they will use the controller to command the Ballot Marker Device to mark their paper ballot. The printer device of the unit will automatically print the vote markings on the ballot. This printed ballot will be indistinguishable from a ballot marked by hand, because the unit has a library of random hand-made marking images, which it prints on the ballot, so that the printed markings look just like marks made by hand with a pen. This feature ensures that if the paper ballots are later reviewed by election officials, they will not be able to determine which ballots were made by the Ballot Marker Device, thereby maintaining accessibility voter privacy.

The paper ballot marked by the Ballot Marker Device will emerge from the printer hidden under a covering, and will be placed in a secrecy folder before removal. The ballot will then be processed according to legislative rules for that jurisdiction (e.g. scanned via a tabulator, deposited in ballot box for later tabulation or hand-count, placed in Vote-by-Mail envelope along with signed Declaration Card and stored for later tabulation for Vote-by-Mail elections, etc.).



Accessible Voting Handheld Controller, with Braille labels and buttons of different colours and shapes for visually-impaired voters

SYSTEM IMPLEMENTATION

Election Definition

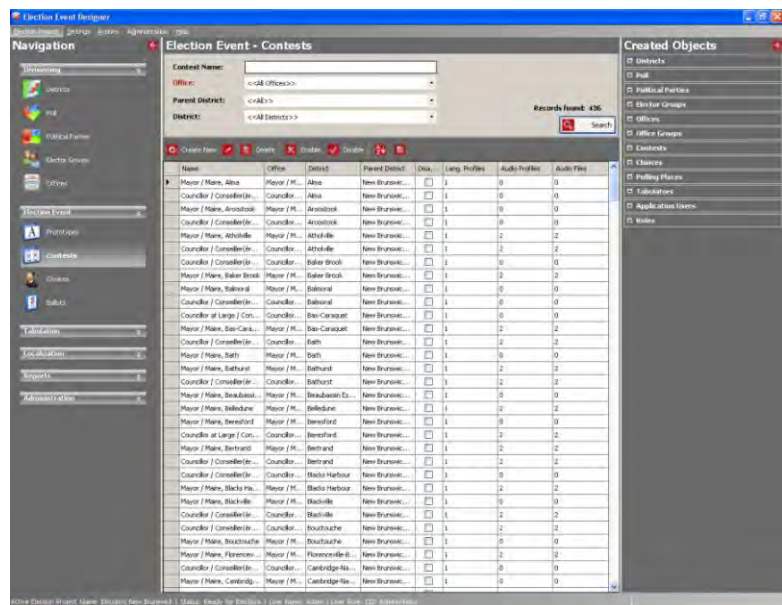
As part of our turn-key service, Dominion uses our Democracy™ Suite Election Management System (EMS) to define your election and program your tabulators.

The EMS allows the easy entry and tracking of candidate names, ballot faces, polling locations, polling subdivisions, and different types of voting technologies and voting channels, all of which are interconnected.

You will be able to provide your specific election details to Dominion using an efficient input tool, making the definition process simple.

All relevant details, such as Geographic Divisions, Voting Locations, Offices, Candidates, etc., are stored in the EMS, and ballot faces are automatically generated in PDF format for your confirmation before printing.

The EMS will program each tabulator in your election, as well as our Accessible Voting Ballot Marker Device (if applicable).

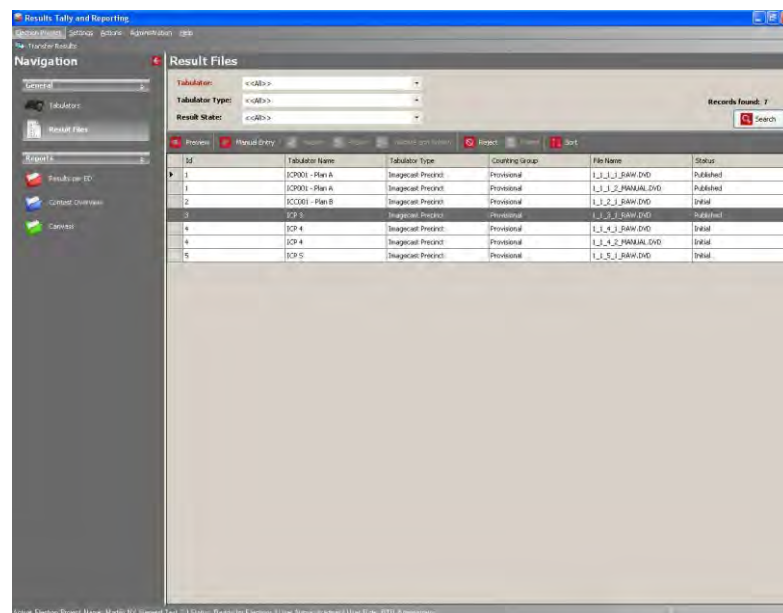


Results Tabulation

The Results Tally and Reporting module runs at your location on one of the PC computers provided by Dominion to run the tabulators.

The program allows for the upload of results from each tabulator to the PC computer running the Results Tally and Reporting module. Usually, your central tabulators and their driver PCs are side-by-side at your election headquarters, connected together on a network, so that results automatically feed from each tabulator to the driver PC that is also running the Results Tally module.

If you are running a Vote By Mail election, it is common for scanning to begin in the afternoon on Election Day (usually the scanning room is sequestered, to ensure no results are made public until after polls officially close). At the close of polls, any remaining ballots are delivered to the scanning room and quickly scanned, allowing final results to be published soon after polls close (since the bulk of scanning was already performed during the afternoon).



The screenshot shows the 'Results Tally and Reporting' application window. The 'Result Files' section is active, displaying a table with the following data:

ID	Tabulator Name	Tabulator Type	Counting Group	File Name	Status
1	3CP00 - Plan A	Inaugural Precinct	Provisional	L_1_1_SAW.DIG	Published
2	3CP00 - Plan A	Inaugural Precinct	Provisional	L_1_2_MANUAL.DIG	Published
3	3CP00 - Plan B	Inaugural Precinct	Provisional	L_1_2_SAW.DIG	Detail
4	3CP 4	Inaugural Precinct	Provisional	L_1_3_SAW.DIG	Published
5	3CP 4	Inaugural Precinct	Provisional	L_1_3_MANUAL.DIG	Detail
6	3CP 5	Inaugural Precinct	Provisional	L_1_5_SAW.DIG	Detail

If you are running a traditional poll-based election, ballot boxes will be delivered from the various voting locations to the central scanning room as soon as polls close.

The tabulators are programmed to accept any of the ballot faces, so ballots can be quickly stacked and fed in batches into any available tabulator.

As batches of ballots are scanned and corresponding results are uploaded to the Results Tally module, you may choose to control the flow of results to the public and media. Many election officials like to quickly review the results before releasing them, and the system provides a number of ways to do this. Alternatively, the results can automatically be released for public view, bypassing the review stage entirely.

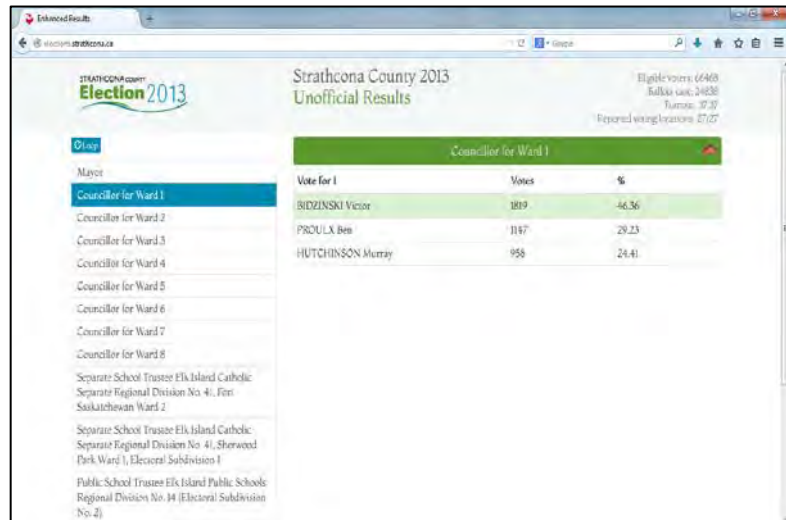
Once election results are released, they become available to the results reporting portion of the Results Tally and Reporting module. At this point, the consolidated results are 'published' for public review, via either results reports (in .PDF format, or MS-Excel format, etc.) or Internet-based real-time graphical report display.

INTERNET-BASED ENHANCED RESULTS DISPLAY

The Internet-based graphical display of results provides an attractive and dynamic focus on Election Night. The report display runs in real-time on the Internet, updating as results are released from the Results Tally module by officials. It can be projected on public display screens, such as at City Hall, fed to local television stations, and displayed on the municipality's website.

Dominion has different report layouts available, and can configure the display with the municipality's logos and colours. The report display can be interactive, allowing website users to click on contests and geographic areas of interest to them.

The Internet-based graphical display is completely automated and runs behind the scenes. Once election officials have released a set of results, XML files are created and transferred to a local FTP directory, and the graphical display is automatically updated. This XML file is in an internationally defined election format called EML (Election Markup Language), and is also configured in a way to be compliant with the Canadian Media Protocol on election reporting. As such, the election results are transferred in a format that can be easily read by news media, if they wish to import the XML files into their own display program (or they can simply use your Dominion graphical report for broadcast).



PROJECT SUPPORT

Project Management

It is Dominion's standard practice to provide the highest levels of technical and professional support throughout the project, in order to leave our customers confident and fully prepared in advance of Election Day. All of our project managers and technicians are experienced elections and technical professionals. For further preparedness, we suggest you perform a 'mock election' covering all aspects of the process (start-to-finish) months in advance, in order to give you and your staff the experience of actually running your complete election.

As for Election Day support, a Dominion representative can be on-site throughout the entire day in order to provide instantaneous support. In addition, from the award of contract right through until the election, your project manager will be quickly available for support.

Dominion understands that support is crucial to a successful election, and you can be assured that we will respond quickly to all your inquiries – from the onset of the project right through to certification of the election. Your project manager will ensure that the appropriate resources are dedicated to addressing your concerns as they happen. We strongly encourage you to contact our customer references to ask them what it is like working with Dominion. We take great pride in our reputation for providing unparalleled service and support, and we look forward to showing you first hand.

Implementation Support

Once a contract is in place, the implementation plan calls for a kick-off discussion regarding timelines, actions and other details. Follow-up discussions are also held regularly to ensure all targets are being met.

The first deliverable will be Dominion's election definition detail input tool, and training material (for use at any time leading up to the election).

Next, tabulators will be prepped and delivered. The Internet-based graphical results display layout should be finalized, if you are using this feature.

Next, the functionality of each system is verified, and the regular duties that unfold after the close of nominations are performed (logic and accuracy testing, etc.). Sample ballot layouts will be provided for final confirmation, before printing is executed.

Under our standard project plan, it is assumed that the municipality will

- enter election event definition details into the input tool we provide, such as geographic divisions, contests, voting locations, candidates, etc.,

- approve ballot artwork prior to mass printing,
- supervise training activities and staff hiring,
- provide a storage facility for the equipment, and
- oversee and sign-off on logic and accuracy testing.

This is the minimum requirement – if desired each municipality can assume more responsibility up to and including a complete programming of their election.

Training and Documentation

Dominion provides hands-on training, as well as different types of training material, which we make available online. The best approach is to first utilize our training material to get familiar with the overall system, and then to proceed with live onsite training. We suggest you perform a complete 'mock election, well before Election Day, during which you will go through the entire process that will actually take place on Election Day. With this level of hands-on practice and training in advance of the election, your entire team will be left highly competent, and you can be confident that your election will run smoothly.

At the completion of our training, your staff will be more than capable of running every aspect of the election system themselves – and in addition, Dominion can be available for on-site support on the day of your election.

All of Dominion's systems come with comprehensive user documentation, including manuals, training videos, and interactive online tools, covering all of the information required for the successful operation of our systems.

STANDARD BALLOT TEMPLATE

Below is a sample of the Dominion standard ballot template, which we have quoted on in this proposal. The template will be altered for your municipality as appropriate (for example, logo, bilingual issues, etc.). The below sample can give you a good insight into the standard Dominion ballot design:

TOWN OF ANYWHERE 2014 Municipal Elections Monday, October 27, 2014		Ward 1 English-Language Public School
To vote, fill in the oval <input type="radio"/> next to your choice(s), like: <input checked="" type="radio"/> Pour voter, remplissez l'ovale à côté de votre choix, comme ceci <input checked="" type="radio"/>		
Use black pen or marker. Do not use pencil. Utilisez uniquement le stylo noir ou un marqueur. Ne pas utiliser un crayon.		
<p style="text-align: center;">Office of / Poste de Mayor</p> <p style="text-align: center;">Vote for no more than 1 Ne voter que pour 1</p> <p style="text-align: center;">Gillian Apps <input type="radio"/></p> <p style="text-align: center;">Jan Hudec <input type="radio"/></p> <p style="text-align: center;">Denny Morrison <input type="radio"/></p> <p style="text-align: center;">Kaellyn Osmond <input type="radio"/></p>	<p style="text-align: center;">Office of / Poste de Councillor Ward 1</p> <p style="text-align: center;">Vote for no more than 1 Ne voter que pour 1</p> <p style="text-align: center;">Sidney Crosby <input type="radio"/></p> <p style="text-align: center;">Justine Dufour-Lapointe <input type="radio"/></p> <p style="text-align: center;">Ryan Fry <input type="radio"/></p> <p style="text-align: center;">Manelle Thompson <input type="radio"/></p> <p style="text-align: center;">Heather Moyse <input type="radio"/></p> <p style="text-align: center;">Tessa Virtue <input type="radio"/></p>	<p style="text-align: center;">Office of / Poste de English Public School Trustee</p> <p style="text-align: center;">Vote for no more than 1 Ne voter que pour 1</p> <p style="text-align: center;">Kaillie Humphries <input type="radio"/></p> <p style="text-align: center;">Dylan Moscovitch <input type="radio"/></p>
Fold this ballot and insert into the white Ballot Secrecy Envelope. Only insert one ballot per envelope. Seal the envelope. Insert the white Ballot Secrecy Envelope into the yellow Election Return Envelope. Pliez ce bulletin de vote et l'insérez dans l'enveloppe blanche de secret de vote. Insérez seulement un bulletin de vote par enveloppe. Scellez l'enveloppe. Insérez l'enveloppe blanche de secret de vote dans l'enveloppe jaune d'élection.		

VOTE-BY-MAIL SECURITY

To enhance Vote-by-Mail ballot security, we suggest you use a signed Declaration Form in the Vote by Mail Kit. Based on our experience, this signed Declaration Form provides all the necessary security against voter fraud, and is the norm in municipal government Vote by Mail elections.

The Declaration Form removes the need for costly paper watermarking on ballots, or serial-number printing on ballots, which is why municipal government election ballots do not require such watermarking or serial numbers.

Each Vote-by-Mail voter will sign their Declaration Form's perforated slip and return it in the Return Envelope, along with their ballot (the ballot will be returned in the Secrecy Envelope). When you receive the Return Envelope from the voter at your office, you would open it and remove the signed Declaration Form slip and strike that voter off your voter's list, indicating that they have voted. You would then put the Secrecy Envelope (containing the ballot) in your ballot box, and those Secrecy Envelopes would not be opened until you are in the Count Room on Election Day, in front of the scrutineers and candidates.

This Declaration Form method prevents fraud in these ways:

- Voters realize they must sign a document, and this information is being tracked by election officials, which discourages fraudulent actions.
- If you receive a Return Envelope without an associated Declaration Form, you know it is a suspect ballot.
- If you receive a Declaration Form for a voter who has already been struck off the list as having sent in their Declaration Form already, you know there is a fraudulent act involved, and you can pull out the original signed Declaration Form and compare signatures and follow it up with the voter to determine the situation.

Declaration Forms allow for a cost-effective and simple method to avert fraud. Vote by Mail Kit instructions will be very clear, to ensure the voter returns their signed Declaration Form slip in their Return Envelope, to avoid having their ballot rejected.

Please discuss the Declaration Form, and the other components of the Vote-by-Mail kit, with your Vote-by-Mail kit provider (i.e. DataFix).

Professional Services			
Implementation Services <ul style="list-style-type: none"> ▪ Dominion Labour for Project Planning, Coding, System Configuration, Pre-Ship Testing, Delivery, and Project Execution 	Flat Rate Charge		██████
Training <ul style="list-style-type: none"> ▪ In person training session conducted by Dominion trainer 	1 Onsite Session	██████	██████
Election Day Onsite Support <ul style="list-style-type: none"> ▪ Dominion Support Representative for Onsite Support on Election Day 	1 day	██████	██████
Shipping <ul style="list-style-type: none"> ▪ Equipment (delivery and return) 	Flat Rate	██████	██████
Subtotal			██████

Dominion Lease Total for 2018 Election			\$17,850 plus tax
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Note:

- The above pricing involves the **lease** of the tabulators and software for the election event.
- The above pricing does not include applicable taxes, which will be charged extra.
- The above pricing is for ballot tabulation equipment and services only, and does not include vote-by-mail ballot kits, voter list products or services, various consumable election supplies, etc. Please contact your vote-by-mail ballot kit provider for pricing on vote-by-mail kits (i.e. DataFix).
- The Shipping flat rate charge shown above is based on Dominion’s standard shipping plan and schedule for equipment. Any extra shipping charges incurred due to the customer causing a deviation from Dominion’s standard shipping plan and schedule will be charged extra.
- After the election, the Customer must repackage the tabulators and peripheral equipment in the same manner as which they were delivered, for pickup by the Dominion shipper. This includes packing equipment in their respective boxes. If the equipment was delivered via skids, the Customer will place the equipment back on the same skids and wrap the



skids with shrink wrap. Dominion reserves the right to charge the Customer extra if equipment is not repackaged for pickup in the same way it was delivered.

- Election Day Onsite Support will be provided by a Dominion-trained support representative. This representative will have a general knowledge of different aspects of your election system, and will serve as initial support for any issues that may arise, and this representative will utilize the Dominion Election Day Phone Support Hotline to obtain direct phone instruction from top Dominion engineers who are experts in each component of your election system.
- Above pricing does not include any onsite Logic and Accuracy Test support by Dominion personnel. In most cases, municipal staff can complete the tabulator testing process, using Dominion's written instructions, and Dominion phone support if needed. However, if the Municipality prefers to have a Dominion support rep onsite to oversee the testing process performed by your staff, this can be arranged, at our normal rates.

PAYMENT TERMS

- 40% of total system price plus tax at January 15, 2018.
- 40% of total system plus tax upon delivery of the 2018 tabulators.
- 20% of total system plus tax upon completion of the 2018 election.

2-ELECTION CONTRACT PRICING OPTION

Dominion is making available contract pricing for customers, allowing them to save on election system expenditures over time, and assist them in budgeting for elections over the longer term.

Under Dominion 2-Election Contract pricing:

- You will receive your 2018 election system at the price quoted on this proposal, plus you will receive your 2022 election system at that same price (as such, you will lock in your 2022 election at the same price as the 2018 election, and therefore will not pay for inflation, unexpected price increases, etc.).
- You will receive free tabulator rentals for any by-elections during the contract period (you will only pay for by-election services, software licensing, ballots and other consumables).
- The contract will begin upon contract execution and terminate on Dec. 31, 2022.
- You will pay for the 2018 election in 2018, and pay for the 2022 election in 2022

- Your 2-Election Contract total price is the price for your 2018 election as quoted on this proposal, multiplied by two (since the contract covers both your 2018 and 2022 elections)

NOTE:

- Contract pricing assumes your 2022 election system will be similar in scope to your 2018 election system, in terms of tabulators, labour and consumables required, and increases in system scope will reflect usual population growth.
- If the Municipality chooses to have a manual count election in 2022 (i.e. not involving any vote tabulation automation), or chooses an election method for which Dominion does not provide an automation system for the 2022 election, the Municipality can cancel the contract for the 2022 election.
- If the Municipality chooses a different election method in 2022, and Dominion provides or will provide an automation system to handle that method, the contract will remain in place and Dominion will charge the Municipality the appropriate price for the new system based on Dominion's widely quoted standard 2018 rates. Therefore, if the Municipality changes the type of system they require in 2022, they will still receive Dominion's 2018 pricing under the contract. The Municipality's previously-agreed 2022 contract price will be applied against the new 2022 system price, resulting in either a rebate to the Municipality or an additional charge to the Municipality (depending on if the new system is priced higher or lower than the previously-agreed contract price for the 2022 system).

CUSTOMER REFERENCES

Dominion has executed thousands of elections across Canada, the United States, and internationally. Below are some references. Further references are available upon request.

NAME OF CLIENT	CONTACT INFORMATION	DESCRIPTION OF PROJECT
Ottawa Ontario	Tyler Cox Manager, Elections (613) 580-2424 Ext. 15636 Tyler.Cox@ottawa.ca	Poll-based tabulation system
Hamilton Ontario	Tony Fallis Manager of Elections/Print & Mail 905-546-2424 Ext. 2753 tony.fallis@hamilton.ca	Poll-based tabulation system
Burlington, Ontario	Angela Morgan City Clerk 905-335-7698 cityclerks@burlington.ca	Poll-based tabulation system and Internet Voting system
Cambridge, Ontario	Michael Di Lullo City Clerk 519-740-4680 Ext. 4585 DiLulloM@cambridge.ca	Poll-based tabulation system and Internet Voting system
Oakville, Ontario	Kim Galione Senior Manager – Legislative Services (905) 815-6030 Ext. 6030 kim.galione@oakville.ca	Poll-based tabulation system
Guelph, Ontario	Stephen O'Brien City Clerk (519) 822-1260 Ext. 5644 stephen.obrien@guelph.ca	Poll-based tabulation system and Internet Voting system
Elections Ontario	Francesca Romano Manager – Election Infrastructure (416) 326-3484 francesca.romano@elections.on.ca	Poll-based tabulation system
Winnipeg, Manitoba	Marc Lemoine Deputy City Clerk (204) 986-7131 mlemoine@winnipeg.ca	Poll-based tabulation system
Elections New Brunswick	Craig Astle Director of Operations (506) 457-7354 craig.astle@gnb.ca	Province-wide poll-based tabulation system

NAME OF CLIENT	CONTACT INFORMATION	DESCRIPTION OF PROJECT
St John's, Newfoundland	Elaine Henley City Clerk (709) 576-8202 Ehenley@stjohns.ca	Central scan tabulation system
Lethbridge, Alberta	Aleta Neufeld City Clerk (403) 320-4083 aneufeld@lethbridge.ca	Poll-based tabulation system
Strathcona County, Alberta	Jacqueline Roblin Manager, Legislative Services (780) 464-8157 jacqueline.roblin@strathcona.ca	Poll-based tabulation system
Elections Alberta	Drew Westwater Deputy Chief Electoral Officer (780) 427-1038 drew.westwater@elections.ab.ca	Poll-based tabulation system
Kamloops, British Columbia	Cindy Kennedy Deputy Corporate Officer (250) 828-3485 cmkennedy@kamloops.ca	Poll-based tabulation system
Coquitlam, British Columbia	Lauren Hewson Administrative Services Manager (604) 927-3011 lhewson@coquitlam.ca	Poll-based tabulation system
Abbotsford, British Columbia	Bill Flitton City Clerk (604) 864-5603 BFlitton@abbotsford.ca	Poll-based tabulation system



Wellington North Power Inc.
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Phone: 519.323.1710 Fax: 519.323.2425
E-mail: wnp@wellingtonnorthpower.com
www.wellingtonnorthpower.com

Wellington North Holding Company

A Report for the Township of Wellington North.

Prepared by Wellington North Power Inc.'s
Directors and Officers.

Purpose:

As the major shareholder, to inform the Councilors of the Township of Wellington North of:

- a) Reasons why Wellington North Power Inc. Directors are recommending the Shareholder set-up a Holding Company.
- b) Inform the Shareholder of their responsibilities in setting-up and managing a Holding Company.

1. Executive Summary

On August 28th 2017 council passed Resolution #2017-325 to follow the recommendation of the Directors and Officers of Wellington North Power Inc. to proceed with the implementation of a holding company. Further to that end, the Directors and Officers have clarified the roles, responsibilities and financial obligations required to continue forward with the implementation as outlined in the following report.

The Directors and Officers of Wellington North Power Inc. request, based on this report, that the Township of Wellington North (“the Shareholder”) move forward with the implementation of the holding company. It is understood that the creation of the Holding Company and associated set-up fees of up to \$4,000 would be the responsibility of the Shareholder. Further, to facilitate business development and support tax filing, a yearly operating budget of \$49,100 would be required at least until other business opportunities are operational and are providing returns to the Holding Company.

2. Why Set-up a Holding Company?

Over the past 18 months, the Directors and Officers at Wellington North Power Inc. have been exploring:

- a) Opportunities to generate revenue for the Shareholder;
- b) Mitigate or minimize future bill increases from electricity rate-payers; and
- c) Maintain the level of service rate-payers have been used to and expect.

As previously communicated, the Directors and Officers at Wellington North Power Inc. believe setting-up a Holding Company will enable the company to seek out other revenue streams therefore creating additional value to the Shareholder whilst maintaining control of WNP and benefitting ratepayers through affordable and reasonable electricity rates. Wellington North Power being regulated by the Ontario Energy Board with a defined service territory has a limited opportunity to grow revenue, that is, additional revenue from new customers connected to the distribution system.

Once created, the “Holding Company” would:

- Continue to seek out new business opportunities, either through the creation of a new business, purchase of an existing business or partnership with an existing business. These business opportunities will require further investment from the Shareholder. Any new opportunity would be presented to the Shareholder and supported with an appropriate business plan.

- Oversee the activities and operations of both Wellington North Power Inc. and any new businesses.
- Create and manage “Master Service Agreements” for resources shared between the businesses under the Holding Company.

For example:

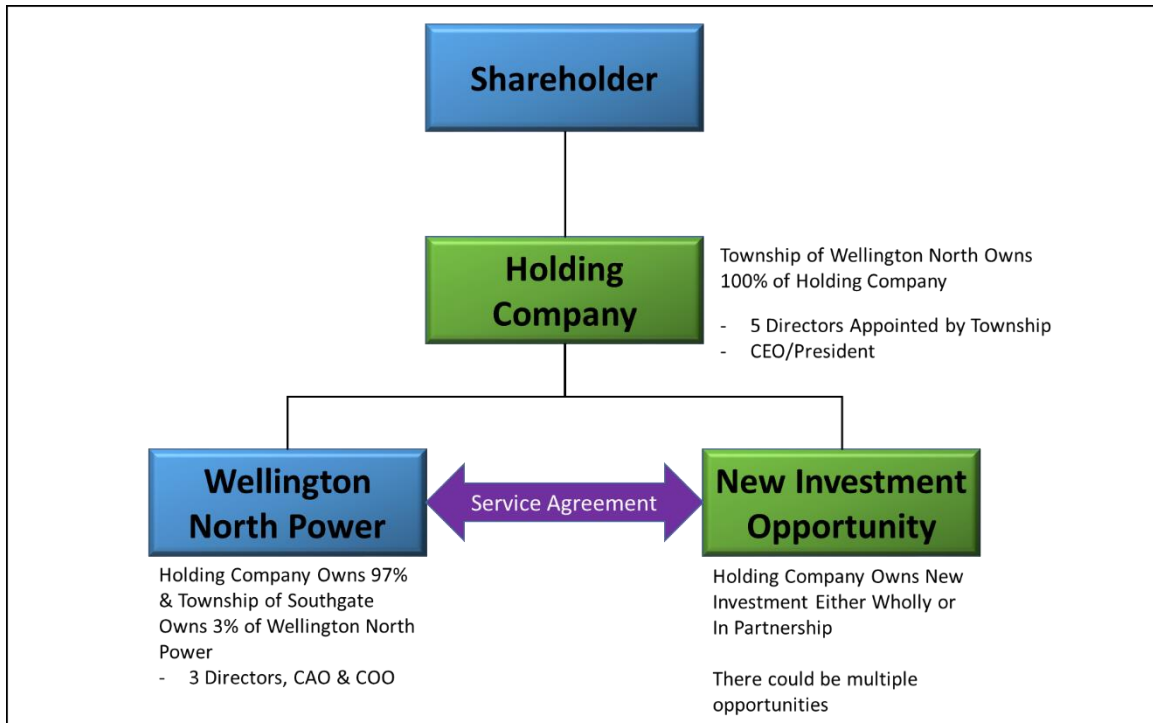
A pole-line construction company is created or purchased, the staff could be transferred from Wellington North Power Inc. to the new company and a Master Service Agreement executed. Staff utilization rates would increase as they work on other projects outside of Wellington North Power resulting in additional revenue through the new company. In addition, operating costs of Wellington North Power would be reduced accordingly.

An assumption is, should an existing business be purchased, it would have synergies with Wellington North Power Inc. for instance energy related, construction or customer-service. This would enable sharing or transferring of resources and /or assets between “New Business Inc.” and WNP.

- Provide consolidated annual audited financial reports to the Shareholder for all business entities managed by the Holding Company.

Pros:	Cons:
<ul style="list-style-type: none"> ✓ The Township, through the Holding Company, will have opportunity to invest creating potential for additional revenue. ✓ The creation of the Holding Company will enable the Shareholder to act quickly and seize business opportunities. ✓ Creates the possibility to transfer resources from WNP to other companies thereby reducing WNP operating costs and better resource utilization, whilst maintaining the current level of service. ✓ By investing in companies with synergy – the Township may create and use other service level agreements (engineering, hydrovac, street lighting service...). ✓ Additional employment opportunities for the community, increased local spending. ✓ The Township & Community will continue to receive support for the growth strategy and economic development. 	<ul style="list-style-type: none"> ✗ Addition of yearly operating costs for maintaining the holding company. ✗ As with any business there is inherent revenue risk. ✗ Potential increase in capital project costs – charges will be at market rate.

3. Responsibilities and Cost



The proposed business model is similar to other electricity local distribution companies (LDCs) owned by municipalities in Ontario.

Assuming the Township of Wellington North adopts the above governance model, below is a list of items that the Shareholder would be responsible for:

1. Appointing of Directors into the Holding Company. For business continuity it is recommended that the existing Wellington North Power Directors be appointed as Directors of the Holding Company:
 - Andy Lennox (Chair)
 - Dan Yake
 - Michael Givens
 - Mark Hillis
 - Paul Smith

The newly appointed board will appoint the CEO/President of the Holding Company as well as the three (3) Directors to Wellington North Power Inc.

-
2. Decide whether to Name the Company or have a Numbered company. Branding would be an important consideration. The Board and Officers of Wellington North Power can make recommendations.
 3. Registering the Holding Co. with the Ontario Government which requires:
 - a. Name and address of business.
 - b. Fresh Nuans report (<90days old) as proof the business name is not already taken.
 - c. Description of business activity.
 - d. Name and address of each Director.
 - e. Name and address of Shareholder (minimum of 1 shareholder).

The process for registering a company is approximately \$4,000.

4. Establishing a corporate address.
5. Filing of Articles of Incorporation.
6. Applying for HST, payroll and WSIB accounts.
7. Creating an annual operating budget. The annual budget is to cover the costs of filing the annual tax returns as well as the salary of the CEO to carry out activities associated with business development. Estimated yearly budget of:

Item	Cost
Board of Directors	\$ 18,900.00
CEO/President	\$ 25,000.00
Financial Audit	\$ 1,500.00
Tax Filing	\$ 1,200.00
Business Development Expenses	\$ 2,500.00
	\$ 49,100.00

Funding can be supported from the reserves which were established when Wellington North Power was making payments on the principal of the Promissory Note.

8. Transfer the Township shares in Wellington North Power to its Holding Company on a tax-deferred basis in exchange for shares in the Holding Company. The Township holds 1,510 common shares valued at \$1,049.71/share.
9. Transfer the Promissory Note, current balance of \$985,016, to the Holding Company. The Holding Company would need to give back to the Township something of equal value typically preferred shares with a stated redemption amount or a Promissory Note with similar terms.

Moving forward, the Holding Company will be approaching the Township of Wellington North for assistance to finance either the creation of a new business venture or the acquisition of an existing business.

4. Recommendation:

WNP Directors and Officers recommend that:

1. The Shareholder create a Holding Company as per the proposed business model including the appointment of the following Directors:
 - Andy Lennox (Chair)
 - Dan Yake
 - Michael Givens
 - Mark Hillis
 - Paul Smith
2. The fees approximately \$4,000 associated with the creation of the Holding Company be paid by the Shareholder.
3. Transfer the Township shares in Wellington North Power to its Holding Company on a tax-deferred basis in exchange for shares in the Holding Company.
4. The Shareholder transfer the Promissory Note, current balance of \$985,016, to the Holding Company. The Holding Company to give back to the Township something of equal value typically preferred shares with a stated redemption amount or a Promissory Note with similar terms.

5. The Shareholder will establish and provide a 2018 operating budget of \$49,100 for the Holding Company.

6. The Shareholder commit to providing the operating finances for a period of up to three (3) years to support business development activities or until such time the Holding Company is self-sustaining whichever is the shortest.

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

BY-LAW NUMBER 088-17

**A BY-LAW APPOINTING AND CONFIRMING THE APPOINTMENT
OF AUDITORS OF THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH**

THE Council of The Corporation of the Township of Wellington North hereby
ENACTS AS FOLLOWS:

1. **THAT** RLB LLP, Fergus be appointed auditors of the Corporation of the Township of Wellington North.
2. **THAT** the term of this appointment be for the audit years 2017 and 2018
3. **THAT** this by-law will take effect on the final passing thereof.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 20TH DAY OF NOVEMBER, 2017.***

**ANDREW LENNOX, MAYOR
MAYOR**

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 089-17

**BEING A BY-LAW TO ADOPT AN AUTOMATIC RECOUNT
POLICY FOR THE 2018 MUNICIPAL ELECTION FOR THE
TOWNSHIP OF WELLINGTON NORTH**

WHEREAS The Corporation of the Township of Wellington North wishes to adopt an automatic recount policy;

**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 hereby adopts an automatic recount policy enter attached hereto as Appendix "A".

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 20TH DAY OF DECEMBER, 2017.**

ANDREW LENNOX, MAYOR

KARREN WALLACE CLERK



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519.848.3620
1.866.848.3620 FAX 519.848.3228

APPENDIX A

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Plan to
Simply Explore.

www.simplyexplore.ca

AUTOMATIC ELECTION RECOUNT POLICY

DEPARTMENT	CLERK	POLICY NUMBER	10-17
EFFECTIVE DATE	November 20, 2017	LEGISLATIVE AUTHORITY	Municipal Elections Act
APPROVED BY:	BY-LAW		

PURPOSE

The purpose of this policy is to establish criteria that will require the completion of an automatic recount in accordance with the Municipal Elections Act.

SCOPE

The policy applies to all candidates for Mayor and Wards 1, 2, 3 and 4 in the 2018 municipal election in Wellington North.

THRESHOLD

An automatic recount shall be conducted where the vote differential between the first and second place candidates for any Ward is 5 or less. An automatic recount shall be conducted where the vote differential between the first and second place candidates for Mayor is 10 or less.

PROCEDURES

At the first Council meeting after the Clerk has certified the election results and before the new Council is sworn in, the Clerk shall advise Council if any of the thresholds for an automatic recount has been met.

The automatic recount will be done in accordance with the provisions in the Municipal Elections Act and procedures as determined by the Clerk and set out in the municipal election policy and procedure policy.

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

BY-LAW NUMBER 090-17

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 20, 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 20, 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 20TH DAY OF NOVEMBER, 2017.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**