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# Regular Meeting of Council

Monday, November 21, 2016

Following Public Meeting

Municipal Office Council Chambers, Kenilworth

## AGENDA

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**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, NOVEMBER 7, 2016 – 7:00 P.M.**

001

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

**Members Present:**

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

**Staff Present:**

**CAO/Deputy Clerk: Michael Givens  
Clerk: Karren Wallace  
Executive Assistant: Cathy Conrad  
Treasurer: Kimberly Henderson  
Economic Development Officer: Dale Small  
Drainage Superintendent: Neal Morris**

**CALLING THE MEETING TO ORDER**

Mayor Lennox called the meeting to order.

**SINGING OF O' CANADA**

**PASSING AND ACCEPTANCE OF AGENDA**

**RESOLUTION 2016-465**

**Moved by:** Councillor Burke

**Seconded by:** Councillor McCabe

*THAT the Agenda for the November 7, 2016 Regular Meeting of Council be accepted and passed with an amendment to By-law Number 082-16 to correct the drain number to read Drain 65 and by moving consideration of Report CLK 2016-068 to the first item under Standing Committee Staff Reports, Minutes and Recommendations.*

**CARRIED**

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

Mayor Lennox declared a conflict of interest with Standing Committee, Staff Reports, Minutes and Recommendations, Report CLK 2016-068 being a report to consider the Engineer's Report and Addendum #1 for the Proposed Drainage Works for Drain 65 (Lennox) and By-law Number 082-16 being a by-law of the Corporation of the Township of Wellington North to provide for Drainage Works in the Township of Wellington North for Drain 65, as his property is affected by this drainage works.

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**MINUTES OF PREVIOUS MEETING(S)**

**RESOLUTION 2016-466**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT the minutes of the Regular Meeting of Council held on October 17, 2016 be adopted as circulated.*

**CARRIED**

**BUSINESS ARISING FROM MINUTES**

**PRESENTATIONS**

**DELEGATIONS**

Darlene DeStefano, Chair and Founder, and Curtis Rutt  
- Mission Butterfly Incorporated

Ms. DeStefano and Mr. Rutt appeared before Council to provide information about Mission Butterfly. The purpose of the organization is to improve the quality of life and enhance the well being of Veterans, Active Duty Soldiers, First Responders and their families through the delivery of programs that effectively reduce effects or arrest symptoms of PTSD and related conditions. Mission Butterfly was incorporated federally as a non profit organization on August 2, 2016. A diverse, committed Board of Directors, a professional Program Delivery Team and unique program have been developed. Mission Butterfly is requesting support from the Township of Wellington North to launch their first program by way of a financial donation and a partnership to apply for a grant from the Ontario Trillium Foundation.

Mayor Lennox advised that the 2017 budget process is just starting. Discussion with include both the partnering and monetary support.

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

Mayor Lennox left the Council Chambers for this portion of the Council meeting as he had previously declared pecuniary interest as it relates property owned by him. Councillor McCabe assumed the Chair.

Report from Karren Wallace, Clerk

- Report CLK 2016-068 being a report to consider the Engineer's Report and Addendum #1 for the Proposed Drainage Works for Drain 65 (Lennox)

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, NOVEMBER 7, 2016 – 7:00 P.M.**

003

**RESOLUTION 2016-467**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2016-068 being a report to consider the final engineer's report and addendum #1 for the proposed drainage works for Drain 65;*

*AND FURTHER THAT Council of the Township of Wellington North hereby approve the final engineer's report dated September 30, 2016 and addendum #1 dated October 17, 2016, prepared by K. Smart Associates Limited;*

*AND FURTHER THAT Council give first and second reading to a provisional by-law to adopt the final engineers report and addendum #1;*

*AND FURTHER THAT Council set the date for the Court of Revision as December 5, 2016 at 7 p.m. to hear any appeals filed in this matter.*

**CARRIED**

Mayor Lennox resumed the Chair following the passing of the resolution.

Cultural Roundtable Committee

- Minutes, October 20, 2016

**RESOLUTION 2016-468**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Cultural Roundtable Committee meeting held on October 20, 2016.*

**CARRIED**

Administration and Finance Committee

- Minutes, October 24, 2016

**RESOLUTION 2016-469**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Administration and Finance Committee meeting held on October 24, 2016.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, NOVEMBER 7, 2016 – 7:00 P.M.**

004

**RESOLUTION 2016-470**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North authorize the Mayor and Clerk to sign a by-law to set the remuneration for members of Council as recommended by the Administration and Finance Committee.*

<b>Recorded vote requested by: Councillor Burke</b>		
<b>Member of Council</b>	<b>Yea</b>	<b>Nay</b>
Mayor Andrew Lennox	<b>X</b>	
Councillor Sherry Burke		<b>X</b>
Councillor Lisa Hern	<b>X</b>	
Councillor Steve McCabe	<b>X</b>	
Councillor Dan Yake		<b>X</b>
<b>Totals</b>	<b>3</b>	<b>2</b>

**CARRIED**

**RESOLUTION 2016-471**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North approve an amnesty for the licensing fee for one dog per household from November 1, 2016 to December 31, 2016 provided the license is issued at the municipal office in Kenilworth.*

**CARRIED**

**RESOLUTION 2016-472**

Moved by: Councillor Burke

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North approve the Recreation & Culture Committee continuing to meeting every two months on the second Tuesday at 8:30 a.m.*

**CARRIED**

**RESOLUTION 2016-473**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Administration and Finance Committee, direct staff to proceed with the development of a Team Building/Employee Wellness Committee, including a mandate;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North support the inclusion of \$10,000 in the 2017 Operating Budget to support team building/employee wellness activities.*

**CARRIED**



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005

**RESOLUTION 2016-474**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North award RFP 2016-010 – Consulting Services for Pay Equity and Compensation Review to Ward & Uptigrove at a total cost of \$48,900.00 plus applicable taxes.*

**CARRIED**

Joint Economic Development Committee

- Minutes, October 26, 2016

**RESOLUTION 2016-475**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Joint Economic Development Committee meeting held on October 26, 2016.*

**CARRIED**

Cheque Distribution Report dated October 31, 2016

**RESOLUTION 2016-476**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive the Cheque Distribution Report dated October 31, 2016.*

**CARRIED**

Report from Michael Givens, CAO

- Report CAO 2016-024 Ontario Municipal Administrators' Association (OMAA) Fall Workshop

**RESOLUTION 2016-477**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2016-024 being a report on the Ontario Municipal Administrators' Association Fall Workshop.*

**CARRIED**

Report from Kimberly Henderson, Treasurer

- Report TR2016-009 being a report on the Clean Water and Wastewater Fund

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**RESOLUTION 2016-478**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive Report TR2016-009 being a report on the Clean Water and Wastewater Fund.*

**CARRIED**

Report from Karren Wallace, Clerk

- Report CLK 2016-062 being a report on Wellington North Council & Committee Procedure By-law

**RESOLUTION 2016-479**

Moved by: Councillor Hern

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2016-062 being a report on Procedure By-law.*

**CARRIED**

Direction to staff for changes to the procedural by-law include:

- 8.1 – Order of business - Closed meeting to be moved to the beginning of Council meeting
- 8.3 – Change deadline for submissions for agenda to by 12 noon on the Tuesday preceding the council meeting.
- 8.4 – Change date of agenda to be made available to Council members to 4:30 on the Wednesday preceding the council meeting.
- 8.12 - Increase time allowed for deputations to 10 minutes from 5 minutes
- 9.6 - Meetings to be held on the second Monday of each month at 2:00 p.m. and the fourth Monday of each month at 7:00 p.m.

Report from Karren Wallace, Clerk

- Report CLK 2016-069 being a report on Consent Application B85-16 (Alette Holsteins) known as Part Lot 3, Concession 6 (Formerly Arthur Township) now the Township of Wellington North

**RESOLUTION 2016-480**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2016-069 being a report on Consent Application B85-16 known as Part Lot 3, Concession 6, formerly Arthur Township, now the Township of Wellington North;*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B85/16 as presented with the following conditions:*

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- *THAT payment be made of the fee of \$125.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*
- *THAT the Owner receive approval from the road authority for an entrance to the severed and retained parcel;*
- *THAT the owner obtain zoning approval to address Minimum Distance Separation I & II.*

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

**CARRIED**

Report from Karren Wallace, Clerk

- Report CLK 2016-070 being a report on Consent Application B88-16 (940749 Ontario Inc.) known as 210 Gordon Street, (formerly Arthur) now the Township of Wellington North

**RESOLUTION 2016-481**

Moved by: Councillor McCabe

Seconded by: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2016-070 being a report on Consent Application B88-16 known as 210 Gordon Street, now the Township of Wellington North be received;*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B88/16 as presented with the following conditions:*

- *THAT payment be made of the fee of \$125.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*
- *THAT the Owner receive approval from the road authority for an entrance to the severed and retained parcel;*
- *THAT the Owner pay the parkland dedication fee of \$1,000.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law).*

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

**CARRIED**

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Report from Karren Wallace, Clerk

- Report CLK 2016-071 being a report on Consent Application B91-16 (Bell) known as Lots 25 & 26, Concession 4, Part Lot 28, Divisions 3 & 4 and Part Lot 29, Divisions 1, 2, 3 WOSR, (formerly Arthur Township) now the Township of Wellington North

**RESOLUTION 2016-482**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2016-071 being a report on Consent Application B91-16 known as Lots 25 & 26, Concession 4, Part Lot 28, Divisions 3 & 4 and Part Lot 29, Divisions 1, 2, 3 WOSR, (formerly Arthur Township) now the Township of Wellington North;*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B91/16 as presented with the following conditions:*

- *THAT payment be made of the fee of \$125.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law) for a letter of clearance;*
- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;*
- *THAT the Owner receive approval from the road authority for an entrance to the severed and retained parcel;*
- *THAT the Owner pay the parkland dedication fee of \$1,000.00 (or whatever fee is applicable at the time of clearance under the municipal Fees and Charges By-law).*

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

**CARRIED**

Report from Karren Wallace, Clerk

- Report CLK 2016-072 being a report on Consent Application B101-16 (Deverell) known as Part Lot 3, Concession 4, (formerly Arthur Township) now the Township of Wellington North

**RESOLUTION 2016-483**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive CLK Report 2016-072 being a report on Consent Application B101-16 known as Part Lot 3, Concession 4 (formerly Arthur Township) now the Township of Wellington North;*

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*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B101-16/16 as presented with the following conditions:*

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

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

**CARRIED**

Report from Karren Wallace, Clerk

- Report CLK 2016-073 being a report on MP Nater's briefing on Canada Summer Jobs Program

**RESOLUTION 2016-484**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2016-073 being a report on MP John Nater's briefing on Canada Summer Jobs Program.*

**CARRIED**

**CORRESPONDENCE FOR COUNCIL'S REVIEW AND DIRECTION**

Grey County

- Correspondence dated October 11, 2016, regarding request for support of resolution regarding rural hydro costs

**RESOLUTION 2016-485**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North support Grey County Resolution SSC70-16 regarding hydro costs for rural residents.*

**CARRIED**

Township of North Frontenac

- Correspondence dated October 20, 2016, regarding request for support of resolution regarding Ontario's Electrical Bills

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**RESOLUTION 2016-486**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North support Township of North Frontenac Resolution #480-16 regarding Ontario's electrical bills.*

**CARRIED**

Municipality of Charlton and Dack

- Motion No. 16-271, dated October 24, 2016, regarding requirement to submit signatures of 25 voters supporting the nomination of anyone wishing to run for office on a Council.

**RESOLUTION 2016-487**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North support Municipality of Charlton and Dack Motion No. 16-271 regarding the requirement to submit signatures of 25 voters supporting the nomination of anyone wishing to run for office on a Council.*

**DEFEATED**

Steve McCabe

- Town Hall Midterm Update, Community Growth Plan

**RESOLUTION 2016-488**

Moved by: Councillor Hern

Seconded by: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North direct staff to organize a Town Hall mid-term update to provide residents with information on the Community Growth Plan, with the initial meeting to take place in the upper hall at the Arthur Arena.*

**CARRIED**

**BY-LAWS**

**RESOLUTION 2016-489**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT By-law Number 081-16 being a by-law to set remuneration for members of Council and to repeal By-law 1-14 be read a First, Second and Third time and passed.*

<b>Recorded vote requested by: Councillor Yake</b>		
<b>Member of Council</b>	<b>Yea</b>	<b>Nay</b>
Mayor Andrew Lennox	<b>X</b>	

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Councillor Sherry Burke		<b>X</b>
Councillor Lisa Hern	<b>X</b>	
Councillor Steve McCabe	<b>X</b>	
Councillor Dan Yake		<b>X</b>
<b>Totals</b>	<b>3</b>	<b>2</b>

**CARRIED**

Mayor Lennox left the Council Chambers for this portion of the Council meeting as he had previously declared pecuniary interest as it relates property owned by him. Councillor McCabe assumed the Chair.

**RESOLUTION 2016-490**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT By-law Number 082-16 being a by-law of the Corporation of the Township of Wellington North to provide for Drainage Works in the Township of Wellington North for Drain 65 be read a First and Second time and provisionally adopted.*

**CARRIED**

Mayor Lennox resumed the Chair following the passing of the by-law.

**RESOLUTION 2016-491**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT By-law Number 083-16 being a by-law to amend By-law 5000-05 being a by-law to regulate the parking or stopping of vehicles on highways, public parking lots and in some instances, private property within the Township of Wellington North be read a First, Second and Third time and passed.*

**DEFERRED**

**ITEMS FOR COUNCIL'S INFORMATION**

AMO Watchfile

- October 13, 2016
- October 20, 2016
- October 27, 2016

Maitland Valley Conservation Authority

- Minutes, Board of Directors Meeting #8/16, September 21, 2016

Ontario Energy Board Notice

- Union Gas Limited applied to change its natural gas rates effective January 1, 2017

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Judy Chapman, Arthur

- Correspondence dated October 24, 2016 thanking Council for audible signals

XCG Consultants Ltd.

- Memo dated October 26, 2016 regarding Arthur Wastewater Treatment Plant Class Environmental Assessment Progress Update

Ministry of Citizenship and Immigration

- Correspondence dated October 2016 regarding the June Callwood Outstanding Achievement Award for Voluntarism in Ontario

**RESOLUTION 2016-492**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the Items for Council's Information as listed in the November 7, 2016 Regular Council Meeting Agenda.*

**CARRIED**

**CULTURAL MOMENT**

**Canada's Most Patriotic Village Honours Veterans on Street Banners**

Twelve banners, depicting local men who went to war, now fly over George Street in Arthur, alongside Canadian flags. The banners evoke the importance to residents and visitors of remembering those who served. They are a small representation of those who served from the Arthur area in the two great World Wars. In the Second World War, 363 enlisted from Arthur area and 25 were killed. Forty more were killed in the First World War.

Lest We Forget

**NOTICE OF MOTION**

No notice of motion tabled.

**ANNOUNCEMENTS**

Councillor McCabe announced that he and CAO Michael Givens attended an OMB review consultation on November 1 in Guelph. There were nine sessions held across the province and approximately 40 people attended the Guelph session. Comments coming from these sessions will be considered as part of the review.



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, NOVEMBER 7, 2016 – 7:00 P.M.**

013

Mayor Lennox reminded everyone of the following

- Remembrance Day Parades and ceremonies on Friday, November 11
- Reviewed meeting schedule
- Christmas Parades

Mayor Lennox announced the Township has received a Certificate of Appreciation from the Mount Forest Louise Marshall Hospital Foundation for contributions to their campaign.

**CLOSED MEETING SESSION**

**RESOLUTION 2016-493**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT Council go into a meeting at 9:03 p.m. that is closed to the public 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;*

1. *Report EDO 2016-30 Municipal Land Sale  
455 Dublin Street (Mount Forest Day Care Centre)*
2. *Review of Closed Session Minutes September 12, 2016*
3. *Review of Closed Session Recreation & Culture Minutes October 4, 2016*
4. *Rise and Report*

**CARRIED**

**RESOLUTION 2016-494**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT Council rise from a closed meeting session at 9:18 p.m.*

**CARRIED**

**RESOLUTION 2016-495**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2016-30 being a report on an offer to purchase the municipally owned property at 455 Dublin Street, Mount Forest – previously known as the Mount Forest Day Care Centre;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approve the sale to Sharon Farms and Enterprises Limited at a purchase price of \$150,000.;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North direct staff to work through the Agreement of Purchase and Sale with the buyer in order to satisfy the conditions as identified in this report.*

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
REGULAR MEETING OF COUNCIL  
MONDAY, NOVEMBER 7, 2016 – 7:00 P.M.**

014

**RESOLUTION 2016-496**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North approve the minutes of September 12, 2016 Council Closed Session.*

**CARRIED**

**RESOLUTION 2016-497**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North approve the minutes of the October 4, 2016 Recreation and Culture Committee Closed Session.*

**CARRIED**

**CONFIRMING BY-LAW**

**RESOLUTION 2016-498**

Moved by: Councillor Hern

Seconded by: Councillor Yake

*THAT By-law Number 084-16 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 7, 2016 be read a First, Second and Third time and finally passed.*

**CARRIED**

**ADJOURNMENT**

**RESOLUTION 2016-499**

Moved by: Councillor Yake

Seconded by: Councillor Hern

*THAT the Regular Council meeting of November 7, 2016 be adjourned at 9:20 p.m.*

**CARRIED**

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**MAYOR**

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**CLERK**



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0  
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

November 3, 2016

To: Municipalities of the Saugeen Watershed

Dear Municipal Council,

I am pleased to enclose the 2017 Draft Budget and budget notes for Saugeen Conservation. This Draft Budget was approved for distribution to the member municipalities by the Authority Members on November 2, 2016.

This Draft Budget provides for a municipal levy increase of 1.4% over the 2016 levy. This represents a dollar increase of \$22,360.

The Authority is scheduled to meet on December 8<sup>th</sup> to vote on the acceptance of the 2017 Budget.

I would be pleased to attend a council or other meeting to explain the Draft Budget should you wish.

Saugeen Conservation looks forward to continuing to work with its municipal stakeholders to protect and enhance our wonderful watershed.

Sincerely,

Wayne Brohman  
General Manager/Secretary-Treasurer  
Saugeen Conservation  
Encl.



**Watershed Member Municipalities**

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

# Draft Budget 2017



November 2, 2016

**SAUGEE VALLEY CONSERVATION AUTHORITY  
SUMMARY  
2017**

	2016 BUDGET	PROPOSED 2017 BUDGET	SOURCES OF FUNDING							SURPLUS
			PROVINCIAL FUNDING	DONATIONS	SPECIAL LEVY	GENERAL LEVY	USER FEES/RENTALS	OTHER	RESERVES	
<b>OPERATIONS - GENERAL LEVY</b>	2,125,110	2,220,737	145,669	10,000	73,252	1,616,630	316,930		58,256	
<b>OPERATIONS - NON GENERAL LEVY</b>	1,101,796	1,172,449					1,172,449			48,261 <sup>1</sup>
<b>CAPITAL PROJECTS:</b>										
<b>WATER MANAGEMENT</b>	40,000	34,000	12,000		22,000					
<b>RECREATIONAL PROPERTIES</b>	24,100	15,000				7,100			7,900	
<b>ADMINISTRATION</b>	10,000	16,000				16,000				
<b>SUB-TOTAL</b>	<b>3,301,006</b>	<b>3,458,186</b>	<b>157,669</b>	<b>10,000</b>	<b>95,252</b>	<b>1,639,730</b>	<b>1,489,379</b>	<b>0</b>	<b>66,156</b>	<b>48,261</b>
<b>SOURCE PROTECTION PLANNING</b>	541,775	0	0							
<b>TOTAL</b>	<b>3,842,781</b>	<b>3,458,186</b>	<b>157,669</b>	<b>10,000</b>	<b>95,252</b>	<b>1,639,730</b>	<b>1,489,379</b>	<b>0</b>	<b>66,156</b>	<b>48,261</b>

Note:

1. Non-General Levy surplus to be put into appropriate reserve for future capital reinvestment into those programs.

**SAUGEEN VALLEY CONSERVATION AUTHORITY  
PROPOSED OPERATIONS BUDGET (GENERAL LEVY PROGRAMS)  
2017**

PROGRAM	2016 BUDGET	PROPOSED 2017 BUDGET	SOURCES OF FUNDING					
			PROVINCIAL FUNDING	DONATIONS	SPECIAL LEVY	GENERAL LEVY	USER FEES/RENTALS	RESERVES
<b>ADMINISTRATION</b>	437,554	423,958	1,522			410,511	11,100	825
<b>FLOOD CONTROL</b>								
Flood Warning	197,791	192,106	91,053			90,053	1,000	10,000
Operation of Recreational Dams	6,547	1,674			1,004	669		
<b>WATER MANAGEMENT</b>								
Water Projects Maintenance & Stewardship	126,491	132,422	48,969		72,248	10,000		1,205
Water Quality	104,208	114,247				87,995	24,025	2,226
<b>ENVIRONMENTAL PLANNING &amp; REGULATIONS</b>	570,598	651,090	4,125			364,865	238,100	44,000
<b>IT &amp; GEOGRAPHICAL INFORMATION SYSTEMS</b>	162,915	174,069				174,069		
<b>COMMUNITY SERVICES</b>								
Community Relations	221,154	222,587		7,000		213,587	2,000	
Education	85,682	89,269		3,000		54,164	32,105	
<b>LAND MANAGEMENT</b>								
Non-Revenue Parks	155,257	161,510				152,910	8,600	
Property Management	56,912	57,807				57,807		
<b>TOTAL PROGRAM OPERATIONS</b>	<b>2,125,110</b>	<b>2,220,737</b>	<b>145,669</b>	<b>10,000</b>	<b>73,252</b>	<b>1,616,630</b>	<b>316,930</b>	<b>58,256</b>

**SAUGEEN VALLEY CONSERVATION AUTHORITY**  
**PROPOSED OPERATIONS BUDGET (PROGRAMS NOT SUPPORTED BY GENERAL LEVY)**  
**2017**

<b>PROGRAM</b>	<b>2016 BUDGETED REVENUE</b>	<b>2016 BUDGETED EXPENSES</b>	<b>2016 BUDGETED SURPLUS</b>	<b>PROJECTED 2017 REVENUE</b>	<b>PROJECTED 2017 EXPENSES</b>	<b>PROJECTED 2017 SURPLUS</b>	<b>DISPOSITION</b>
<b>LAND MANAGEMENT</b>							
Revenue Parks:							
Bruceedale C.A.	72,125	54,086	18,039	63,300	52,436	10,864	Saugeen Parks Reserve
Durham C.A.	183,000	199,449	(16,449)	196,350	199,720	(3,370)	Saugeen Parks Reserve
Saugeen Bluffs C.A.	196,500	202,306	(5,806)	235,600	247,413	(11,813)	Saugeen Parks Reserve
Rental Properties	5,350	6,650	(1,300)	5,460	5,180	280	Rental Properties Reserve
Agricultural Lands	11,400	6,425	4,975	11,500	7,430	4,070	Ag Lands Reserve
Motor Pool	247,000	229,482	17,518	238,000	229,780	8,220	Motor Pool Reserve
<b>FOREST MANAGEMENT</b>							
Authority Forests	190,000	186,494	3,506	210,000	193,589	16,411	Forest Management Reserve
Grey Bruce Forestry Services	219,500	216,904	2,596	260,500	236,902	23,598	Forest Management Reserve
<b>SUB-TOTAL NON GENERAL LEVY PROGRAMS</b>	<b>1,124,875</b>	<b>1,101,796</b>	<b>23,079</b>	<b>1,220,710</b>	<b>1,172,449</b>	<b>48,261</b>	
<b>SOURCE PROTECTION PLANNING <sup>1</sup></b>	<b>541,775</b>	<b>541,775</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	Funded by Provincial Government
<b>TOTAL NON GENERAL LEVY PROGRAMS</b>	<b>1,666,650</b>	<b>1,643,571</b>	<b>23,079</b>	<b>1,220,710</b>	<b>1,172,449</b>	<b>48,261</b>	

Note:

1. Source Protection Planning fiscal year was April 1, 2015 - March 31, 2016.

SAUGEEN VALLEY CONSERVATION AUTHORITY  
 PROPOSED CAPITAL PROJECTS BUDGET  
 2017

PROGRAM	2016 BUDGET	PROPOSED 2017 BUDGET	SOURCES OF FUNDING					COMMENTS	
			PROVINCIAL FUNDING	DONATIONS	SPECIAL LEVY	GENERAL LEVY	RESERVES		OTHER
<b>WATER MANAGEMENT PROJECTS</b>									
Durham Ice Management Capital Contingency	24,000	24,000	12,000		12,000				
Lake Huron Centre for Coastal Conservation	10,000	10,000			10,000				
Durham Lower Durham Dam Embankment Repairs	6,000	0							
<b>Sub-Total</b>	<b>40,000</b>	<b>34,000</b>							
<b>RECREATIONAL PROPERTIES</b>									
Saugeen Parks Improvements	7,000	7,900					7,900		
Non Revenue Parks & Land Management	7,100	7,100				7,100			
Greenock Wetland Trail	10,000	0							
<b>Sub-Total</b>	<b>24,100</b>	<b>15,000</b>							
<b>ADMINISTRATION PROJECTS</b>									
Document Scanning	10,000	16,000				16,000			
<b>Sub-Total</b>	<b>10,000</b>	<b>16,000</b>							
<b>TOTAL - APPROVED PROJECTS</b>	<b>74,100</b>	<b>65,000</b>	<b>12,000</b>	<b>0</b>	<b>22,000</b>	<b>23,100</b>	<b>7,900</b>	<b>0</b>	



**SAUGEEN VALLEY CONSERVATION AUTHORITY  
PROPOSED 2017 GENERAL LEVIES**

		<b>2015 for 2016</b>								
		<b>Current Value</b>	<b>2016 for 2017 CVA</b>	<b>CVA Based</b>						
	<b>% in</b>	<b>Assessment (CVA)</b>	<b>(Modified) in</b>	<b>Apportionment</b>	<b>2016 Actual</b>	<b>2017 PROPOSED</b>	<b>2017 \$ Increase</b>	<b>Levy</b>	<b>% Incr</b>	<b>% Change in</b>
<b>Municipality</b>	<b>CA</b>	<b>(Modified)</b>	<b>Watershed</b>	<b>Percentage</b>	<b>General Levy</b>	<b>General Levy</b>	<b>Over 2016</b>	<b>Increase</b>	<b>Assessment</b>	<b>Apportionment</b>
Arran-Elderslie	48	659,487,162	316,553,838	2.5344	\$ 41,176	\$ 41,506	\$ 330	0.8%	0.84	-0.5562%
Brockton	100	1,066,502,206	1,066,502,206	8.5387	\$ 138,797	\$ 139,961	\$ 1,164	0.8%	0.86	-0.5319%
Chatsworth	49	795,347,493	389,720,272	3.1202	\$ 50,903	\$ 51,112	\$ 209	0.4%	0.44	-0.9455%
Grey Highlands	31	1,784,696,817	553,256,013	4.4295	\$ 71,715	\$ 72,581	\$ 866	1.2%	1.24	-0.1638%
Hanover	100	860,479,240	860,479,240	6.8893	\$ 112,366	\$ 112,914	\$ 548	0.5%	0.51	-0.8769%
Howick	8	342,760,392	27,420,831	0.2195	\$ 3,690	\$ 3,799	\$ 109	2.9%	1.72	0.2921%
Huron-Kinloss	57	1,265,943,729	721,587,926	5.7773	\$ 94,268	\$ 94,680	\$ 412	0.4%	0.46	-0.9252%
Kincardine	100	2,311,893,821	2,311,893,821	18.5097	\$ 297,666	\$ 303,458	\$ 5,792	1.9%	1.97	0.5575%
Minto Town	36	860,073,787	309,626,563	2.4790	\$ 39,772	\$ 40,597	\$ 825	2.1%	2.11	0.6972%
Morris-Turnberry	5	384,233,209	19,211,660	0.1538	\$ 2,942	\$ 2,991	\$ 49	1.7%	0.23	-1.1476%
Saugeen Shores	100	2,705,831,379	2,705,831,379	21.6637	\$ 349,147	\$ 355,175	\$ 6,028	1.7%	1.75	0.3409%
South Bruce	99	573,997,541	568,257,566	4.5496	\$ 73,667	\$ 74,551	\$ 884	1.2%	1.23	-0.1702%
Southgate	94	779,464,748	732,696,863	5.8662	\$ 93,882	\$ 96,138	\$ 2,256	2.4%	2.43	1.0124%
Wellington North	33	1,353,028,411	446,499,376	3.5748	\$ 57,870	\$ 58,566	\$ 696	1.2%	1.23	-0.1673%
West Grey	100	1,460,623,603	1,460,623,603	11.6942	\$ 189,509	\$ 191,702	\$ 2,193	1.2%	1.18	-0.2185%
			<b>12,490,161,157</b>	<b>100.00</b>	<b>\$ 1,617,370</b>	<b>\$ 1,639,730</b>	<b>\$ 22,360</b>	<b>1.4%</b>	<b>1.40</b>	<b>0.000%</b>

## 2017 Budget Notes

### General (Not Department Specific)

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1. The General Levy increase in the previous 5 years has been:

2012	9.0%
2013	2.5%
2014	1.5%
2015	1.9%
2016	1.9%

**The 2017 General Levy budget increase is at 1.4% or \$22,360.** The salary grid increase (see #2 below) accounts for \$22,000 of this increase.

2. The Personnel Policy (24.05) provides for an increase in the salary grid each January equivalent to the Ontario inflation rate for the 12 months ended in the previous September. The most recent available CPI data for 2016 indicates a 12 month inflation rate of 1.5% to July 31. **Accordingly the 2017 budget provides for a 1.5% salary grid increase.**
3. The Ministry of Natural Resources and Forestry annual grant has remained unchanged for 15 years at \$157,669. The 2017 budget assumes a grant of that same amount. The grant covers some of the costs for flood warning and water projects.
4. **There is one proposed staff position change for 2017.** The Planning & Regulations department is proposing the addition of a Regulations Officer the rationale for which will be explained at the Authority budget meeting.
5. The expectation for 2016 is an overall surplus of \$80,000 to \$100,000 for the year compared to a budgeted surplus of \$23,079. The positive results are mainly the result of administrative salary costs being funded from the Source Water Protection program (\$10,000) and the GLASI program (\$9,000); Forestry revenues are above budget with respect to tree planting, nursery stock sales and EAB treatments (\$23,000); Flood Warning salary/benefits (\$9,000); and student grant revenue (\$26,000).

## General Levy Departments

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### Administration

1. This department is funded almost entirely from the General Levy. 2016 expenses are expected to be about \$3,000 over the budget of \$438,000. The main under budget item is salary/benefits (\$24,000) due primarily to staff time charged to the Source Water Protection program and administration funding provided through the GLASI program. Building maintenance expense is expected to be about \$11,000 over budget due mainly to the replacement of siding on the Formosa office at a cost of about \$15,000 which is funded through the Office Building reserve. 2016 utility expense will be about \$9,000 below budget due to the Safety Village taking over utility costs for the Sulphur Spring Resource Centre and old Administration Building. The Resource Centre basement renovation is almost complete at an estimated cost of \$50,000. This space will be used by the Foundation.
2. For 2017, expenses are budgeted at \$424,000, down \$14,000 from the 2016 budget. Increased salary and benefit costs (\$11,000) are offset by the following main decreases:

Utilities	\$7,000
Resource Centre	\$7,500
Sutherland Centre	\$8,000

The costs related to the Sutherland Centre located at the Bluffs campground have been transferred back to the Bluffs campground department now that the building is being used by the campers.

Costs to maintain and operate the old Administration Building and the Resource Centre at Sulphur Spring (\$15-20,000 annually) have been eliminated.

### Flood Warning

1. Revenue sources for this department are the General Levy (50%) and an annual MNRF grant (50%). 2016 expenses are expected to be about \$187,000 which is \$10,000 under budget due mainly to lower salary/benefit costs. The 2016 budget included about \$6,000 for the previous retired department manager whose services were not needed.
2. The budgeted expenses for 2017 are \$5,000 below the 2016 budget expenses. A new software program to run the public floodwarning system is required to replace the aging and not well supported current software. In 2016 \$15,000 had been budgeted for the software purchase. SVCA is working with a group of Conservation Authorities to collectively purchase this software at a discount depending on the number of CA purchasers. \$10,000 of the funding for the software is proposed to come from the Ortho Imagery reserve.

**Water Projects Maintenance and Stewardship**

1. This department is funded primarily through special levy to individual municipalities (55%) and MNRF grant (37%).
2. 2016 revenues and expenses are expected to be slightly over budget with the general levy being slightly under budget. The Stewardship Services expense of \$22,000 includes \$15,000 for the cover crop incentive program which is offset by the same amount in Reserve revenue.
3. For 2017 the Special Levy to municipalities is expected to be slightly less than the 2016 budget amount due to a decrease in costs related to the Lockerby property resulting from removal of the dam. The Special Levy covers costs to maintain various structures including the Durham dams, Paisley dykes, Walkerton dykes and others.
4. The expenses for 2017 are budgeted to be consistent with 2016.

**Water Quality**

1. This department has been funded 100% by General Levy.
2. A surplus of \$8,000 is expected for 2016.
3. Actual revenues and expenses for 2016 and budget 2017 revenues and expenses are expected to be higher than usual due to a water sampling project at Bruce Power started in September 2016 and fully funded by Bruce Power.

**Planning and Regulations**

1. Revenue in 2016 from sources other than the General Levy is expected to be \$260,000, about \$25,000 above budget. This increase results mostly from a large increase in property inquiries.
2. Costs for 2016 are expected to be \$16,000 above budget due to consultant costs for preparation of a policy manual expected to be \$24,000. Total department costs for 2016 are estimated at \$587,000, compared to budget of \$571,000.
3. This department is expected to generate a small surplus in 2016 of about \$7,000.
4. The 2017 budget provides for revenue from non-levy sources of \$242,000 excluding funds from the Planning & Regulations reserve. 2017 costs are estimated at \$651,000. The increase in costs is the result of the proposed addition of a contract staff member (Regulations Officer) for 10 months plus the salary grid increase and expected movement up the grid of some employees where warranted. Funding of \$44,000 for the new staff contract position is proposed to come from the Planning & Regulations reserve.

5. Telephone expense for 2017 is increased by \$4,000 for the addition of smart phones for staff that perform site visits

### **Information Technology (IT) and Geographic Information Systems (GIS)**

1. This department gets all its funding from the General Levy. Expenses in 2016 are expected to be \$30,000 over the budget amount of \$163,000 due to the Authority approved purchase of 3D software/hardware at a cost of \$27,000. \$18,000 of the 3D package purchase was funded from a surplus in the ortho imagery reserve. The net result for 2016 is an expected budget shortfall of \$9,000.
2. Six computers aged between 5 and 9 years will be replaced in 2017. The major costs in this department are for two staff salaries and computer upgrades. Total 2017 costs are budgeted at \$11,000 more than the 2016 budget which provides for the possible retention of a computer specialist to assist from time to time with standard time consuming systems maintenance.

### **Community Relations**

1. This department is funded almost entirely from the General Levy plus a donation from the Foundation (\$7,000 in 2016). 2016 expenses are expected to be \$9,000 higher than budget which was the cost for the summer students which were fully funded through a provincial summer student grant program.
2. Budgeted 2017 expenses are similar to 2016 with inflationary increases offset by no need for \$5,000 to cover SVCA's presence at the 2016 International Plowing Match in Harriston.

### **Education**

1. Funding in this department is about 60% from the General Levy and the balance from various program users. Education expenses in 2016 are expected to be at the budget amount of \$85,000.
2. The 2017 budget is up about \$3,000 from 2016. It is expected that the same programming will be offered as in 2017. A donation of \$3,000 was received in 2015 and 2016 from a new source. An amount of \$3,000 has been pledged for 2017 from the same donor.

### **Non-Revenue Parks and Land Management**

1. The parks covered in this department include Sulphur Spring, Allan Park, Stoney Island, Bells Lake, Kinghurst, McBeath, and Varney.
2. Annual revenue sources in this department, other than the General Levy, are from agreements with the Ontario Steelheaders Assoc. (\$2,400) for Denny's Dam and West Grey (\$2,500) for the Durham day use swimming area. The amounts received in 2016 will be as budgeted.
3. Expenses in 2016 will be \$10-15,000 below budget. That decrease is due mainly to less manager time required and allocated to this department, and corresponding lower staff travel costs.
4. Expenses for 2017 are budgeted at \$6,000 above 2016's budget to allow for additional hazard tree removal and general park maintenance.

## Property Management

1. This department covers the costs for the repair/storage shops at Sulphur Spring CA. Funding is all from General Levy and covers utilities, insurance and maintenance for the buildings and part of the salaries for the one position stationed there. 2016 expenses are expected to be on budget of \$56,000.
2. Expenses for 2017 are budgeted to remain at the 2016 level.

## Non General Levy Departments

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### Revenue Parks (Campgrounds)

1. Historical and budget gross revenue amounts for the three campgrounds are as follows (in thousands of dollars):

	<u>2015 actual</u>	<u>2016 estimate</u>	<u>2016 budget</u>	<u>2017 budget</u>
Brucedale	72.9	62.6	72.1	63.3
Durham	206.0	204.2	183.0	196.3
Bluffs	200.1	243.0	196.5	235.6
	<u>479.0</u>	<u>509.8</u>	<u>451.6</u>	<u>495.2</u>

2. Historical and budget net income (loss) amounts are as follows (in thousands of dollars):

	<u>2015 actual</u>	<u>2016 estimate</u>	<u>2016 budget</u>	<u>2017 budget</u>
Brucedale	21.4	8.8	18.0	10.8
Durham	(18.0)	13.2	(16.4)	(3.4)
Bluffs	2.9	(13.4)	(5.8)	(11.8)
	<u>6.3</u>	<u>8.6</u>	<u>(4.2)</u>	<u>(4.4)</u>

3. For 2016 revenue from seasonal campers will be about \$5,000 below forecast – Brucedale is \$9,000 below budget with Durham and Bluffs being slightly above. There were six fewer seasonal campers in Brucedale in 2016. Daily and group camping revenue was favourably affected by good summer weather particularly on the long weekends and will be about \$28,000 above budget. The annual CAMIS online reservation system cost for 2016 was \$7,000 split between the Bluffs and Durham offset by reservation fees of \$14,000. Annual costs for the Sutherland Centre (\$8,000) had been transferred to the Administration department for 2016 since in previous years the building was not used for campground operations. For 2017 those costs will be charged to the campground since the upgraded building is now being used by the campers.
4. Bluffs expenses varied significantly from budget in 2016 due to the upgrading of the store, showers and Sutherland Centre and as a result of the installation of horse camping related facilities (bunkies, corrals, camp trailers, event ring). Salary/benefit amounts for 2016 will be about \$10,000 over budget as staff labour was used to construct/upgrade the facilities. 2016 costs for park maintenance and for the horse camping facilities account for about \$45,000 of the over budget costs. On the favourable side, revenues were \$46,000 over budget \$17,000 of which relates to horse camping and bunkie/trailer rentals.

5. 2017 budget expenses are in line with 2016 for Brucedale and Durham.
6. Bluffs expense budget for 2017 is more in line with past years prior to 2016 but includes \$15,000 for additional corrals and trail work. Horse camping related revenue is forecasted to increase in 2017 as the facility gets better known.
7. Forecasted revenue amounts can be significantly affected by weather and are especially at risk of being optimistic if there is poor camping weather on long weekends in the summer.

### **Rental Properties**

1. The only remaining property in this department is the rented house at Sulphur Spring CA.
2. The revenue in 2016 will be \$5,360 and is all from the Sulphur Spring CA house.
3. The 2017 budget assumes a modest rent increase and that the house will be occupied for the full year with no requirement for major repairs.

### **Agricultural Lands**

1. The revenue source in this department is the rental of pasture land at McBeath (\$11,300). The McBeath rental was increased in 2014 to \$11,000 from \$8,300. Some salary amounts are allocated to this department to cover fence repairs. For 2017 there are expected to be no significant expense changes. A small increase in revenue is projected.
2. There is expected to be a surplus of about \$4,000 for 2016 and 2017.

### **Motor Pool**

1. The Motor Pool department is responsible for the fleet of licensed vehicles and large field equipment. Vehicle usage is charged to other departments based on a per km rate. The goal is to charge a rate that allows for sufficient revenue to accumulate over time to purchase replacement vehicles.
2. The 2016 budget provided for the purchase of one replacement four wheel drive pickup truck at \$30,000 and a small used dump truck and trailer at \$70,000 with funding from the vehicle replacement reserve and forestry reserve. The pickup has been purchased but staff are still looking for an appropriate dump truck & trailer which have now been put into 2017.
3. Field equipment is charged out to municipalities by way of special levy based on an hourly rate. Rates charged are intended to generate sufficient funds to provide for the replacement of equipment.
4. In 2017 it is proposed that the sale of the tractor trailer and one Gator will partially fund the purchase of an all-terrain Argo (estimated cost of \$30,000). The tractor is considered surplus equipment and the Gator will be replaced by the Argo.

- The small dump truck and trailer have been transferred from the 2016 budget into 2017 as it has been difficult to find an appropriate used dump truck. The estimated purchase amount has been increased to \$85,000. Funding is to come from the vehicle replacement reserve and forestry reserve.

### Authority Forests

- Revenue in this department is derived exclusively from the sale of forest products from Authority-owned properties. When a bush property is determined to be ready for harvest selected trees are offered for sale through a public tender process. Revenue can be difficult to forecast because timber market prices can fluctuate significantly year to year and the timing of when a harvest is appropriate for a particular property is not fully predictable.
- Revenue in 2016 is anticipated to be near budget of \$190,000 although an early winter may delay the tendering process and push \$100,000 of that revenue to 2017. Expenses for 2016 will be on budget. It is expected that this department will be at a breakeven or small deficit position for 2016 if the tendering gets completed in time.
- Timber revenue in 2017 is forecasted at \$210,000. Expenses in 2017 are budgeted to be consistent with 2016.

### Grey Bruce Forestry Services

- The sources of revenue in this department are:

	<u>2016 estimate</u>	<u>2016 budget</u>	<u>2017 budget</u>
Tree planting and spraying	\$172,000	\$149,000	\$183,000
MFTIP, marking, pruning	13,000	17,000	17,000
Arbour Day sales	21,200	20,000	22,000
EAB treatment	28,500	25,000	30,000
Miscellaneous	5,000	5,000	5,500
	<u>\$239,700</u>	<u>\$216,000</u>	<u>\$257,500</u>

- EAB treatment revenue of \$28,000 for 2016 increased significantly from \$12,000 in 2015. Tree planting/spraying at \$172,000 in 2016 was also up from \$145,000 in 2015.
- Expenses for 2016 are expected to be slightly above budget due to increased nursery stock purchases and EAB chemicals which are offset by increased revenues.
- The 2017 budget has a surplus of \$23,000 which assumes another good year for tree planting and EAB revenue. The only significant expected cost increases compared to the 2016 budget relate to nursery stock purchases and EAB treatments which are offset by an expected increase in revenue.



## Water Capital Projects

- Expenses in this department are funded through an MNRF grant and Special Levies. Total budgeted expenses for 2016 were \$40,000 for the Durham frazil ice (\$24,000), the Lake Huron Centre for Coastal Conservation (\$10,000) and Lower Durham Dam embankment repair (\$6,000). Currently \$12,000 is reserved annually to cover future frazil ice issues and that funding is provided by the MNRF. No changes are expected for the frazil ice and LHCCC initiatives in 2017.

## Capital – Properties

- Proposed projects for 2017 are:

Document scanning	\$16,000	(Planning & Regulations historical documents)
Non-revenue parks	7,100	(Trail upgrades, picnic tables, man doors for small shop)
Campgrounds	7,900	(Picnic tables, play slide replacement, water pressure)
	<u>\$31,000</u>	

- Additional work was done on the Greenock Wetland trails in 2016 including replacement of the boardwalk to the lookout, opening a new connecting trail section and the installation of a parking area. The last phase of this project is to install trail signage which is scheduled for fall 2016 but may be delayed until spring 2017. Actual costs for the entire project including the floating boardwalk installed in 2015 will be well below the previously budgeted amount and should result in a surplus in the reserve of \$25,000 to \$30,000.
- For 2016 document scanning was budgeted at \$10,000 but will be about \$18,000. Additional resources were devoted to scanning in order to improve the Planning & Regulations file tracking initiative. \$16,000 has been budgeted for this expense in 2017.



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

519.848.3620

1.866.848.3620 FAX 519.848.3228

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

### Delegation Request Form

Name of Delegate(s) Helen Edwards and Gabriella Lempoli

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

Name of Group/Organization/Business

Seniors Centre for Excellence and North for Youth

Contact Information

Mail: 525 Dublin St. Mount Forest, ON N0G 2L3

Email: gleropoli@mountforestfht.com

Telephone: 1-800-265-7293 ext. 7603

Type of Meeting

Council OR  Committee (specify which committee) \_\_\_\_\_

Date of Meeting November 21, 2016

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

We would like to discuss the recent Leaf  
Clean Up Project that took place in Mount Forest.

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)

We request that the township of Wellington North  
acknowledges and supports the positive impact that  
intergenerational programs have on building a stronger community.

SIGNATURE: Gabriella Lempoli

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Friday, November 4<sup>th</sup>, 2016

Good afternoon,

My name is Gabriella Ieropoli and I represent the North for Youth Community Group. Please accept this as my notice to present as a delegation along with Helen Edwards, representing the Seniors' Centre of Excellence, for the meeting on Monday, November 21<sup>st</sup>, 2016. We would like to speak to Council about the recent Leaf Cleanup Project that took place in Mount Forest.

The Leaf Cleanup Project was a collaborative effort between the North for Youth Community Group, Seniors' Centre for Excellence and Wellington Heights Secondary School. The purpose of the initiative was to provide support to seniors and individuals with disabilities who may have difficulty with yard work and in need of support prior to winter. However, the project provided more than that! It was a chance to bridge the age gap and provided an opportunity for people to connect on an individual level. From the feedback we received from youth, teachers, seniors, and staff this was a valuable experience and one that should be replicated.

Our hope is that by highlighting the success of this initiative, the Township of Wellington North will acknowledge and support the positive impact that intergenerational programs have on building a strong community and will support the development of further initiatives similar to the Leaf Cleanup Project.

Thank you,

Gabriella Ieropoli

*Community Youth Resiliency Worker*  
Mount Forest Family Health Team  
525 Dublin Street  
Mount Forest, ON N0G 2L3  
Phone: 1-800-265-7293 ext. 7603

# Leaf Cleanup Project

An initiative that demonstrates the positive impact that intergenerational programs have on building strong communities.

# Project Goals

- ▶ Provide support to seniors and individuals with disabilities in Mount Forest
- ▶ For those with limited mobility and/or other challenges, yard work can be a challenge.
  - ▶ With winter approaching, leaves need to be raked up and left at the curb
    - ▶ But, how can you do this when your mobility is limited?
- ▶ Offer individuals of different generations the opportunity to connect on an individual level and see the contributions each makes to the community



# The Day Of

- ▶ October 18, 2016 from 9am–11:30am
- ▶ Participating Organizations:
  - ▶ Seniors' Centre for Excellence
  - ▶ North for Youth Community Group
  - ▶ Wellington Heights Secondary School
  - ▶ Ian Turner– Community Champion!
- ▶ 18 students from Wellington Heights Secondary School participated
  - ▶ Gr. 11 Geography class
  - ▶ Alternative Education Program
- ▶ 16 seniors signed up to participate
  - ▶ Although we set out to rake leaves at 16 homes, a total of **21 homes** were supported by this project!









# Feedback from youth and seniors

## ▶ Youth:

- ▶ 100% of the youth involved said they would like to participate in an initiative like this again
- ▶ “I enjoyed helping people in need.”
- ▶ “I enjoyed helping the elderly.”

## ▶ Seniors:

- ▶ “It was a blessing to have the help! Since I have started using a walker, I can’t rake my leaves anymore.” – Joyce
- ▶ “I really appreciated the help”– Shirley
- ▶ “The kids did a great job with all of those leaves. It is great to have them raked up; their help is greatly appreciated”– Irene

1) What did you like/enjoy about the Yard Clean Up Day?

The cookies that the nice lady had made  
for us. The friendly people.

I felt good after

2) What did you dislike? What should we change?

That there should be more people in the  
community, to get involved. Be more out in the  
open.

1) What did you like/enjoy about the Yard Clean Up Day?

helped out the community

we got to contribute positively

2) What did you dislike? What should we change?

that some groups missed  
big spots of leaves



# Lessons Learned

- ▶ First and foremost... you cannot please everyone when it comes to the collection of yard waste!
- ▶ Increase the amount of time for youth and seniors to interact and connect 😊
- ▶ Make sure all seniors are home when the youth are planning to arrive
- ▶ The timing of the event was too early– many leaves had yet to fall!
- ▶ Incorporate this event into activities happening for Random Act of Kindness Day
- ▶ Expand this project to include more community members; imagine if each family went and raked someone else's leaves... countless seniors would benefit 😊

# Community Impact

- ▶ There are common ageist stereotypes about youth and seniors. However, intergenerational programs like this one allow both groups to look beyond the stereotypes and focus on the person in front of them

*“People will forget what you said. People will forget what you did, but people will never forget how you made them feel.” - Maya Angelou*

**Questions**

**Comments**

**Suggestions**

NOV 15 2016



# Township of Wellington North

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

TWP. OF WELLINGTON NORTH

## Delegation Request Form

Name of Delegate(s) Jillian Desroches

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

Name of Group/Organization/Business \_\_\_\_\_

### Contact Information

Mail: 180 Sarah Rd. Mount Forest, ON N0G 2L2.

Email: Jillian.Zettel@hotmail.com.

Telephone: 519-889-1447

### Type of Meeting

Council OR  Committee (specify which committee) \_\_\_\_\_

Date of Meeting November 21/2016.

**Subject Matter** (submit your complete delegation submission with this form)

To expand walking trails in Wellington North Township/  
Mount Forest area and make an off-leash dog park.

**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)

To cut and make more walking trails and provide a  
space for an off-leash dog park and he build and  
maintain park.

**Estimated Financial Impact to municipality:**

Capital \_\_\_\_\_ Annual Operating \_\_\_\_\_

**SIGNATURE:** Jillian Desroches

**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 o 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 SEPTEMBER 2016)

## Township of Wellington North

P.O. Box 125 – 7490 Side road 7 W – Kenilworth – ON – N0G 2E0

### Delegation Request Form

**Subject Matter-** To expand walking trails in Wellington North Township/Mount Forest area and make an off leach dog park.

The only walking trail in Mount Forest is the Saugeen Trail that goes by the Sports Complex. Most recreational trails are in Guelph, Fergus, and Elora being over a 30 minute drive. Many people in Mount Forest use the Saugeen trail and would be beneficial for the community to expand and have alternate options for walking, hiking, running etc.

More walking trails are very beneficial to the community. It can attract tourism and increase property values. Communities recognize them as safe places to be active, healthy and community orientated.

Hiking and walking trails are affordable forms of recreation and allows people of all ages to learn more about nature, culture or history along the trails.

Environmentally it provides access to the natural wonders of Ontario. It helps protect habitat for native plants and animals, raise environmental awareness, reduce noise and light pollution and it can be used as tools in research and environmental classrooms.

Walking trails also improve fitness, health and mental well-being. Walking refreshes the mind, reduces fatigue and increases energy while providing a way to relieve stress and tension.

Recreation trails support a range of recreational outdoor activities such as walking, running, cross country skiing, snowshoeing and biking.

Having very few trails in Mount Forest and not having a side walk on every street also makes it hard to properly exercise dogs. Some owners are forced to exercise and/or play with their pets in school playgrounds or soccer fields. Having a designated off-leash dog park would allow dogs to be properly exercised while keeping kids playgrounds and soccer fields available for kids to use.

Off-leash dog parks are community centers for people just as much for our canines. It is an excellent way for dog-orientated people to meet and interact. It would also provide a location for community dog activities.



It is important to allow your dog to have space to run around and socialize and allows people to learn more about dogs through observation and provides the opportunity to learn more from experienced owners. Dogs that are highly socialized are healthier, happier, less aggressive and less destructive and allows dogs to meet in neutral territory, which can reduce fear, territoriality and aggression in dogs.

To construct and maintain a dog park some things to consider are: costs for cutting grass, fencing, garbage removal, lawn maintenance, drinking water, field drainage, lighting, benches and a pooper scooper station. To help with costs for maintaining the off-leash dog park there could be sponsors, volunteers or a dog park committee.

There can be specific signs for the park hours and rules. Owners are legally responsible for their dogs and any injuries caused by them, puppies and dogs must be properly licensed, vaccinated and healthy, animals should wear a collar and ID tags at all times, owners must clean up after their dogs, dogs showing aggression towards people or other animals will be removed from the park, animals who exhibit a history of aggressive behaviour will not be permitted, owners must carry a leash at all times and dogs should be leashed before entering and prior to leaving the park and violators will be subject to removal from the park and suspension of park privileges.

Fergus has a very popular off-leash dog park on an industrial road and isn't fenced because it's secluded. They have a mulch trail that loops around, a dog house, agility course, benches and picnic tables, water station, poop bag station and garbage's. Hanover recently just made a fenced dog park by the Hanover soccer fields. Dog parks and dog activities are becoming very popular and are very important to the community.

**Recommendation/Request of Council-** To cut and make more walking trails and provide a space for an off-leash dog park and help build and maintain park.

**Estimated Financial Impact to municipality:**

**Reference other townships that have off-leash dog parks.**



## TOWNSHIP OF WELLINGTON NORTH

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### COUNCIL REPORT

**To:** Mayor Lennox and Members of Council for the Township of Wellington North.  
**From:** Linda Dickson, MCIP, RPP, Emergency Manager/CEMC  
**Date:** November 21, 2016  
**Re:** **Emergency Management Program Report for 2016**

#### **Background**

The following outlines the municipal requirements as set out in the Emergency Management and Civil Protection Act and how the municipality has fulfilled these requirements for 2016.

#### **Program Committee**

The Township's Emergency Management Program Committee met on April 21, 2016. A report establishing a revised Committee Structure is reviewed and supported by the Committee. A report and resolution on a new Emergency Management Program Committee structure for the Township was approved at the June 20, 2016 session of Council.

#### **Emergency Response Plan:**

A report on proposed changes to the Emergency Response Plan has been prepared for Council's review and consideration and accompanies this report.

#### **Training:**

The following is a list of emergency management and related training dates that members of the Control Group and or staff attended in 2016

- i) **March 29, 2016 Emergency Information** (Crisis Communication) Workshop provided by Jim Stanton and Associates.
- ii) **Control Group Training Workshop June 22, 2016** with presentations from MMA on the new Provincial Disaster Recovery Programs, 211, Public Health and Wellington County's Manager of Solid Waste Services regarding current Debris Management practices.
- iii) **July 28 and August 23, 2016** training was provided on the use of the emergency management **Common Operating Picture and Critical Infrastructure Mapping**.
- iv) **August 22, 2016**, – Scribe Training offered by Loomex Training and Consulting
- v) **October 19, 2016** – County of Wellington Scribe Training
- vi) **October 24, 2016** staff attended the Winter Weather meeting and training session
- vii) **October 27, 2016 Water and Waste Water** Department Staff attended a Wellington County sponsored training session at the Wellington County Museum and Archives which included an overview of the temporary Water and Waste Water system installed at this year's IPM, Record Keeping, Fuel Storage and Handling in source Well Head Protection Areas.



## TOWNSHIP OF WELLINGTON NORTH

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### COUNCIL REPORT

#### **Annual Emergency Management Exercise**

On October 25, 2016, the Township held its annual emergency management exercise. The objectives of the exercise were as follows:

- Test notification procedures.
- Networking and integrating agency emergency response plans with response partners including School Boards and Local School
- Managing crisis communication including social media
- Test the COP mapping system

The following are some of the recommendations from the exercise held in February.

- i) Participants agreed that the integration of response partners in the EOC had a positive result with respect to the roll out and coordination of Emergency Response Plans. It was suggested that we do more of these types of exercises in the future.
- ii) The exercise demonstrated to those in the exercise the importance of clear, consistent, coordinated and timely messaging to the media and the public. Recognize that social media can and will provide very negative information. Need to ensure that our communication plans include procedures for handling social media. Need to have communication ground rules and re-affirm these at the beginning of each exercise and/or emergency event
- iii) Those attending and participating were happy with the on line mapping system and with the information that it can provide to the EOC and response partners in an emergency.
- iv) Finance finds the exercises beneficial to be a part of in order and to be prepared for the financial costs associated with an emergency.

A copy of the After Action Report is attached.

#### **Public Education**

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

1. Winter weather and driving information materials are being provided to all libraries in the County and to specific garages/tire businesses this month.
2. Public Education information was made available at the Wellington County Libraries during Emergency Preparedness Week and Safe Kids Week.
3. Public Education information was made available to the Municipal Office during Emergency Preparedness Week.



## TOWNSHIP OF WELLINGTON NORTH

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### COUNCIL REPORT

4. Emergency Management staff attended the Wellington North Showcase in March.
5. Arranged for 20, 30 second, Emergency Preparedness Advertisements on Saugeen Radio during EP week.
6. A number of information pieces were provided throughout the year on the County page of the Wellington Advertiser including flood preparedness, tornado preparedness, and information on how to create an Emergency Plan, how to be better prepared for extreme heat conditions.
7. Social media messages beginning in November.

#### **Further Enhancements:**

##### **Strategic Planning:**

The 2015 Emergency Management Report to Council identified a number of recommendations from a Focused Discussion session that was held in March of 2015. Attached is a report for Council's review and consideration regarding the key recommendations and the feasibility of implementing each of the recommendations.

##### **ODRAP Review**

The Province has issued guidelines with respect to the new Provincial Disaster Recovery Assistance programs. These Programs were tested this spring with the Easter weekend Ice Storm and Flood events in the Province.

##### **EM Software**

Currently the Emergency Measures Budget contains a figure for the purchase of Emergency Management Software in 2017 that would complement the Common Operating Picture mapping that has been implemented. Training and exercises in 2016 included the testing of the Common Operating.

##### **Debris Management:**

Emergency Manager/CEMC will be establishing a Committee with the purpose of developing a debris management plan for all municipalities in Wellington.

**TOWNSHIP OF WELLINGTON NORTH****COUNCIL REPORT**

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**Recommendation:**

**THAT** Council for the Township of Wellington accepts the annual emergency management report, and further **THAT** this report serves as the annual review of the Municipality's Emergency Management Program for 2016.

Respectfully submitted

Linda Dickson, MCIP, RPP, CMMIII Emergency Management Professional  
Emergency Manager/CEMC



## TOWNSHIP OF WELLINGTON NORTH

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### Report to Council

**To:** Mayor Lennox and members of Council for the Township of Wellington North  
**From:** Linda Dickson, Emergency Manager/CEMC  
**Date:** November 21, 2016  
**Subject:** Emergency Response Plan Amendment Number 3.

#### Background:

Under the Emergency Management and Civil Protection Act, R.S.O., 1990, every municipality is required to have an Emergency Response Plan outlining policies and procedures for responding to large scale emergencies/disasters in their municipality. In 2010, the County of Wellington and the Member Municipalities adopted the current Emergency Response Plan. Attached to this report is an amending document to the Emergency Response Plan. The draft amendment was circulated and reviewed with each municipality's Emergency Management Program Committee. The following is a summary of the changes being proposed.

- i) There are a number of "housekeeping" changes to the wording in the Plan including items 3, 4, 5, 10, 12, 13, and 16.
- ii) In item 1 update the Hazard Definition with Emergency Management Ontario's current definition.
- iii) Items 2, 7, 9 and 17 include new policies for Source Water Protection. The approved Source Water Protection Plans of the various Conservation Authorities in Wellington contain specific policies to add information to the local Emergency Response Plans. The Risk Management Official and Emergency Manager/CEMC have reviewed the Source Water Protection Plans and support the inclusion of the policies identified in the amendment to be in keeping with the requirements of the Source Water Protection Plan. Item 17 incorporates the Vulnerable Areas mapping to the Emergency Response Plan.
- iv) The changes to incorporate Source Water Protection policies include wording in the Hazard section of the Plan to define what is considered a Water Emergency for the purposes of the Emergency Response Plan. Also, amend the roles and responsibilities of the Fire Chief to include wording that recognizes the need to ensure additional response steps are taken in vulnerable drinking water supply areas. Add a specific section on Conservation Authorities Source Water Protection Plans and roles for the Risk Management Official during water emergencies in areas of Source Water Protection. Finally add the vulnerable areas mapping from the County Official Plan into to the Emergency Response Plan.



## TOWNSHIP OF WELLINGTON NORTH

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### Report to Council

- v) Under item 6, add policies to identify roles and responsibilities for the municipality and 211 during emergencies. We have been providing public education information to residents about the existence of 211 and what it can be used for but, with the addition of these polices to the plan, we will focus and direct our public education efforts in 2017 to the use of 211 during emergencies or abnormal municipal situations.
- vi) Items 8, 14 and 15 replace the Ontario Disaster Relief Assistance Program policies with policies to recognize the new Provincial Disaster Recovery Assistance Programs for Ontarians and for Municipalities.

### Attachments:

Amendment Number 3 to the Emergency Response Plan is attached.

### Recommendation:

That Council supports the adoption of the Amendment Number 3 to the Emergency Response Plan for the County of Wellington and the Member Municipalities, and further that Council authorizes the passing of a by-law adopting the amendment to the Emergency Response Plan.

Respectfully submitted,

Linda Dickson, MCIP, RRP, CMMIII Emergency Management Professional  
Emergency Manager/CEMC



# TOWNSHIP OF WELLINGTON NORTH

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## Report to Council

### SCHEDULE "A"

To By-law \_\_\_\_\_ .

#### Amendment No. 3 to the Emergency Response Plan

1. Change definition for Hazard in Section 1.1 the Emergency Response Plan from **"an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, and damage to the environment, interruption of business or other types of harm or loss "** to **"A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these (Glossary of Terms, 2011)"**
2. Under Section 1.1 Hazards bullet seven Water Emergencies add the following paragraph to identify the risks associated with defined Source Water Protection Areas:  
  
**"Water Emergencies include risks from spills and other contaminants entering vulnerable areas of municipal drinking water supplies including Well Head Protection Areas (WHPAs), Surface Water Intake Protection Zones (IPZs) and Issues Contributing Areas (ICAs).**
3. Section 1.1 sixth bullet **"Energy emergencies"** is changed to from **"such as electricity, natural gas, oil and fuel"** and will now read **"energy emergencies such as electricity, natural gas, oil and fuel"**.
4. The end of Section 2 - Aim is amended by adding the words **"future resiliency and reduce the vulnerabilities"** and will now read  
  
**"The aim of this Plan is to make provisions for the extraordinary actions and measures that may have to be taken to efficiently and effectively deploy resources, equipment and services necessary to address an emergency situation or event in order to safe guard the health, safety and welfare of residents, particularly those considered most vulnerable; to safe guard critical infrastructure; to protect the environment; and to ensure future economic vitality, future resiliency and reduce the vulnerabilities.**
5. Section 4.3 is re-titled from **"Declaring Emergencies"** to **"Declaring Municipal Emergencies"**.





## TOWNSHIP OF WELLINGTON NORTH

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### Report to Council

6. In Section 5 – Requests for Assistance, add a new subsection 5.5 to include the 211 Notification and Communication Protocols for assistance as follows:

#### 5.5 211 Notification and Communication Protocols

**2-1-1 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211's Information & Referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. Road closures, the location of evacuation centres, services, safety precautions etc.) 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 providers welcome opportunities to participate in municipal emergency exercises and training.**

**211 also maintains an extensive database of community, social, health and government services at [www.211ontario.ca](http://www.211ontario.ca).**

##### 5.5.1 Responsibilities:

- i) Municipality, city, town or county:**
  - Prior to an emergency event which may be declared or undeclared by the Head of Council, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211. [Form provided.]**
  - Notify 211 when an event has occurred by dialing 211 or one of the contact numbers provided by the 211 contact centre in your region. [211 contact list provided.]**



## TOWNSHIP OF WELLINGTON NORTH

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### Report to Council

- **Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.**
  - **Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.**
  - **Inform 211 when the emergency event ends.**
- ii) **211 (service in Ontario):**
- **The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when etc. and the name and contact information of the person providing the information.**
  - **Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed.**
  - **Track the nature of calls received and convey relevant information to the EIO, CEMC or designated person.**
  - **Prepare an After Action Report and submit it to the municipality.**
7. Under Section 6.1.3 Fire Chief or Alternate delete item x), replace it with the following and renumber remaining items in Section 6.1.3 accordingly:
- x) **“Liaise with Ministry of the Environment and Climate Change and in particular the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown on Schedules A through G of this plan, ensure that the municipal staff responsible for drinking water supply are notified;**
  - xi) **Liaise with the Fire Marshall’s Office and other related fire department response partners;”**



## TOWNSHIP OF WELLINGTON NORTH

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### Report to Council

8. In Section 6.1.10 Administration and Finance section change references for **ODRAP** to **Provincial Disaster Recovery Programs**. In addition, all other references to ODRAP in the Emergency Response Plan will be changed accordingly.
9. Add a new subsection 6.2.15.5 Conservation Authorities Source Water Protection Plans as follows:

#### **6.2.15.5 Conservation Authorities Source Water Protection Plans**

**Under the Clean Water Act, 2006, Source Water Protection Plans were developed by multi-stakeholder committees with the support from local source protection authorities. Many of the Source Water Protection Plans include policies that recommend municipalities update their Emergency Response Plans to identify vulnerable areas of municipal drinking water supplies, the risks posed to these areas by spills or unauthorized discharges, and ensure that policies and procedures are in place to be able to respond to emergencies to these vulnerable areas.**

**The County of Wellington's Official Plan has been updated to include policies for the protection of vulnerable drinking water resources at-source from land use activities which may pose a drinking water threat to municipal water supplies. Development within these areas will be reviewed and assessed to ensure they do not pose a risk or threat to drinking water supplies or alternatively are properly mitigated to reduce any threat or risk to drinking water. These activities are defined by the Clean Water Act, 2006 and Prescribed by Ontario Regulation 287/07.**

**The location of these vulnerable areas as shown on Schedule A through G of the Emergency Response Plan include areas within 100 metres of a source, 2 year and 5 year travel times. Alternatively the County of Wellington's Explore Wellington mapping contains additional information for twenty-five year time of travel. The Common Operating Picture also contains locations of the vulnerable areas and the travel times accordingly.**

**The training programmes for all municipalities in Wellington will be updated and reviewed annually with each municipal Emergency Management Program Committee to ensure first responders and municipal staffs responsible for emergency management receive appropriate awareness training of drinking water source**



## TOWNSHIP OF WELLINGTON NORTH

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### Report to Council

protection and local Source Protection Plans policies. The training may also be provided to appropriate responding emergency management partners.

#### 6.2.15.5.1 Risk Management Official (RMO) and/or alternate

If a municipality is concerned that a vulnerable municipal drinking water supply may have been affected by a spill or contaminated, the municipal Fire Department, Water Department and or Public Works Department staff may request the assistance of the RMO to assist with assessing potential impacts to the sources of municipal drinking water, and further, if a municipal response is required to a spill or contamination of drinking water supplies, the RMO may be requested to attend the EOC to provide advice and information.

Under their requirements for DWQMS, Municipal Water and Waste Water agencies/departments have developed policies to respond to emergency situations. The Water and Waste Water municipal departments in the County of Wellington have created an ad hoc Interoperability Committee who meets on a regular basis to develop consistence procedures for responding to unprecedented water and waste water situations and to assist each other in such situations.

10. Section 8 is amended by adding the words **“and relevant”** after **“in order to ensure timely”** in the first paragraph so it will now read as follows:

**“A vital and integral part of any emergency management operation is communication, particularly, between the Emergency Operation Centre and Incident Command. This essential communication requires a reliable and secure means of relaying information between the two emergency command locations, in order to ensure timely and relevant information for the benefit of the decision-making process”.**

11. Section 8.2.2.1 Emergency Information Officer is amending by adding **“Communications Coordinator for the Township of Centre Wellington”** after **Communications Manager for the County of Wellington** in the first sentence so that the it now reads as follows:



## TOWNSHIP OF WELLINGTON NORTH

---

### Report to Council

**“The Emergency Information Officer(s) (EIO) are the Wellington OPP Media officers, Communications Manager for the County of Wellington, Communications Coordinator for the Township of Centre Wellington or designated alternate(s). During the activation of this plan, the EIO will report to the Head of Council and CAO or Chief of Operations. The EIO has the following responsibilities.”**

12. Section 8.2.3.2 Joint Emergency Information Centre will be changed by deleting the second sentence and replacing with **“The joint Information Centre would act as the main source of local emergency information”** so that it now reads as follows:

During certain types of emergencies, such as large scale, widespread emergencies, it may be beneficial to establish a joint emergency information centre comprised of representatives from all agencies/organizations that may be involved in the emergency response. **The Joint Information Centre would act as the main source of local emergency information.** All groups participating in the Joint Information Centre assign resources and staff to the JIC to work as a team. The assignment of staff to a Joint Information Centre can be done in advance of the emergency. Examples of emergencies that may benefit from a Joint Information Centre include a Health Emergency such as a pandemic, a Foreign Animal Disease Outbreak, or widespread natural disaster.

13. That section 11.4 Financial Sub-Committee item v) is amended by changing the word **“building”** at the end of the sentence to **“funding”**.
14. Section 11.4 ii) will be deleted in its entirety and the remaining items in Section 11.4 will be renumbered accordingly.
15. Section 11.4.1 will be deleted in its entirety and replaced with the following to reflect the new Provincial Disaster Recovery Programs.

#### 15.11.4.1 Provincial Disaster Recovery Programs

**The Province of Ontario administers two Disaster Recovery Programs. The Programs are known as the Disaster Recovery Assistance for Ontarians and the Municipal Disaster Recovery Assistance. The following is a brief description of the two programs and how they are administered through the Province. Detailed information about**



## TOWNSHIP OF WELLINGTON NORTH

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### Report to Council

program eligibility, eligible expenses and program application guidelines are available on the Ministry of Municipal Affairs website.

#### i) Disaster Recovery for Ontarians Program

The DISASTER RECOVERY ASSISTANCE FOR ONTARIANS Program is open to homeowners (primary residence only) and residential tenants, small owner-operated businesses, small owner-operated farms, and not-for-profit organizations. The program is administered by the Province may be activated by the Minister of Municipal Affairs after a sudden, unexpected natural disaster such as a flood or tornado. A municipality does not have to declare an emergency in order for the program to be activated but should advise the Ministry of the situation.

Disaster Recovery Assistance for Ontarians provides assistance for emergency expenses and costs to repair or replace essential property; however, it is not a replacement for insurance. Insurers must be contacted first and documentation must be provided detailing the amount and reason any portion of the damage or loss is not covered under insurance. Eligible expenses are separated into three main categories: Emergency Evacuation/Relocation and Living Expenses; Emergency Measures, Cleanup, Disinfection and Disposal Expenses; Repair and Replacement Expenses.

Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations may apply directly to the Province within 120 calendar days after the Ministry announces the program has been activated. Following activation of the program, application forms will be made available on the Ministry of Municipal Affairs website or will be made available at municipal offices and other locations in communities affected by a natural disaster.

#### ii) Municipal Disaster Recovery Assistance

Municipal Disaster Recovery Assistance Program helps municipalities that have incurred significant extraordinary costs because of a sudden,



## TOWNSHIP OF WELLINGTON NORTH

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### Report to Council

unexpected and extraordinary natural disaster. Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services. Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred. Mitigating risks and preparing for disasters are first and foremost local responsibilities, and Municipalities are expected to take reasonable precautions to ensure the health and safety of residents and for managing risks. The purpose of this program is to alleviate financial hardship when costs are so extensive that they exceed the capacity of the affected municipality to manage. Municipalities are responsible for covering the upfront costs associated with the natural disasters and should have a plan in place to cover up to three percent of Own Purpose Taxation.

Incremental costs associated with the event must be demonstrably linked to the disaster and eligible costs incurred must be at least equal to three per cent of a municipality's Own Purpose Taxation levy. To apply to the program Council must pass a resolution requesting consideration under the program and submit an initial claim along with required supporting documentation within 120 calendar days from the date of the onset of the natural disaster.

The cost sharing formula under this program is based on a sliding scale and is applied when eligible costs are at least equal to three per cent of the municipality's Own Purpose Taxation levy. The Own Purpose Taxation levy refers to the total taxes a municipality is eligible to collect to fund its own budget, less certain adjustments, and is intended as a measure of the municipality's financial capacity. The following table demonstrates the cost sharing arrangement.



## TOWNSHIP OF WELLINGTON NORTH

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### Report to Council

#### Provincial and Municipal Cost-Sharing

Cost-sharing formula applied if eligible costs meet or exceed three per cent OPT levy and the program is activated	Provincial Contribution	Municipal Contribution
Eligible costs up to 3% of Own Purpose Taxation levy	75%	25%
Eligible costs exceeding 3% of Own Purpose Taxation levy	95%	5%

16. Change all references in the document to **Emergency Management Ontario or EMO** to **Office of the Fire Marshall and Emergency Management or OFMEM**.
17. Rename "**Emergency Response Plan Glossary of Terms and Acronym's**" as Appendix A – Emergency Response Plan Glossary of Terms and Acronyms and add **Vulnerable Areas Schedules B1 through to B7** attached to and forming part of this amendment.





## Township of Wellington North Emergency Management Exercise After Action Report 2016

In accordance with the Emergency Management and Civil Protection Act, R.S.O., 1990, the Township of Wellington North Municipal Emergency Control Group (MECG) conducted an exercise as required by Regulation 380/04 Section 12 (6) of the Emergency Management and Civil Protection Act. Recommendations and lessons learned from the exercise debrief held immediately following the exercise are included in this report.

**1. Date:** October 18, 2016

**2. Time:** Exercise Tanker Down: 11:00am – 4:00pm

**3. Location:** Primary EOC, Mount Forest Fire Hall, 381 Main Street North

**4. Participants:**

Andy Lennox, Mayor  
Mike Givens, CAO  
Karren Wallace, Clerk  
Dale Clark, Roads Superintendent  
Cathy Conrad, Scribe  
Barry Lavers, Parks/Recreation  
Barry Trood, Superintendent Water/Sewer  
Marco Guidotti, Fire Prevention Officer  
Donna Mann, Public Health  
Malcolm Fan, EMS Deputy Superintendent  
David Sinko, OPP  
Troy Van Buskirk, Wellington County GIS  
Paul Pengelly, Wellington County GIS  
Valerie Droog, North Wellington Health Care  
Cate MacLean, Saugeen Valley Nursing Home  
Erin McComb, Saugeen Valley Nursing Home  
Linda Dickson, CEMC/Emergency Manager  
Heather Lawson, Emergency Management Assistant

**Facilitators:**

Bridgette Francis, Emergency Management Programme Coordinator  
Davie Guilbault, Wellington North Fire Chief

**5. Type of Exercise:** Table -Top Exercise with a Notification drill component.

**6. Scenario:** The annual Emergency Management Exercise scenario involved a collision between two tanker trucks carrying hazardous materials on the Rick Hopkins Bridge in Mount Forest. One tanker truck breached the bridge guard rail and landed in the river below and the other tanker filled with propane exploded causing an evacuation of residents near the incident.

**7. Objective:**

- i) Test of the Township's Notification Procedures
- ii) Evacuation Procedures
- iii) Communications Procedures

**8. Exercise Observations and Recommendations:**

**i) Test of Township's Notification Procedures**

- Some numbers in the contact list need correction and updated. **EM staff has completed.**
- It was recommended to highlight the "After Hours" call numbers on the list so it would be easier to see. **EM staff will complete.**
- It was suggested the Call Log should have the script on it. **EM staff will provide another call log example and test with the next Notification Exercise.**
- EOC binders located at the Township office need to be updated. **EM staff will complete.**
- It was suggested that emailing the control group first would be a faster way to notify. **Recommend this be implemented in the next notification drill and to use only work emails.**

**ii) Evacuation Procedures**

- It was shared by OPP that when dealing with an evacuation it is better to expand the scope and get more than you need in resources as you can always narrow and contract down from there.
- Hospital/Saugeen Nursing Home advised they have their own evacuation plans in place and agree it is important to share information and collaborate prior to an event.

**iii) Communications Procedures**

- It was discussed how media could be used as an advantage when needing to get community directives and information out to the public quickly.
- OPP Media Officers can be utilized for news media, as well as County Communications.
- Coordinating and identifying early on who will fill the EIO (Emergency Information Officer) role is essential in an emergency.

- Karen and Linda discussed creating a Wellington North media template that could be put on a memory stick and used in situations for media communication. **Linda will discuss an appropriate template with Karen.**

**iv) Other Recommendations/Improvements:**

- Mount Forest District Community Centre is identified as the communities evacuation/shelter centre in an emergency. After working through the exercise scenario, it led to the suggestion for the need to equip the Community Centre with a generator.
- Need to add the COP map symbol for nursing home to the COP legend in the EOC's. **EM staff will complete.**



## TOWNSHIP OF WELLINGTON NORTH

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### COUNCIL REPORT

**To:** Mayor Lennox and Members of Council for the Township of Wellington North  
**From:** Linda Dickson, MCIP, RPP, Emergency Manager/CEMC  
**Date:** November 21, 2016  
**Re:** Report on the Strategic Direction for Emergency Management Programs

#### **Purpose/Background:**

The After Action Reports from both the April 2013 and December 2013 Ice Storms provided good lessons learned and recommendations to improve our municipal emergency management programs and where applicable coordinating these recommendations across the County. In order to develop a more appropriate and consistent framework to County wide emergency events, in March of 2015, a focus discussion group session was undertaken with representation from all eight municipal Emergency Management Program Committees in Wellington County. The lessons learned and recommendations from the Ice Storm After Action Reports were used to define discussion points for this session.

The group discussion included the following topic areas

1. Sheltering/Warming and Cooling Centres
2. Generators and Funding
3. Time Frames
4. Crisis Communications

The results of the discussion provided some additional categories for consideration including Public Education and Hazard Specific Emergency Response Plans.

During the Emergency Management Program Committee meetings in 2016, the results were presented and discussed. The following sections outline five key emergency management directives for the future; Shelters and Evacuation Centres, Generators, Public Education, Preparedness Plan and Communications including Crisis Communications. The report also identifies whether or not the specific recommendations can be achieved, and if so how they will be implemented.

#### **SHELTERS/EVACUATION CENTRES**

1. **Recommendation:** To pre-identify shelters/evacuation centres and promote the location to residents as part of our public education program, but these sites should be provided with back-up power to be identified and promoted in preparedness campaigns.

It was there are only a few sites with back-up power that meet the Health Canada requirements for overnight accommodations within the County of Wellington.



## TOWNSHIP OF WELLINGTON NORTH

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### COUNCIL REPORT

Emergency Management and Social Services will continue to work with Red Cross to identify appropriate sites in the County suitable for overnight accommodations. Most public facilities can accommodate temporary emergency uses such as places to cool down or warm up.

**Action/Directive:** The identification, equipping and promotion of these facilities is a Council decision and may require agreements between the municipality and some pre-identified sites.

2. **Recommendation:** Consensus that if any part of the community is in need, reception centres/shelters should be opened and where possible we should avoid using fire stations for reception centres/shelters.

**Action/Directive:** This should be a municipal program Committee decision and if Fire Stations are to be used it should be based upon the advice and direction of the municipal Fire Chief.

3. **Recommendation:** Shelters should be opened within **72** hours. The CEMCs in Wellington County agreed that this should be 72 hours and not 48 hours of a situation (power outage) and it should be the decision of the EOC (Incident Command) when to open and what sites to open.

**Action/Directive:** Emergency Management staff will look at creating a policy for this.

4. **Recommendation:** Make a list of all potential shelter sites, identify if they have back-up power and what facilities in the site are available with or without back-up power.

**Action/Directive:** These lists have been prepared and EM staff is in the process of including the location and specific site information into the Common Operating Picture.

5. **Recommendation:** Where and if possible promote a staged evacuation process such as Stage 1 – elderly, those with very young children and those with medical need; Stage 2- would be the rest of the community.

**Action/Directive:** CEMCs agreed that we should not take on this approach.



## TOWNSHIP OF WELLINGTON NORTH

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### COUNCIL REPORT

#### GENERATORS

1. **Recommendation:** Have a pool of municipal generators that could be moved around the county. It was suggested/agreed to that this could be funded through the County; or County staff could assist with bulk buying of generators. It should be noted that generators will need to be sized appropriately for the facility that they will run. Facilities will have to be wired appropriately with an approved disconnect that will be the responsibility of the individual municipalities. General consensus is that some municipalities are adequately prepared with generators to operate their critical infrastructure including potential shelters/places to get cool and warm.

**Action/Directive:** The purchase and installation of generators should remain a municipal decision and responsibility. Emergency Management staff will compile and maintain a list of potential mobile generator resources and include information in the Contact and Resource Guide. Facilities being used as shelters/places to get cool or warm will be identified in the Common Operating Picture and the attribute list will identify if the facility has a generator.

2. **Recommendation:** Municipalities should maintain 72 hour fuel supply for generators and municipalities should incorporate this into their emergency fuel plan calculations.

**Action/Directive:** Municipalities should be including a fuel amount for generators in their fuel purchasing plans. There is an option with some fuel suppliers to pre-order and pre-purchase fuel. EM will create a list of appropriate fuel depots with stand-alone back-up power and where an option of gases (regular, diesel and coloured diesel) may be acquired. This information may also be included in the Common Operating Picture.

#### PUBLIC EDUCATION

1. **Recommendation:** Continue to promote 72 hour “Be Better Prepared” in our public education campaigns across the County.

**Action/Recommendation:** Our annual public education/awareness campaigns will continue to focus on the “Be Better Prepared” messaging including 72 hour personal preparedness and more targeted 72 hour preparedness for specific types of incidents such as Ice Storms, Power Outages, Tornados and Floods.

2. **Recommendation:** Public Education should be provided to residents about the location, the use of and hours of operation for municipal public facilities where residents can go to cool down in the summer or warm up in the winter particularly during prolonged power outage events.



## TOWNSHIP OF WELLINGTON NORTH

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### COUNCIL REPORT

**Action/Directive:** This will be the responsibility of each municipality to identify. Emergency Management will assist/work with each municipality and coordinate consistent education information where practical.

#### PREPAREDNESS PLAN

1. **Recommendation:** Create a standardized extreme heat and cold weather policy. Social Services, Public Health, Communications and EM Staff have been working on this.

**Action/Directive:** Draft policies are being reviewed by partner agencies. Public Health has a Cold Alert Protocol and Heat Alert Protocol which has been provided to the alternate CEMCs. Wellington County and City of Guelph EM staff, Social Services staff and County and City Communications staff are reviewing a draft Municipal Cold Alert Plan. Once completed a copy of the Plan will be provided to alternate CEMCs and partner agencies. EM staff will finalize the municipal Heat Alert Plan.

#### COMMUNICATIONS

1. **Recommendation:** Ensure we make appropriate use of all forms of technology available to communicate emergency information to our residents and business. Different demographics use different technologies. Consensus was to have ready to use communication media templates and where appropriate social media messaging.

**Action/Directive:** The Communication staff throughout the County have, as a result of past weather response situations, worked together and shared best practices particularly during large scale municipal emergencies. Communication staff will continue to work with EM and other communication departments to create a list of emergency information messaging.

2. **Recommendation:** There needs to be ongoing training for communication officers and spokespersons. A Crisis Communication Workshop was held in 2015 primarily for Heads of Council and their alternates. A similar workshop was provided in 2016.

**Action/Directive:** Each municipality's five year training program has been updated to include a crisis communication course every year for the next five years and this will be included in the Emergency Measures budget for the County.

3. **Recommendation:** For single municipal events, local staff may be able to deal with the communication needs of an emergency but for larger county wide events, municipalities



## TOWNSHIP OF WELLINGTON NORTH

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### COUNCIL REPORT

may need and wish to access the resources of the County Communications Division and the Wellington OPP media officers.

**Action/Directive:** The Emergency Response Plan contains policies to provide for this resource in a large scale emergency. Coordination of this assistance/resource may be provided through the Emergency Manager/CEMC or alternate. Similar process may be followed for other County Departments such as Social Services.

#### SUMMARY:

It is recognized that in certain situations and depending upon local circumstances, there are some decisions that will have to be made locally that differ from the recognized response standards suggested in this report and, further, that may not be consistent with bordering municipal decisions. However, the consensus and desire of the eight municipal emergency management program committees is, where feasible and practicable in County wide emergencies, to ensure a coordinated response so that all residents and business are provided with similar response and recovery efforts to emergency/abnormal situations as they arise. Having Emergency Management staff assist with coordination within and amongst municipalities during abnormal events and emergencies has become an emergency management standard within the County that Municipal Staff/Municipal Control Groups expect and appreciate.

#### RECOMMENDATION:

**That** Council receives this report and supports the recommendations and identified implementation of the recommendations **and further that** Council endorses the efforts of the Township's Emergency Management Program Committee with the assistance of the Emergency Management staff to undertake the completion of the recommendations in a timely manner.

Respectfully submitted

Linda Dickson, MCIP, RPP, CMMIII Emergency Management Professional  
Emergency Manager/CEMC





# Communiqué



From the desk of:

October, 2016 # 036

## Fire Chief.

1. The Canadian Critical Incident Stress Foundation will be presenting Critical Incident Stress Management (CISM) to Arthur Firefighters November 22/16 and to Mount Forest Firefighters November 29/16. This will be the second phase of our training and awareness. More sessions will follow which will include further Officer and Peer Support training and certification. OPP Inspector Lawson has also offered his assistance and that of his staff.

This is obviously a very important subject, but it will be a fun night as well. This is all about you and your family!!!!

2. **REMINDER**, please use your IAM responding!! Your fellow firefighters are counting on you! We need to know who is responding.

3. **REMINDER**, please review Directive 004-16. SCBA. This directive is for your safety and will be strictly enforced.

4. Thanks to everyone for an outstanding job at the Kenilworth barn fire. Lots of hard work for sure. The fire is being treated as **ARSON** and is now under investigation by the OPP. The Fire Marshal did not attend.

5. **GREAT JOB ARTHUR!!!!** Re the Coat Drive. More than three hundred coats were collected. A special thank you to **Marco and Jennifer Guidotti** for putting together this very successful program. Well done. Please see attached letter.

6. **Tablets:** We have had several meetings with Panasonic, Frey Communication and Guelph Fire Communication Centre staff. We will be testing two Tablets very shortly, as to insure that we are buying the correct product and that they will be compatible with the needs of the Fire Department, Township Network and Guelph Fire Communication Centre equipment.

The two tablets will contain mapping, burn permit info, utility locations, an I/C App, fire inspection forms etc. Records management will follow in 2017/18. More to follow.



# Communiqué



## FIRE DEATHS IN ONTARIO

Total fatal fires for the period from January 1 to October 31 for the years 2015 and 2016				
	2015		2016	
	<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	75	81	57	68
Fatal fires on federal or First Nations properties from January 1 to October 31	2	2	1	9
Total	77	83	58	77

Respectfully;

Fire Chief

*“Sometimes the things we can’t change, end up changing us” – Author unknown*

## October Fire Report 2016

### ARTHUR STATION:

The Arthur Station responded to 11 calls for assistance during the month.

### Practice/ Meetings:

October 4, 2016 (18) members were present  
October 11, 2016 (14) members were present  
October 25, 2016 (17) members were present

### MOUNT FOREST STATION:

The Mount Forest Station responded to 16 calls for assistance during the month.

### Practice/ Meetings:

October 4, 2016 (14) members were present  
October 11, 2016 (11) members were present  
October 25, 2016 (13) members were present

Respectfully submitted by  
Bill Hieber



# Communiqué



CALL TYPE	ARTHUR STATION	AREA	2	MOUNT FOREST STATION	AREA
Medical	1	Arthur(1)		5	Mount Forest (2)
					Township (2)
					Southgate (1)
Structure Fire	1	Township(1)		1	Township (1)
Vehicle Fire	2	Township(2)		2	Township (1)
					Mount Forest (1)
Co/Smoke/ Alarm	1	Arthur(1)		3	Mount forest (2)
					Township (1)
Vehicle collision	5	Arthur(1)		4	Mount Forest(1)
		Township(2)			Township (1)
		Mapleton(2)			Southgate (2)
Assist Other Station In Wellington North	1	Tanker at corn drier Fire		1	Stand By In Kenilworth



# Communiqué



## Fire Prevention/Public Education

### **FIRE SAFETY PRESENTATIONS**

Victoria Cross Mount Forest Hall tour  
Egremont Community School Inflatable House  
182 George St. Arthur  
110 Edward St Arthur  
133 Fredrick St Arthur  
235 Egremont St Mount Forest  
450 Albert St Mount Forest  
Arthur P.S. Kindergartens  
Fire prevention at Arthur Station  
Shredding Event Mount Forest

### **FIRE INSPECTIONS**

### **BURN COMPLAINTS**

### **VULNERABLE OCCUPANCY FIRE DRILLS**

### **FIRE SAFETY PLAN REVIEWS**

### **FIRE INVESTIGATIONS**

7409 Sideroad 7 west Kenilworth

### **BURN PERMIT SITE INSPECTIONS**

7040 Sideroad 2 W Mount Forest  
9175 Wellington Rd 16 Conn  
9174 Wellington Rd 16 Conn  
8602 Line 4 West Luther  
9089 Concession 11 Mount Forest  
7202 HWY 89 Southgate  
8772 Concession 9 Arthur  
7409 Sideroad 7 W Kenilworth

### **Fire Safety Complaint Inspections**

189 Main St. S. Mount Forest  
150 Elgin St. Mount Forest



**“TEST YOURS *TODAY*”**



# Communiqué



## TRAINING DIVISION

### Training Division

Hi folks. Please see the attached Fall Training Schedule. The Fire Chief will be conducting training sessions in November and December.

September 20/16. Union Gas Presentation STN 120

Hydrant hook-up STN 90 (Chicken Farm cistern)

October 4/16. Residential Rescue in Arthur. Bus Extrication in Mount Forest

October 11/16. Bus Extrication in Arthur. Residential Rescue in Mount Forest

October 25/16. Medical Review

November 1/16. Radio Communications Arthur

Incident Command Mount Forest.

November 15/16 Incident Command Arthur

Radio Communications Mount Forest STN 120

November 22/16 Critical Incident Stress Management Arthur

Equipment inventory (standardization) STN 120

November 29/16 Critical Incident Stress Management Mount Forest

Equipment Inventory Arthur

**Public  
Education**

We have had many successful events this month. From educating the schools to educating Wellington Housing apartment residents to the annual Crime Stoppers shredding event.

**Marco Guidotti**

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





# Communiqué



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

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



## Truck and Equipment

Nothing at this time. Thanks.



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Kenilworth, ON N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620  
1.866.848.3620 FAX 519.848.1119

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

**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: DARREN JONES  
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2016-13 BUILDING PERMIT REVIEW  
PERIOD ENDING OCTOBER 31, 2016**

**RECOMMENDATION**

THAT Council of the Corporation of the Township of Wellington North receive Report CBO 2016-13 Building Permit Review for the period ending October 31, 2016.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

1. CBO 2016-10 Building Permit Review Period Ending September 30, 2016

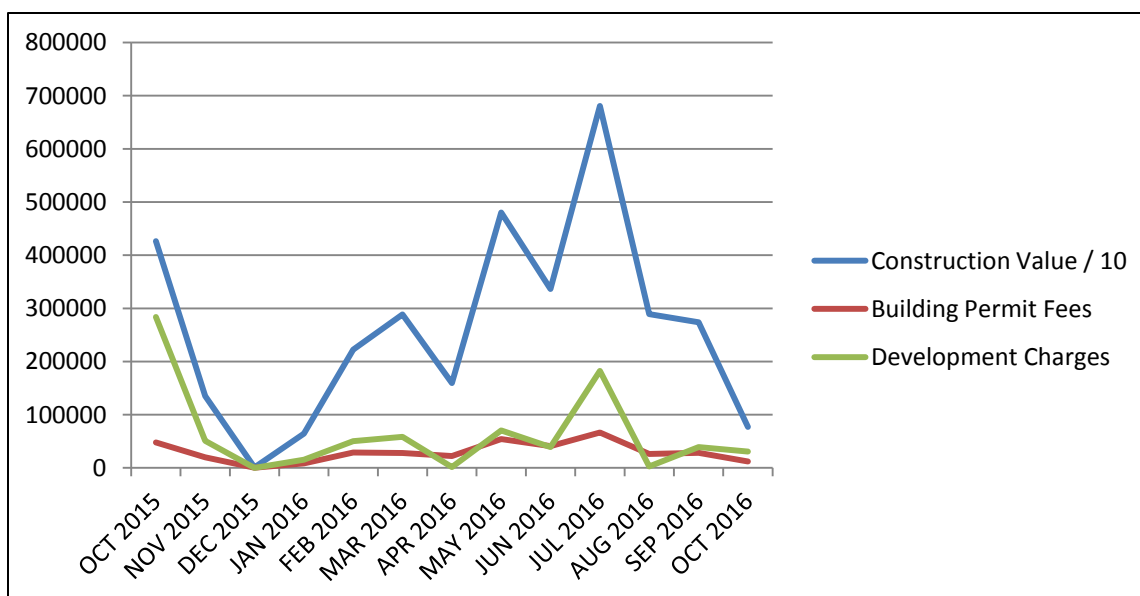
**BACKGROUND**

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEV. CHARGES
Single Family Dwelling	2	360,000.00	4,838.26	30,688.00
Multi Family Dwelling	0	0.00	0.00	0.00
Additions / Renovations	1	20,000.00	434.18	0.00
Garages / Sheds	1	40,000.00	697.00	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00
Commercial	0	0.00	0.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	0	0.00	0.00	0.00
Institutional	0	0.00	0.00	0.00

Agricultural	5	292,500.00	4,680.10	0.00
Sewage System	2	24,000.00	1,018.00	0.00
Demolition	4	33,000.00	508.00	0.00

Total October 2016	15	769,500.00	12,175.54	30,688.00
Total Year to October 2016	224	28,075,453.00	307,228.65	500,798.44

12 Month Average	23	2,506,513.00	27,995.37	45,084.54
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10 Year Monthly Average	21	2,841,622.60	30,278.11	83,199.47
10 Year, Year to Date Average	202	21,026,314.00	195,311.05	296,211.79

**FINANCIAL CONSIDERATIONS**

None.

**STRATEGIC PLAN**

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

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

- Yes
  No
  N/A



Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment
- None

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------



*Mike Givens*

<b>DARREN JONES CHIEF BUILDING OFFICIAL</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: DARREN JONES  
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2016-14 ONTARIO BUILDING OFFICIALS  
ASSOCIATION ANNUAL MEETING AND TRAINING  
SESSION**

#### **RECOMMENDATION**

**THAT** Council of the Corporation of the Township of Wellington North receive for information report CBO 2016-014.

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

NONE.

#### **BACKGROUND**

The Ontario Building Officials Association (OBOA) Annual Meeting and Training Session (AMTS) was recently held in Ottawa. Provided below is a brief summary of some of the information and training provided.

##### Ministry of Municipal Affairs Update

- Brenda Lewis, Director, Building and Development Branch provided an overview of the process and consultation that we can expect for the 2017 Building Code. The 2017 Code will have more changes and updated than any past Ontario Building Code.
- Ministry of Municipal Affairs had dropped the "and Housing" from their title and the new acronym is MMA.
- The MMA is still compiling proposed code changes and cannot provide details at this time.

Fire Stopping Pipe Penetrations, Kevin Yong-Ping - IPEX, P. Eng. Regional Engineer.

- Provided third party view on the basics of firestopping of pipe penetrations and how different systems perform in fire conditions. Review of OBC requirements for firestopping of combustible and non-combustible piping.

Net Zero Housing, Bill Wong, Leidos and Michael Lio, President buildABILITY

- Challenges and strategies for achieving net-zero annual energy consumption. Discussion on building envelope efficiency, air tightness, advanced mechanical equipment, roof top solar, and connection to local utilities, as well as references to NRCan's R-2000 pilot net-zero home program.

OBOA Annual Meeting

- OBOA President, Alan Shaw and the Board of Directors provided an overview of the past year and the direction they are steering the association.

Alternative Solutions – Pros and Cons, Glenn Somerton, Morrison Hershfield

- Reviewed the Code requirements for Alternative Solutions; and the pros and cons of Alternative Solutions from both the Authority Having Jurisdiction and the Consultant perspective.
- Detailed look at liability of accepting an Alternative Solution and the roles of the Building Code Commission.

Farm Building Update, Will Teron, Tacoma Engineers

- This session focused on issues related to the design, approval and construction of farm buildings. Discussed an update of the 1995 Farm Building Code.

Municipal Risk and Liability, Alison Orr and Marianne Brown, Orr Brown Consulting Engineers Ltd.

- This session was based around helping municipal building officials recognize risk and reduce liability associated with plan examination and inspections. Construction deficiencies that lead to lawsuits and typical claims were discussed.

## FINANCIAL CONSIDERATIONS

AMTS registration - \$846.37

AMTS accommodations, travel and parking - \$1,643.04

2016 Building Department Budget Conference/Training - \$5,000.00

## STRATEGIC PLAN

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

Yes

No

N/A

Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment
- None

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------



*Mike Givens*

<b>DARREN JONES CHIEF BUILDING OFFICIAL</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: DARREN JONES  
CHIEF BUILDING OFFICIAL**

**SUBJECT: CBO 2016-15 BEING A REPORT ON AN UPDATED BY-  
LAW TO PRESCRIBE STANDARDS FOR THE  
MAINTENANCE AND OCCUPANCY OF PROPERTY**

#### **RECOMMENDATION**

**THAT** CBO 2016-15 being a report on an updated by-law to prescribe standards for the maintenance and occupancy of property be received;

**AND FURTHER THAT** Council of the Corporation of the Township of Wellington North adopt the by-law to Prescribe Standards for the Maintenance and Occupancy of Property as presented.

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

NONE.

#### **BACKGROUND**

The Township's current by-law to Prescribe Standards for the Maintenance and Occupancy of Property (Property Standards By-law) has been a useful tool for Property Standards Officers in gaining compliance where action was required. The department typically receives an average twenty two property standards complaints per year with the majority of the complaints being received in the late spring.

Most complaints received are based on valid concerns and the majority can be addressed with a couple of conversations with the property owner; however on average the department issues six Orders to Remedy Non-conformance with Standards for Occupancy (Order) and the majority are complied with voluntarily. Where an Order is

issued and appealed or not complied with and the Township has to carry out the work it is very important that a clear and easy to use by-law is in place to protect the Township.

The proposed updated Property Standards By-law has a number of added definitions, includes a scope of the by-law, further clarification and minor alterations to the General Standards portion and an added section to ensure public safety for vacant or fire damaged buildings.

<b>FINANCIAL CONSIDERATIONS</b>
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None, there are no service level increases or decreased anticipated.

<b>STRATEGIC PLAN</b>
-----------------------

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

Yes                       No                       N/A

Which pillars does this report support?

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

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
	<i>Mike Givens</i>
<b>DARREN JONES</b> <b>CHIEF BUILDING OFFICIAL</b>	<b>MICHAEL GIVENS</b> <b>CHIEF ADMINISTRATIVE OFFICER</b>



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: BARRY LAVERS DIRECTOR OF RECREATION**

**SUBJECT: REPORT RAC 2016-16 BEING A REPORT ON AN AMENDMENT TO  
MUNICIPAL ALCOHOL POLICY SECTION 2.1**

**RECOMMENDATION**

**THAT Report RAC 2016-16 being a report on an amendment to the Municipal Alcohol Policy Section 2.1 for the purpose of the 2017 Mount Forest Homecoming Event be received for information**

**AND FURTHER THAT the Council of the Township of Wellington North approve an amendment to the Municipal Alcohol Policy Section 2.1 for the purpose of a Special Occasion Permit (SOP) to include all areas within the Mount Forest Sports Complex for festival activities related to the Mount Forest Homecoming Events June 23, 24, and 25<sup>th</sup>, 2017.**

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

Wellington North Showcase Report March 4, 2013 Amendment  
Wedding Reception Report July 26, 2014 Amendment  
Report RAC 2015-001  
Council Resolution 2015-336

**BACKGROUND**

The Mount Forest Homecoming Committee is preparing for events related to the Mount Forest Homecoming being held in the Town of Mount Forest beginning June 22<sup>nd</sup> and ending June 25<sup>th</sup>, 2017.

The Homecoming Committee will be using several of the Township's Recreation Facilities to host various related events in conjunction with the festival including the Mount Forest Sports Complex which will act as the host venue from June 23<sup>rd</sup> to June 25<sup>th</sup>.

Section 2.1 of the Municipal Alcohol Policy (attached) designates the areas of the facility available for Special Occasion Permits (SOP)

The Homecoming Committee is asking that due to the size and nature of the activities planned that the entire Sports Complex be made available for licencing during the festival for the purpose of related Special Occassion Permit applications.

**FINANCIAL CONSIDERATIONS**

none

**STRATEGIC PLAN**

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

- Yes
- No
- N/A

Which pillars does this report support?

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

**PREPARED BY:** **RECOMMENDED BY:**

*Barry Lavers*

*Michael Givens, CAO*

**BARRY LAVERS  
DIRECTOR OF RECREATION**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**





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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS**

**SUBJECT: REPORT PW 2016-071 BEING A REPORT ON THE TOWNSHIP'S  
SAFETY CLOTHING ALLOWANCE FOR NON-UNIONIZED STAFF**

#### **RECOMMENDATION**

**THAT** Report PW 2016-071 being a report on the Township's safety clothing allowance for non-unionized staff be received;

**AND FURTHER THAT** the Council of the Township of Wellington North approve an annual safety clothing allowance increase to a maximum of \$275 per person, per year, for full time non-union staff that require safety clothing to satisfy the requirements of their position upon presentation of receipt(s) of proof of purchase;

**AND FURTHER THAT** the Council of the Township of Wellington North recommend the non-union safety clothing allowance for full time staff shall remain consistent with the Township's collective agreement as revised from time to time.

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

NA

#### **BACKGROUND**

Within the Township's collective agreement with the Canadian Union of Public Employees Local 255.11 in effect from July 1, 2016 to June 30, 2019, Article 18 provides an allowance for boots of \$150 per year and clothing of \$275 per year. As \$275

represents an increase to the clothing allowance of \$25, this report respectfully requests this increase also be approved for the non-union or management staff. The existing clothing allowance is \$250 per year and was established by a resolution of Council on June 10, 2002.

Management staff are exposed to the same vehicle traffic hazards as workers and feel this request is reasonable. Within public works, this request impacts eight positions (Road Foreman (x3), Road Superintendent, Water and Sewer Superintendent, Water and Sewer Foreman, Compliance Analyst and Director of Public Works).

<b>FINANCIAL CONSIDERATIONS</b>
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\$200 annual expense increase assuming eight non-union staff members.

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

X Yes                                       No                                       N/A

Which pillars does this report support?

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

A professionally outfitted team foundational to both quality service and worker safety.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Matthew Aston*

*Michael Givens, CAO*

<b>MATTHEW ASTON DIRECTOR OF PUBLIC WORKS</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: NORM MCLELLAN, JHSC CO-CHAIR  
TAMMY PRINGLE, JHSC MEMBER  
ANDY MORRISON, JHSC MEMBER  
GEORGE LAUGHLIN, JHSC MEMBER  
MATTHEW ASTON, JHSC MEMBER  
LAURA ROONEY, JHSC MEMBER**

**SUBJECT: REPORT PW 2016-073 BEING A REPORT ON THE 2016  
PARTNERS IN PREVENTION CONFERENCE**

### **RECOMMENDATION**

**THAT** Report PW 2016-073 being a report on the 2016 “Partners in Prevention” Conference be received;

**AND FURTHER THAT** the Council of the Township of Wellington North commend the Township’s Joint Health and Safety Team on their participation in the corporation’s health and safety program.

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

NA

### **BACKGROUND**

Six members of the Township’s joint health and safety committee attended the Workplace Safety and Prevention Services Southwestern Ontario regional health and safety conference in Kitchener on October 26, 2016.

A copy of the conference agenda is included as Schedule A.

Member's key take-aways were:

1. Health and safety best practice are constantly changing and remaining current is important.
2. 15% of workplace injuries are falls.
3. Mental health and wellness are important to a healthy life.
4. Multi-tasking is not efficient, productive or safe.
5. Putting effort into a "healthy brain" is just as important as physical fitness.
6. Poor mental health of a co-worker not only affects their work performance but others in the workplace;
7. Be sure to have quality policies in place, review them regularly and update as required. MOL is there to police health and safety but also to help you out when needed.
8. A supervisor must know the people they work with. Talk to them and if you suspect they are not happy, watch them work.
9. The importance of avoiding distractive drive. The number of fatalities is growing from distracted driving, remind your team. Proper rest is a must.
10. From the "Who running the show?" session I took as a Supervisor you need set a foundation of leadership in order to have a safe, happy and effective workforce.
11. From Michelle Cederberg's presentation I got that as in life if you focus on the good things and eliminate or repair the bad things at work you will have a great work environment.
12. From the MOL's "Trends in Enforcement" session I noticed that they have probably too much power but for the RIGHT reasons. To make sure we all go home for work each and everyday save and sound.
13. The 4 Tools to use that can reduce up to 90% of incidents are:
  - a. Stop when unsure;
  - b. Effective communication;
  - c. Proper procedural adherence; and
  - d. Self check with verbalization.
14. Create a positive coaching culture by observing and offering positive feedback. E.g. Observe when an employee does something well, comment to them that you noticed how well they did it and encourage them to continue working safely.
15. Mental health issues still carry a stigma that many people are afraid to deal with. It might be a good thing to have a guest speaker come for one of our information sessions to review some of the Mental Health First Aid items to help people know how to help.

<b>FINANCIAL CONSIDERATIONS</b>
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Conference cost was \$1,419.30 plus applicable taxes (\$236.55 per person) for six JHSC team members to attend. This expense was budgeted by JHSC.

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

X Yes

No

N/A

Which pillars does this report support?

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

X Positive Healthy Work Environment

Strategic Partnerships

Conferences present an opportunity for team members to network and gain exposure to health and safety best practice in Ontario.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Matthew Aston*

*Michael Givens, CAO*

<b>MATTHEW ASTON DIRECTOR OF PUBLIC WORKS</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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## Schedule A – Conference Agenda

CONFERENCE AT A GLANCE		ROOM
WEDNESDAY, OCTOBER 26, 2016		
6:30 AM	Registration, Continental Breakfast & Trade Show Opens	Marshall Hall
8:00 AM	 <b>KEYNOTE SPEAKER</b> <b>KARL SUBBAN</b> <i>Educator, and Father of NHL Star P.K. Subban</i> <b>VISION FOR SUCCESS:</b> Three Pillars to Achieve Your Potential	Marshall Hall
9:00 - 10:00 AM	<b>SERIES 1</b>	
	MOL Trends in Enforcement: Fines, Charges and Convictions	Ballroom A
	Safety, Recognition and Engagement: The Power of Coaching in the Moment!	Ballroom B/C
	Your Healthy Brain and the Prevention of Dementia	Ballroom E
	Designing for Safety: Understanding the Human and its Role in Preventing Incidents	Ballroom F
	Respiratory Protection Programs	Berkley
	Robot Automation and Robot Safety	Heritage
	At-Risk Electrical Workers: New Thinking on Safety Interventions	Philip
9:00 - 10:00 AM	<b>TEAM-1 Academy Sessions: Working @ Heights &amp; Confined Space Entry/Rescue</b>	Outside Marshall Hall
10:00 - 10:45 AM	<b>Exhibitor Viewing and Refreshment Break</b>	Ballroom
10:45 - 11:45 AM	<b>SERIES 2</b>	
	Traffic Plans: Programming for Best Practices	Ballroom A
	Where's the Supervisor? Who's Running the Show?	Ballroom B/C
	Lockout Programs	Ballroom E
	Canadian Solar: Our Road to Zero	Ballroom F
	Hearing Loss Prevention and the Ontario Noise Regulation	Berkley
	Mental Health Awareness	Heritage
	Situational Awareness: Is Your Company Ready for Effective Interactive Learning?	Philip
11:00 - 12:00 PM	<b>TEAM-1 Academy Sessions: Working @ Heights &amp; Confined Space Entry/Rescue</b>	Outside Marshall Hall
12:00 PM	<b>Luncheon</b>	Marshall Hall
12:30 PM	 <b>LUNCHEON KEYNOTE SPEAKER</b> <b>MICHELLE CEDERBERG</b> <i>Health and Energy Expert, Coach and Author</i> <b>YOU CAN HAVE IT ALL!</b>	Marshall Hall
1:45 - 2:45 PM	<b>SERIES 3</b>	
	Driving as a Task: What Are the Human Factors?	Ballroom A
	GHS is Ready for Implementation Through WHMIS 2015: Are You?	Ballroom B/C
	Introduction to Contractor Management	Ballroom E
	The Myth of Multitasking: Why Mindfulness Matters in Matters of Safety	Ballroom F
	AODA: When Accommodations Cause OHS Concerns	Berkley
	"Insurmountable" Ergonomic Challenges	Heritage
2:45 - 3:00 PM	<b>Refreshment Break</b>	Ballroom
3:00 - 4:00 PM	<b>SERIES 4</b>	
	Step Right Up! Walking Tall and Striding Right as a JHSC	Ballroom A
	5 Generations in the Workplace: Coaching From a Place of Non-Judgement	Ballroom B/C
	Navigating the Different Regulations of Working at Heights Legislation	Ballroom E
	Call of Duty: 2015's Greatest and Strangest FAQ's	Ballroom F
	To Sit or Not to Sit: What Does the Research Say?	Berkley
	Arc Flash Fundamentals	Heritage



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS  
BARRY TROOD, WATER AND SEWER SUPERINTENDENT**

**SUBJECT: REPORT PW 2016-074 BEING A REPORT ON THE TOWNSHIP'S  
WASTEWATER TREATMENT PLANT FLOWS YEAR-TO-DATE  
OCTOBER 31, 2016**

#### **RECOMMENDATION**

**THAT** Report PW 2016-074 being a report on the Township's wastewater treatment plant flows year-to-date October 31, 2016 be received for information.

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

Report PW 2016-059 being a report on the Township's wastewater treatment plant flows year-to-date August 31, 2016.

#### **BACKGROUND**

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

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

Total Raw Flow	2016	2015	2014	2013
January	45,501	33,624	46,596	72,034
February	59,638	35,797	50,442	59,637
March	67,162	65,749	52,347	83,758
April	61,960	66,211	98,605	87,347
May	34,349	34,729	56,379	46,532
June	30,501	49,402	39,200	50,287
July	32,110	35,490	50,448	37,453
August	29,326	29,551	40,114	40,479
September	27,305	28,096	40,975	45,156
October		34,550	50,112	65,246
November		43,620	53,540	64,806
December		47,079	52,921	48,733
<b>Total</b>	<b>387,852</b>	<b>503,898</b>	<b>631,679</b>	<b>701,468</b>
ave. daily m3 flow	1,416	1,381	1,731	1,922

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

Raw Flows (m3)	2016	2015	2014	2013
January	63,096	48,963	56,581	63,197
February	112,321	37,214	40,070	52,003
March	84,073	78,023	66,696	84,784
April	92,402	79,461	142,386	110,888
May	53,728	50,648	77,028	67,356
June	43,001	55,737	48,571	62,736
July	39,940	47,288	55,831	49,783
August	43,687	43,342	46,864	46,368
September	46,205	41,821	47,634	50,537
October		41,712	51,561	76,552
November		55,008	60,640	93,653
December		58,499	62,124	58,043
<b>Total</b>	<b>578,453</b>	<b>637,716</b>	<b>756,344</b>	<b>815,900</b>
ave. per day m3	2,111	1,747	2,071	2,235



<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

NA

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

X Yes                                       No                                       N/A

Which pillars does this report support?

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

A community's capacity to treat wastewater is a prerequisite to growth.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Matthew Aston*

*Michael Givens, CAtC*

*Barry Trood*

<p><b>MATTHEW ASTON</b>  <b>DIRECTOR OF PUBLIC WORKS</b></p>	<p><b>MICHAEL GIVENS</b>  <b>CHIEF ADMINISTRATIVE OFFICER</b></p>
<p><b>BARRY TROOD</b>  <b>WATER AND SEWER SUPERINTENDENT</b></p>	



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-074 BEING A REPORT ON ONTARIO WILDLIFE  
DAMAGE COMPENSATION (MURRAY)**

### **RECOMMENDATION**

**THAT** Report CLK 2016-0074 being a report on Ontario Wildlife Damage Compensation (Murray) be received for information;

**AND FURTHER THAT** the Council of the Corporation of the Township of Wellington North authorize payment of \$135.00 to Peter Murray for Ontario Wildlife Damage Compensation livestock claims with a kill date of August 30, 2016;

**AND FURTHER THAT** the Livestock Valuator be paid \$75.00 for Livestock Valuer fees and \$17.00 for mileage;

**AND FURTHER THAT** the Clerk be directed to submit an application to the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) to compensate the municipality in the amount of \$165.00.

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

N/A

### **BACKGROUND**

The Livestock Valuator for Wellington North, submitted an Ontario Wildlife Damage Compensation reports on a claim by Peter Murray for a coyote kill of a Dorset cross lamb, which occurred on August 30, 2016. The claim is in the amount of \$135.00 and is consistent with the maximum compensation rates as provided for under the Ontario Wildlife Damage Compensation Program (the Program).

Under the Program, the claimant, the municipality and/or the Ontario Ministry of Agricultural Food and Rural Affairs (OMAFRA) has 20 days in which to appeal the decision of the Livestock Valuator. No appeals were filed on any of these claims and the appeal period expired on November 16, 2016.

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

The cost of the claim is \$135.00, the Livestock Valuator's fee is \$75.00 plus mileage of \$17.00 for a total claim of \$227.00.

The municipality will submit an application to OMAFRA for reimbursement of the claim in the amount of \$135.00 plus \$30.00 of the Livestock Valuator's fee, which is the maximum that can be claimed for administration.

The net cost to the municipality will be \$62.00 and there is an annual amount in the budget under animal control for these types of claims.

<b>STRATEGIC PLAN</b>
-----------------------

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

Yes

No

N/A

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



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**TO: CHAIR AND MEMBERS ADMINISTRATION & FINANCE  
COMMITTEE MEETING OF NOVEMBER 21, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-075 BEING A REPORT ON MUNICIPAL  
ELECTION ACT AMENDMENTS**

#### **RECOMMENDATION**

**THAT** Report CLK 2016-075 being a report on Municipal Election Act amendments be received for information.

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

None

#### **BACKGROUND**

On April 4, 2016, the Minister of Municipal Affairs and Housing (MMAH) tabled Bill 181, (the Bill) the *Municipal Elections Modernization Act* in the Legislature and it received Royal Assent on June 9, 2016.

The Bill includes changes to the *Municipal Elections Act* (the Act) intended to address issues that arose during the 2014 municipal elections including:

- Lack of regulation for third party advertising;
- Challenges with compliance and enforcement of election rules;
- Lack of clarity related to campaign financing;
- The length of the campaign period; and
- Areas where the Act could be updated and modernized.

The intent of this report is to identify only the significant changes to the Act under the following categories:

- Election calendar;
- Nomination period and process;
- Campaign finance;
- Third party advertising;
- Ranked ballots;
- Clerk's authority;
- Election signs and advertising; and
- Recounts.

### **Election Calendar**

Changes to the election calendar are:

<b>Item</b>	<b>Old legislation</b>	<b>New provisions</b>
By-law - Use of Alternative Voting Methods	June 1, 2018	May 1, 2017
By-law - Use of Ranked Ballots	N/A	May 1, 2017
Clerk's Policies & Procedures for voting/alternative voting	June 1 <sup>st</sup> , 2018	Dec. 31, 2017
Clerk determines single or batch elimination – ranked ballots	N/A	Dec. 31, 2017
Approval of Ballot Question:		
Approved by Council by-law	180 days prior to Voting Day  June 1 <sup>st</sup> , 2018	March 1 <sup>st</sup> , 2018
Ordered by upper-tier/minister		May 1 <sup>st</sup> , 2018
Opening of Nominations and registrations for third party advertisers	First day of business after January 1 <sup>st</sup> (January 2 <sup>nd</sup> , 2018)	May 1 <sup>st</sup> , 2018
Use of Corporate Resources Policy	Not previously required	May 1 <sup>st</sup> , 2018
Final date for filing Nominations (Nomination Day)	Second Friday in September (September 14 <sup>th</sup> , 2018)	4 <sup>th</sup> Friday in July (July 27 <sup>th</sup> , 2018)
Close of 3 <sup>rd</sup> party advertising registrations	N/A	Oct. 19, 2018

### **Nomination Process**

The filing period for nomination papers is from May 1, 2018 until 2:00 p.m. on July 27, 2016. This reduces the nomination period from 37 weeks to 13 weeks. A candidate cannot campaign, raise or spend money until they have filed their nomination papers.

Candidates must obtain 25 endorsement signatures from eligible electors and submit the endorsements at the time they file their nomination papers. An individual who endorses a candidate must be 18 years old and reside in the ward in which the candidate is running. Individuals can endorse more than one candidate.

### **Campaign Finance**

Contributions from corporations and trade unions that hold bargaining rights for employees in Ontario are prohibited.

Candidates are required to inform contributors of the contribution limits:

- \$750 to any one candidate and a maximum of \$5,000 to two or more candidates for office on the same council or local board.

Candidates are no longer required to open a bank account if the only expense they incur is their filing fee.

After the 2018 election, campaign deficits may not be carried forward from the previous election campaign.

Candidates are limited to spending 10% of their spending limit on parties of appreciation and thank you gifts for volunteers.

A candidate is permitted to resubmit a financial statement to correct an error, until the filing deadline, however the nomination filing fee is only refunded if the financial statement is filed on time.

If a candidate doesn't file his/her financial statement on time and they pay a \$500 late filing fee, the candidate then has an additional 30 day period to file the financial statement.

The Clerk or designate is required to review all of the financial statements and identify if it appears any contributor has exceeded the contribution limits.

The Clerk is required to report to the Compliance Audit Committee as soon as possible after the filing deadline of any perceived contraventions by contributors. The Committee has 30 days after they receive the report to decide whether or not to commence a legal proceeding against a contributor for the contravention.

### **Third Party Advertising**

Third party advertising is defined as "an advertisement in any medium that has the purpose of promoting or supporting or opposing a candidate or a "yes" or "no" answer to a question on the ballot".

Third party advertising does not include:

- an advertisement by or under the direction of a candidate;
- where no expenses are incurred in relation to the advertisement; OR
- when given or transmitted by an individual to employees, by a corporation to its shareholders, directors, members or employees or by a trade union to its members or employees.

Third party advertisers must formally register as such with the Clerk prior to any promotion or support/opposition to a candidate or a yes or no to a question on the ballot. Registration is the same period as the nomination period, May 1, 2018 to July 27, 2018. The last day for a third party advertisement to appear is October 19, 2018.

Individuals, corporations or trade unions are eligible to be third party advertisers or contribute to a third party advertisement.

Spending limits regarding contributions to third party advertising campaign are the same as for contributors to a candidate's campaign, \$750.00 maximum to one candidate and \$5,000.00 in total in the municipality.

Third party advertisers are subject to a spending limit and must file financial statements with the Clerk which the Clerk must review for possible contraventions and submit those to the Audit Committee. The O-Reg determining what the spending limit will be has not been filed at the time of the writing of this report.

The following are not eligible to be third party advertisers:

- Municipal election candidates;
- A federal political party registered under the *Canada Elections Act* (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party;
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*; and
- The Crown in right of Canada or Ontario, a municipality or local board.

Broadcaster/publishers are prohibited from running an advertisement if they have not been provided in writing by the third party advertiser the following information which must be included in the ad:

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

The broadcaster/publisher is required to keep records of third party advertiser, a copy of the ad or a means of reproducing it and the cost of the ad, until after the 2020 municipal election. The broadcaster/publisher is required to permit the public to inspect the records regarding the transaction during normal business hours.

### **Ranked Ballots**

There are only 10 jurisdictions in the United States that use ranked ballots.

In 2009 Minneapolis went with a ranked ballot method of election for the first time using paper ballots and a manual count. They had a population of 400,000 with 230,000 electors and it took 15 days for the election results to be announced.

In 2013, using tabulators and with a 33% turnout, it took 3 days to announce the results, 2 days of which were solely to determine the Mayoral race. They spent \$1.8 million on their communications/public outreach campaign to explain the voting and counting process.

An example of ranked balloting is shown at the following links, produced by Minneapolis Public Radio:

Single member election ranked ballot (e.g. 1 Mayor, 1 Ward Councillor):

<https://www.youtube.com/watch?v=oHRPMJmzBBw>

Multi member election ranked ballot (e.g. 2 Ward Councillors in a ward)

<https://www.youtube.com/watch?v=INxwMdl8OWw>

After viewing the demonstration, if Council wishes to consider this as an option for the 2018, a separate report will be brought to Council for consideration.

### **Clerk's Authority**

The Clerk has the authority to establish advance voting dates and hours and reduced hours of voting at long term care facilities and hospitals. A by-law from Council was required under the former Act to establish these dates.

The Clerk will have the authority to remove a person's name from the Voters' List if the Clerk is satisfied that the person has died (without an application to change the Voters' List). The Clerk will also be able to remove a deceased person's name from the Voters' List without a hearing, when an application has been filed.

The Clerk will determine what financial statements candidates will be permitted to file electronically and any conditions or limits associated with electronic filing. Previously, a municipal Council was required to pass a by-law to provide for electronic filing and the conditions/limits. Original signatures are still required for nominations and proxies,



however the requirement for notifying candidates by registered mail of financial statement requirements and penalties has been changed and this can be done by other methods.

### **Election Signs and Advertising**

An election campaign advertisement is defined as an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate.

Landlords and condominium corporations will no longer be able to prohibit their tenants from displaying campaign signs in their own unit. The condominium corporation/landlord will have the right to establish reasonable conditions related to the size or type of sign. Landlords and condominium corporations will still be able to prohibit the display of signs in relation in common areas of the building.

Any election campaign advertisement purchased by or under the direction of a candidate, will be required to identify the candidate. Candidates must also provide publishers/broadcasters with the candidate's name, as well as 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 must include in a candidate's advertisement;

- candidate's name
- business address
- telephone number of the individual placing the ad

The broadcaster/publisher is required to keep records of third party advertiser, a copy of the ad or a means of reproducing it and the cost of the ad, until after the 2020 municipal election. The broadcaster/publisher is required to permit the public to inspect the records regarding the transaction during normal business hours.

If a contravention of the provisions related to election campaign advertising occur, municipalities will have the authority to require the person who contravened the provision or the owner or occupier of land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

### **Recounts**

In the previous version of the Act, a recount was limited to three circumstances:

- A tie vote;
- Where the Council, local board or Minister decides a recount is required and a resolution is passed within 30 days of the declaration of official results: and

- If the Superior Court of Justice granted an elector's request for a recount

Under the new legislation Council has the authority to adopt a policy which dictates when recounts will be conducted in circumstances other than those permitted by the Act. A by-law adopting the policy must be passed on or before May 1 in the year of the election.

### **Other Changes**

The amendments to the Act are, but not limited to:

- Any person or entity in control of an apartment building, condominium building, non-profit housing cooperative or gated community must permit candidates or his or her representative to campaign between 9 a.m. and 9 p.m. at the doors to the apartments, units or houses;
- Voter's are prohibited from taking a photograph or making a video recording of their marked ballot or showing a marked ballot to anyone;
- Council must adopt a policy on the use of corporate resources during the campaign period.

The majority of the changes to the Act become effective as part of the 2018 municipal election however there are some changes that become effective prior to the 2018 municipal election and would impact any by-elections held prior to the 2018 municipal election.

### **Next Steps and Timelines:**

<b>Item</b>	<b>Due date</b>
Ranked ballot report	On direction of Council
By-law-use of alternative voting methods	May 1, 2017
By-law use of ranked ballots	May 1, 2017
Policies & procedures for voting/alternative voting	December 31, 2017
Nominations open	May 1, 2018
Adoption of use of corporate resources policy	May 1, 2018
Nomination day	July 27 <sup>th</sup> 2018 at 2:00 p.m.
Close of third party advertising	October 19, 2018
Voting day	October 22, 2018

<b>FINANCIAL CONSIDERATIONS</b>
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There are no financial implications by receiving this report. There is an annual amount budgeted each year for the municipal election.

<b>STRATEGIC PLAN</b>
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Which pillars does this report support? N/A

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



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2015-076 BEING A REPORT TO APPOINT  
MEMBERS TO THE COURT OF REVISION FOR THE DRAINAGE  
WORKS FOR DRAIN 65 (LENNOX)**

**RECOMMENDATION**

**THAT** Report CLK 2015-076 being a report to appoint members to the Court of Revision for Drain 65 be received for information;

**AND FURTHER THAT** Council of the Township of Wellington North hereby appoint the following individuals to sit on the Court of Revision for Drain 65 (Lennox)

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_ and

Councillor \_\_\_\_\_

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign the by-law to appoint those members to the Court of revision.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

CLK 2015-014 being a report regarding a petition for drainage works by owners for new drainage works under the *Drainage Act* (Lennox)

CLK 2015-068 being a report consider the final engineer's report and addendum #1 for the proposed drainage works for Drain 65 (Lennox)

**BACKGROUND**

At the November 7, 2016 meeting, Council received Report CLK 2016-068 advising the final engineers report was submitted by K. Smart Associates Limited on September 30, 2016 and addendum #1 to the report was dated October 17, 2016.

The date of the meeting at which the Court of Revision will hear any appeals under the assessment as shown in the engineer's report will be considered is December 5, 2016 at 7.00 p.m. in the Council Chambers at the Township of Wellington North. A notice of the meeting was provided to impacted landowners and agencies.

Where only one municipality is affected the Court consists of three or five members who have been appointed by the Council. To be appointed, the member must either be on Council or eligible to be elected to Council.

The Court of Revision hears appeals on assessments - the portion of the cost of a proposed drainage work to be collected, as taxes, from the landowner. The Court of Revision is being specifically appointed to hear any appeals that may arise from the Engineer's report on Drain 65.

<b>FINANCIAL CONSIDERATIONS</b>
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There are no financial considerations by receiving this report.

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

Yes

No

N/A

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
---------------------	------------------------

*Karren Wallace*

*Michael Givens*

<b>KARREN WALLACE</b>	<b>MICHAEL GIVENS</b>
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**TO: MAYOR AND MEMBERS OF COUNCIL  
NOVEMBER 21, 2016 MEETING**

**FROM: KARREN WALLACE, CLERK**

**SUBJECT: REPORT CLK 2016-077 BEING A REPORT ON WELLINGTON  
NORTH PROCEDURE BY-LAW**

**RECOMMENDATION**

**THAT** Report CLK 2016-077 being a report on the Procedure By-law be received;

**AND FURTHER THAT** Council give first and second reading to By-law 080-16 being the Procedure by-law;

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign the by-law after first and second reading;

**AND FURTHER THAT** the Clerk be directed to bring the by-law to the next regular meeting of Council for third and final reading.

**AND FURTHER THAT** Council approve the 2017 Council Meeting Schedule

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

- CLK 2016-062 being a report on Wellington North Council & Committee Procedure By-Law
- CLK 2016-037 being a report on Council Structure
- CAO 2016-003/CLK 2016-001 being a report on the Strategic Plan-Committee Structure Alignment
- CLK 2015-068 being a report on Council Appointments to Standing Committees (Internal and External)
- CAO 2014-29 Council Representatives on Township of Wellington North Standing Committees
- CAO 2014-31 Council Representatives to External Boards and Committees
- CAO Report Committee Structure, November 18, 2013
- Report from Nigel Bellchamber, November 2, 2013
- Report from Nigel Bellchamber, October 28, 2013
- By-Law 1-14 Council Remuneration By-Law
- By-Law 63-14 Procedural By-Law

## BACKGROUND

Several reports have been presented to Council and/or the Administration and Finance Committee on the proposed Procedure By-law, most recently at the November 7, 2016 meeting.

At that meeting Council directed staff to make the following changes to the by-law:

- 8.1 – Order of business - Closed meeting to be moved to the beginning of Council meeting
- 8.3 – Change deadline for submissions for agenda to by 12 noon on the Tuesday preceding the council meeting.
- 8.4 – Change date of agenda to be made available to Council members to 4:30 on the Wednesday preceding the council meeting.
- 8.12 - Increase time allowed for deputations to 10 minutes from 5 minutes
- 9.6 - Meetings to be held on the second Monday of each month at 2:00 p.m. and the fourth Monday of each month at 7:00 p.m.

The changes have been made to By-law 080-16, which is included on the agenda for first and second reading.

The 2017 Council meeting schedule is attached hereto as Schedule "A".

## FINANCIAL CONSIDERATIONS

Financial considerations have been discussed in Report CLK 2016-062.

## STRATEGIC PLAN

Which pillars does this report support?

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

**PREPARED BY:**

**RECOMMENDED BY:**

*Karren Wallace, Clerk*

*Michael Givens, CAO*

**KARREN WALLACE  
CLERK**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**

**SCHEDULE "A" DRAFT 2017 COUNCIL MEETING SCHEDULE**

<b>MEETING</b>	<b>DATE</b>	<b>COMMENCING</b>
Council	Monday, January 9	2:00 p.m.
Council	Monday, January 23	7:00 p.m.
ROMA Conference – January 29 to 31		
Council	Monday, February 13	2:00 p.m.
Family Day – February 20		
Council	Monday, February 27	7:00 p.m.
OGRA Conference February 26 – March 1		
Council	Monday, March 13	2:00 p.m.
Council	Monday, March 27	7:00 p.m.
Council	Monday, April 10	2:00 p.m.
Easter Weekend April 14 to 17		
Council	Monday, April 24	7:00 p.m.
Council	Monday, May 8	2:00 p.m.
Victoria Day – May 22		
Council	Tuesday, May 23	7:00 p.m.
Council	Monday, June 5	2:00 p.m.
AMCTO Conference June 11 - 14		
Council	Monday, June 26	7:00 p.m.
Canada Day – office closed July 3		
Council	Monday, July 10	2:00 p.m.
Council	Monday, July 24	7:00 p.m.
Civic Holiday – August 7		
Council	Monday, August 14	2:00 p.m.
AMO Conference August 13 - 16		
Council	Monday, August 28	7:00 p.m.
Labour Day – September 4		
Council	Monday, September 11	2:00 p.m.
Council	Monday, September 25	7:00 p.m.
Thanksgiving - October 9		
Council	Tuesday, October 10	2:00 p.m.
Council	Monday, October 23	7:00 p.m.
Council	Monday, November 6	2:00 p.m.
Remembrance Day – office closed November 13		
Council	Monday, November 20	7:00 p.m.
Council	Monday, December 4	2:00 p.m.
Council	Monday, December 18	7:00 p.m.
Christmas Day – December 25		





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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: MICHAEL GIVENS, CAO**

**SUBJECT: REPORT CAO 2016-025 ONTARIO'S CHANGING WORKPLACES  
REVIEW**

#### **RECOMMENDATION**

**THAT** Report CAO 2016-025 being a report on Ontario's Changing Workplaces Review be received for information.

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

N/A

#### **BACKGROUND**

Ontario's Ministry of Labour is undertaking a review of labour and employment law to continue to protect workers while supporting business in today's modern economy.

The review includes a comprehensive examination of Ontario's Labour Relations Act (LRA), 1995 and the Employment Standards Act (ESA), 2000 and has included 12 days of public hearings with 200 organizations and consideration of over 300 written submissions including a submission from the Ontario Municipal Human Resource Association (OMHRA).

**Excerpt from Ontario Ministry of Labour Website-**

<https://www.labour.gov.on.ca/english/about/workplace/terms.php>

*The LRA is the primary statute regulating various aspects of labour relations for most workplaces (e.g., the collective bargaining process, certification and decertification of unions, etc.). The LRA has undergone major reforms (in addition to periodic amendments to various sections of the Act), including changes introduced in 1975, 1993, 1995 and 2005. However, some of the key features of this legislative framework have been in place since its introduction in 1950.*

*The ESA provides minimum standards for fair workplace practices in Ontario, setting out the rights and responsibilities of employees and employers (e.g., minimum wage, hours of work, job-protected leaves, etc.). The ESA underwent a comprehensive review in 2000-2001, resulting in the current Employment Standards Act, 2000. Some of the key changes to the Act included new rules for hours of work and personal emergency leave. Since then, reform over the past decade has been characterized by frequent, incremental changes, generally seen as expanding employee protections.*

Special Advisors to the Minister of Labour have produced an Interim Report. ([https://www.labour.gov.on.ca/english/about/cwr\\_interim/](https://www.labour.gov.on.ca/english/about/cwr_interim/)) The report itself is 304 pages and “is to advise Ontarians of the range of issues that have been identified and the options for change that we are being asked to consider.”

Although the scope of the review and the report is very broad the key focus area is “vulnerable workers in precarious jobs and the need for legislative amendments to address some of the issues facing these workers”. The report has identified approximately 50 issues and over 225 options for consideration.

The final report from the Special Advisors is to be submitted to the Ministry by February 28, 2017. Following the report and the consultation the Ministry of Labour will consider what changes may be needed to Ontario’s labour relations and employment standards to ensure that workers are protected and business is supported.

Changes may impact the Township as an employer, both financially and administratively. Staff will continue to monitor the review and keep Council apprised of any changes that will impact the Township.

<b>FINANCIAL CONSIDERATIONS</b>
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N/A

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

Yes

No

N/A

Which pillars does this report support?

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

The Township's Employment policies meet or exceed the current standards of the Employment Standards Act. The Township continues to benefit from a positive relationship with CUPE Local 255.11 as witnessed by the recent signing of a collective agreement for the period July 1, 2016 to June 30, 2019. The Township has taken a proactive approach by engaging a consultant to review Pay Equity/External Equity to ensure that the Township continues to provide equal pay for equal work and confirm that wage rates are competitive in the market.

**PREPARED BY:**

**RECOMMENDED BY:**

*Michael Givens*

*Michael Givens, CAO*

**MICHAEL GIVENS  
CAO**

**MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER**



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: MICHAEL GIVENS, CAO**

**SUBJECT: REPORT CAO 2016-026 GHENT PIT APPLICATION-AGGREGATE  
HAUL ROUTE AGREEMENT**

#### **RECOMMENDATION**

**THAT** Report CAO 2016-026 being a report on the Ghent Pit Application-Aggregate Haul Route Agreement be received for information;

**AND FURTHER THAT** the Council of the Township of Wellington North authorize the Mayor and CAO to enter into the Aggregate Haul Route Agreement as presented for the Ghent Pit.

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

- January 7, 2015 Correspondence from Ministry of Natural Resources and Forestry to the applicant-"no further concerns and withdraws its objections..."
- January 21, 2015 Correspondence from Saugeen Valley Conservation Authority to the applicant- "no objection to the proposed Application for Category 3 Pit Licence."
- January 26, 2015 Correspondence from the Applicant addressing the issues raised at the June 23, 2014 Public Meeting
- March 12, 2015 Correspondence from Gerald and Joanne Booi
- March 23, 2015 CAO 2015-07 Report to Council-Ghent Pit Application
- March 31, 2015 Correspondence from Linda Redmond (Senior Planner) to applicant
- June 2015 Paradigm - Ghent Pit Transportation Impact Study
- June 1, 2015 Correspondence from Randy Bye

- June 5, 2015 Correspondence from Township of Southgate CAO-Dave Milliner
- June 22, 2015 CAO 2015-17 Report to Council-Ghent Pit Application 2
- July 31, 2015 Correspondence from Triton Engineering-Peer Review of the Traffic Impact Study
- January 11, 2015 CAO 2016-001 Ghent Pit Application Road Upgrade Agreement
- September 12, 2016 Closed Session CAO 2016-018 Road Maintenance Agreements-Gravel Pit Negotiations

<b>BACKGROUND</b>
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On September 12, 2016 Council passed the below resolution-

***THAT*** Report CAO 2016-018 being a report on Road Use Agreements-Gravel Pit Negotiations be received;

***AND FURTHER THAT*** the Council of the Township of Wellington North acknowledges that aggregate license applicants are not required to enter into Road Maintenance Agreements with municipalities but may as an act of good faith;

***AND FURTHER THAT*** any negotiations shall be focused on Items for Consideration (list here);

- Reduction in speed limit on the haul route;
- 4-way stop intersection Conc 4N & S/R 2E;
- Increased signage;
- Tree/shrub planting;
- Elimination of weekend operations;
- A one time \$10,000.00 contribution to cover the preceding conditions;
- \$2500.00 per application on an annual basis for a five year term subject to renewal or revisions to the TOARC levy.

***AND FURTHER THAT*** the Township will engage their engineer to determine a fair manner to allocate any costs that form part of an agreement amongst all gravel pit owners on Concession 4N;

***BE IT RESOLVED THAT*** the Council of the Township of Wellington North direct the CAO, Mayor, Director of Public Works and County Planner(s) to facilitate a meeting with the applicants for the Ghent Pit (Bye) and the Stack Pit (Weber) to work towards a Road Maintenance Agreement.

With this direction from Council, Township staff has negotiated a revised Aggregate Haul Route Agreement with the operator. The revised agreement reflects a one-time lump sum payment plus an annual contribution that will be based on the actual tonnage extracted from the Ghent Pit. The agreement allows the Township discretion on how these funds are to be utilized in maintaining or upgrading the haul route. The agreement also acknowledges the TOARC licence levy is currently being reviewed and that significant changes to that levy would result in the need for the agreement to be revisited.

#### Highlights of the agreement-

- One-time \$10,000.00 contribution-“to be used as the Operator’s share of the haul road upgrades and maintenance activities.”
- \$0.06 per extracted tonne contributed annually in addition to current TOARC levy.
- Operator to install “Truck Entrance” signage on Concession 4N.
- Operator will comply with seasonal half load restrictions.

A copy of the agreement will be included in the agenda along with the proposed authorizing by-law.

Council will recall that the zoning by-law amendment that was passed on January 11, 2016 has been appealed to the OMB by the Citizens Coalition of Wellington North. The hearing surrounding the appeal is scheduled for January 24, 2016. The zoning by-law amendment (#002-16) contained a hold provision- *“The holding provision is in place until such time that the Pit Operator has entered into a satisfactory road use agreement with the municipality.”* Entering into the agreement would satisfy the provision. The Township Planner is consulting with the County solicitor on this matter, to ensure the hold is handled appropriately while the appeal remains outstanding.

### FINANCIAL CONSIDERATIONS

The financial terms of the agreement would result in the Township collecting a maximum of \$4,500 annually towards haul route upgrades and future maintenance during the life of the proposed gravel pit assuming the operator removes the maximum allowable (75,000 tonne) in addition to the lump sum amount of \$10,000.00.

### STRATEGIC PLAN

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

X Yes

No

N/A

Which pillars does this report support?

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

X Strategic Partnerships

Entering into an Aggregate Haul Route agreement with the pit operator (Ghent Pit) on Concession 4N to ensure appropriate maintenance and upgrade activities can be undertaken by the Township should be viewed as a strategic partnership. Entering in to such an agreement will set precedence for all future aggregate applications within Wellington North.

PREPARED BY:

RECOMMENDED BY:

*Michael Givens*

*Michael Givens, CAO*

MICHAEL GIVENS  
CAO

MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER



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**TO: MAYOR AND MEMBERS OF COUNCIL  
MEETING OF NOVEMBER 21, 2016**

**FROM: MICHAEL GIVENS, CAO**

**SUBJECT: REPORT CAO 2016-027 ENERGY CONSERVATION AND DEMAND  
MANAGEMENT PLAN UPDATE**

#### **RECOMMENDATION**

**THAT** Report CAO 2016-027 being an update on the Township's Energy Conservation and Demand Management Plan be received for information.

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

N/A

#### **BACKGROUND**

In 2009 the Ministry of Energy created O. Reg. 397/11, under the Green Energy Act, 2009. The regulation had two requirements that impacted broader public sector organizations.

1. Report to Ministry and publicly post organization's 2011 consumption data; and
2. Update annual energy consumption data and develop, post a 5-year energy conservation and demand management plan.

In July of 2014 Council endorsed the Energy Conservation and Demand Management Plan that was developed by Burman Energy in consultation with Township staff and Wellington North Power. The report identified a number of energy conservation measures that the Township could pursue to reduce energy consumption. The report is available on the Township website.

<http://wellington-north.com/content/government/departments/public-works/cdm-plan-township-of-wellington-north-final.pdf>



The below table summarizes the energy conservation projects that the Township has completed to since the 2014 report.

<b>TABLE 1</b>				
<b>Project Number</b>	<b>Description</b>	<b>Project cost</b>	<b>Incentive</b>	<b>Total assumed energy savings (kWh)</b>
161807	Variable Frequency Drive (VFD) Well #3 Mount Forest-Parkside	\$ 5,877	\$ 2,145	10,472
157526	VFD Well #4 Mount Forest-Birmingham	\$ 4,160	\$ 1,610	8,057
144714	VFD (2) Well #8A/8B Arthur-Jones Baseline	\$ 11,410	\$ 4,847	21,484
134837	VFD Well #6 Mount Forest-Perth	\$ 8,532	\$ 4,497	20,142
127120	VFD Well #5 Mount Forest-Sligo	\$ 9,621	\$ 4,497	20,142
<b>TOTALS</b>		<b>\$ 39,600</b>	<b>\$ 17,596</b>	<b>80,297</b>

From the above list of projects, it's clear that the Water and Sewer Department has taken the lead on conservation projects.

The Township tracks and reports annually to the Ministry of Energy through their on-line broader public sector reporting portal the energy consumption and greenhouse gas emissions for all Township operated facilities. This cumbersome activity is spearheaded by Laura Rooney and Michelle Stone. The report is made available to the public on the Township website.

[http://wellington-north.com/content/government/departments/public-works/township-of-wellington-north\\_20160127091445.pdf](http://wellington-north.com/content/government/departments/public-works/township-of-wellington-north_20160127091445.pdf)

### FINANCIAL CONSIDERATIONS

N/A

### STRATEGIC PLAN

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

Yes

No

N/A

Which pillars does this report support?

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

The Township has worked with Wellington North Power, Hydro One and local electricians to take advantage of retrofit incentives to complete energy conservation projects identified in the Township's plan.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Michael Givens*

*Michael Givens, CAO*

<b>MICHAEL GIVENS CAO</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
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# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 080-16

### BEING A PROCEDURE BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL AND ITS COMMITTEES.

**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, or a local board or a committee of either of them.
- 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 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 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.

## 5. **DUTIES OF THE CHAIR**

### 5.1 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.

5.2 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**

5.3 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

5.4 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**

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

### **Points of Order and Privilege**

- 5.6 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.
- 5.7 Council, if appealed to, shall decide the issue by a show of hands without debate and its decision shall be final.

## **6. MEETING PROCEDURES**

### **Quorum**

- 6.1 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.
- 6.2 The Clerk shall record the names of the members present at the time of adjournment.

### **Open and closed meetings**

- 6.3 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.
- 6.4 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 council, board, committee or other body is authorized or required to exclude the public from a meeting under another Act;
  - h) or for the purpose of educating or training the members of council, board, or committee; and further at the education or training meeting, no member discusses or otherwise deals with

any matter in a way that materially advances the business or decision-making of the council, board, or committee.

- 6.5 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.
- 6.6 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.
- 6.7 A resolution shall be passed in open session stating the general nature of the matter to be considered at the closed session.
- 6.8 A resolution shall be passed to adjourn the closed session.
- 6.9 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.
- 6.10 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.
- 6.11 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**

- 6.12 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.
- 6.13 All motions shall be moved and seconded before being debated and called for the vote by the Chair.
- 6.14 Directions to staff do not require a motion.
- 6.15 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.
- 6.16 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.
- 6.17 Once a motion is on the floor, it may not be withdrawn prior to voting without the consent of the majority of the members.
- 6.18 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.
- 6.19 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**

- 6.20 A member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda for discussion. There shall be no debate or discussion on the motion until it appears on an agenda.
- 6.21 At the next 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**

- 6.22 A motion may be reconsidered at the same meeting at which it is passed, provided there is unanimous agreement from the members to reconsider.
- 6.23 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**

- 6.24 On an unrecorded vote, a show of hands shall determine the decision of council.
- 6.25 Every member present at a meeting when the vote is called shall vote unless prohibited by interest or otherwise.
- 6.26 If member refuses to vote, where not prohibited by interest or otherwise, that member shall be considered to have voted no.
- 6.27 Any question in which there is a tie vote shall be deemed to be defeated.
- 6.28 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.
- 6.29 When a member is speaking, no other member shall interrupt him or her except to raise a point of order.
- 6.30 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.
- 6.31 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**

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

6.33 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.

## **7. VIDEO AND AUDIO RECORDING**

7.1 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.

## **8. PROCEDURES FOR AGENDAS, MINUTES, AND SUPPORTING MATERIAL**

8.1 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) O Canada
- f) Awards/Recognition
- g) Presentations
- h) Public meeting under the Planning Act
- i) Passing of by-laws arising from a Public Meeting
- j) Resume Regular meeting of Council
- k) Adoption of minutes of Council and Public Meeting(s)
- l) Business arising from previous meetings of Council
- m) Deputations
- n) Items for consideration:
  - Minutes
    - Council meeting minutes(s)
    - 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
- o) Identification of agenda items requiring separate discussion
- p) Adoption of agenda items not requiring separate discussion
- q) Consideration of agenda items identified for separate discussion
- r) Notice of Motion
- s) Community Group Meeting Program report by Councillors
- t) By-laws
- u) Cultural Moment (first meeting of the month)
- v) Confirmatory by-law
- w) Adjournment

8.2 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.

8.3 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 meeting, unless extenuating circumstances arise.

- 8.4 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 council meeting, unless extenuating circumstances arise.
- 8.5 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**

- 8.6 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.
- 8.7 An individual or group must confirm their attendance to the Clerk by 12:00 noon the Wednesday preceding the council meeting at which the award or recognition is scheduled to be made.

#### **Presentations**

- 8.8 Individuals or groups who have been invited by council or staff to present shall submit their presentation materials to the Clerk no later than 12.00 noon the Wednesday preceding a council meeting for inclusion on the agenda.
- 8.9 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.
- 8.10 The number of presentations will be limited to two (2) at any meeting.

#### **Deputations**

- 8.11 Every individual or group who wishes to make a deputation to council shall submit a legible signed deputation request form with supporting material to the Clerk by 12:00 noon on the Tuesday preceding the council meeting. The delegation request form and supporting material will be circulated with the council agenda.
- 8.12 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.
- 8.13 The number of deputations shall be limited to three (3) at any meeting.
- 8.14 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.
- 8.15 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.
- 8.16 No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or council and committee.
- 8.17 Members and staff shall only ask questions seeking information or clarification from the delegation with all questions addressed through the Chair.
- 8.18 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.
- 8.19 Where Council is of the opinion that a report from staff is not necessary and there are no financial implications involved with the deputant's request, Council may move a motion to support the deputation's request.

### **Minutes**

- 8.20 The Clerk may make minor deletions, additions or other changes to minutes before they are signed.
- 8.21 Minutes of meetings shall be taken and shall without note or comment include:
- 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**

- 8.22 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.
- 8.23 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.
- 8.24 The Chair will read only the title of the by-law, unless a member requests a full reading of a specific by-law.
- 8.25 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.
- 8.26 The Clerk may make minor deletions, additions or other changes to any by-law before it is signed and sealed.
- 8.27 A by-law shall be passed to confirm all actions taken by council at a meeting.

## **9. MEETING LOCATION DATES AND TIMES**

### **Change of Date, Location or Time**

- 9.1 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**

- 9.2 All meetings of council shall be held in the Council Chambers at the Township Municipal Office, located at 7490 Sideroad 7 West, Kenilworth.
- 9.3 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.
- 9.4 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.
- 9.5 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**

- 9.6 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.
- 9.7 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**

- 9.8 In December of each year, the schedule of regular council meetings shall be posted on the municipal website following adoption by council.
- 9.9 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 the meeting date.
- 9.10 Notice of a closed session shall be published in the regular council agenda.
- 9.11 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.



9.12 If a meeting is held as a result of a declared emergency, the notice provisions may be suspended.

10. **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.

11. **SPECIAL MEETINGS OF COUNCIL**

11.1 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.

11.2 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.

11.3 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.

11.4 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.

12. **SUSPENSION OF RULES**

12.1 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.

13. **REVIEW OF BY-LAW**

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

14. **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.

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

15.1 By-law Number 63-14 and any by-laws inconsistent with this by-law are hereby repealed.

**READ A FIRST AND SECOND TIME THIS 21ST DAY OF NOVEMBER 2016**

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

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

**READ A THIRD TIME THIS  
AND FINALLY PASSED**

**DAY OF DECEMBER, 2016**

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

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

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

**BY-LAW NUMBER 085-16**

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP  
OF WELLINGTON NORTH TO CONSTITUTE AND APPOINT  
MEMBERS TO THE TOWNSHIP OF WELLINGTON NORTH  
COURT OF REVISION FOR DRAIN 65 (LENNOX)**

**WHEREAS** Section 97 (1) of the *Drainage Act*, as amended, provides that a court of revision shall consist of three or five members appointed by the council of the initiating municipality.

**AND WHEREAS** the Council of the Corporation of the Township of Wellington North deems it advisable to confirm the following Court of Revision Appointments.

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

**1. ADMINISTRATION**

That the Council of the Corporation of the Township of Wellington North do hereby appoint  
CHAIR,  
Councillor and  
Councillor

to the Court of Revision for the Corporation of the Township of Wellington North for Drain 64 Project.

**2. ROLE OF COURT OF REVISION**

The Court of Revision hears appeals on assessments being the portion of the cost of a proposed drainage work to be collected from the landowner.

**3. CONFLICTING LEGISLATION**

If this By-Law conflicts with the provisions of any Act, other than the *Municipal Act, 2001*, as amended, the provisions of the *Municipal Act* shall prevail to the extent of the conflict.

#### **4. VALIDITY AND SEVERABILITY**

- 4.1 It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of the By-Law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this By-Law are separate and independent there from and enacted as such as a whole. Same shall not affect the validity or enforceability of any other provisions of this By-law or of the By-law as a whole.
- 4.2 Whenever any reference is made in this By-Law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

#### **5. FORCE AND EFFECT**

This By-law shall take effect and become in full force and effect upon its passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 21ST DAY OF NOVEMBER, 2016.**

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**STEVE MCCABE, ACTING MAYOR**

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**KARREN WALLACE, CLERK**

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

**BY-LAW NUMBER 086-16**

**BEING A BY-LAW TO PRESCRIBE STANDARDS FOR THE  
MAINTENANCE AND OCCUPANCY OF PROPERTY**

**WHEREAS** Section 15.1 (3) of the Building Code Act, 1992, as amended (hereinafter called the “Act”) provides that where an official plan that includes provisions relating to property conditions is in effect in a municipality, the council of the municipality may pass by-laws prescribing standards for the maintenance and occupancy of property within the municipality and this condition is satisfied in the Township of Wellington North.

**NOW THEREFORE** the council of The Corporation of the Township of Wellington North (hereinafter called the “township”) enacts as follows:

**PART I - GENERAL PROVISIONS**

**1. DEFINITIONS**

1.1 For the purpose of this by-law:

**Accessory Building** – A detached subordinate building not used for human habitation, located on the same property as the main building;

**Building** – Means any structure temporary or permanent, which is used or intended to be used for the shelter, accommodation or enclosure of persons, animals or chattels, but does not include a lawful boundary wall or fence;

**Committee** – Means a Property Standards Committee established under Section 15.6 of the Act;

**Derelict Motor Vehicle** - Means a vehicle having missing bodywork components or parts, including tires or damaged components, parts, bodywork, glass or deteriorated or removed adjuncts, which prevents its mechanical function, and includes a motor vehicle that is not licensed for the current year;

**Exterior Property Area** – Means the property excluding buildings;

**Maintenance** – The preservation and keeping in good repair of a property or building;

**Officer** – Means a Property Standards Officer who has been assigned the responsibility of administering and enforcing this by-law;

**Occupant** – Means any person or persons over the age of 18 years in possession of the property;

**Owner** – includes:

- a) The person for the time being managing or receiving the rent of the land or premises in connection with which the word is used, whether on the person's own account or as agent or trustee of any other person, or who would receive the rent if the land and premises were let, and;
- b) A lessee or occupant of the property who, under the terms of a lease, is required to repair and maintain the property in accordance with the standards for the maintenance and occupancy of property;

**Property** – A building or structure or part of a building or structure, and includes that lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings fences and erections thereon whether heretofore or hereafter erected, and includes vacant property.

**Person** – Means an individual, association, firm, partnership, incorporated company, corporation, agent or trustee, and the heirs, executor or other legal representative of a person to whom the context applies according to law;

**Refuse** – Means any article or thing that:

- a) Has been cast aside, discarded or abandoned, whether of any value or not;
- b) Has been used up, in whole or in part, whether of any value or not;  
or
- c) Has been expended or worn out, in whole or in part, whether of any value or not;

**Repair** – Includes the provision of facilities, the making of additions or alterations or the taking of any other action that may be required to ensure that a property conforms with the standards established in a by-law passed under this section.

**Sewage** – Any liquid waste containing animal, vegetable or mineral matter in suspension or solution but does not include roof water or runoff.

**Sewage System** – The municipal sanitary sewage system or private sewage system approved under the applicable laws.

**Structure** – Means anything constructed either permanent or temporary, the use of which requires location on or an attachment to something having location on the ground.

**Standards** – Means the standards of the physical condition and of occupancy prescribed for property by this by-law;

**Waste** – Means garbage, special collection materials, recyclable materials, organic materials, yard waste;

**Weeds** – Means all noxious and local weeds designated as such under the *Weed Control Act* R.S.O. 1990, C.W.5.

**Yard** – Means a space appurtenant/adjacent to a building, structure or excavation, located on the same lot as the building, structure or excavation, and which space is open, uncovered and unoccupied from the ground to the sky and includes vacant land.

## 2. SCOPE

- 2.1 The standards for maintenance and occupancy of property set out in this by-law are hereby adopted as the minimum standards for all properties in the township.
- 2.2 No person shall use, occupy or allow, permit, rent or let acquiesce in the use or occupation of the property unless such property conforms to the standards prescribed in this by-law.
- 2.3 This by-law does not apply so as to prevent the carrying out of normal farm practices in conjunction with an agricultural operation as defined under the Farming and Food Production Act 1998, S.O. 1998 c1, wherever such a use is permitted by a by-law passed under Section 34 of the Planning Act, RSO

## PART II - GENERAL STANDARDS FOR ALL PROPERTIES

### 3. WORK

- 3.1 All construction, repairs, and maintenance of property required to comply with this by-law shall be carried out using suitable and sufficient materials and in a good and workmanlike manner.
- 3.2 All new construction or repairs shall conform to the Ontario Building Code, Ontario Fire Code and the Fire Prevention and Protection Act where applicable, and it shall be carried out in accordance with all other applicable law as defined in the Ontario Building Code Act.

#### 4. **GARBAGE**

- 4.1 Every dwelling shall be equipped with sufficient receptacles to contain all garbage, rubbish and ashes in a sanitary manner.
- 4.2 All garbage, refuse and ashes on a property shall be disposed of regularly in a manner which complies with the laws of Ontario and the County of Wellington and their agencies.

#### 5. **PROPERTY**

- 5.1 Every property shall be kept free and clean from:
  - a) rubbish, debris and junk, and also from any objects or conditions that create or may create a health, fire or accident hazard;
  - b) collections or accumulations of used appliances, scrap metals, scrap building materials, salvage items and materials, used tires, used receptacles and containers, non-operational equipment and machinery, unless such collection or accumulation is an integral part of a business, industrial or agricultural operation, or a bona fide and necessary accessory function of a business, industrial or agricultural operation, legally carried on upon the property within the laws of Ontario and Canada and the Township of Wellington North.
  - c) from excessive growth of weeds and grasses.
  - d) any derelict, wrecked, discarded, dismantled, partly dismantled or abandoned vehicle, boat or trailer, or any part of a vehicle, boat or trailer. This shall not prevent the occupant of any premises from repairing a vehicle, boat or trailer for his own use and not for commercial purposes while such repair is actively and expeditiously carried on.



- 5.2 Steps, walks, driveways, parking spaces and similar areas of a yard shall be maintained so as to afford safe passage under normal use and weather conditions.

## 6. ACCESSORY BUILDINGS AND OTHER STRUCTURES

- 6.1 Accessory buildings and other structures shall be kept in good repair and free from health, fire or accident hazard.

## 7. DRAINAGE AND SEWAGE

- 7.1 Sewage or organic waste shall be discharged into a sewage system where such a system exists; where a sewage system does not exist, sewage or organic waste shall be disposed of in a manner which complies with the applicable laws.

- 7.2 Storm water shall be drained from property so as to prevent excessive pounding or the entrance of water into a basement or cellar.

- 7.3 Catch-basins and swales shall be installed and maintained where necessary to facilitate drainage and so as not to impede natural flow of water.

## 8. FOUNDATIONS

- 8.1 The foundation, walls and basement, cellar or crawl space floors of property shall be maintained in good repair, structurally sound and waterproof.

## 9. STRUCTURAL CAPABILITY

- 9.1 Every building and every structural member of a building shall be maintained in a structurally sound condition so as to be capable of sustaining safely its own weight and any additional weight that may be put on it through normal use. Material which has been damaged or shows evidence of rot or other deterioration shall be repaired or replaced.

- 9.2 Every exterior wall, roof, porch, chimney or appurtenance of a building shall be maintained in a manner so as to prevent collapse of the same or injury to the occupants of the building or to the public.

- 9.3 Where eaves troughing or roof gutters are provided they shall be maintained in good repair, free from obstructions and properly secured to the building.

- 9.4 Every outside stair, porch, balcony or landing actually in use or available for use shall be maintained in good repair so as to be free of holes, cracks, or other defects which may constitute possible accident hazards.
- 9.5 Every outside guard and handrail shall be maintained in good repair.
- 9.6 Windows, roofs, exterior doors and basement or cellar hatchways shall be maintained in good repair so as to prevent the entrance of wind and rain into a dwelling.
- 9.7 The exterior walls of a building and their components shall be maintained so as to prevent their deterioration due to weather and shall be so maintained by the restoring or repairing of the walls.
- 9.8 Every fire escape used as a secondary means of egress shall be in good repair and free from obstructions.
- 10. VACANT OR FIRE DAMAGED LANDS AND BUILDINGS**
- 10.1 Every vacant or fire damaged building shall have all water, electrical and gas services turned off except for those services that are required for the security and maintenance of the property.
- 10.2 Every fire damaged building shall be demolished or restored so that the building is structurally sound.
- 10.3 Every opening in a fire damaged building shall be boarded up to prevent unauthorized entry into the building until the necessary work is completed.

### **PART III - ADMINISTRATION AND ENFORCEMENT**

#### **11. PROPERTY STANDARDS OFFICERS**

- 11.1 The Council of the Township may appoint a Property Standards Officer(s) to be responsible for the administration and enforcement of this by-law
- 11.2 Property standards officers shall have the powers and the responsibilities set out in Sections 15.1 to 15.8 of the Act.

## 12. **PROPERTY STANDARDS COMMITTEE**

- 12.1 A committee is hereby established pursuant to Section 15.6(1) of the Act to be known as the property standards committee.
- 12.2 The property standards committee shall be composed of five ratepayers of the township to be appointed by by-law for a term of three years, or such longer period of time until replaced by other members by by-law.
- 12.3 The members of the committee shall elect a chair from among themselves and when the chair is absent through illness or otherwise, the committee may appoint another member as acting chair.
- 12.4 The majority of the members constitutes a quorum for transacting the committee's business under the Act.
- 12.5 Subject to compliance with Section 15.6(9) of the Act, the committee may adopt its own rules of procedure and any member may administer oaths.

## 13. **COMPLAINTS**

- 13.1 Every complaint regarding standards for the maintenance and occupancy of a property shall be in a form specified by the Chief Building Official (attached as Schedule 'A')

## 14. **VALIDITY**

- 14.1 Where a provision of this by-law conflicts with a provision of another by-law, regulation or legislation in force in the township, the provisions that establish the higher standards prevail.
- 14.2 If any provision of this by-law is declared invalid for any reason, the remaining provisions shall remain in effect.
- 14.3 This by-law shall apply to all property within the limits of the township.
- 14.4 The headings and part numbers in this by-law are included for ease of reference only and shall be deemed not to form substantive provisions of the by-law.

15. **PENALTY**

- 15.1 An owner who fails to comply with an order that is final and binding is guilty of an offence and is liable to a penalty or penalties as set out in Section 36 of the Building Code Act, S.O. 1992, c.23

16. **SHORT TITLE**

- 15.1 This by-law may be cited as the "Property Standards By-Law".

16. **REPEAL**

- 16.1 By-law Number 34-99 is hereby repealed

17. **ENACTMENT**

- 17.1 This by-law shall come into force and take effect immediately upon the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 21<sup>st</sup> DAY OF NOVEMBER, 2016.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

**SCHEDULE 'A'**  
**TO BY-LAW NUMBER 086-16**

**COMPLAINT FORM RE: STANDARDS OF THE MAINTENANCE  
AND OCCUPANCY OF A PROPERTY**

I, \_\_\_\_\_ hereby register a complaint  
against the property at: \_\_\_\_\_

**Nature of Complaint:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_  
(please print)

**Signature:** \_\_\_\_\_

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

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

**Phone No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I wish to keep my complaint confidential; however I understand that if this complaint leads to an appeal of an order that I may be called before the Property Standards Committee as a witness.

I do not wish to keep my complaint confidential. I understand that if this complaint leads to an appeal of an order that I may be called before the Property Standards Committee as a witness.

**NOTE:** Personal Information on this form is being collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. c.F.31, s. 39 (2). Questions about the collection of personal information may be directed to the Clerk, Township of Wellington North, 519-848-3620 ext27.

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

**BY-LAW NUMBER 087-16**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01 BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH (Part Lot 1, Concession 7, Geographic Township of West Luther, 8949 Wellington Road 14 – Christopher and Dana Samuel)**

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

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

1. THAT Schedule “A” Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part Lot 1, Concession 7 in the geographic Township of West Luther as shown on Schedule “A” attached to and forming part of this By-law from:
  - **Agricultural (A) to “Agricultural Exception (A-186)**
  - **Agricultural (A) to “Agricultural Exception (A-187)**
2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

<b>33.186</b> Part Lot 1, Conc 7 (West Luther)	<b>A-186</b>	<b>Notwithstanding any other section of this by-law to the contrary, a residential dwelling shall be prohibited in this zone. Other agricultural uses, that are not accessory to a dwelling, are permitted.</b>
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**By-law Number 087-16**  
**Page 2 of 2**

3. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

<p><b>33.187</b>  Part Lot 1,  Conc 7  (West  Luther)</p>	<p><b>A-187</b></p>	<p><b>Notwithstanding Section 6.1.4 or any other section of this by-law, the shed and garage existing on the day of passing of this by-law may have a maximum combined floor area of 222.55 m<sup>2</sup> (2,395 sq.ft) Subject to the following conditions:</b></p> <p style="padding-left: 40px;"> <b>a) enlargement of this shed and garage is not permitted.</b>  <b>b) additional accessory structures are not permitted including a hobby barn or building under the home industry provisions.</b>  <b>c) removal of the existing shed and garage shall void this provision.</b> </p>
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4. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
5. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 21ST DAY OF NOVEMBER, 2016.**

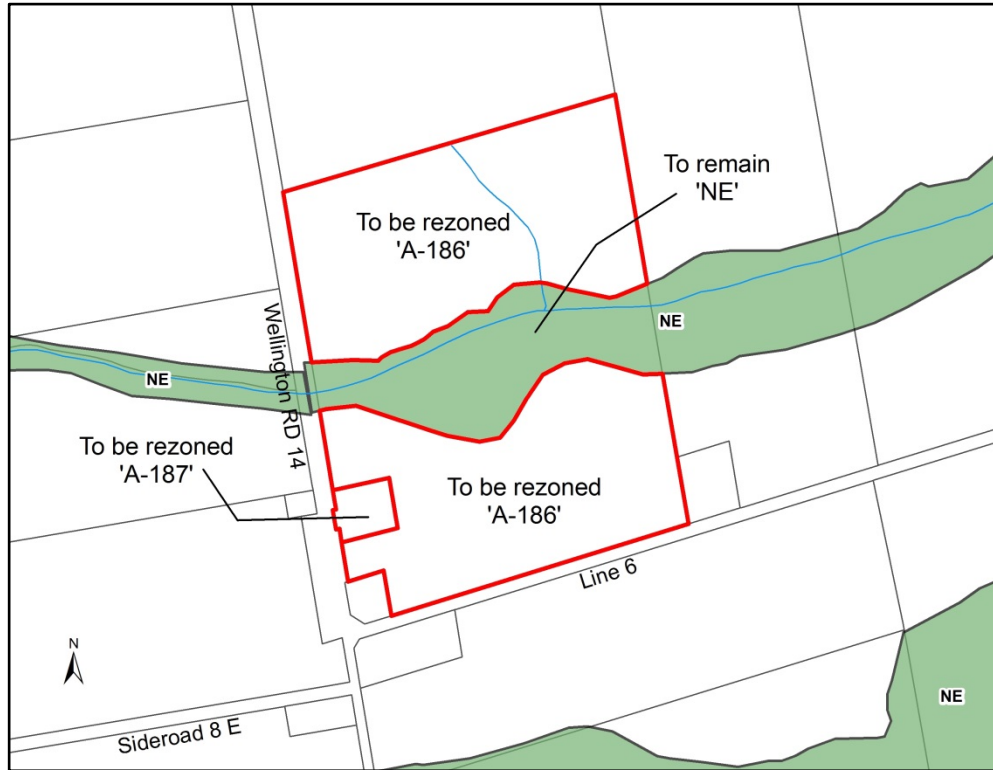
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**ANDREW LENNOX, MAYOR**

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

**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 087-16**

**Schedule "A"**



**Rezoned from Agricultural (A) to Agricultural Exceptions (A-186 and A-187)**

**Passed this 21st day of November, 2016**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**



**EXPLANATORY NOTE****BY-LAW NUMBER 087-16**

**THE LOCATION** being rezoned is Part Lot 1, Concession 7, Geographic Township of West Luther, with a municipal address of 8949 Wellington Road 14. The lands subject to the amendment are 35 hectares (86 acres) in size and are currently zoned Agriculture.

**THE PURPOSE AND EFFECT** of the amendment is to rezone the subject lands to restrict future residential development. The amendment will also allow existing accessory structures on the residential portion of the property, which exceed maximum allowable lot coverage. This rezoning is a condition of severance application B62/16, that was granted provisional approval by the Wellington County Land Division Committee in October. The consent will sever the existing dwelling (0.8 ha) from the agricultural parcel (35 ha) under the surplus farm dwelling policies.

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

**BY-LAW NUMBER 088-16**

**BEING A BY-LAW TO AMEND BY-LAW 37-10 BEING A BY-LAW  
TO PROVIDE FOR THE APPROVAL OF A MUNICIPAL  
EMERGENCY RESPONSE PLAN**

**WHEREAS** the Township of Wellington North passed by-law 37-10 being a by-law to provide for the approval of a Municipal Emergency Response Plan;

**AND WHEREAS**, Section 3 (6) of the Emergency Management and Civil Protection Act, R.S.O. 1990 as amended states that “every municipality shall review and, if necessary, revise its emergency plan every year”;

**AND WHEREAS**, the Emergency Response Plan has been reviewed and it has been deemed necessary to revise certain sections of the plan in accordance with the Emergency Management and Civil Protection Act;

**NOW THEREFORE** the council of The Corporation of the Township of Wellington North (hereinafter called the “township”) enacts as follows:

1. THAT the Amendment No. 3 to the Emergency Response Plan as set out in Schedule “A” attached, is hereby adopted.
2. THAT this by-law shall come into force and effect on the day of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 21<sup>st</sup> DAY OF NOVEMBER, 2016.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

## SCHEDULE 'A' TO BY-LAW NUMBER 088-16

### Amendment No. 3 to the Emergency Response Plan for Wellington County and Member Municipalities

1. Change definition for Hazard in Section 1.1 the Emergency Response Plan from
 

“an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, and damage to the environment, interruption of business or other types of harm or loss “

to

“A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these (Glossary of Terms, 2011)”
2. Under Section 1.1 Hazards bullet seven Water Emergencies add the following paragraph to identify the risks associated with defined Source Water Protection Areas:
 

“Water Emergencies include risks from spills and other contaminants entering vulnerable areas of municipal drinking water supplies including Well Head Protection Areas (WHPAs), Surface Water Intake Protection Zones (IPZs) and Issues Contributing Areas (ICAs).
3. Section 1.1 sixth bullet “Energy emergencies” is changed to from:
 

“such as electricity, natural gas, oil and fuel”

to:

“energy emergencies such as electricity, natural gas, oil and fuel”.
4. The end of Section 2 - Aim is amended by adding the words “future resiliency and reduce the vulnerabilities” and will now read
 

“The aim of this Plan is to make provisions for the extraordinary actions and measures that may have to be taken to efficiently and effectively

deploy resources, equipment and services necessary to address an emergency situation or event in order to safe guard the health, safety and welfare of residents, particularly those considered most vulnerable; to safe guard critical infrastructure; to protect the environment; and to ensure future economic vitality, future resiliency and reduce the vulnerabilities.

5. Section 4.3 is re-titled from “Declaring Emergencies” to “Declaring Municipal Emergencies”.
6. In Section 5 – Requests for Assistance, add a new subsection 5.5 to include the 211 Notification and Communication Protocols for assistance as follows:

#### 5.5 211 Notification and Communication Protocols

2-1-1 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211’s Information & Referral professionals are available 24/7/365 to provide live answer information about Ontario’s community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. Road closures, the location of evacuation centres, services, safety precautions etc.) 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 providers welcome opportunities to participate in municipal emergency exercises and training.

211 also maintains an extensive database of community, social, health and government services at [www.211ontario.ca](http://www.211ontario.ca).

##### 5.5.1 Responsibilities:

- i) Municipality, city, town or county:
  - Prior to an emergency event which may be declared or undeclared by the Head of Council, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211. [Form provided.]
  - Notify 211 when an event has occurred by dialing 211 or one of the contact numbers provided by the 211 contact centre in your region. [211 contact list provided.]

- Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.
  - Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.
  - Inform 211 when the emergency event ends.
- ii) 211 (service in Ontario):
- The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when etc. and the name and contact information of the person providing the information.
  - Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed.
  - Track the nature of calls received and convey relevant information to the EIO, CEMC or designated person.
  - Prepare an After Action Report and submit it to the municipality.
7. Under Section 6.1.3 Fire Chief or Alternate delete item x), replace it with the following and renumber remaining items in Section 6.1.3 accordingly:
- x) “Liaise with Ministry of the Environment and Climate Change and in particular the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown on Schedules A through G of this plan, ensure that the municipal staff responsible for drinking water supply are notified;
- xi) Liaise with the Fire Marshall’s Office and other related fire department response partners;”
8. In Section 6.1.10 Administration and Finance section change references for ODRAP to Provincial Disaster Recovery Programs. In addition, all other references to ODRAP in the Emergency Response Plan will be changed accordingly.
9. Add a new subsection 6.2.15.5 Conservation Authorities Source Water Protection Plans as follows:

#### 6.2.15.5 Conservation Authorities Source Water Protection Plans

Under the Clean Water Act, 2006, Source Water Protection Plans were developed by multi-stakeholder committees with the support from local source protection authorities. Many of the Source Water Protection Plans include policies that recommend municipalities update their Emergency Response Plans to identify vulnerable areas of municipal drinking water supplies, the risks posed to these areas by spills or unauthorized discharges, and ensure that policies and procedures are in place to be able to respond to emergencies to these vulnerable areas.

The County of Wellington's Official Plan has been updated to include policies for the protection of vulnerable drinking water resources at-source from land use activities which may pose a drinking water threat to municipal water supplies. Development within these areas will be reviewed and assessed to ensure they do not pose a risk or threat to drinking water supplies or alternatively are properly mitigated to reduce any threat or risk to drinking water. These activities are defined by the Clean Water Act, 2006 and Prescribed by Ontario Regulation 287/07.

The location of these vulnerable areas as shown on Schedule A through G of the Emergency Response Plan include areas within 100 metres of a source, 2 year and 5 year travel times. Alternatively the County of Wellington's Explore Wellington mapping contains additional information for twenty-five year time of travel. The Common Operating Picture also contains locations of the vulnerable areas and the travel times accordingly.

The training programmes for all municipalities in Wellington will be updated and reviewed annually with each municipal Emergency Management Program Committee to ensure first responders and municipal staffs responsible for emergency management receive appropriate awareness training of drinking water source protection and local Source Protection Plans policies. The training may also be provided to appropriate responding emergency management partners.

##### 6.2.15.5.1 Risk Management Official (RMO) and/or alternate

If a municipality is concerned that a vulnerable municipal drinking water supply may have been affected by a spill or contaminated, the municipal Fire Department, Water Department and or Public Works Department staff may request the assistance of the RMO to assist with assessing potential impacts to the sources of municipal drinking water, and further, if a municipal response is required to a spill or contamination of drinking water

supplies, the RMO may be requested to attend the EOC to provide advice and information.

Under their requirements for DWQMS, Municipal Water and Waste Water agencies/departments have developed policies to respond to emergency situations. The Water and Waste Water municipal departments in the County of Wellington have created an ad hoc Interoperability Committee who meets on a regular basis to develop consistence procedures for responding to unprecedented water and waste water situations and to assist each other in such situations.

10. Section 8 is amended by adding the words “and relevant” after “in order to ensure timely” in the first paragraph so it will now read as follows:

“A vital and integral part of any emergency management operation is communication, particularly, between the Emergency Operation Centre and Incident Command. This essential communication requires a reliable and secure means of relaying information between the two emergency command locations, in order to ensure timely and relevant information for the benefit of the decision-making process”.

11. Section 8.2.2.1 Emergency Information Officer is amending by adding “Communications Coordinator for the Township of Centre Wellington” after Communications Manager for the County of Wellington in the first sentence so that the it now reads as follows:

“The Emergency Information Officer(s) (EIO) are the Wellington OPP Media officers, Communications Manager for the County of Wellington, Communications Coordinator for the Township of Centre Wellington or designated alternate(s). During the activation of this plan, the EIO will report to the Head of Council and CAO or Chief of Operations. The EIO has the following responsibilities.”

12. Section 8.2.3.2 Joint Emergency Information Centre will be changed by deleting the second sentence and replacing with “The joint Information Centre would act as the main source of local emergency information” so that it now reads as follows:

During certain types of emergencies, such as large scale, widespread emergencies, it may be beneficial to establish a joint emergency information centre comprised of representatives from all agencies/organizations that may be involved in the emergency response. The Joint Information Centre would act as the main source of local emergency information. All groups participating in the Joint Information

Centre assign resources and staff to the JIC to work as a team. The assignment of staff to a Joint Information Centre can be done in advance of the emergency. Examples of emergencies that may benefit from a Joint Information Centre include a Health Emergency such as a pandemic, a Foreign Animal Disease Outbreak, or widespread natural disaster.

13. That section 11.4 Financial Sub-Committee item v) is amended by changing the word “building” at the end of the sentence to “funding”.
14. Section 11.4 ii) will be deleted in its entirety and the remaining items in Section 11.4 will be renumbered accordingly.
15. Section 11.4.1 will be deleted in its entirety and replaced with the following to reflect the new Provincial Disaster Recovery Programs.

#### 15.11.4.1 Provincial Disaster Recovery Programs

The Province of Ontario administers two Disaster Recovery Programs. The Programs are known as the Disaster Recovery Assistance for Ontarians and the Municipal Disaster Recovery Assistance. The following is a brief description of the two programs and how they are administered through the Province. Detailed information about program eligibility, eligible expenses and program application guidelines are available on the Ministry of Municipal Affairs website.

##### i) Disaster Recovery for Ontarians Program

The DISASTER RECOVERY ASSISTANCE FOR ONTARIANS Program is open to homeowners (primary residence only) and residential tenants, small owner-operated businesses, small owner-operated farms, and not-for-profit organizations. The program is administered by the Province may be activated by the Minister of Municipal Affairs after a sudden, unexpected natural disaster such as a flood or tornado. A municipality does not have to declare an emergency in order for the program to be activated but should advise the Ministry of the situation.

Disaster Recovery Assistance for Ontarians provides assistance for emergency expenses and costs to repair or replace essential property; however, it is not a replacement for insurance. Insurers must be contacted first and



documentation must be provided detailing the amount and reason any portion of the damage or loss is not covered under insurance. Eligible expenses are separated into three main categories: Emergency Evacuation/Relocation and Living Expenses; Emergency Measures, Cleanup, Disinfection and Disposal Expenses; Repair and Replacement Expenses.

Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations may apply directly to the Province within 120 calendar days after the Ministry announces the program has been activated. Following activation of the program, application forms will be made available on the Ministry of Municipal Affairs website or will be made available at municipal offices and other locations in communities affected by a natural disaster.

ii) Municipal Disaster Recovery Assistance

Municipal Disaster Recovery Assistance Program helps municipalities that have incurred significant extraordinary costs because of a sudden, unexpected and extraordinary natural disaster. Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services. Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred. Mitigating risks and preparing for disasters are first and foremost local responsibilities, and Municipalities are expected to take reasonable precautions to ensure the health and safety of residents and for managing risks. The purpose of this program is to alleviate financial hardship when costs are so extensive that they exceed the capacity of the affected municipality to manage. Municipalities are responsible for covering the upfront costs associated with the natural disasters and should have a plan in place to cover up to three percent of Own Purpose Taxation.

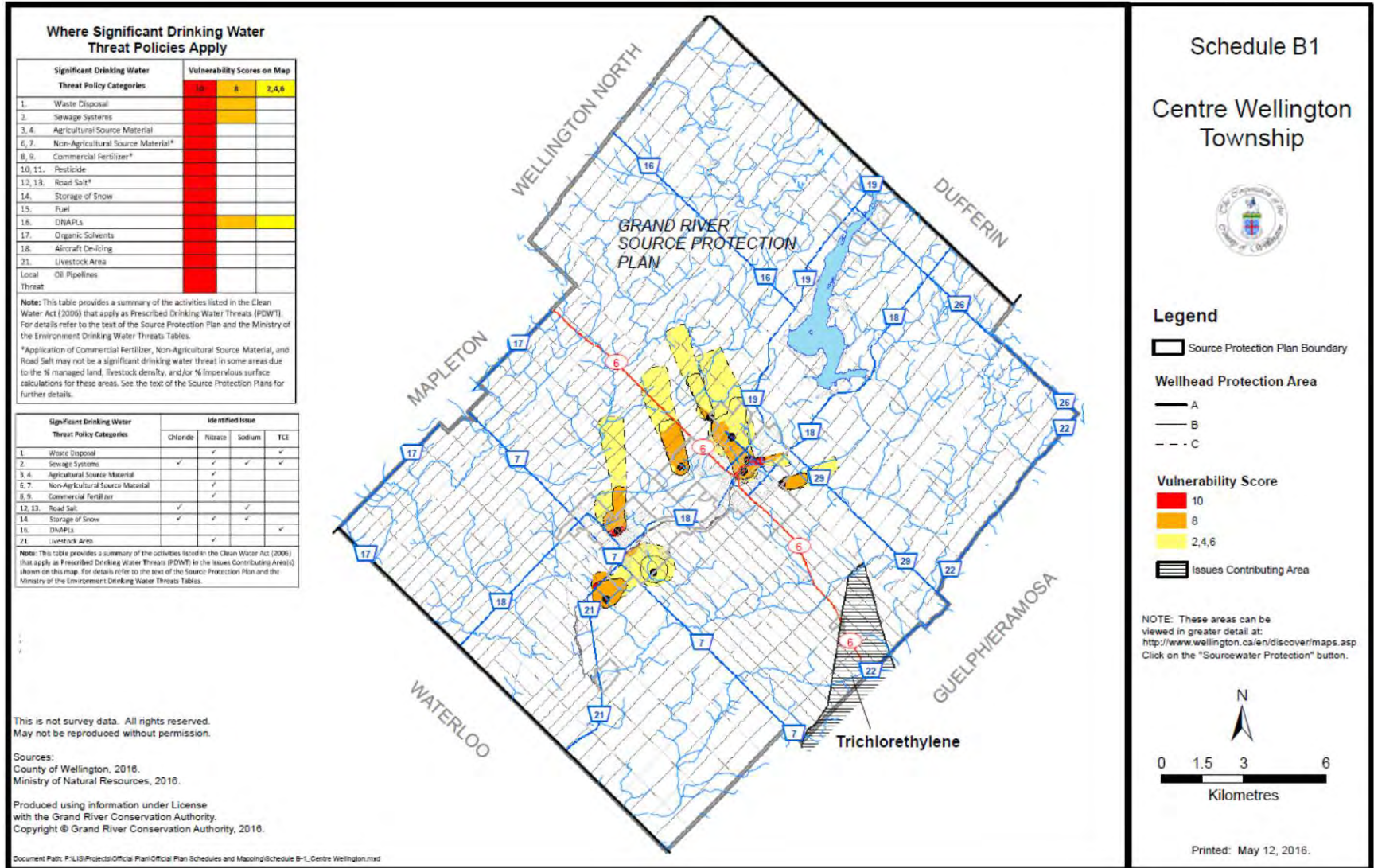
Incremental costs associated with the event must be demonstrably linked to the disaster and eligible costs incurred must be at least equal to three per cent of a municipality's Own Purpose Taxation levy. To apply to the

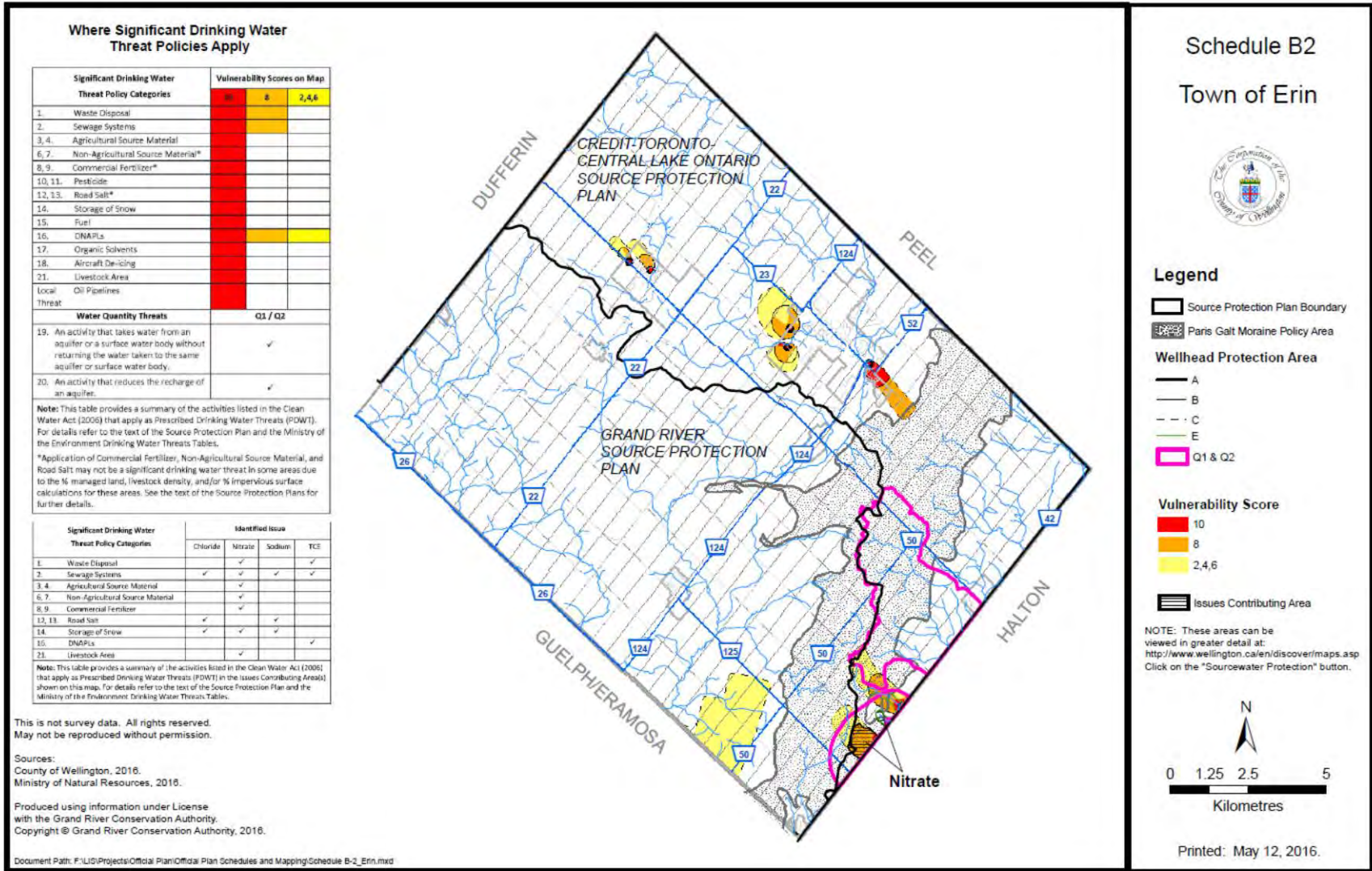
program Council must pass a resolution requesting consideration under the program and submit an initial claim along with required supporting documentation within 120 calendar days from the date of the onset of the natural disaster.

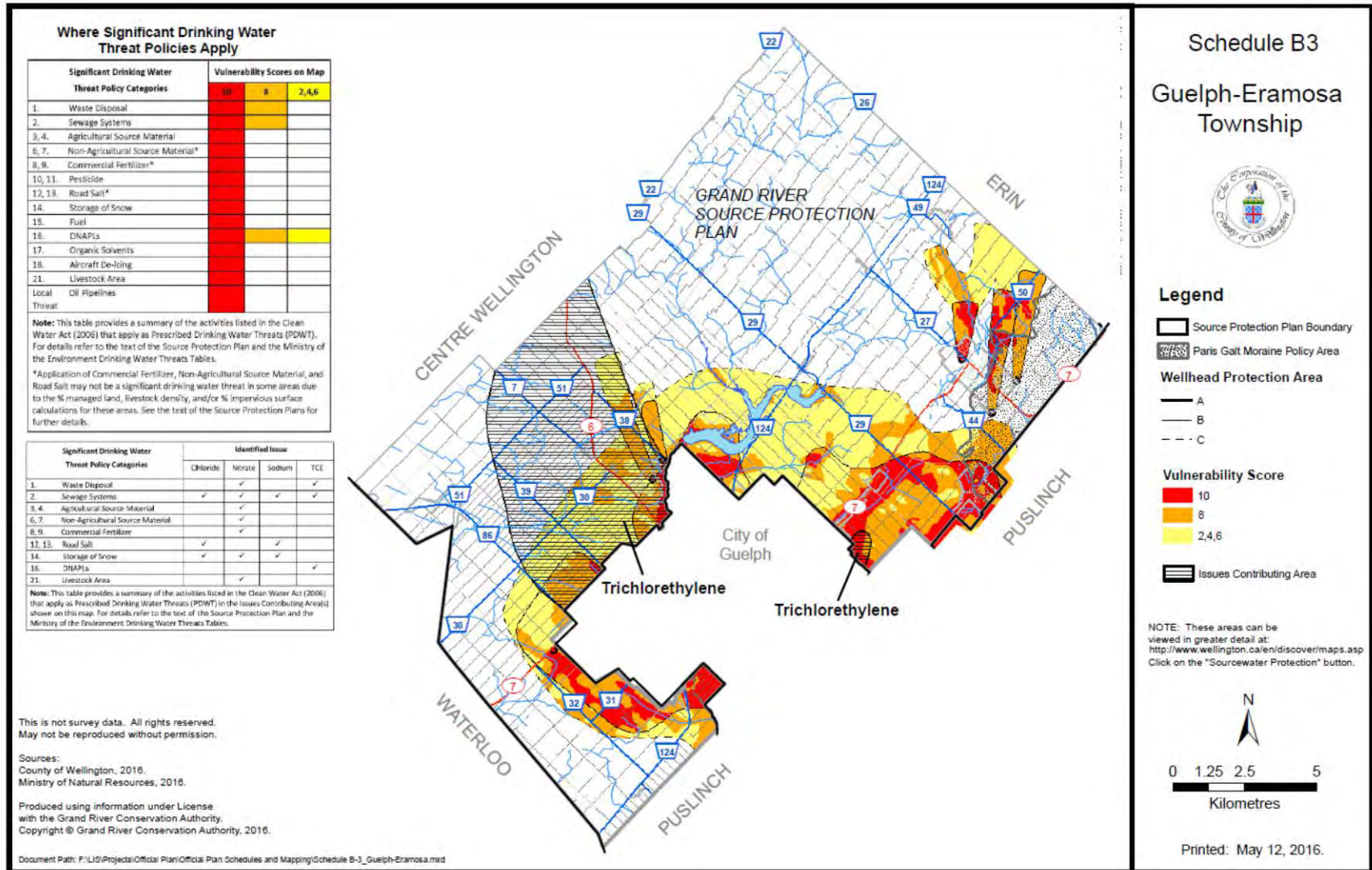
The cost sharing formula under this program is based on a sliding scale and is applied when eligible costs are at least equal to three per cent of the municipality’s Own Purpose Taxation levy. The Own Purpose Taxation levy refers to the total taxes a municipality is eligible to collect to fund its own budget, less certain adjustments, and is intended as a measure of the municipality’s financial capacity. The following table demonstrates the cost sharing arrangement.

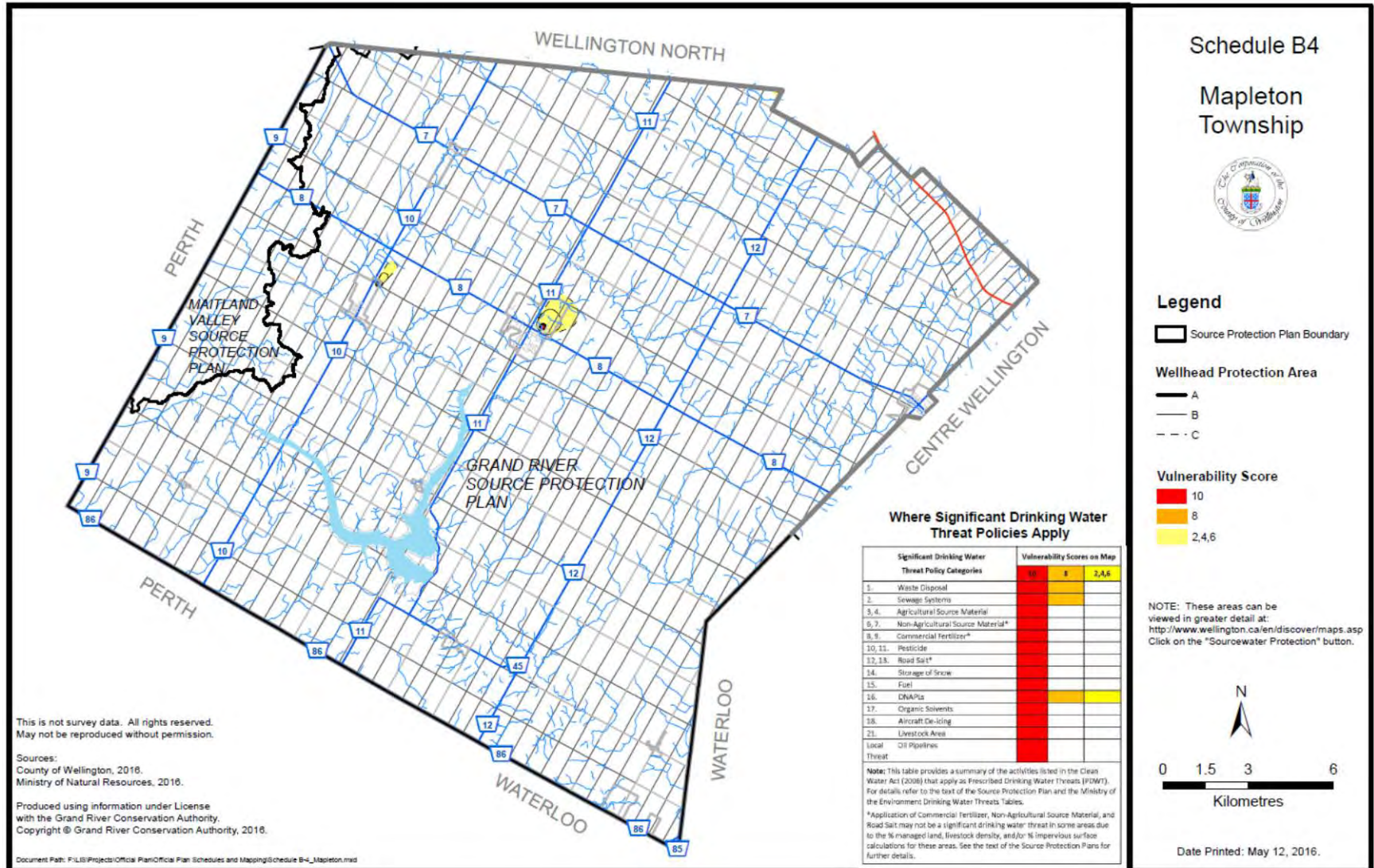
Provincial and Municipal Cost-Sharing		
Cost-sharing formula applied if eligible costs meet or exceed three per cent OPT levy and the program is activated	Provincial Contribution	Municipal Contribution
Eligible costs up to 3% of Own Purpose Taxation levy	75%	25%
Eligible costs exceeding 3% of Own Purpose Taxation levy	95%	5%

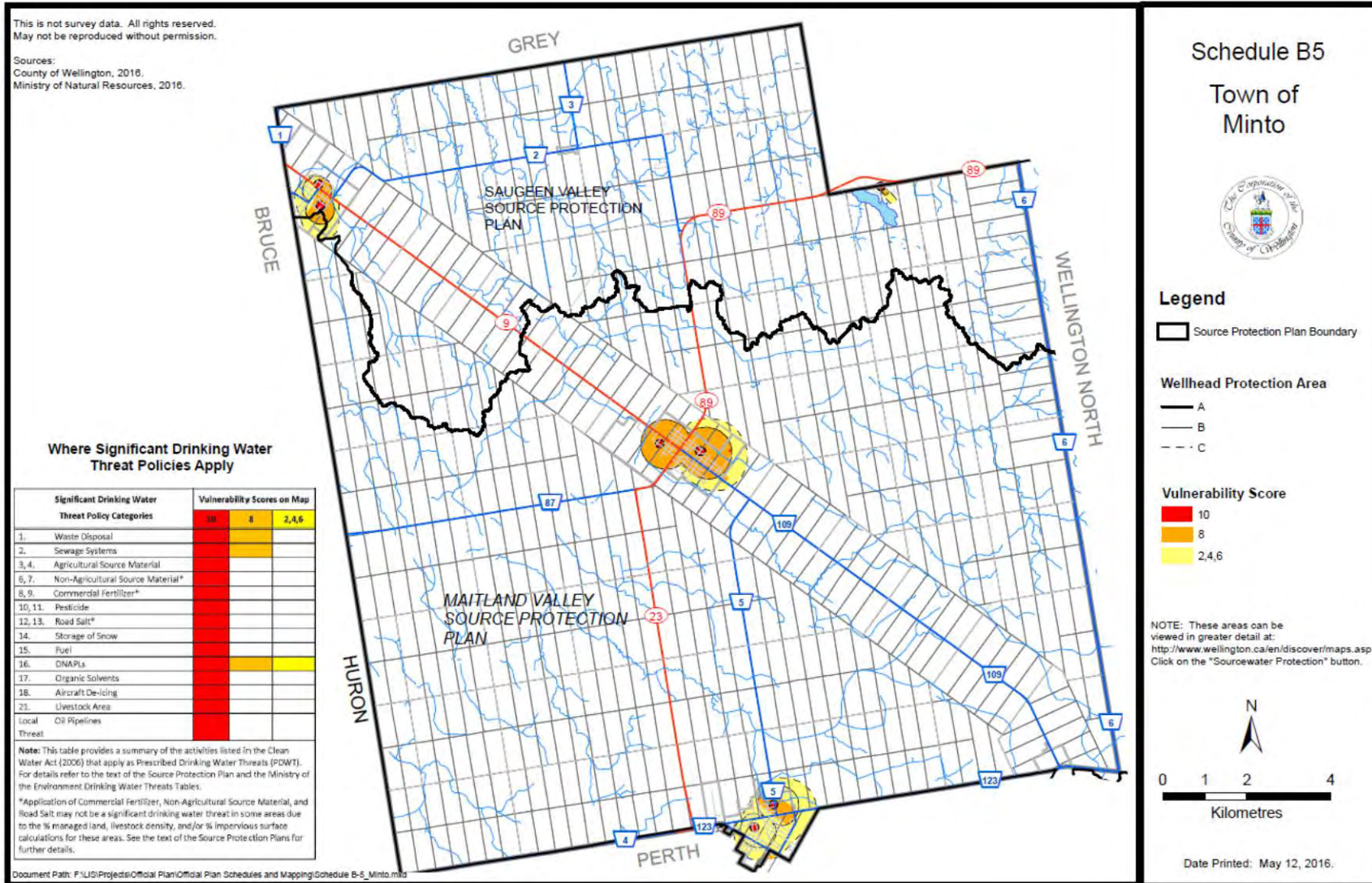
- 16 Change all references in the document to **Emergency Management Ontario or EMO** to **Office of the Fire Marshall and Emergency Management or OFMEM**.
- 17. Rename “**Emergency Response Plan Glossary of Terms and Acronym’s** as Appendix A – Emergency Response Plan Glossary of Terms and Acronyms and add **Vulnerable Areas Schedules B1 through to B7** attached to and forming part of this amendment.

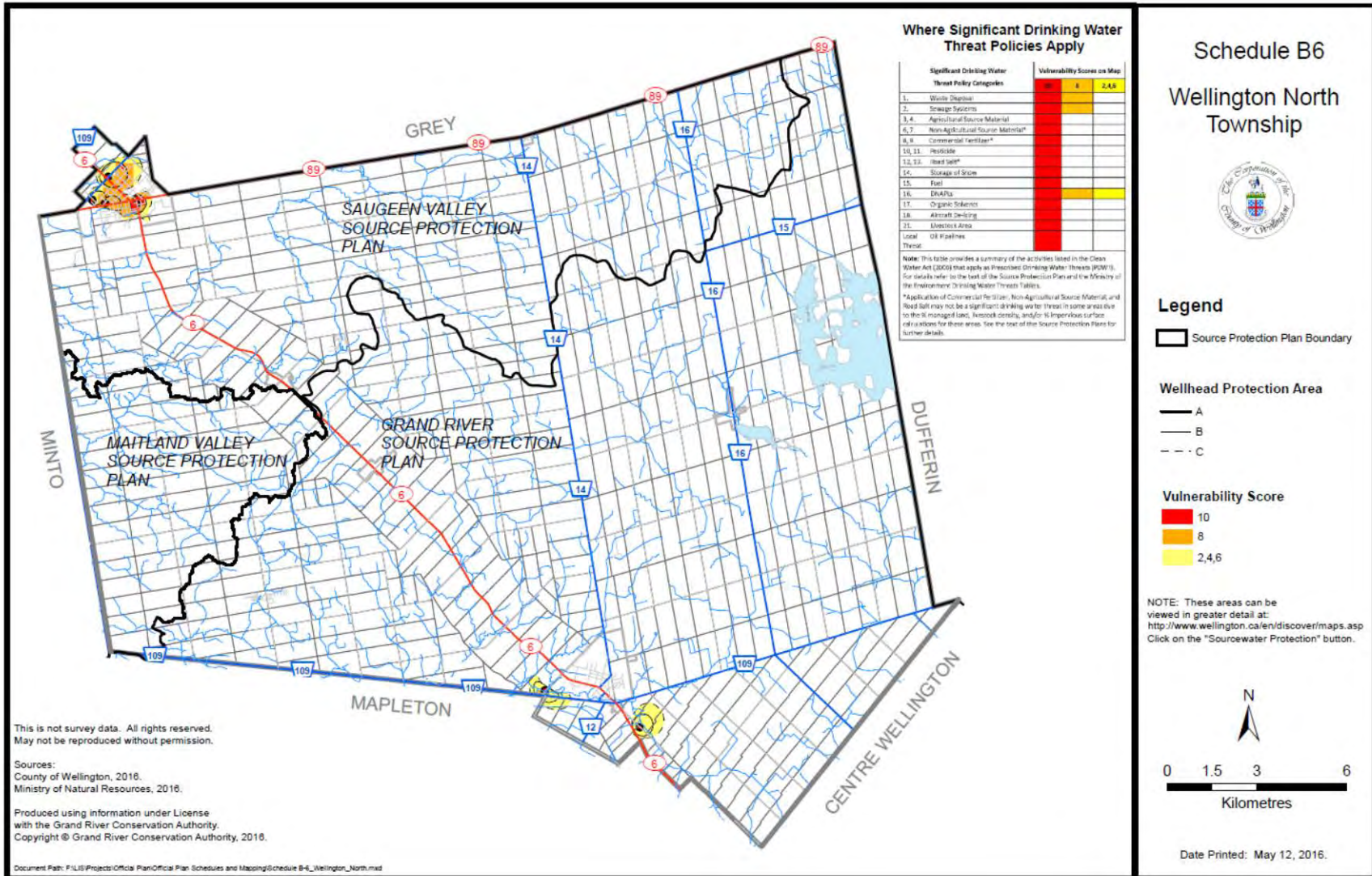




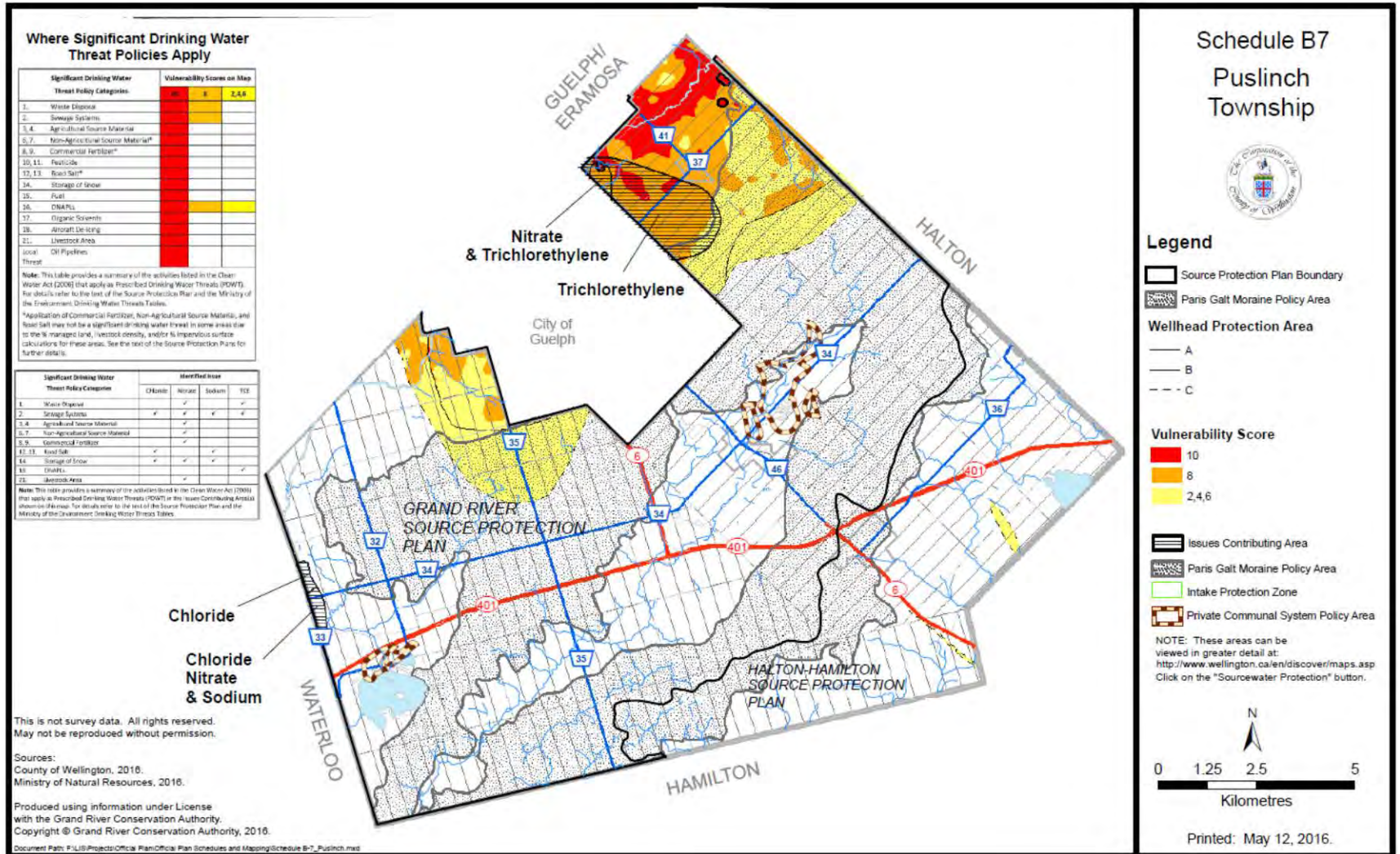












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Sources:  
County of Wellington, 2016.  
Ministry of Natural Resources, 2016.

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Document Path: P:\GIS\Projects\Official Plan\Official Plan Schedules and Mapping\Schedule B-7\_Puslinch.mxd

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

**BY-LAW NUMBER 089-16**

**BEING A BY-LAW TO ENTER INTO AN AGGREGATE HAUL  
ROUTE AGREEMENT WITH H. BYE CONSTRUCTION AND THE  
TOWNSHIP OF WELLINGTON NORTH**

**WHEREAS**, the Township of Wellington North deems it expedient to enter into an aggregate haul route agreement with H. Bye Construction Ltd.

**THEFORE THE COUNCIL OF THE TOWNSHIP OF WELLINGTON NORTH  
ENACTS AS FOLLOWS:**

1. That the Corporation of the Township of Wellington North enter into an agreement with H. Bye Construction Ltd. in substantially the same form as the agreement attached hereto as Appendix "A".
2. That the Mayor and the Chief Administrative Officer of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement and all other documentation required on behalf of the Corporation.
3. That this by-law shall come into force and take effect upon being passed by Council.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
21<sup>th</sup> DAY OF NOVEMBER 2016.**

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

\_\_\_\_\_  
**MICHAEL GIVENS, CAO**

SCHEDULE 'A'  
**AGGREGATE HAUL ROUTE AGREEMENT – “GHENT PIT”**

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
(the Township)

-and-

H. BYE CONSTRUCTION LTD  
(the Operator)

WHEREAS H. Bye Construction Ltd. has entered into an extraction agreement with Alette Holsteins Ltd. and is the future Operator of a gravel pit known as the “Ghent Pit” located on lands described in Schedule A;

AND WHEREAS the Operator has applied to the Ministry of Natural Resources and Forestry (MNR) for a license to extract a maximum of 75,000 tonnes per annum of aggregate from what is to be known as the “Ghent Pit”;

AND WHEREAS the Haul Route for Pit Traffic associated with the Ghent Pit and other aggregate activities is Township of Wellington North Concession 4N between Provincial Highway 89 and Sideroad 3E;

AND WHEREAS the Township has deemed it advisable and in the public interest to enter into an agreement with the Operator as part of the gravel pit development process;

AND WHEREAS the parties agree that this agreement and the matters contained herein will be of benefit to the Township, the general public and the Operator, notwithstanding there is no legal requirement under the Planning Act, the Aggregate Resources Act or any other provincial statute requiring an aggregate proponent to enter into such an agreement;

NOW THEREFORE, in consideration of the premises and the covenants and agreements contained herein, including, but not limited to, the Township supporting the Application and the Operator’s promise to use the prescribed Haul Route set out herein, the parties covenant and agree as follows:

## SECTION 1 - INTERPRETATION

### 1.1 Definitions

In this agreement, unless there is something in the subject matter or context to the contrary, the following words have the meanings set out below:

“Ghent Pit License”

means an *Aggregate Resources Act* Category 3, Class A License to extract a maximum of 75,000 tonnes of aggregate per annum from the subject lands described in Schedule “A”;

“Ghent Trust Account”

is an account established by the Township for the purpose of receiving funds and the dispersing of funds for the purposes outlined in this agreement, and such account will be maintained by the Township;

“Operator”

includes the successor, assigns, heirs, executors, administrators, or other legal representative of the Operator of whom the context may apply according to law and includes an individual, an association, a partnership and a corporation;

"Pit Traffic"

means any trucks originating from or destined for the Ghent Pit;

"TOARC Levy"

means the per tonne levy imposed upon the producers of aggregate in the Province of Ontario by The Ontario Aggregate Resources Corporation

"Works"

includes the items set out in this Agreement, pertaining to the municipal entrance requirements and haul route upgrades and future maintenance/upgrade requirements.

### 1.2 Headings

The headings inserted in this agreement are inserted for convenience only and not as a means of interpreting this agreement.

### 1.3 Reference to Statutes

References herein to any statute or any provision thereof includes such statute or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor statute thereto.

#### 1.4 Operator's Expense

Every provision of this agreement by which the Operator is obligated in any way is deemed to include the words "at the expense of the Operator" and "to the Township's satisfaction", unless specifically stated otherwise.

#### 1.5 Schedules

Schedules attached form part of this agreement and have the same force and effect as if the information contained on them was included in the body of this agreement.

### SECTION 2 - ADMINISTRATION AND WORKS

#### 2.1 Agreement Application

- (a) Should the Operator's application or the license required to operate the Ghent Pit not receive final and binding approval, the terms of this agreement will be null and void provided no aggregate is hauled from the Ghent Pit.
- (b) Should the Operator apply for an amendment to the Ghent Pit license with respect to the annual tonnage limit, the Operator shall be required to enter into an amending agreement or revised haul route agreement with the Township.

#### 2.2 Haul Route Designation and Use

- (a) All Pit Traffic shall use haul route approved as part of the Aggregate license.
- (b) The Operator shall comply with any necessary seasonal half load restrictions imposed by the Township.

#### 2.3 Haul Route Cost Sharing & Associated Works

- (a) The parties will make the following contributions to the Ghent Pit Account which will be maintained and held by the Township:

- (i) The Operator will provide a one-time contribution of \$10,000.00 once the license is issued, to be used as the Operator's share of haul road upgrades and maintenance activities. This one-time payment may be used by the Township to cover costs for the preparation and adjusting of this and/or any other agreement.
  - (ii) The Operator will contribute \$0.06 per extracted tonne to the Ghent Pit Trust Account on an annual basis.
  - (iii) The calculated amount in 2.3 (a)(ii) will be net of any gravel removed from the Ghent Pit save and except gravel used solely for municipal works as determined by the operator and confirmed by the Township.
- (b) The contributions by the parties, as identified in Sections 2.3 (a) (ii) & will continue until the license has been cancelled, revoked, or all aggregate has been extracted from the Ghent Pit.
- (c) The contributions by the Operator will be provided at the same time the Operator makes its annual payments of its TOARC Levy. The Operator shall provide to the Township, on an annual basis, copies of all documents filed in connection with its TOARC Levy payments to permit the Township to verify the tonnage extracted by the Operator from the Ghent Pit. The Operator commits to making any adjustments required if the amounts paid under Section 2.3 (a) (ii) do not reconcile with its TOARC Levy payment documentation.
- (d) The principal item eligible to be paid out of the Ghent Pit Account includes the regular maintenance and upgrades required to maintain the Haul Route to an acceptable standard determined by the Township and that can be reasonably attributed to Pit Truck traffic from the Ghent Pit.
- (e) Should the annual TOARC licence fee levy received by the Township increase through revisions to the requirements under the Aggregate Resources Act or any other legislation, the Township shall enter into an amending agreement or revised haul route agreement with the Operator. Where TOARC contributions by the Operator increase, the levy contributions determined in 2.3 (a) (ii) will also be reduced by the same amount of the increase up to a maximum of \$0.06.
- (f) Should future revisions to the Aggregate Resources Act provide direction to municipalities with respect to the appropriate allocation of levies received from TOARC and/or direction in regard to the use of off-site development or haul route agreements, the

Township shall enter into an amending agreement or revised haul route agreement with the Operator or repeal the agreement.

#### 2.4 Other Works

- (a) The Operator shall obtain an entrance permit in accordance with the Township's Entrance Permit Policy.
- (b) The Operator shall complete construction of the entrance to the Ghent Pit prior to the hauling of any aggregate there from, save and except for any materials used in the entrance construction required under this agreement. Construction of the entrance must be completed to the Township's satisfaction as noted in the terms of the entrance permit.

#### 2.5 Signage

- (a) The Operator shall install "Truck Entrance" signs before the pit entrance in both directions on Concession 4 N at a distance from the pit entrance determined by Township staff.
- (b) Signage must be deemed satisfactory to the Township and adhere to all relevant municipal and provincial standards.
- (c) The Operator is responsible for all costs associated with the acquisition and installation of signage identified in the Agreement as required by the Aggregate Resources Act.

#### 2.6 Ghent Pit Driver(s) Training

- (a) Drivers of gravel trucks using the Ghent Pit shall be educated on the protocol regarding the presence of horse and buggy traffic using Concession 4 N and be trained in the required approach to safely overtake horse and buggy traffic along the Haul Route.
- (b) The Operator shall install signage at the entrance to the Ghent Pit educating drivers on the presence of pedestrians and cyclists along the Haul Route, particularly school children. The signage will include cautionary language to ensure driver awareness that school buses and school children use the Haul Route between 7-9 am and 3-5 pm.

#### 2.7 Release Upon Assignment Disposition of Property

In order to be released from its obligations hereunder, the Operator must: (a) be in compliance with all of the provisions of this agreement: and (b) require any potential assignee or purchaser to assume all such obligations and to become a party to this agreement in the Operator's place and stead, prior to entering into any agreement that purports to transfer to any third party, all or any portion of the Ghent Pit. Provided that the Operator is in compliance with this agreement and the assignee/transferee has entered into an assignment of this agreement as provided in this Section 2.9, the Township will provide a release to the Operator.

## SECTION 3 - REMEDIES

### 3.1 Breach

- (a) In the event that the Operator substantially breaches any of the terms of this agreement, the Township shall provide the Operator with written notice of such breach and a request for rectification within seven (7) days. Should the Operator fail to rectify the breach, the Township, at its option, may terminate this agreement or may use its own employees or subcontractor, to complete the Works.
- (b) Should the Township use its own employees or subcontractor to complete the Works and without limiting the generality of the following, the Township shall have the right to purchase materials, tools and machinery immediately, and to employ workers as in its absolute discretion, as are required for the completion of the Works, all at the expense of the Operator. The cost of such completion work shall be calculated by the Township's staff or consultant whose decision shall be final.
- (c) The Operator shall be liable for all completion costs incurred by the Township and shall make payment of these costs to the Township within 60 days of demand.

## SECTION 4 - GENERAL

### 4.1 Enforceability

The invalidity or unenforceability of any provision of this agreement shall not affect the validity or enforceability of any other provision hereof and any such invalid or unenforceable provision shall be deemed to be severable herein.



#### 4.2 Notice

Where this agreement requires notice to be delivered by one party to another, such notice must be in writing and delivered by electronic PDF file format, or by courier from one party to another, at their addresses noted below. Such notice will be deemed to have been given, if by electronic PDF file format on date of delivery with electronic confirmation of receipt obtained if received before 5:00 p.m, on a business day, and if thereafter, then delivery is deemed to be on the next business day, and if by courier on the 2nd business day following the sending thereof, which, for the purposes of this agreement will be deemed to exclude Saturdays, Sundays and statutory holidays.

Township of Wellington North  
7490 Sideroad 7 W, PO Box 125  
Kenilworth, Ontario, N0G 2E0  
TEL: 519-848-3620  
Email: township@wellington-north.com

and

H. Bye Construction  
395 Church Street N., Box 189  
Mount Forest, Ontario, N0G 2L0  
TEL: 519-323-1520  
Email: cbye@hbyeconstruction.com

Addresses and contact numbers may be changed by written notice to the parties.

#### 4.3 Governing Law

This agreement shall be interpreted in accordance with and governed by, the laws of the Province of Ontario and the federal laws of Canada applicable therein.

#### 4.4 Entire Agreement

This agreement shall constitute the entire agreement between the parties and the parties further acknowledge that there is no representation, warranty, collateral agreement or adverse condition affecting this agreement other than as expressed herein in writing.

#### 4.5 Other Applicable Laws

Nothing in this agreement will relieve the Operator from compliance with all applicable municipal by-laws, laws and/or regulations or laws and/or regulations established by any other governmental body which has jurisdiction over the Ghent Pit.

#### 4.6 Further Assurances

The parties agree to execute such further documents and consents as required for the purposes that may affect the carrying out of this agreement.

#### 4.7 Effective Date

This agreement shall be effective from the date that it is signed by the final signatory hereto.

#### 4.8 Binding

This agreement shall enure to the benefit of and be binding upon the parties and their respective administrators, successors and assigns.

#### 4.9 Any of the parties hereto may register this agreement on title to the Ghent Pit, at the expense of the Operator.

THE PARTIES HAVE SIGNED THIS AGREEMENT ON THE DATES SET OUT BELOW:

DATE:

\_\_\_\_\_  
Andrew Lennox, Mayor

\_\_\_\_\_  
Michael Givens, CAO

THE CORPORATION OF THE TOWNSHIP  
OF WELLINGTON NORTH

DATE:

\_\_\_\_\_  
Randy Bye, Owner

H. BYE CONSTRUCTION LTD.



November 3, 2016

### **In This Issue**

- Learn more about AMO's What's Next Ontario? project.
- Representatives needed for the Accessibility Standards Advisory Council.
- Ontario PC delegations during ROMA Conference.
- Create meaningful reports with MIDAS - a powerful analytical tool.
- Promoting a Culture of Accessibility and Inclusion.

### **AMO Matters**

AMO is hosting two more consultations today in Belleville and Cornwall to discuss our What's Next Ontario? project. These sessions are open to all municipal elected officials and staff. Click [here](#) to learn more.

### **Provincial Matters**

The province is seeking municipal candidates to sit on the Accessibility Standards Advisory Council (ASAC) to provide advice on matters relating to accessibility and the implementation of the *Accessibility for Ontarians with Disabilities Act, 2005*. Applications can be made directly through the Public Appointments Secretariat.

### **AMO, LAS and ROMA Events**

Ontario PCs look forward to meeting with municipal representatives during the upcoming ROMA conference. To arrange a delegation, please send a request to Ernie Hardeman, PC Critic for Municipal Affairs, at [ernie.hardeman@pc.ola.org](mailto:ernie.hardeman@pc.ola.org) or by fax at 416-325-1259.

### **Municipal Wire\***

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

The Promoting a Culture of Accessibility and Inclusion forum will highlight new, exciting and innovative thinking and projects that promote accessibility and inclusion in our communities, and will showcase emerging and best practices on building inclusivity in all aspects of our lives: work, community, the built environment and more.

### **About AMO**

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

### **AMO Contacts**

AMO Watch File Team, Tel: 416.971.9856

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

Media Inquiries, Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

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



November 10, 2016

### **In This Issue**

- Comments sought on proposed Cycling Strategy.
- Review of Ontario's animal welfare system.
- MEPCO's 2015 Annual Report available now.
- LAS sets electricity price for 2017 hedge members.
- What can MIDAS do for you?
- Careers with AMO, South Nation Conservation, Stratford and York Region.

### **Provincial Matters**

The Ministry of Transportation is seeking input on a proposed plan to improve commuter cycling networks, as directed by Ontario's Climate Change Action Plan. Read the discussion paper and provide comments by November 30th via the [Ministry's Cycling Strategy web page](#).

An [independent report](#) on the state of Ontario's animal welfare system is being drafted. Municipalities are encouraged to provide input on how their current animal control and protection measures are working and how they can be improved. Please contact Mike Zimmerman at [awreport2017@gmail.com](mailto:awreport2017@gmail.com) for further details.

### **Municipal Employer Pension Centre of Ontario (MEPCO)**

MEPCO's [2015 Annual Report](#) is available now. MEPCO provides pension expertise and resources to AMO's employer representatives to OMERS.

### **LAS**

LAS recently made two purchases of electricity on behalf of the 137 municipal members participating in the 2017 electricity hedge. The [2017 commodity price](#) is 2.38 ¢/kWh and will be in effect from January 1 - December 31, 2017.

### **Municipal Matters**

The [Municipal Information & Data Analysis System](#) (MIDAS) can query 15 years of municipal FIR data and generate 'true peer' comparison groups based on many variables. It can analyze and report on trends and empower staff and council through better information and insight. Watch a MIDAS [training video](#) to see what MIDAS can do for you - free of charge to all Ontario municipalities. To get access, email [midasadmin@amo.on.ca](mailto:midasadmin@amo.on.ca) today.

### **Careers**

[Policy Intern - AMO](#). Assisting Senior Advisors and the Director of Policy, the successful candidate will support AMO's policy development process. Please apply in confidence to [hr@amo.on.ca](mailto:hr@amo.on.ca) by Friday, January 20, 2017 at 12 noon.

[Team Lead, Property - South Nation Conservation](#). Location: Finch, Ontario (southeast of Ottawa). Please forward resumes by 8:00 a.m., November 25, 2016 to: Hannah Jackson, Accounting Analyst, [hjackson@nation.on.ca](mailto:hjackson@nation.on.ca). Please quote "Team Lead, Property" in subject line.

[Deputy Fire Chief - City of Stratford](#). Job Posting Number: 52-2016. Closing Date: 4:30 p.m., Friday, November 25, 2016. Applications can be submitted by email to [knicholson-yost@stratfordcanada.ca](mailto:knicholson-yost@stratfordcanada.ca). Please include the Job Posting Number in the message subject line.

Director, Integrated Financial and Employment Support Services #19834 - York Region. Department: Community and Health Services, Social Services Branch. Location: Newmarket. Please apply on-line at York Region, by November 21, 2016, quoting competition number 19184. Previous applicants need not apply.

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Municipal Wire, Career/Employment and Council Resolution Distributions

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## Wellington North Power Inc. Quarterly Update

### (Quarter 3: Period ending September 30<sup>th</sup> 2016)

**Objective:** A concise quarterly report for Municipal Councillors to share Wellington North Power's initiatives and performance.

#### Table of Contents

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4. Scorecard (year-to date ending 30 <sup>th</sup> September 2016) .....	3
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6. Outlook for remainder of 2016.....	4
7. Did you know... ..	4

## 1. Introduction

Welcome to Wellington North Power Inc.'s Quarterly Newsletter. As your local electricity distribution company, we take pride in providing safe, reliable electricity distribution to consumers in the urban areas of Arthur, Holstein and Mount Forest.

Our Mission Statement is:

Wellington North Power Inc. (WNP) shall provide its customers with the most cost effective delivery of electricity safely, reliably and efficiently. This will be done while providing superior customer service and promoting customer education and green initiatives within its service area.

Our strategic objectives are to:

- Manage a safe and reliable distribution system in an efficient and cost effective manner
- Provide outstanding customer service
- Continue to increase shareholder value
- Meet all regulatory obligations

## Quarterly Update for Shareholders

## 2. 2016 Priorities

- Maintain day-to-day activities: System reliability, safety and customer service;
- Promote Health & Safety to protect staff and the general public;
- Complete capital projects adhering to safety regulations with no reported injuries;
- Control and manage operating and capital budgets;
- Encourage Energy Conservation and continue to deliver energy-savings advice to customers;
- Obtain approval from the energy regulator for new electricity rates for May 2016 (*completed*);
- Work with and support stakeholders with encouraging economic growth in our communities;
- Keep abreast of activities and speculation in the energy sector.

## 3. Updates

- Wellington North Power's (WNP) Operations department continues with construction of the 2<sup>nd</sup> line feed to Mount Forest. This is a major capital project that will increase electricity capacity to ensure future customer demand is met. This project involves the installation or replacement of approx. 54 hydro poles and primary metering equipment and is planned to be completed by the end of the year.
- The 2<sup>nd</sup> line feeder requires work to be completed by Hydro One. Hydro One will be building approximately 11km of pole line to connect Palmerston transformer station to Wellington North Power's service boundary in Mount Forest. The line is anticipated to be energized by the end of 2016.
- WNP's Operations department has been assisting the Township of Wellington North with location options and connection solutions for the proposed Electric Vehicle charging stations coming to Arthur and Mount Forest.
- WNP's drafted "Risk Register" was presented at September's Board meeting. This identifies "known" internal / external risks together with mitigation measures (where appropriate.) The register is being updated for further review at December's Finance Committee meeting.
- Electricity Safety and Conservation, on behalf of Wellington North Power, delivered an educating presentation at St. Mary's Catholic School in Mount Forest and St. John Catholic School in Arthur. School children took part in events, learnt about electrical hazards, safety and energy conservation.
- WNP's Customer Service team completed testing of a Customer Information System (CIS) upgrade. The CIS software upgrade was implemented in mid-August and was migrated onto our virtual server.
- WNP continues to promote and assist customers applying for the Ontario Energy Support Program (OESP) initiative that provides financial assistance to eligible low-income households and seniors in our community.
- In September, WNP received a letter from the Ministry of Energy regarding pricing initiatives to help manage electricity rates for our customers. The initiatives (now legislated) are effective from January 1<sup>st</sup> 2017 include an 8% rebate and reducing an Industrial Conservation Initiative from 3 MW to 1 MW.
- WNP's 2017 Capital and Operating budgets were approved at September's Board meeting. The 2017 Operating budget has increased by 1.5% (\$26,591) above 2016's budget.
- The Independent Electricity Systems Operator (IESO) has approved Wellington North Power's updated energy conservation plan. This updated plan reflects the inclusion of energy savings programs recently approved and released by the IESO.

## Quarterly Update for Shareholders

**4. Scorecard (year-to date ending 30<sup>th</sup> September 2016)**

Wellington North Power Inc. uses a Scorecard as an indicator to measure and monitor monthly performance in the four core areas of:

- a) Financial control - income, revenue and operating expenses;
- b) Reliability and safety - planned and unplanned power outages and events;
- c) Customer Service - telephone answer rate, scheduling of work; new connection rate;
- d) Conservation - energy savings in our community against a mandated Ministry of Energy set target.

Below is a summary of the key elements of the Scorecard as at (year-to-date) 30<sup>th</sup> September 2016:

Indicator	Measure	Variance (YTD/2016 Target)	Notes (Summary of variance between Year-to-Date versus Year-to-Date Target).
Financial Value	Net Income	-15%	Income for 2016 is 15% lower (by \$32k) than planned predominately due to lower revenue as per below.
	Revenue	-2%	Revenue for 2016 is 2% lower (by \$37k) mainly due to milder weather between January to April of 2016 resulting in lower energy usage (particularly Residential customers) than forecasted.
	Expenses	0%	Total operating expenses for 2016 are less than 1% above budget (0.35% ~ \$5k).
Reliability	Power Outages due to WNP	-0%	No major outages reported in latest quarter. <i>[Note: this excludes upstream outages – i.e. outages caused by others that can affect WNP's distribution system.]</i>
Service Quality	Customer Services indices (calls answered, appointments scheduled and completed)	15%	Services indices targets are set by the energy regulator. WNP is performing ahead for each service measure in 2016.
Conservation	kWh Energy Savings		A contract was signed in January 2016 for GreenSaver to deliver and manage energy conservation for 2016 onwards on behalf of WNP. Customers have commented on the excellent service and support offered by GreenSaver. Q1, Q2 and Q3 2016 results have not been published from the governing body.

Legend	Green	On plan / ahead of target
	Amber	Slightly behind plan – to monitor closely
	Red	Behind plan – remedial action required

Note: The “Financial Value” amounts shown are unaudited numbers. Audited 2016 values will be available at in April 2017



## 5. Major Projects for 2016

Project	Scope
Second line feeder to Mount Forest	Hydro One will construct approx. 11 km of pole line for a 44kV line to Mount Forest. WNP will construct a pole line of 54 poles to connect the boundary of Mount Forest (Hydro One 44kV feeder) to the utility's substation MS1. This project will provide additional load demand to meet the future customer electricity demand of Mount Forest. <b>Update:</b> Work continues with energization date planned for December 2016
System Upgrade	Customer Information System upgrade including automated workflow management and migration to a virtual server. <b>Update:</b> Software testing completed and upgrade implemented in mid-August. Automated workflow testing in progress and go-live date planned for December 2016

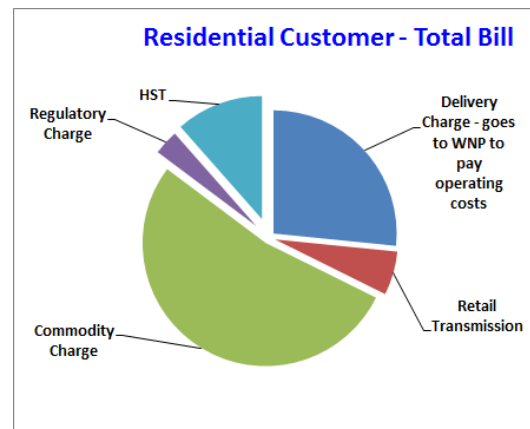
## 6. Outlook for remainder of 2016

- 2016 Capital and Operating budgets, including the 5-year capital plan, have been approved by the energy regulator (Ontario Energy Board - OEB) as part of the utility's rate application.
- To prepare and submit a rate application with the OEB to adjust distribution rates effective May 1, 2017. This is a standard annual application to adjust rates by an inflation index.
- Management to finalize details and estimates of 2017 capital projects and within the 2017 Capital budget approved by the OEB and WNP Directors.
- Wellington North Power continues to actively encourage growth and development in our community. For example, the new 2<sup>nd</sup> line feed to Mount Forest will provide the capacity to meet projected future energy demands and it is imperative that we support the Shareholders in attracting new customers to our community.

## 7. Did you know...

Wellington North Power controls and retains only 25% of the charges found on an average residential electricity bill. The remaining **75%** comprises of the following:

- The cost of generating the electricity accounts for more than half of the bill (55%);
- The cost of transmitting the generated electricity across the province represents about 5% of the bill;
- Regulating the system for reliability is another 2%;
- The remaining portion of the bill covers HST.



Thank you for taking the time to read the information. Should you have any questions or feedback or want further information, please contact Jim Klujber (COO) [jklujber@wellingtonnorthpower.com](mailto:jklujber@wellingtonnorthpower.com) or Richard Bucknall (CAO) at [rbucknall@wellingtonnorthpower.com](mailto:rbucknall@wellingtonnorthpower.com) or telephone 519-323-1710.

*Wellington North Power Inc.*

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

**BY-LAW NUMBER 090-16**

**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 21, 2016.**

**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 21, 2016 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 21ST DAY OF NOVEMBER, 2016.**

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**ANDREW LENNOX  
MAYOR**

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**KARREN WALLACE  
CLERK**

## **MEETINGS, NOTICES, ANNOUNCEMENTS**

Saturday, November 26, 2016	Arthur Santa Claus Parade	7:00 p.m.
Monday, November 28, 2016	Special Council Meeting	4:30 p.m.
Wednesday, November 30, 2016	Town Hall Meeting	7:00 p.m.
Friday, December 2, 2016	Mount Forest Christmas Parade	7:00 p.m.
Monday, December 5, 2016	Regular Council Meeting	7:00 p.m.
Tuesday, December 6, 2016	Recreation and Culture Committee	8:30 a.m.
Thursday, December 15, 2016	Cultural Roundtable	12:00 p.m.
Monday, December 19, 2016	Regular Council	7:00 p.m.
Friday, December 23, 2016	Office closes till December 28	12:00 p.m.
Friday, December 30, 2016	Office closes till January 3	12:00 p.m.

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

**Sign Language Services – Canadian Hearing Society – 1-877-347-3427  
- Kitchener location – 1-855-656-3748  
TTY: 1-877-843-0368**

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