

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – NOVEMBER 22, 2021 AT 7:00 P.M.
VIA WEB CONFERENCING**

HOW TO JOIN

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/82403522844>

Or join by phone:

Canada: +1 855 703 8985 (Toll Free) or long distance 1-438-809-7799

Webinar ID: 824 0352 2844

International numbers available: <https://us02web.zoom.us/j/82403522844>

**PAGE
NUMBER**

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the November 22, 2021 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

COUNTY COUNCIL UPDATE

Steve O'Neill, County of Wellington County Councillor, Ward 4

PRESENTATIONS

- | | |
|--|-----|
| 1. Adam McNabb, Director of Finance | |
| • 2022 Preliminary Budget Presentation | 001 |

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- | | |
|---|-----|
| 1. Regular Meeting of Council, November 8, 2021 | 145 |
| 2. Public Meeting, November 8, 2021 | 157 |

Recommendation:

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on November 8, 2021 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

- | | |
|---|-----|
| 1. MINUTES | |
| a. Corporation of the County of Wellington Joint Accessibility Advisory Committee, October 18, 2021 | 161 |

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Corporation of the County of Wellington Joint Accessibility Advisory Committee meeting held on October 18, 2021.

- b. Safe Communities Wellington County Leadership Table, September 15, 2021 172

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Safe Communities Wellington County Leadership Table meeting held on September 15, 2021.

2. PLANNING

- a. Report DC 2021-031, Consent Application B90-21 Morley McLean 176

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2021-031 being a report on Consent Application (Lot Line Adjustment) B90-21 known as Part Lot 9, Concession 13 in the former Township of West Luther.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B90-21 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;*
- THAT the Owner bring the property into compliance with Property Standards By-law 047-18 to the satisfaction of the Township of Wellington North;*
- THAT zoning compliance or removal of the “trailers” be achieved to the satisfaction of the Township; and*
- THAT the owners, of both properties, enter into an agreement apportioning any future maintenance costs on West Luther Drain 26; and the applicant shall provide a \$500.00 deposit, for each drain, to cover the cost of the re-apportionment of such drain(s).*

AND FURTHER THAT Council authorizes the Development 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.

- b. Planning Report prepared by Curtis Marshall, Manager of Development Planning, County of Wellington, dated November 17, 2021, regarding Zoning By-law Amendment – Sobey's (ZBA 10/21), 437-445, 503 & 515 Main St., Mount Forest, Township of Wellington North, Final Recommendation Report 181

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Curtis Marshall, Manager of Development Planning, County of Wellington, dated November 17, 2021, regarding Zoning By-law Amendment – Sobey's (ZBA 10/21), 437-445, 503 & 515 Main St., Mount Forest, Township of Wellington North, Final Recommendation Report.

3. ECONOMIC DEVELOPMENT

- a. Report EDO 2021-029 Community Improvement Program 195

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-029 Community Improvement Program;

AND FURTHER THAT Council approves the following Community Improvement Grants:

- *\$6,500 to 159655 Ontario Ltd for improvements to 133 Birmingham Str., Mount Forest*
- *\$4,000 to KTS Plumbing & Heating at 147 George Street in Arthur*
- *\$2,500/50% funding to Pops Cannabis at Unit C, 286 Main Street S, Mount Forest*
- *\$200 to New Vision Photography, 253 Main Street S., Mount Forest*

- b. Report EDO 2021-030 Shop Local Sidewalk Saturday Program 199

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-030 being an update on the Wellington North Shop Local Sidewalk Saturday Program;

AND FURTHER THAT Council, in partnership with the Chambers of Commerce and Business Improvement Associations, will continue to support this program in 2022 by supporting the closure of George Street in Arthur and Main Street in Mount Forest on the following Saturdays:

- *George Street, Arthur: July 2nd, (Arthur 150th celebrations) & August 7th*
- *Main Street, Mount Forest: July 16th (tbd/M.F. Fireworks Festival) & August 14th*

4. FINANCE

- a. Vendor Cheque Register Report, November 15, 2021 204

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated November 15, 2021.

5. FIRE

- a. Wellington North Fire Service, Quarter Three Update 2021 207

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service, Quarter Three Update 2021.

6. ADMINISTRATION

- a. Report CLK 2021-29 Lottery Licensing 212

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-029 being a report on lottery licensing;

AND FURTHER THAT Council direct staff to issue correspondence to all service groups who have held lottery licenses in the past 24 months that lottery funds may

not be used for municipal capital facilities, pursuant to the Alcohol and Gaming Authority Rules (AGCO);

AND FURTHER THAT service groups be encouraged to draft their own letters to their Member Provincial Parliament using the template provided or their own version.

AND FURTHER THAT the Clerk forward this resolution and draft MPP letter to our Member of Parliament as well as the Association of Municipalities of Ontario (AMO), Association of Municipal Clerks and Treasurers of Ontario (AMCTO), member municipalities and the AGCO.

- b. Report CLK 2021-032 Corporate Use of Resources in a municipal Election 227

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-032 being a report on the Corporate Use of Resources in a municipal Election;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign the by-law to approve the policy at a future meeting of Council.

- c. Report CLK 2021-033 Automatic Recount Policy in a municipal Election 230

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-033 being a report on an Automatic Recount Policy in a municipal Election;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign the by-law to approve the policy at a future meeting of Council.

- d. Report CLK 2021-034 Procedure by-law 233

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-034 being a report on the Procedure by-law;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign the by-law to approve the policy at a future meeting of Council;

AND FURTHER THAT the Procedure by-law will become effective January 2, 2022.

- e. Report RMO 2021-001 254

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report RMO 2021-001;

AND FURTHER THAT the Council support the nomination of Mr. John Sepulis as the Municipal Representative for Wellington County, Halton Region, Dufferin County and Grey County on the Lake Erie Source Protection Committee.

7. COUNCIL

- a. Wellington North Power Inc., Quarterly Newsletter – Quarter 3: July 1st to September 30th, 2021 268

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Power Inc., Quarterly Newsletter – Quarter 3: July 1st to September 30th, 2021.

- b. Randy Pettapiece, MPP, Perth Wellington, News Release dated November 17, 2021, regarding decision to not seek re-election 272

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the News Release dated November 17, 2021 from Randy Pettapiece, MPP, Perth-Wellington regarding decision to not seek re-election.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

THAT all items listed under Items For Consideration on the November 22, 2021 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Yake (Ward 1):

- North Wellington Health Care Corporation – Louise Marshall Hospital
- Lynes Blacksmith Shop Committee
- Recreation, Parks and Leisure Committee
- Wellington North Power
- Mount Forest Homecoming Committee (inactive)

Councillor Burke (Ward 2):

- Mount Forest Aquatic Ad Hoc Advisory Committee
- Lynes Blacksmith Shop Committee
- Wellington North Wellness & Team Building Committee
- Mount Forest Business Improvement Area

Councillor Hern (Ward 3):

- Wellington North Cultural Roundtable
- Mount Forest & District Chamber of Commerce
- Arthur & District Chamber of Commerce
- Arthur Business Improvement Area
- Arthur BMX/Skateboard Park Advisory Committee
- EarlyON Child and Family Services Committee

Councillor McCabe (Ward 4):

- Recreation, Parks and Leisure Committee
- Arthur BMX/Skateboard Park Advisory Committee
- Saugeen Valley Conservation Authority
- Wellington North Health Professional Recruitment Committee
- Arthur Trail Committee

Mayor Lennox:

- Wellington North Power
Ex Officio on all committees

BY-LAWS

- a. By-law Number 108-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Con 1, Part Lot 33, Pt Lot 1, Lot 2 to Lot 6 Pt Duke St., RP; 60R1937 Parts 1-4; Con 1, Part Lot 33, RP 60R3404 Part 1; Con 1, Part Lot 33, Part Lot 32, Div 3, RP 60R3459 Parts 1 & 2. The lands are municipally known as 437-445, 503 and 515 Main St., Mount Forest, Township of Wellington North (currently three separate properties), Sobeys) 274

Recommendation:

THAT By-law Number 108-21 be read a First, Second and Third time and enacted.

CONFIRMING BY-LAW

280

Recommendation:

THAT By-law Number 109-21 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 22, 2021 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of November 22, 2021 be adjourned at ___: p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Christmas Carols, Arthur Cenotaph	Friday, November 26, 2021	6:00 p.m.
Arthur Christmas Tree Lighting, Arthur Cenotaph	Friday, November 26, 2021	7:00 p.m.
Arthur Christmas Market – George Street, Frederick Street West and Municipal Parking Lot	Saturday, November 27, 2021	9:00 a.m. to 3:00 p.m.
Arthur Opti-Mrs. Santa Claus Parade	Saturday, November 27, 2021	7:00 p.m.
Mount Forest Lions Drive Thru Santa Claus Parade - Mount Forest Victory Church Parking Lot	Friday, December 3, 2021	7:00 p.m. to 9:00 p.m.
Recreation, Parks and Leisure Committee – via video conference	Tuesday, December 7, 2021	4:00 p.m.
Regular Council Meeting – via video conference	Monday, December 13, 2021	2:00 p.m.
Wellington North Cultural Roundtable	Thursday, December 16, 2021	12:00 p.m. to 2:00 p.m.
Holiday Administrative Office Closure	December 24, 2021 at Reopen January 4, 2022	1:00 p.m. to 8:30 a.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



2022 BUDGET OVERVIEW

November 22, 2021

2022 Budget Process

- The aim of the annual budget is to focus and deliver on the values of Council for the Township of Wellington North
- In-depth review of inter-functional transfers was conducted in September & October 2021
- Budget templates sent to department heads September 3, 2021
- Treasurer meetings with Department Heads during September, October, and November as required
- First budget meeting with Council and staff held on November 22nd with additional meetings scheduled for December 13th, and January 10, 2022.



2022 Budget Guidelines

- Freezing most operating account budgets at 2021 levels unless cost pressures were documented
- Corporate wide cost pressures:
 - Wages/Salary: budgeted increases (varies by department)
 - Health Benefits: decrease of 4.7% (Mosey & Mosey Guidance)
 - Municipal Insurance renewal – 20% increase (Coburn Guidance)
 - Utilities: Hydro increase of 2% (WNP Guidance)



2022 Budget Impact Items

- Conservation Authority budgets have not yet been received – budget includes provisions based on expectations – increase currently set at 7% across the board.
- Minimal municipal service level changes have been incorporated into the 2022 budget. Lasting impacts from COVID remain uncertain.



Growth Vs. Reassessment

- Growth is defined as new assessment – it has no impact on the current taxpayer
- During 2021 Wellington North has realized an estimated real assessment growth of 1.48% (2020 – 1.52%, 2019 – 1.53%)
- Property assessment for the 2022 and 2023 tax years will remain unchanged. The government has prioritized stability for property taxpayers and municipalities. The valuation date that was used in 2021 (January 1, 2016) will remain in effect per the Fall Economic Statement



Operating Budget Summary Analysis by Segment

Operating Budget Comparison – 2021 Vs. 2022

- No Contributions To / From Reserves / Reserve Funds
- No Contributions to Capital
- **Revised** Inter-functional Transfers for 2022 – no material differences



Operating Budget Summary Analysis by Segment (Same Transfers)

2022 Budget Summary					
FIR Category		2021 Budget	2022 Budget	% Change	Change \$
General Government					
General Government		-1,638,850	-1,636,950	-0.1%	1,900
Other Revenues-Supps/Omitts/Writeoffs		-167,116	-167,116	0.0%	0
Council		143,489	155,576	8.4%	12,087
Administration		932,846	1,036,664	11.1%	103,818
Property		-14,759	-18,059	22.4%	-3,300
WNP Holding Co.		0	0	0.0%	0



Operating Budget Summary Analysis by Segment (Continued)

2022 Budget Summary					
FIR Category		2021 Budget	2022 Budget	% Change	Change \$
Protection Services					
Fire		712,045	754,485	6.0%	42,440
Police/Crossing Guard		51,282	51,332	0.1%	50
Conservation Authority		173,006	185,099	7.0%	12,093
Protective Inspection & Control		-20,124	-35,554	76.7%	-15,430
Animal Control		7,154	7,719	7.9%	565
By-Law Enforcement		58,310	53,897	-7.6%	-4,413



Operating Budget Summary Analysis by Segment (Continued)

2022 Budget Summary		2021 Budget	2022 Budget	% Change	Change \$
FIR Category					
Transportation Services					
Roads		3,042,868	3,065,407	0.7%	22,539
Streetlights		-5,000	-5,000	0.0%	0
Rural Water		7,800	7,908	1.4%	108
Health Services					
Hospital		0	0	0.0%	0
Cemetery		95,118	94,880	-0.2%	-238
Recreation and Cultural Services					
Parks & Recreation		1,494,306	1,570,853	5.1%	76,547



Operating Budget Summary Analysis by Segment (Continued)

2022 Budget Summary					
FIR Category		2021 Budget	2022 Budget	% Change	Change \$
Planning and Development					
Planning		73,031	67,065	-8.2%	-5,966
Commercial & Industrial		0	0	0.0%	0
Economic Development		241,640	244,233	1.1%	2,593
Tile Drains		0	0	0.0%	0
Municipal Drains		45,700	45,500	-0.4%	-200
Total Levy Requirement		5,232,746	5,477,939	4.686%	245,193



Reserves / Reserve Funds – Net Transfers (Preliminary)

Net Reserve & Reserve Fund Transfers

2021			
	<u>From</u>	<u>To</u>	<u>Net</u>
Council	0	146,200	146,200
Admin	0	52,000	52,000
Property	0	16,000	16,000
Fire	0	210,600	210,600
CBO	0	20,124	20,124
Roads	0	79,482	79,482
Streetlights	0	5,000	5,000
Rec	0	100,000	100,000
Planning	0	0	0
Cemetery	0	5,000	5,000
WNP Holding	0	0	0
Taxation Total	0	634,406	634,406
Sewer	934,166	676,371	(257,795)
Water	0	159,226	159,226
User Fee Total	934,166	835,597	(98,569)
Grand Total	934,166	1,470,003	535,837

2022			
	<u>From</u>	<u>To</u>	<u>Net</u>
Council	0	120,700	120,700
Admin	42,500	52,000	9,500
Property	0	16,000	16,000
Fire	0	210,600	210,600
CBO	0	35,554	35,554
Roads	0	79,482	79,482
Streetlights	0	5,000	5,000
Rec	0	100,000	100,000
Planning	0	0	0
Cemetery	0	5,000	5,000
WNP Holding	0	0	0
Taxation Total	42,500	624,336	581,836
Sewer	685,447	508,538	(176,909)
Water	0	189,721	189,721
User Fee Total	685,447	698,259	12,812
Grand Total	727,947	1,322,595	594,648



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Council Directed Projects</u>	
Wells St. Extension (Domville to Future St. A) - Roads	522,000
Wells St. Extension (Domville to Future St. A) - Water	299,000
Wells St. Extension (Domville to Future St. A) - Sewer	74,220
Arthur BIA Streetscaping Enhancements: Connecting Link	225,000
MF - Pool	576,000
	1,696,220



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>20 in 20 Initiatives</u>	
IT initiatives (ITSDR Opportunities)	35,500
	35,500



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Development Driven Projects</u>	
Durham / Church (Mt. Forest Developments)	71,635
Durham / Church (Mt. Forest Developments)	23,454
Durham / Church (Mt. Forest Developments)	15,731
South Water Street - SPS	15,517
Develop Master Stormwater Management Plan	30,000
Develop Sidewalk Master Plan	20,500
	176,837



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-15 - ADMINISTRATION	
MF Downtown WiFi	10,000
Work order Management Software Implementation	83,000
	93,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-16 - BUILDING / PROPERTY	
Pickup Truck	42,750
Jean Weber Reading Room - Flat Roof Replacement	30,000
	72,750



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-20 - WELLINGTON NORTH FIRE SERVICE	
Bunker Gear	18,000
Fire Hose Replacement	20,000
MF Fire Hall - Construction Site Planning	50,000
Fire Pickup Truck	50,000
	138,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-30 - ROADS-FLEET	
2007 Volvo Dump/plowtruck Replacement	151,583
2010 Dodge Pickup (Grey) Replacement	46,000
Fuel Tank Replacement	30,000
Installation of Dash Cameras	25,000
Radio unit Replacements	25,000
2017 Holder sidewalk plow/blower/mower	180,000
2015 Kubota Sidewalk Plow / Blower / Mower	60,000
1995 Ford Truck Replacement with Winter Control Equipment	85,000
2001 Volvo Grader Replacement	550,000
	1,152,583



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-30 - BRIDGES/CULVERTS	
Structure 9 – Sideroad 3E	420,000
Structure 40 - Line 6	180,000
Bridge 2040 - Sideroad 13	55,000
	655,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-30 - ROADS	
<u>Engineering Only</u>	
Mount Forest Drive (Engineering Only)	10,250
Queen St. East (White's Bridge to Main - Design Only)	51,545
John St. (Waterloo to Queen - Design Only)	-
Domville St. (Conestoga to Preston - Design Only)	-
Clarke St. (Between Smith and Domville)	12,073
Fergus St. N (Between Wellington and Birmingham)	18,000
Fergus St. N (Between Durham and Birmingham)	18,000
Preston St. N (Between Smith and Domville)	46,500



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Water/Sewer/Roads Projects</u>	
Domville - Conestoga to Preston	1,435,334
<u>Connecting Link</u>	
Queen St. E (White's Bridge to Main St.)	2,140,000
Smith Street (between Conestoga and Wells)	900,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Gravel - Base Rebuild</u>	
Sideroad 13 (Cty Rd. 109 to Line 2)	60,000
Sideroad 9E (Concession 7 to Concession 9)	60,000
<u>Resurfacing - Rural</u>	
Sideroad 5 W – Asphalt Rehabilitation Landfill Entrance west to Concession 9	80,000
Line 12 (resurface between Cty Rds 14 & 16)	432,000
Sideroad 7E (between Highway 6 and Concession 2)	256,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Resurfacing - Urban</u>	
London Road North – Asphalt Installation (Birminham to Durham) Birmingham Street East ROW to Durham Street East	20,000
Albert St (near east-side intersection with Oakview Cres.)	22,500
Birmingham St. E (between Egrement and Church)	30,000
Church St. North (between Birmingham and Durham)	17,500
Durham St E (between Church and London)	35,000
Preston St. S (south of Smith St.)	37,500



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Other Transportation Services Initiatives</u>	
Pedestrian Safety Measures	56,965
Mount Forest Drive - Right turn Lane	74,579
Works Yard Upgrades - Kenilworth, Damascus, MF	35,078
Princess Street Sidewalk construction	100,000
New Sidewalk construction (Victoria Cross Public School)	115,000
Roads Condition Assessment	40,000
Sidewalk Condition Assessment	20,000
Storm Pond Condition Assessment	10,000
	6,133,824



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-40 - SANITARY SEWERS	
<u>Engineering Only</u>	
Mount Forest Drive (Engineering Only)	30,750
South Water St (MF - Engineering Only)	-
John St. (Waterloo to Queen - Design Only)	-
Queen St. East (White's Bridge to Main - Design Only)	8,800
Domville St. (Conestoga to Preston - Design Only)	-
Clarke St. (Between Smith and Domville)	6,745
Fergus St. N (Between Wellington and Birmingham)	16,000
Fergus St. N (Between Durham and Birmingham)	16,000



Plan to
Simply Explore.

www.simplyexplore.ca

Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Water/Sewer/Roads Projects</u>	
Queen St. E (White's Bridge to Main St.)	365,000
Domville - Conestoga to Preston	294,333
Other Sanitary Sewer Items for Consideration	
AV - OCWA recommended projects	84,000
MF - OCWA recommended projects	207,500
Mount Forest WWTP - Blower Study	20,000
Mount Forest WWTP - Re-Rating Study	100,000
	1,149,128



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-42 - WATERWORKS	
<u>Engineering Only</u>	
Mount Forest Drive (Engineering Only)	10,250
South Water St (MF - Engineering Only)	-
Queen St. East (White's Bridge to Main - Design Only)	2,397
John St. (Waterloo to Queen - Design Only)	-
Domville St. (Conestoga to Preston - Design Only)	-
Clarke St. (Between Smith and Domville)	16,000
Fergus St. N (Between Wellington and Birmingham)	16,000
Fergus St. N (Between Durham and Birmingham)	16,000



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
<u>Water/Sewer/Roads Projects</u>	
Queen St. E (White's Bridge to Main St.)	505,000
Domville - Conestoga to Preston	500,833
<u>Independent Water Projects</u>	
Arthur Water Supply Study	100,000
Smith St. / George St. Water Service Upgrades	225,000
Mount Forest Stand-Pipe Rehabilitation	950,000
Valve Maintenance / Vac Trailer Replacement	115,000
Water Meter Study	20,000
New Pick-up Truck	45,000
	2,521,480



Draft Capital Program – 2022

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
00-70 - PARKS & RECREATION	
Signage for Parks & Facilities	20,037
Trail Development/Expansion	68,356
AV BMX/Skateboard Park	-
AV Ball Diamond Safety Netting	11,318
MF - Red Clay Diamond	130,000
ACC - Rehabilitation	660,859
Campbell deVore Park Accessible Playground	130,000
MF - Sports Complex Ice Resurfacing Machine	100,000
Mount Forest Playground surface replacements	45,000
Mount Forest Fairgrounds Enhancements	100,000
Trail Master Plan Development	60,000
	1,325,570
2022 Summary	15,149,892



Draft Capital Program – 2022

Project Costs

Dept/Year	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Council Directed Projects	-	-	-	1,171,220	1,696,220
20in20 Initiatives	-	-	-	152,331	35,500
Development Projects	1,166,000	974,915	860,385	306,220	176,837
Roads & Drainage	3,961,952	6,310,498	5,567,583	5,497,282	6,788,824
Waterworks	642,014	1,075,722	1,373,973	2,574,875	2,521,480
Sanitary Sewers	1,912,346	10,162,287	8,477,075	3,298,269	1,149,128
Fleet	1,100,000	629,983	847,000	391,000	1,152,583
Parks & Recreation	392,899	640,346	1,438,647	1,456,845	1,325,570
Fire	567,000	48,000	99,200	258,700	138,000
Admin & Property	522,000	209,656	254,125	10,000	165,750
Cemetery	-	33,500	-	-	-
Total	10,264,211	20,084,907	18,917,988	15,116,742	15,149,892



Draft Capital Program – 2022

Funding Model Source/Year	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Revenue (levy, fees, etc)	4,141,251	3,927,128	3,716,047	3,512,480	4,874,271
Grants	1,292,203	1,448,000	2,039,830	3,272,983	1,343,688
Dev't Charges & Reserves	1,839,851	10,707,097	1,818,845	2,390,781	347,150
Developer Contributions	594,000	344,660	344,655	334,905	21,500
External Debt	-	-	-	-	-
Gas Tax	627,000	726,000	566,000	200,000	655,000
Sustained OCIF	705,210	1,050,428	1,030,120	909,000	900,000
Prior Year Carry Fwd	1,064,696	781,594	9,436,366	4,496,593	6,363,384
Unfunded Amounts	-	1,100,000	33,875	-	644,899
	10,264,211	20,084,907	18,917,988	15,116,742	15,149,892



Draft Capital Program – 2022

- Initial Capital listing compiled for 2022 contained projects totalling \$18,677,350; however, staff deliberations had identified ~\$3.5M in projects that could be deferred. Items removed from consideration for 2022 are as follows:

Description of Capital Project	Estimated Total Cost of Project Including all Applicable taxes
MF Service Club Signage	25,000
Rural Broadband Opportunity Assessment	10,000
Arthur Water Treatment Study	25,000
West Grey Lands Opportunity Assessment	25,000
EDO - Industrial Park Servicing	42,958
Multipurpose Vehicle	40,000
Case Tractor / Backhoe Replacement	150,000
2002 Ford Tractor Replacement	160,000
Structure 21 - Sideroad 8E	1,400,000
Walton St. Design (Between Tucker and Clarke)	50,000
Concession 4N - Sideroad 6E to Highway 89	650,000
Kenilworth Municipal Office – Asphalt Parking Lot Rehabilitation	160,000
Line 8 (resurface between Cty Rd. 16 and Sideroad 13)	152,000
Main Street and Sligo Road – Intersection Improvements	20,000
Durham St. W Sidewalk construction (between Perth & Queen)	75,000
Weber St. Sidewalk construction	75,000
Dublin St. North of North Water - watermain replacement	125,000
MF Sports Complex - Walk-in Cooler	25,000
Conn Playground & Park Improvements	-
MF Sports Complex - Floor Scrubber	7,500
MF Sports Complex - Paving of Parking Lot	160,000
Conn Pavilion	100,000
Arthur Outdoor Pool Liner	50,000
Projects Removed	3,527,458



Reserves / Reserve Funds – Q3 2021 Balances

	2019 Year-end Balance	2020 Year-end Balance	2021 Q3 Balance
Obligatory reserve funds - DCs, Fed. Gas Tax	1,812,262	2,138,805	6,327,525
Discretionary Reserve Funds - Capital Purposes	11,587,510	12,148,691	13,342,347
Total Reserve Funds	13,399,772	14,287,496	19,669,872
Reserves	1,951,390	1,874,110	2,025,605
Total Reserves & Reserve Funds Before YE Transfers	15,351,162	16,161,606	21,695,477
		Unbooked Commitments	(67,440)
		Transfers to / From Capital	TBD
		Current Balance	21,628,037



Draft Budget Modeling - 2022

	<u>2020</u>	<u>2021</u>	<u>YoY Increase (%)</u>	<u>2022 (Draft)</u>	<u>YoY Increase (%)</u>
Operating Budget	5,037,584	5,232,746	3.87%	5,477,939	4.69%
Policy Mandated Transfer to Reserve funds	113,600	141,200	24.30%	115,700	-18.06%
Net Transfers	173,806	493,206	183.77%	466,136	-5.49%
Contributions to Capital	2,347,967	1,951,980	-16.87%	3,377,706	73.04%
Total Budgeted Tax Levy	7,672,957	7,819,132	1.91%	9,437,481	20.70%
				Organic Growth	1.48%
				Impact to Existing Taxpayer	19.22%

Assumptions:

- Unless otherwise identified, or discussed previously all levy related capital projects have been funded by contributions to Capital
- Prior year contributions from reserves / reserve funds were \$2.39M – current model for 2022 suggests contributions of \$347K (current state)
- \$900K contribution from OCIF; however, recent announcements would suggest more may be available for 2022
- Current capital model still has some items listed as unfunded (MF Pool Detailed Design, Wells St. Extension (contingent upon perceived development need), minor budget overruns on reconstruction design works.



Council Direction Required

- Direction re: target levy for 2022
- Items required for addition or omission from current 2022 capital program
- Comfort level with utilization of reserves / reserve funds to reduce contributions to capital program from levy
- Others?



Discussion





WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation			
Project Name:	Mount Forest Outdoor Pool and Aquatics Centre			
Asset Name:	Mount Forest Pool and Aquatics Centre	Import ID:		
Project Description	<p>Project will see the detailed design for a new outdoor pool and aquatics centre on Princess Street in Mount Forest.</p> <p>Conceptual design for this project is ongoing.</p> <p>Cost estimate is based on \$3.5 million project with assumed architectural and engineering fees of 15%. Cost estimate is subject to change as project details become more refined.</p> <p>Detailed design is anticipated to start in fall 2022 following development of conceptual design in spring 2022.</p>			
Project Justification	<p>The existing outdoor pool in Mount Forest is at end of life, does not meet current accessibility standards, nor provide for an inclusive aquatic recreational experience.</p> <p>Conceptual design project for Mount Forest outdoor pool and aquatics facility is ongoing and expected to conclude in late spring 2022.</p> <p>Recommendation # 36 from 2018 Recreation Master Plan</p> <p><i>“Replace the Roy Grant Pool with a new outdoor pool in Mount Forest, potentially at Campbell deVore Park / Mount Forest & District Sports Complex, with assistance of community fundraising”</i></p> <p>Project cost estimates cited below are best guess at this stage of the project.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		Existing facility is aged and does not provide adequate space for social distancing.
Legislative Requirement			X	Recreation facilities per provincial accessibility standards and Township's own Master Plan need to

				be accessible and inclusive.
Operational Saving, Short Payback		X		Existing facility is expensive to operate and close to failure. New facility will create efficiencies for staff as a result of its proximity to the arena.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Existing pool was built in 1950s and expand in 1967.
Growth related		X		
Service enhancements	X			Service enhancements will be funded through fundraising efforts.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material		\$2,975,000		
Sub-Contractor/Equipment Rental				
Consulting Fees	\$525,000			
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$525,000	\$2,975,000		
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2023				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				

Date Prepared: _____ 2021-09-27 _____ Reviewed by
Treasurer: _____



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Accounting / Finance			
Project Name:	Work Order Management Software			
Asset Name:	Maintenance Manager	Import ID:		
Project Description	Work order Management Software			
Project Justification	The Township requires a complete asset maintenance management solution that offers service requests, work orders, inspections, route patrol and preventative maintenance. The solution will enable the Township to prioritize, schedule, and track their maintenance requests, events, and projects. This solution would be integral in the maturation of the Township's Asset Management position and compliance with Provincially Legislated O.Reg. 588/17.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		Will continue to work in unison with the Risk Models Developed as part of the 2021 Township AMP Update
Legislative Requirement			X	O. Reg 588/17 – Asset Management
Operational Saving, Short Payback		X		Asset Management has potential to minimize total cost of ownership of all Township owned Assets
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Will aid in the management of all Township owned Assets, and ensure dollars are spent on the right assets, at the right time, for the right price.
Growth related			X	Project software is scalable and will help service Township growth well into the future.
Service enhancements			X	Will aid in the automation of work order management for the Township, and support of the collection for decision support for future capital projects.
Total	0	2	4	

CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	83,000.00			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	83,000.00			
Funding				
Reserves				
Reserve Funds	83,000.00 (Capital Infrastructure Reinvestment Reserve Fund – Municipal Modernization)			
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: 2023				
Projected New Operating Costs per year: 14,500.00				
Previous Operating Costs: 0				
Submitted By: __Adam McNabb__ Department Head: Adam McNabb				
Date Prepared: __October 25, 2021 Reviewed by Treasurer: Adam McNabb				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Building / By-law Enforcement			
Project Name:	Pickup Truck			
Asset Name:	Pickup Truck	Import ID:		
Project Description	Project will supply a pick-up truck for shared use by the Building Department and By-law Enforcement Department			
Project Justification	<p>This will replace the shared use of a 2005 Ford pickup truck in the roads fleet.</p> <p>This proposal will be an additional asset to accommodate the expansion of Building Department staff, in June of this year we hired a Deputy CBO. It is anticipated that purchase of this asset meets the criteria set out in Section 1 of Fleet Management Policy 04.16.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			x	Use of a township branded vehicle provides advance identification when arriving to a construction site or attending to a complaint. Protects the safety of the staff member outside of working hours from confrontations where a personal vehicle is recognised.
Legislative Requirement	x			
Operational Saving, Short Payback		x		Utilization of a township vehicle will pay for itself in 6-7 years
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	x			
Growth related			x	Asset required to accommodated expanded Building Department staff
Service enhancements	x			Replacement will ensure service continues to be reliable
Total				
CAPITAL PROJECT COSTING AND FUNDING				

Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$42,750			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$42,750			
Funding				
Reserves				
Reserve Funds	\$42,750 (funds raised through building permits)			
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge	\$2,250			
Other:				
Total Funding	\$45,000			
Net Operating Cost				
Estimated Completion Date: March 31, 2022				
Projected New Operating Costs per year: \$1,500				
Previous Operating Costs: \$1,500				
Submitted By: Darren Jones		Department Head: Darren Jones		
Date Prepared: October 13, 2021		Reviewed by Treasurer:		



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Property			
Project Name:	Jean Weber Reading Room – Flat Roof Replacement			
Asset Name:	102 Main St S	Import ID:		
Project Description	Project will supply a pick-up truck for shared use by the Building Department and By-law Enforcement Department			
Project Justification	The flat roof over the Jean Weber Reading Room portion of the building has been slowly failing over the past few years and is now beyond a point where patching and repairing is possible.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			x	
Legislative Requirement	x			
Operational Saving, Short Payback			x	
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			x	Roof is beyond its useful life
Growth related	x			
Service enhancements	x			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$30,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$30,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	\$30,000			
Gas Tax				

Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$30,000			
Net Operating Cost				
Estimated Completion Date: June 30, 2022				
Projected New Operating Costs per year: \$0.00				
Previous Operating Costs: \$1,000				
Submitted By: Darren Jones		Department Head: Darren Jones		
Date Prepared: November 15, 2021		Reviewed by Treasurer:		



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore
www.simplyexplore.ca

CAPITAL PROJECT SHEET				
Department:	Wellington North Fire Service			
Project Name:	Bunker Gear (Protective Clothing)			
Asset Name:	Bunker Gear	Import ID:		
Project Description	Replace bunker gear after their 10-year life expectancy.			
Project Justification	Firefighter health and safety as per NFPA and OH&SA standards and regulations.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	Risk to firefighters. Injury, illness, burns, death. Years in service and amount of usage play a significant part in the life expectancy of the bunker gear.
Legislative Requirement			X	Due Diligence and 10 YEAR LIFE CYCLE (NFPA 1971, NFPA 1851, OSHA 25(1)(b) & 25 (2)(h) and O. Reg 714/94) Manufacturers instructions.
Operational Saving, Short Payback		X		Establishing a controllable exchange cycle so it is manageable annually and is consistent. At the moment some years are heavy, and others are light for replacement.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	10 YEAR LIFE CYCLE as previously mentioned above. Firefighters cannot enter into a burning building with outdated gear without serious consequences should something go wrong.
Growth related	X			Replacing existing equipment
Service enhancements	X			Replacing existing



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore
www.simplyexplore.ca

					equipment
Total					
CAPITAL PROJECT COSTING AND FUNDING					
Costs	2019	2020	2021	2022	
Capital	33,000	20,000	18,000	18,000	
Purchases/Contractor/Material					
Sub-Contractor/Equipment					
Rental					
Consulting Fees					
Engineering/Survey Fees					
Geo Technical Fees					
Legal Fees					
Contingency					
Total Fees					
Funding					
Reserves					
Reserve Funds					
Taxation (Transfers to Capital)	33,000	20,000	18,000	18,000	
Gas Tax					
Ontario Community Infrastructure Fund					
Funding Application					
Donation					
User Fees					
Development Charge					
Other:					
Total Funding					
Net Operating Cost					
Estimated Completion Date:	annual replacement (5 to 6 sets per year)				
Projected New Operating Costs per year:	2020 \$20,000.00				
Previous Operating Costs:	2019, 30,000.00				
Submitted By: Marco Guidotti	Department Head: Dave Guilbault				
Date Prepared: November 04, 2019	Reviewed by Treasurer: Adam McNabb				



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Part of
Simply Explore
www.simplyexplore.ca

CAPITAL PROJECT SHEET

Department:	Wellington North Fire Service		
Project Name:	Fire Hose Replacement Program		
Asset Name:	Fire Hose	Import ID:	
Project Description	Replace fire hose on the trucks on an ongoing basis to ensure it is functional and will pass yearly testing.		
Project Justification	<p>Fire hose is to be tested yearly. Each year we find lengths of hose that fail and need to be replaced. Our hose is getting to the point where the extra kept in storage is aging and not passing the annual testing.</p> <p>If we replace so many lengths per year and keep them on a 10-15 year rotation, we will not have the need to purchase a large quantity of hose all at once.</p> <p>The replacement program also includes the nozzles at the end of the hose. This will allow us to standardize the nozzles being used and allow for easier, streamlined operations during incidents. Standardizing all of our hoses and nozzles will also make it easier for mutual aid operations with neighbouring departments as equipment will be similar.</p>		

PROJECT MATRIX

Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	Less risk of a catastrophic hose failure at an incident which could injure Firefighters
Legislative Requirement			X	Hose, depending on the manufacturer and the testing results has a 10-15 shelf life.
Operational Saving, Short Payback		X		Establishing a controllable exchange cycle so it is manageable annually and is consistent.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Allows us to get asset on annual replacement cycle.
Growth related	X			Replacing existing equipment
Service enhancements	X			Replacing existing



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore
www.simplyexplore.ca

equipment				
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2021	2022	2023	2024
Capital	20,000	20,000	20,000	20,000
Purchases/Contractor/Material				
Sub-Contractor/Equipment				
Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees				
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	20,000	20,000	20,000	20,000
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date:	annual replacement			
Projected New Operating Costs per year:	None			
Previous Operating Costs:	None			
Submitted By: Chris Harrow	Department Head: Chris Harrow			
Date Prepared: November 3, 2020	Reviewed by Treasurer: Adam McNabb			



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

CAPITAL PROJECT SHEET

Department:	Fire		
Project Name:	Mount Forest Fire Hall Construction Site Planning		
Asset Name:	Mount Forest Fire Hall	Import ID:	
Project Description	Site design of a new Mount Forest Fire Hall to better suit the needs of our staff and equipment		
Project Justification	The existing fire hall is too small for the increasing needs of the fire department. The need for more room for training and equipment is become more prevalent. The bunker gear room is too crowded for the firefighters to keep their equipment. The lack of shower facilities is an issue with the new decontamination guidelines adopted in the fire service. The truck bays are getting too small to park the trucks in a way to easily get trucks out the door to an incident. We would use this money to start the process to get a conceptualized drawing and plan for a new fire hall to be built on the existing site we currently occupy.		

PROJECT MATRIX

Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	Many safety precautions can't exist because of the lack of space in the present building
Legislative Requirement	X			
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Replacing an old building that has been outgrown
Growth related			X	Growth in Mount Forest has been significant which we need to keep up with, but has been very difficult to do
Service enhancements			X	If we desire to add any service enhancements, it will be tough to do in the space we are occupying presently



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

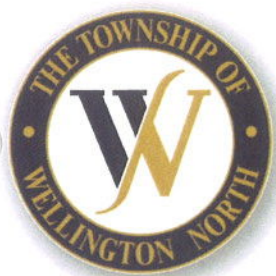
www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2021	2022	2023	2024
Capital Purchases/Contractor/Material				
Sub-Contractor/Equipment Rental				
Consulting Fees	0	50,000		
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees		50,000		
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)		50,000		
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 2022				
Projected New Operating Costs per year: \$0				
Previous Operating Costs: N/A				
Submitted By: <u>Chris Harrow</u> Department Head: <u>Chris Harrow</u>				
Date Prepared: <u>October 27, 2021</u> Reviewed by				
Treasurer: _____				



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

CAPITAL PROJECT SHEET				
Department:	Wellington North Fire Service			
Project Name:	Pick Up Truck Fire			
Asset Name:	Fire Pick Up Truck Car 1	Import ID:		
Project Description	Replace Car 1 (pick up truck) because it is 7 years old and has 100,000km on it. The old asset will be retained and kept at Arthur Station to transport firefighters and contaminated gear/equipment when necessary.			
Project Justification	Firefighter health and safety as per MOL and OH&SA standards and regulations. Need ability to transport contaminated material.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	Abiding by our decontamination guideline which follows our prevention plan for cancer prevention filed with the MOL
Legislative Requirement		X		Abiding by Guideline that does not allow contaminated gear/equipment in the cab of trucks
Operational Saving, Short Payback		X		Replacing a truck that is 7 years old, but keeping it in cycle to get another 7 years out of it.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Truck is main source of transportation for Management team. Replacing high KM truck and putting it into fire hall
Growth related			X	Adding one more pick up truck to fleet to assist in moving members and equipment to more training and incidents
Service enhancements		X		Enhances ability of Firefighters to travel to



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

				traininig
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2020	2021	2022	2023
Capital Purchases/Contractor/Material			50,000	
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees				
Funding				
Reserves			50,000	
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date:	March 2022			
Projected New Operating Costs per year:	2022 \$1000			
Previous Operating Costs:	2021 \$0			
Submitted By: Chris Harrow	Department Head: Chris Harrow			
Date Prepared: October 27, 2021	Reviewed by Treasurer: Adam McNabb			



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Fuel Tank Replacement			
Asset Name:	Fuel Tank Replacement	Import ID:		
Project Description	Project will replace existing aged fuel tanks in works yards.			
Project Justification	Project will replace aged Township owned fuel tanks at all existing works yards			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			x	Replacement required before tanks start leaking
Legislative Requirement		x		
Operational Saving, Short Payback		x		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		x		
Growth related	x			
Service enhancements	x			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$30,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$30,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				

Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$30,000			
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year: \$ 500				
Previous Operating Costs: \$2,000				
Submitted By: D. Clark _____ Aston _____			Department Head: M.	
Date Prepared: September 15, 2021 _____			Reviewed by	
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Truck Dashcams			
Asset Name:		Import ID:		
Project Description	<p>Project will install dashcams in road pick-up trucks and plow trucks.</p> <p>Roads department requires approximately twenty units.</p>			
Project Justification	Project will install dashcams in roads department trucks and pick-up trucks, consistent with Wellington County.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$25,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$25,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	20,000			

Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees – Water and Sewer	5,000			
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-10-04 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Radio Units			
Asset Name:		Import ID:		
Project Description	<p>Project will replace Township's existing radio system.</p> <p>Twenty-five in 2022.</p> <p>Twenty-five in 2023.</p>			
Project Justification	<p>Project will ensure Township remains current with the County.</p> <p>New technology.</p> <p>Radios would be used for communication during an emergency.</p> <p>Roads, water and sewer trucks and equipment.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$25,000	25,000		
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				

Total Fees	\$25,000	\$25,000		
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	20,000	20,000		
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees – Water and Sewer	5,000	5,000		
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2023				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-10-04 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Sidewalk plow/blower/mower			
Asset Name:	Sidewalk plow/blower/mower	Import ID:		
Project Description	Project will replace existing Holder sidewalk machine			
Project Justification	<p>Project will replace existing Holder sidewalk machine. Unit is used for sidewalk maintenance, sweeping and grass cutting. Old equipment can be salvaged to offset cost of new machine.</p> <p>Hours of Operation = 1,667 HRS</p> <p>Sidewalk machine has been a maintenance challenge since being purchased in 2017.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		x		
Legislative Requirement		x		
Operational Saving, Short Payback		x		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		x		
Growth related	x			
Service enhancements	x			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$180,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$180,000			
Funding				

Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$180,000			
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year: \$2,500				
Previous Operating Costs: \$13,000				
Submitted By: D. Clark _____ Department Head: M. Aston _____				
Date Prepared: September 15, 2021 _____ Reviewed by Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Sidewalk plow/blower/mower			
Asset Name:	Sidewalk plow/blower/mower	Import ID:		
Project Description	Project will replace existing Kubota sidewalk machine			
Project Justification	<p>Project will replace existing Kubota sidewalk machine. Unit is used for sidewalk maintenance, sweeping and grass cutting. Old equipment can be salvaged to offset cost of new machine.</p> <p>Hours of Operation = 3,900 HRS</p> <p>Equipment is due for replacement per the Township's Fleet Management Policy (04.16) for the following reasons:</p> <ul style="list-style-type: none"> - Hours of operation in excess of 4,000 (approaching) 			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		x		
Legislative Requirement		x		
Operational Saving, Short Payback		x		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		x		
Growth related	x			
Service enhancements	x			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$60,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$60,000			

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$60,000			
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year: \$2,500				
Previous Operating Costs: \$8,000				
Submitted By: D. Clark _____		Department Head: M. Aston _____		
Date Prepared: September 15, 2021 _____		Reviewed by Treasurer: _____		



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Pickup Truck and Winter Control Equipment			
Asset Name:	Pickup Truck	Import ID:		
Project Description	Project will replace existing truck			
Project Justification	<p>Project will replace existing truck (1995 Ford) which is used in roads department for summer and winter road patrol and maintenance, pulling trailer for moving of equipment, and management of work out of the patrol yards.</p> <p>Odometer = 97,000 KM</p> <p>Equipment is due for replacement per the Township's Fleet Management Policy (04.16) for the following reasons:</p> <ul style="list-style-type: none"> - Fully amortized <p>Truck will be used for snow plowing in the winter months – Mount Forest & Arena Sports Complex and Conn.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		x		
Legislative Requirement		x		Equipment needs to be replaced to ensure safe operation
Operational Saving, Short Payback		x		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		x		Equipment needs to be replaced to ensure safe operation
Growth related	x			
Service enhancements	x			Replacement will ensure service continues to be reliable
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$85,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				

Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$85,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$85,000			
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year: \$2,500				
Previous Operating Costs: \$3,500				
Submitted By: D. Clark _____ Department Head: M. Aston _____				
Date Prepared: September 15, 2021 _____ Reviewed by Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Road Grader			
Asset Name:	Road Grader	Import ID:		
Project Description	Project will replace existing 2001 Volvo grader.			
Project Justification	<p>Project will replace aged grader within fleet. Grader is used throughout year for grading and winter operations. The existing grader is a 2001 Volvo with 12,950 hours of operation.</p> <p>Equipment is due for replacement per the Township's Fleet Management Policy (04.16) for the following reasons:</p> <ul style="list-style-type: none"> - Hours of operation in excess of 10,000 - Fully amortized in November 2021 			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		x		
Legislative Requirement		x		
Operational Saving, Short Payback		x		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		x		Equipment needs to be replaced to ensure safe operation
Growth related	x			
Service enhancements	x			Replacement will ensure service continues to be reliable
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$550,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$550,000			

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding		\$550,000		
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year: \$4,000				
Previous Operating Costs: \$12,000				
Submitted By: D. Clark _____			Department Head: M. Aston _____	
Date Prepared: September 15, 2021 _____			Reviewed by Treasurer: _____	



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

CAPITAL PROJECT SHEET

Department:	Transportation Services		
Project Name:	Structure 9 – Sideroad 3E		
Asset Name:	Bridge	Import ID:	NA
Project Description	Project will replace an existing bridge on Sideroad 3E between Concession 4N and Concession 6N.		
Project Justification	The bridge was assessed as a BCI 58 during the 2019 OSIM. The structure currently has a load limit to restrict heavy traffic.		

PROJECT MATRIX

Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				

CAPITAL PROJECT COSTING AND FUNDING

Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$420,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$420,000			



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: Salvage				
Total Funding				
Net Operating Cost				
Estimated Completion Date: 31-Dec-22				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: ___ M. Aston _____				
Date Prepared: _____ 2021-11-04 _____ Reviewed by				
Treasurer: _____				



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

CAPITAL PROJECT SHEET

Department:	Transportation Services		
Project Name:	Structure 40 – Line 6		
Asset Name:	Structure 40	Import ID:	NA
Project Description	Project will complete miscellaneous repairs of the structure based on recommendations contained within 2019 OSIM: <ul style="list-style-type: none"> - Repair to beams; - Repair to wingwalls; - Repair to top deck; - Weatherproofing; and - Paving. 		
Project Justification	The bridge was assessed as a BCI 57 during the 2019 OSIM.		

PROJECT MATRIX

Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				

CAPITAL PROJECT COSTING AND FUNDING

Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$180,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

Legal Fees				
Contingency				
Total Fees	\$180,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: Salvage				
Total Funding				
Net Operating Cost				
Estimated Completion Date: 31-Dec-22				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-11-04 _____ Reviewed by				
Treasurer: _____				



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

CAPITAL PROJECT SHEET

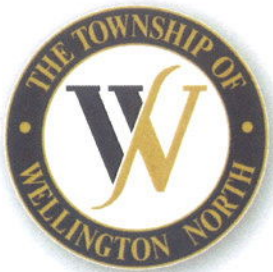
Department:	Transportation Services		
Project Name:	Structure 2040 – Sideroad 13		
Asset Name:	Structure 2040	Import ID:	NA
Project Description	Project will complete miscellaneous repairs of the structure based on recommendations contained within 2019 OSIM: <ul style="list-style-type: none"> - Installation of concrete struts between footings; and - Addition of rip rap. 		
Project Justification	The bridge was assessed as a BCI 50 during the 2019 OSIM.		

PROJECT MATRIX

Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				

CAPITAL PROJECT COSTING AND FUNDING

Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$55,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$55,000			



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: Salvage				
Total Funding				
Net Operating Cost				
Estimated Completion Date: 31-Dec-22				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-11-04 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Roads / Water / Sewer			
Project Name:	Fergus Street North Rehabilitation			
Asset Name:	Roads, Sidewalk Storm Sewer and Storm Laterals Watermain and Service Laterals Sewer Main and Service Laterals	Import ID:		
Project Description	Project will design a full reconstruction of Fergus Street North between Birmingham Street East and Durham Street East.			
Project Justification	Project will prepare a detailed design to rehabilitated aging infrastructure along this stretch of Fergus Street North.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	
Growth related	X	X		
Service enhancements		X		Project will install storm sewer laterals to property line.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material				
Roads & Storm	\$18,000			
Sanitary Sewer	16,000			
Water	16,000			
Total	\$50,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$50,000			

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: Forest View Development Contribution				
Total Funding	\$50,000			
Net Operating Cost				
Estimated Completion Date: September 31, 2023				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: M. Aston				
Date Prepared: _____ 2021-09-28 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Roads / Water / Sewer			
Project Name:	Preston Street North Design			
Asset Name:	Roads, Sidewalk Storm Sewer Laterals Watermain Laterals Sewer Main Laterals	Import ID:		
Project Description	<p>Project will be a design of a partial reconstruction of Preston Street North between Smith and Domville Streets.</p> <p>Watermain and Sanitary Main would not be replaced within the scope of this project.</p>			
Project Justification	<p>Project will rehabilitate aging infrastructure along this stretch of Preston Street North.</p> <p>Project will construct a new storm sewer system on Preston Street North.</p> <p>Project will provide better road and utilities connection for the proposed Cachet Arthur development.</p> <p>Project will install new sidewalk along Preston Street North.</p> <p>Cachet Arthur has agreed to share in the cost of this design.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	
Growth related		X		Project will provide better connection to road and utilities of the Cachet development.
Service enhancements	X			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$43,000			

Roads & Storm Sanitary Sewer Water Engineering Misc Total				
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees				
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: Cachet Arthur Development Contribution	\$21,500			
Total Funding	\$43,000			
Net Operating Cost				
Estimated Completion Date: September 31, 2023				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: M. Aston				
Date Prepared: _____ 2021-09-24 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Roads / Water / Sewer			
Project Name:	Domville Street Rehabilitation			
Asset Name:	Roads, Sidewalk Storm Sewer and Storm Laterals Watermain and Service Laterals Sewer Main and Service Laterals	Import ID:		
Project Description	Project will be a full reconstruction of Domville Street between Conestoga Street North and Preston Street North.			
Project Justification	<p>Project will rehabilitate aging infrastructure along this stretch of Domville Street.</p> <p>Project will construct a new storm sewer system on Domville Street.</p> <p>Project will replace watermain that is thin-walled plastic which Township operations experience is more prone to failure.</p> <p>Project will provide better road and utilities connection for the proposed Forest View development.</p> <p>Project will install new sidewalk to Musashi property along Domville Street.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	
Growth related		X		Project will provide better connection to road and utilities of the Forest View development.
Service enhancements		X		Project will install storm sewer laterals to property line.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025

Capital				
Purchases/Contractor/Material				
Roads & Storm	\$1,302,500			
Sanitary Sewer	161,500			
Water	368,000			
Engineering	364,500			
Misc	34,000			
Total	\$2,230,500			
Sub-Contractor/Equipment				
Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$2,230,500			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community				
Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: Forest View	\$20,000 to			
Development Contribution	40,000			
Total Funding	\$2,230,500			
Net Operating Cost				
Estimated Completion Date: September 31, 2023				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: M. Aston				
Date Prepared: _____ 2021-09-24 _____ Reviewed by				
Treasurer: _____				

	Anticipated Costs	Allocation of Eng. & Contingency	Total anticipated Budget
Roads & Storm	1,302,500.00	132,833.33	1,435,333.33
Sanitary	161,500.00	132,833.33	294,333.33
Water	368,000.00	132,833.33	500,833.33
	<u>1,832,000.00</u>	<u>398,500.00</u>	<u>2,230,500.00</u>

Engineering 364,500.00
Contingency 34,000.00



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Asphalt Resurfacing – Smith Street			
Asset Name:	Section of Smith Street	Import ID:		
Project Description	<p>Project will resurface ~1,000m of Smith Street between Conestoga and Wells Streets.</p> <p>Project assume an asphalt width of ~8.5m.</p>			
Project Justification	<p>Project will resurface a portion of road identified by the roads team as in need of rehabilitation.</p> <p>Currently this section of road requires increased amounts of hand patching by roads team.</p> <p>Road surface no longer provides for smooth driving.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$200,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				

Legal Fees				
Contingency				
Total Fees	\$200,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-10-01 _____ Reviewed by				
Treasurer: _____				



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

Memorandum

DATE: October 27, 2021

TO: Matthew Aston, CET, Director
of Operations, Township of
Wellington North

FROM: Paul Ziegler and Matt Kerr

RE: Project Proposal for Smith
Street (Highway 6) Connecting
Link Reconstruction 2022-
2023

FILE: M5989

SMITH STREET CONNECTING LINK PROJECT PROPOSAL

INTRODUCTION

Smith Street and George Street (Highway 6) are the municipal streets that are the Connecting Link that runs in a “northerly” direction through the community of Arthur, in the Township of Wellington North, in the County of Wellington. The south limit of the Connecting Link is at the north side of the Conestoga River Bridge. The north limit of the Connecting Link is at Wells Street.

Smith Street from Preston to Wells Street has a 21 year old asphalt structure and from Conestoga to Preston Street asphalt structure is 25+ years.

PROJECT SCOPE

The project scope of approximately 900m of Smith Street (Highway 6) from Conestoga Street to Wells Street (north Limit) will include:

- Full depth asphalt removal and replacement (Total Depth = 140mm).
- Gravel road base surface restoration prior to paving.
- Remove and replace sections of curb that are in poor condition.
- Remove and replace full depth asphalt boulevard/driveways behind the section of new curb.
- Remove, rebuild and adjust sanitary & storm sewer frame and cover/grates.
- Remove, rebuild and adjust water valve boxes to surface asphalt.
- Repair and restoration areas of deficient subgrade.
- Line painting.
- Installation of accessible sidewalk ramps

Project Estimate

The total probable cost of the project will be \$900,000.00 (Excluding H.S.T.). Provincial funding amount to be requested will be \$810,000.00(Excluding H.S.T.). The Townships probable portion will be \$90,000.00(Excluding H.S.T.). A cost breakdown is included in Table 1.

TABLE 1 – CONNECTIN LINK PROJECT FINANCIAL INFORMATION PROPOSED SMITH STREET (HIGHWAY 6) CONNECTING LINK RECONSTRUCTION ARTHUR, TOWNSHIP OF WELLINGTON NORTH			
PHASE	2022 FEES	2023 FEES	TOTAL
Engineering Design	\$64,000.00		\$64,000.00
Project Management/ Contract Administration		\$96,000.00	\$96,000.00
Construction		\$675,000.00	\$675,000.00
Miscellaneous		\$65,000.00	\$65,000.00
Total	\$64,000.00	\$836,000.00	\$900,000.00
Amount of Provincial Funding To Be Requested (90% Excluding H.S.T.)	\$57,600.00	\$752,400.00	\$810,000.00
Amount of Townships Funding To Be Requested (Excluding H.S.T.)	\$6,400.00	\$83,600.00	\$90,000.00



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Rural Road Rebuild			
Asset Name:	~2km of Rural Road	Import ID:		
Project Description	Project will rebuild a 2km section of rural road. Sideroad 13 – County Rd 109 to Line 2 (~2.7 km) Sideroad 9E – Concession 7 to Concession 9 (~2.7 km)			
Project Justification	Project will rehabilitate a two kilometre portion of rural road.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements	X			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$120,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$120,000			
Funding				

Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$60,000			
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: M. Aston _____ Department Head: M. Aston _____				
Date Prepared: September 20, 2021 _____ Reviewed by Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Asphalt Resurfacing – Sideroad 5W			
Asset Name:	Section of Sideroad 5W	Import ID:		
Project Description	<p>Project will resurface ~1,000m of Sideroad 5W between Concession 9 and Entrance to Riverstown Landfill.</p> <p>Project assume an asphalt width of ~7.3m.</p>			
Project Justification	<p>Project will resurface a portion of road identified by the roads team as in need of rehabilitation.</p> <p>Currently this section of road requires increased amounts of hand patching by roads team.</p> <p>Road surface no longer provides for smooth driving.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$80,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				

Legal Fees				
Contingency				
Total Fees	\$80,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-09-15 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Asphalt Resurfacing – Line 12			
Asset Name:	Section of Line 12	Import ID:		
Project Description	<p>Project will resurface ~5,400m of Line 12 between County Roads 14 & 16.</p> <p>Project assume an asphalt width of ~7.3m.</p>			
Project Justification	<p>Project will resurface a portion of road identified by the roads team as in need of rehabilitation.</p> <p>Currently this section of road requires increased amounts of hand patching by roads team.</p> <p>Road surface no longer provides for smooth driving.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$432,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				

Legal Fees				
Contingency				
Total Fees	\$432,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-09-15 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Asphalt Resurfacing – Sideroad 7E			
Asset Name:	Section of Sideroad 7E	Import ID:		
Project Description	<p>Project will resurface ~3,200m of Sideroad 7E between Highway 6 and Concession 2.</p> <p>Project assume an asphalt width of ~7.3m.</p>			
Project Justification	<p>Project will resurface a portion of road identified by the roads team as in need of rehabilitation.</p> <p>Currently this section of road requires increased amounts of hand patching by roads team.</p> <p>Road surface no longer provides for smooth driving.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$256,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				

Legal Fees				
Contingency				
Total Fees	\$256,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-09-15 _____ Reviewed by				
Treasurer: _____				



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

CAPITAL PROJECT SHEET

Department:	Transportation Services		
Project Name:	London Road North – Asphalt Installation Birmingham Street East ROW to Durham Street East		
Asset Name:	Road Surface	Import ID:	NA
Project Description	<p>Project will pave a portion of this road.</p> <p>0.2 KM</p> <p>The estimated cost below would install 50mm of asphalt, ~7.3m wide, on the existing gravel road, no curb/sidewalk, or additional improvements.</p>		
Project Justification	<p>London Road North between Birmingham Street East ROW to Durham Street East</p> <ul style="list-style-type: none"> - Section of London Road North is currently gravel; - Daily traffic count of 519 obtained August 19, 2020 (London Rd south of King St E); - All underground mains are installed along this section – storm sewer (east-side of road), watermain (west-side of road) and no future need for sanitary sewer is anticipated; - Jack's Way is a planned development, Township staff feel the developer should be responsible for a capital contribution towards the paving of a portion of London Road. Township staff feel it is a stronger position to negotiate this capital contribution if the road remains gravel at this time; and - Township received petition from local residents for this project. 		

PROJECT MATRIX

Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short	X			



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

Payback				
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related		X		
Service enhancements		X		Project would see gravel road upgraded to asphalt.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2021	2022	2023	2024
Capital Purchases/Contractor/Material	\$18,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency	\$2,000			
Total Fees	\$20,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: Salvage				
Total Funding				
Net Operating Cost				
Estimated Completion Date: 31-Dec-22				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

Date Prepared: 24-Sep-21 Reviewed by
Treasurer: _____



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Asphalt Resurfacing – Albert Street			
Asset Name:	Section of Albert Street	Import ID:		
Project Description	<p>Project will resurface ~100m of Albert Street near its east-side intersection with Oakview Crescent.</p> <p>Project assume an asphalt width of ~8.5m.</p> <p>A portion of curb on the north-side of the road will be installed - ~100m.</p>			
Project Justification	<p>Project will resurface a portion of road identified by the roads team as in need of rehabilitation.</p> <p>Currently this section of road requires increased amounts of hand patching by roads team.</p> <p>Road surface no longer provides for smooth driving.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$22,500			
Sub-Contractor/Equipment Rental				

Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$22,500			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-09-15 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Asphalt Resurfacing – Birmingham Street East			
Asset Name:	Section of Birmingham Street East	Import ID:		
Project Description	<p>Project will resurface ~300m of Birmingham Street East between Egremont Street North and Church Street North.</p> <p>Project assume an asphalt width of ~8.5m.</p>			
Project Justification	<p>Project will resurface a portion of road identified by the roads team as in need of rehabilitation.</p> <p>Currently this section of road requires increased amounts of hand patching by roads team.</p> <p>Road surface no longer provides for smooth driving.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$30,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				

Legal Fees				
Contingency				
Total Fees	\$30,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-09-15 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Asphalt Resurfacing – Church Street North			
Asset Name:	Section of Church Street North	Import ID:		
Project Description	<p>Project will resurface ~100m of Church Street North between Birmingham Street East and Durham Street East.</p> <p>Project assume an asphalt width of ~8.5m.</p>			
Project Justification	<p>Project will resurface a portion of road identified by the roads team as in need of rehabilitation.</p> <p>Currently this section of road requires increased amounts of hand patching by roads team.</p> <p>Road surface no longer provides for smooth driving.</p> <p>Remainder of block was paved under development project at Church and Durham Street.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$17,500			
Sub-Contractor/Equipment Rental				

Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$17,500			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston__ Department Head: __M. Aston__				
Date Prepared: _____ 2021-10-01 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Asphalt Resurfacing – Durham Street East			
Asset Name:	Section of Durham Street East	Import ID:		
Project Description	<p>Project will resurface ~325m of Durham Street East between Church Street North and London Road North.</p> <p>Project assume an asphalt width of ~8.5m.</p>			
Project Justification	<p>Project will resurface a portion of road identified by the roads team as in need of rehabilitation.</p> <p>Currently this section of road requires increased amounts of hand patching by roads team.</p> <p>Road surface no longer provides for smooth driving.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$35,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				

Legal Fees				
Contingency				
Total Fees	\$35,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-09-15 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Asphalt Resurfacing – Preston Street South			
Asset Name:	Section of Preston Street South	Import ID:		
Project Description	<p>Project will resurface ~340m of Preston Street South south of Smith Street.</p> <p>Project assume an asphalt width of ~8.5m.</p>			
Project Justification	<p>Project will resurface a portion of road identified by the roads team as in need of rehabilitation.</p> <p>Currently this section of road requires increased amounts of hand patching by roads team.</p> <p>Road surface no longer provides for smooth driving.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$37,500			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				

Legal Fees				
Contingency				
Total Fees	\$37,500			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston__ Department Head: __M. Aston__				
Date Prepared: _____ 2021-09-15 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Princess Street Sidewalk			
Asset Name:	Princess Street Sidewalk	Import ID:		
Project Description	Project will construct ~230m of new sidewalk on Princess Street from Cork Street to near Strathcona Village.			
Project Justification	<p>Project will allow for safe and efficient movement of pedestrians.</p> <p>Project will establish a complete sidewalk network from the east to the Mount Forest & District Sports Complex.</p> <p>Project promotes alternate modes of transportation including walking.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			x	
Legislative Requirement		x		
Operational Saving, Short Payback	x			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	x			
Growth related			x	
Service enhancements			x	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$100,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$100,000			
Funding				

Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$100,000			
Net Operating Cost				
Estimated Completion Date: October 31, 2022				
Projected New Operating Costs per year: Additional Sidewalk Maintenance Cost				
Previous Operating Costs: \$				
Submitted By: D. Clark _____ Department Head: M. Aston _____				
Date Prepared: September 15, 2021 _____ Reviewed by				
Treasurer: _____				





WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Victoria Cross Public School			
Asset Name:	Victoria Cross Public School	Import ID:		
Project Description	<p>Project will construct new sidewalk from Foster Street to west-boundary of Victoria Cross PS.</p> <p>~225m of Sidewalk</p>			
Project Justification	<p>Project will allow for safe and efficient movement of pedestrians.</p> <p>Project will replace an existing section of sidewalk in poor condition from the west-side of the Durham Street West entrance to Victoria Cross PS to the west-boundary of the school property.</p> <p>Project will install new sidewalk between Foster Street and east-side of Durham Street West entrance to Victoria Cross PS.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			x	
Legislative Requirement		x		
Operational Saving, Short Payback	x			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	x			
Growth related			x	
Service enhancements			x	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$115,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				

Total Fees	\$115,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$			
Net Operating Cost				
Estimated Completion Date: October 31, 2022				
Projected New Operating Costs per year: \$				
Previous Operating Costs: \$				
Submitted By: D. Clark _____		Department Head: M. Aston _____		
Date Prepared: September 15, 2021 _____		Reviewed by _____		
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Roads Condition Assessment			
Asset Name:		Import ID:		
Project Description	Project will hire a third-party consultant to complete a condition assessment of the Township's existing roads network.			
Project Justification	<p>Project will result in a condition assessment that can be added to the Township's asset management plan, which will allow be more data driven future capital planning.</p> <p>Project would update a 2013 roads need study.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		Township is required to proactive rehabilitate its assets. Trip injuries can result in civil claims against the Township.
Operational Saving, Short Payback		X		Project will result in better data with which to make decisions on assets.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		Condition assessment will provide Township with better data on its sidewalk assets.
Growth related	X			
Service enhancements	X			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$40,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				

Contingency				
Total Fees	\$40,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston__ Department Head: __ M. Aston__				
Date Prepared: _____ 2021-09-28 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Sidewalk Condition Assessment			
Asset Name:		Import ID:		
Project Description	Project will hire a third party consultant to complete a condition assessment of the Township's existing sidewalk network.			
Project Justification	Project will result in a condition assessment that can be added to the Township's asset management plan, which will allow be more data driven future capital planning.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		Township is required to proactive rehabilitate its assets. Trip injuries can result in civil claims against the Township.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		Condition assessment will provide Township with better data on its sidewalk assets.
Growth related	X			
Service enhancements	X			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$20,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$20,000			

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: _____ M. Aston _____				
Date Prepared: _____ 2021-09-15 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Storm Pond Condition Assessment			
Asset Name:		Import ID:		
Project Description	<p>Project will hire a third-party consultant to complete a condition assessment of the Township's existing stormwater facilities including</p> <ul style="list-style-type: none"> - Creating an componentized listing of assets; - Life-cycle cost analysis; and - Instructions for effective operation. 			
Project Justification	<p>Project will result in a condition assessment that can be added to the Township's asset management plan, which will allow be more data driven future capital planning.</p> <p>Project would be first such condition assessment of the Township's stormwater facility assets.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			Project will result in better data with which to make decisions on assets and maintenance.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		Condition assessment will provide Township with better data on its stormwater facilities assets.
Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$10,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				

Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$10,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: ___M. Aston___ Department Head: ___M. Aston___				
Date Prepared: _____ 2021-09-28 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Sanitary			
Project Name:	Arthur WWTP (OCWA Project)			
Asset Name:		Import ID:		
Project Description	<p>OCWA has recommend the following for 2022 capital projects:</p> <ul style="list-style-type: none"> - Sludge Pump 1 - Pump Repair from Inspection Report (\$6,500); - Supernate Pump 1 & 2 – Pump Repair from Inspection Report (\$7,000); - Filter Reject Pump – Spare (\$5,500); - Control System – Wells SPS (\$30,000); and - Contingency Capital (\$35,000) 			
Project Justification	<p>OCWA is the Township's operating authority for our wastewater treatment plants.</p> <p>Aeration Tank – Tank performs biological treatment of wastewater. The original plan was for this cleaning to occur in 2020, however, it was postponed due to budget.</p> <p>Perth St SPS – Project will replace a sewage pump and electrical panel at this sanitary pumping station.</p> <p>Contingency Capital – Township maintains this allowance for major equipment failures that may occur during the year.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement			X	
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related		X		
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$84,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				

Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$84,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$			
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: M. Aston _____ Department Head: M. Aston _____				
Date Prepared: September 16, 2021 _____ Reviewed by Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Sanitary			
Project Name:	Mount Forest WWTP (OCWA Project)			
Asset Name:		Import ID:		
Project Description	<p>OCWA has recommend the following for 2022 capital projects:</p> <ul style="list-style-type: none"> - Aeration Equipment (Cell 1) – Membrane Replacement (\$15,500); - Cork SPS – Pump (\$25,000); - Supernate Pump Repair from Inspection Report (\$16,000); - WAS Pump Repair from Inspection Report (\$5,000); - North Water SPS – Raw Sewage Pump Repair from Inspection Report (\$60,000) - North Water SPS – Interior Painting (\$10,000); - Durham SPS – Raw Sewage 1 & 2 Inspection and Repair (11,000); - Perth SPS – Control System Replacement (\$30,000); and - Contingency Capital (\$35,000) 			
Project Justification	<p>OCWA is the Township's operating authority for our wastewater treatment plants.</p> <p>Cork SPS pump inspection report completed by SPL and dated September 28, 2020.</p> <p>North Water SPS inspection report completed by SPL and dated September 29, 2020. Inspection report indicated duty pump 1 and recently repaired standby pump 2 were in good working order, which standby pump 3 still requires repairs.</p> <p>Durham SPS inspection reports by SPL and dated September 28, 2020. All three showing inspections showed they are in fair condition but showing signs of ware on the impellers and inspection was required in twelve months time.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement			X	
Operational Saving, Short Payback		X		

Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related		X		
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$207,500			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$207,500			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$			
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: M. Aston _____ Department Head: M. Aston _____				
Date Prepared: September 16, 2021 _____ Reviewed by				
Treasurer: _____				



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

CAPITAL PROJECT SHEET

Department:	Environmental Services		
Project Name:	Mount Forest WWTP – Blower Study		
Asset Name:	NA	Import ID:	NA
Project Description	<p>Project will investigate and provide a technical specification, including Environmental Compliance Approval update, for a two to five year blower replacement project.</p> <p>Blower replacements are estimated at \$70,000 to \$110,000 each.</p>		
Project Justification	<p>Mount Forest WWTP has the following blowers in services:</p> <ul style="list-style-type: none"> - Two (2) at Digester Facility (~2005); and - Three (3) aeration Tanks (2008). <p>At twelve and fifteen years, these pieces of equipment are nearing the end of their life. Township staff feel a proactive replacement plan will service the treatment plant best.</p> <p>Modern blower equipment also offer energy efficiency and savings that would result in operations savings.</p>		

PROJECT MATRIX

Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement			X	
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related		X		
Service enhancements		X		
Total				

CAPITAL PROJECT COSTING AND FUNDING

Costs	2021	2022	2023	2024
Capital Purchases/Contractor/Material	\$20,000			
Sub-Contractor/Equipment Rental				



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

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$20,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: 31-Dec-21				
Projected New Operating Costs per year: NA				
Previous Operating Costs: NA				
Submitted By: _____ M. Aston _____ Department Head: ___ M. Aston ___				
Date Prepared: ___ 01-Sep-21 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Sanitary			
Project Name:	Mount Forest WWTP Re-Rating			
Asset Name:		Import ID:		
Project Description	Project will continue work to re-rate the Mount Forest WWTP from 2,818 cubic metres per day to 3,500.			
Project Justification	<p>Township completed a benthic macroinvertebra study in 2021 to support the re-rating for the Mount Forest WWTP.</p> <p>Next steps would be for Township to complete an assimilative capacity study for 3,500 cubic metres a day.</p> <p>Capital budget would be used for projects / studies that support re-rating efforts.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement			X	
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related			X	
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$100,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$100,000			
Funding				

Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$			
Net Operating Cost				
Estimated Completion Date: Ongoing				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: M. Aston _____ Department Head: M. Aston _____				
Date Prepared: 2021-11-10 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH
SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Environmental Services			
Project Name:	Valve Maintenance/Vac Trailer			
Asset Name:		Import ID:		
Project Description	Project would replace the Township's existing valve maintenance/vac trailer.			
Project Justification	Existing valve maintenance/vac trailer is used regularly and is 13 years old			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		Reduces risk of injury to operators
Legislative Requirement		X		
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		Regular valve maintenance extends useful life of valves in system
Growth related	X			
Service enhancements		X		Valve trailer will have GPS capability that can be utilized within the Township's GIS system.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$115,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$115,000			
Funding				
Reserves				

Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year: NA				
Previous Operating Costs: NA				
Submitted By: <u> M. Aston </u> Department Head: M. Aston				
Date Prepared: <u> 2021-09-27 </u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Environmental Services			
Project Name:	Study of Water Meters			
Asset Name:		Import ID:		
Project Description	<p>Project would study water meter implementation at Wellington North including, at a minimum, the following:</p> <ul style="list-style-type: none"> - Analysis of the cost and benefits of pursuing water meters - Water meter feasibility given the quality of water drawn in each community - Analysis of capital costs required to implement water meters - Estimate of probable cost of water meter implementation project - Estimate of probable life cycle cost of water meters - Estimate duration of project implementation - Analysis of skills required to own, operate, and maintain water meters - Analysis of how water meters would change residential rate structure - Recommended manufacturer of water meters - Recommended next steps 			
Project Justification	<p>Water meters encourage residents to conserve water and provide for costing based on use.</p> <p>Council carried the following resolution at its February 8, 2021, meeting:</p> <p><i>THAT Council of the Township of Wellington North receive Report OPS 2021-001 being a report on the water meters;</i></p> <p><i>AND FURTHER THAT Council direct staff to bring a 2022 capital budget project, for Council's consideration, for a water meter study for Wellington North.</i></p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		Water meters promote conservation

Operational Saving, Short Payback		X		Water meters would allow Township to better understand water usage.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			Water meters would represent another asset owned by the Township.
Growth related	X			
Service enhancements		X		Water meters would allow for water bill to be based on water used.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material				
Sub-Contractor/Equipment Rental				
Consulting Fees	\$20,000			
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$20,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year: NA				
Previous Operating Costs: NA				
Submitted By: <u> M. Aston </u> Department Head: M. Aston				
Date Prepared: <u> 2021-09-20 </u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Environmental Services			
Project Name:	New Water Pick-up Truck			
Asset Name:		Import ID:		
Project Description	New pick-up truck for water department.			
Project Justification	<p>Manager is currently using his personal vehicle for appointments. Manager enters job sites and represents Township during the day.</p> <p>COVID protocol has required us to minimize people in same vehicle.</p> <p>Water vehicle was included as a 2022 project as part of the 2020 water and wastewater rate study.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement	X			
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related	X			
Service enhancements		X		Truck would be new addition to the fleet.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$45,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$45,000			
Funding				
Reserves				

Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year: \$1500				
Previous Operating Costs: NA				
Submitted By: __M. Aston_____ Department Head: M. Aston				
Date Prepared: __2021-09-20_____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation Services			
Project Name:	Upgrades at the Arthur and Area Community Center			
Asset Name:	Arthur and Area Community Center	Import ID:		
Project Description	<p>Roof Membrane – Arthur & Area Community Centre</p> <p>Project will replace roof membrane system.</p>			
Project Justification	<p>Phase 1 - Roof Repairs October 2022 – December 2023 Prepare design and tender document Oct 2022 – February 2023 Completion of roof repairs July 2023 - December 2023</p> <p>Roof is over twenty years old. There is approximately 15 locations with blisters where the upper membrane layer is bubbling up.</p> <p>The slope of roof at some locations can be improved during new installation to improve water run off.</p> <p>Roof was apart of ICIP grant application, but after a structural inspection was completed in August 2021 it has been brought to our attention that this project should be as soon as possible.</p> <p>2021 structural inspection identified the roof replacement as a priority project.</p> <p>Phase 2 - Arena Improvement August 2023 – September 2024 Design and tender Arena improvements August 2023 – January 2024 Washroom & Lobby March 2024 – September 2024 Change Rooms and Entrance March 2024 – September 2024</p> <p>Phase 3 - Community Centre Improvements July 2024 to April 2025 Design and Tender CC Improvements July 2024 to November 2024 CC Upgrades, Kitchen, Washroom, Bar Areas January 2025 to April 2025</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		x		

Legislative Requirement	x			
Operational Saving, Short Payback	x			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			x	
Growth related	x			
Service enhancements	x			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$660,859.38	\$310,859.38	\$1,664,859.38	\$456,859.38
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees				
Funding				
Reserves				
Reserve Funds			\$90,000 (DCs)	
Taxation (Transfers to Capital)	132,171.88	62,171.88	242,971.88	91,371.88
Gas Tax				
ICIP – Green and Inclusive Community Building Fund	528,687.50	248,687.50	1,331,887.50	365,487.51
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$3,093,437.50 (Arena Floor already completed)			
Net Operating Cost				
Estimated Completion Date: Nov. 31 2022				
Projected New Operating Costs per year				
Previous Operating Costs:				
Submitted By: M. Aston Department Head: Matthew Aston				
Date Prepared: 2021-11-04 Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET			
Department:	Recreation		
Project Name:	Campbell deVore Playground Replacement		
Asset Name:	Playground Equipment	Import ID:	
Project Description	Project will replace the existing playground at 851 Princess Street in Mount Forest.		
Project Justification	<p>Project will replace aged playground equipment within the Campbell deVore park.</p> <p>Project would also install outdoor exercise equipment as part of the new installation (POSSIBLE BIA INITIATIVE).</p> <p>The Recreation Master Plan identified that 82% of survey respondents supported additional investment in playgrounds through continued upgrades, including features accessible to children with disabilities.</p> <p>Playground design has evolved over time, from traditional elements such as slides, swings, and climbers to more creative elements that involve interactive and challenging play, with most playground features having a lifespan of about twenty years.</p> <p>In terms of trends, some communities are also beginning to install outdoor fitness equipment that can be used by people of all ages. It is expected that new play structures will be designed with accessibility in mind. The Township should continue to regularly inspect all playground structures on a regular basis to identify maintenance priorities. In addition, it is recommended that the Township phase-out sand surfacing in favour of engineered wood fibre or alternative low maintenance materials that provide enhanced impact attenuation and accessibility.</p> <p>Recommendation 37 “Strive to provide playgrounds within 500-metres of new residential areas within urban centres. Playground locations should be unobstructed by pedestrian barriers (e.g., highways, rail lines Facility Assessment and waterways) and be connected to surrounding residential areas (e.g., sidewalks, walkways and trails).”</p> <p>Recommendation 38 “Establish a playground replacement program, with a short-term focus on playgrounds in</p>		

	Campbell deVore Park (including the pathway) and Birmingham Street Lions Park (including flood control measures). Regular inspections may identify other capital priorities or preventative maintenance requirements. Playgrounds should be designed to comply with AODA requirements and be welcoming and accessible to all families, including the phase-out of sand surface materials in favour of engineered wood fibre.”			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		Existing playground was built to an outdated standard.
Legislative Requirement		X		New playground would provide more inclusive features as well as have a focus on accessibility.
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Existing playground equipment is aged.
Growth related		X		
Service enhancements			X	Project would add outdoor gym equipment local to Mount Forest.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$130,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$130,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				

User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: ___ M. Aston _____				
Date Prepared: _____ 2021-09-28 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation Services			
Project Name:	Ice Resurfacer Replacement			
Asset Name:	Olympia	Import ID:		
Project Description	Purchase a new Olympia ice resurfacer			
Project Justification	<p>The Mount Forest ice resurfacer was purchased in 2008 and has done well but has surpassed its life expectancy of twelve years. Over the past year we have spent over three thousand dollars on servicing this machine to keep it operational.</p> <p>Hour of Operation = 3,540</p> <p>Township's "fleet management policy" does not speak specifically to arena equipment, however, small vehicles are given a useful life of 4,000 hours.</p> <p>Township experienced two hydraulic leaks on the Mount Forest ice resurfacer during the month of October 2021.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	x			
Legislative Requirement	x			
Operational Saving, Short Payback	x			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		x		Life cycle is twelve to thirteen years
Growth related	x			
Service enhancements	x			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$95,000.00			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				

Legal Fees				
Contingency	\$5,000.00			
Total Fees	\$100,000.00			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	\$92,500.00			
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: Salvage	\$7500.00			
Total Funding	\$100,000.00			
Net Operating Cost				
Estimated Completion Date: Nov. 1 2022				
Projected New Operating Costs per year: \$1000.00 topping up wood fibre				
Previous Operating Costs:				
Submitted By: Tom Bowden Department Head: Matthew Aston				
Date Prepared: September 22, 2021 Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation			
Project Name:	Engineered Wood Fiber Upgrade			
Asset Name:	Playground	Import ID:		
Project Description	<p>Project would see a surface upgrade to an existing playground:</p> <ul style="list-style-type: none"> - Roy Grant Playground <u>or</u> - Arthur Lion's Playground <u>or</u> - Merv Weber Playground <p>Project would also give drainage improvements consideration as part of project.</p>			
Project Justification	<p>Engineered wood fiber provides an accessible play surface at our playgrounds. Existing playgrounds have sand surface which is not accessible.</p> <p>Bill Moody playground underwent a similar project in 2021.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement			X	Recreation facilities per provincial accessibility standards and Township's own Master Plan need to be accessible and inclusive.
Operational Saving, Short Payback	X			Engineer wood fibre is more expensive to operate than the existing sand.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		New playing surface provides for a more inclusive recreation experience.
Growth related	X			
Service enhancements			X	Replaced play surface would increase the level of service.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025

Capital Purchases/Contractor/Material	\$45,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$45,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Aston _____ Department Head: ___ M. Aston _____				
Date Prepared: ___ 2021-09-28 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation Services			
Project Name:	Mount Forest Fairgrounds Enhancements			
Asset Name:	Mount Forest Fairgrounds	Import ID:		
Project Description	<p>Continued upgrades and enhancements to our facilities.</p> <p>With the increased use by local dog walkers and runners it has become apparent that with the vehicle traffic on the track it has become unsafe, and we need to repair the issue before, and accident occurs.</p> <ul style="list-style-type: none"> - Fencing - Gates - Gravel Parking Lot - Drainage 			
Project Justification	<p>This project is to help prevent unnecessary vehicular traffic on the old racetrack at the Mount Forest Fairgrounds.</p> <p>We will be replacing unsafe fencing, also fencing our parking lots to restrict vehicle movement at both diamonds and at the splash pad.</p> <p>All vehicle gates will be repaired, and all gate entrances will become man gates. New man gates will be installed to help with pedestrian traffic and all vehicle gates will have locks to restrict unwanted vehicles.</p> <p>Both parking lots will have fresh gravel and the drainage issues behind the Kinsmen diamond will be repaired</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		x		
Legislative Requirement		x		
Operational Saving, Short Payback	x			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		x		
Growth related	x			
Service enhancements		x		
Total				
CAPITAL PROJECT COSTING AND FUNDING				

Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$95,000.00			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency	\$5,000.00			
Total Fees	\$100,000.00			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	\$100,000.00			
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$100,000.00			
Net Operating Cost				
Estimated Completion Date: Nov. 1 2022				
Projected New Operating Costs per year: \$1000.00 topping up wood fibre				
Previous Operating Costs:				
Submitted By: Tom Bowden Department Head: Matthew Aston				
Date Prepared: September 22, 2021 Reviewed by Treasurer: _____				



WELLINGTON NORTH
SEMPER PORRO

CAPITAL PROJECT SHEET			
Department:	Recreation		
Project Name:	Trail Master Plan		
Asset Name:	Trail System	Import ID:	
Project Description	<p>The Trail Master Plan will engage a consultant to develop a comprehensive document that refines the vision and goals for our trail network. It will help set priorities in line with the Recreation Master Plan and take advantage of new approaches, legislation, and guidelines in trail planning.</p> <p>The Trail Master Plan recognizes that trails are essential to the everyday life of many residents for recreation, health and mobility and will provide clarity and direction on the following items:</p> <ul style="list-style-type: none"> • Development and Connectivity • Classification and Experiences • Operations and Maintenance • Capital Budget and Planning Process 		
Project Justification	<p>As the Township continues to grow and develop in residential areas, the need for a unified trail system becomes more significant. Currently the Township has a number of trails, but they do not actively connect to one another. The Trail Master Plan will help to prioritize projects and identify areas of opportunity.</p> <p>Trails are essential to everyday life for recreation, health and mobility. The Trail Master Plan will support and develop an inclusive, connected, sustainable trail network that offers diverse experiences, fosters an active and healthy lifestyle and showcases Wellington North's natural and cultural assets for all.</p> <p>Recreation Master Plan Recommendations:</p> <p>71. Work with the County and other partners to develop and distribute mapping and promotional material (in both hard copy and electronic versions, including the Leisure Calendar) on trail and active transportation routes in the Township. All future trails should include appropriate signage to delineate the network and enhance wayfinding for users.</p> <p>70. Formalize agreements with private landowners that own property containing public trails.</p>		

69. Maintain Trail Committees and engage them on a regular basis to confirm trail routes, phasing options, and maintenance requirements and responsibilities, recognizing that opportunities and priorities may change over time. Consult with the public and community stakeholders in advance of any trail development projects.

68. Continue to emphasize the proper design, construction and maintenance of the trail network. Utilize the design standards and guidelines in applicable provincial regulations as well as the County's Active Transportation Plan for all trail construction Projects

67. Pursue the development of looped trails, including the renewal of the Marvin Howe Trail and connection to the River Trail in Arthur.

66. Seek connections between communities, municipalities and regional trail networks (e.g., Arthur to Damascus, Grand Valley, Elora-Cataract Trail, etc.). Coordinate with the Conservation Authority, County and adjacent municipalities for any projects that may extend beyond the Township.

65. Where gaps exist in the trails system, consider the installation of sidewalks and/or on-road signed routes to connect pedestrians and/or cyclists to trail networks and destinations (e.g., Campbell deVore Park), where appropriate.

64. Evaluate future trail development and connections through the use of existing corridors (e.g., abandoned rail lines, unopened road allowances, utility corridors, etc.) and the land development process, including trails in new subdivisions (e.g., through dedication).

63. Assign high priority to the creation and promotion of trail and active transportation routes, as guided by the Wellington County Active Transportation Master Plan, ongoing public input, and opportunities created by the development approvals process.

62. Establish consistent and high quality signage at all municipal facilities, parks and along trail heads to enhance branding and wayfinding.

57. Maintain a commitment to accessibility, safety and comfort for all ages and abilities within the Township's parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Crime Prevention Through Environmental Design (CPTED) principles. Greater commitment should be given to the provision of support amenities (such as washrooms, shade, benches/seating areas, bike racks, etc.) and seamless connectivity

	<p>within the parks, open space and trails system.</p> <p>50. Strive to achieve a minimum municipal parkland service level of 2.75 hectares per 1,000 residents, which would require an additional 13.8 hectares of parkland by 2031 to meet current and future needs. To maintain a walkable park system, the Township should strive to provide a neighbourhood or community park within 500-metres of all residential areas in urban centres, unobstructed by pedestrian barriers (e.g., highways, rail lines and waterways) and connected to surrounding residential areas (e.g., sidewalks, walkways and trails).</p> <p>37. Strive to provide playgrounds within 500-metres of new residential areas within urban centres. Playground locations should be unobstructed by pedestrian barriers (e.g., highways, rail lines and waterways) and be connected to surrounding residential areas (e.g., sidewalks, walkways and trails).</p>
--	---

PROJECT MATRIX

Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		Existing trails are not classified, no sidewalks, connectivity challenges
Legislative Requirement		X		Township Recreation Master Plan.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related			X	
Service enhancements			X	
Total				

CAPITAL PROJECT COSTING AND FUNDING

Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material				
Sub-Contractor/Equipment Rental				
Consulting Fees	\$60,000			
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$60,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				

Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2022				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ M. Jones _____ Department Head: ___ M. Aston _____				
Date Prepared: _____ 2021-09-28 _____ Reviewed by				
Treasurer: _____				

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF REGULAR COUNCIL MEETING – NOVEMBER 8, 2021 at 2:00 P.M.
CLOSED SESSION TO FOLLOW OPEN SESSION
VIA WEB CONFERENCING**

Members Present:

**Acting Mayor:
Councillors:**

**Steve McCabe
Sherry Burke
Lisa Hern
Dan Yake**

Member Absent:**Mayor:****Andrew Lennox****Staff Present:**

Chief Administrative Officer:	Michael Givens
Director of Legislative Services/Clerk:	Karren Wallace
Deputy Clerk:	Catherine Conrad
Director of Finance:	Adam McNabb
Director of Operations:	Matthew Aston
Manager of Transportation Services:	Dale Clark
Community Recreation Coordinator:	Mandy Jones
Economic Development Officer:	Dale Small
Human Resources Manager:	Chanda Riggi
Director of Fire Services:	Chris Harrow
Administrative Support:	Morgan McCannell
Emergency Manager/CEMC:	Hurania Melgar
Senior Planner:	Jessica Rahim

CALLING TO ORDER

Councillor McCabe called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2021-359

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Agenda for the November 8, 2021 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

PRESENTATIONS

1. SLBC Inc., Elaine Chang and Aman Singh
 - 2021 Asset Management Plan – Transportation, Stormwater, Water, Wastewater

Ms. Chang reviewed the Asset Management Plan for core infrastructure in accordance with O.Reg. 588/17, which is the regulation for Asset Management Plans for municipalities. The Asset Management Plan will help the municipality meet its strategic priorities, Asset Management Policy, asset management improvement strategy and roadmap. All of this alignment will help the municipality meet its service delivery goals. The Asset Management Plan includes a summary of assets owned by the Township, including transportation, stormwater, water and wastewater systems; and their condition. Levels of Service provided by the Township reporting includes current levels. By 2025 level of service targets will have to be

set. The plan looks at improvements that are needed over the next 10 years, operations and maintenance costs and forecasts needs compared to funding 2022-2031. The regulatory compliance with O.Reg. 588/17 requirements were reviewed. The Asset Management Plan continuous improvement opportunities include data improvements, maintenance management system/ work order management system, asset management decision support system, stormwater analysis/model, and work toward establishing LOS target for 2025 AM plan

RESOLUTION: 2021-360

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive the 2021 Asset Management Plan – Transportation, Stormwater, Water, Wastewater;

AND FURTHER THAT Council endorse the Asset Management Plan as presented by SLBC Inc.

CARRIED

2. Hurania Melgar, Emergency Manager/CEMC

- Report EM 2021-001 – 2021 Annual Emergency Management Programme Report

Ms. Melgar presented the Annual Emergency Management Programme Report. The report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and how the municipality fulfilled these requirements in 2021. The Emergency Management Programme Committee met virtually on April 20, 2021 to review the Township's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, review of the Interim After Action Review for COVID-19 and Public Education.

The existing Emergency Response Plan was adopted by Council in Fall of 2020. Any updates for the plan that have come out of the Interim COVID-19 After Action Report will be saved until after the final After Action Report is complete for COVID-19 in 2022.

The required prescribed training for 2021 has not changed from 2018-2019. Members of the Township's Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year. Given the on-going COVID-19 pandemic, training was primarily conducted virtually and with smaller amounts of training than would normally occur.

The Township's MECG members participated in an emergency management exercise virtually on September 30, 9am-1pm. Objectives, recommendations and outcomes from the exercise were reviewed.

Every municipality's emergency management program must have public education on risks to public safety and on public preparedness for emergencies. Throughout 2021 Emergency Management continued to work with County Communications to share information and key messaging about COVID-19 through working with Wellington Dufferin Guelph Public Health. Social media, the county page in the Wellington Advertiser, billboard signage, a 72-hour kit contest were used to promote Emergency Preparedness Week, May 3 – 7, along with elementary school virtual presentations in collaboration with the OPP, GWPS and local fire departments. Winter Driving Safety information has been made available at Car/Tire businesses throughout Wellington County and also on Highway 6 billboard signage between Guelph and Fergus.

Every municipality shall identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. The critical infrastructure list was updated by the

Township at the Committee meeting. Previously we were using both an excel spreadsheet and the COP map for critical infrastructure, we will be fully transferred over to using only the Common Operating Picture (COP) map by early 2022 due to changes in the County's map system provider being moved to ArcGIS recently.

RESOLUTION: 2021-361

Moved: Councillor Burke

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North hereby receives report number EM 2021-001 Annual Emergency Management Programme Report regarding the status of the Township's Emergency Management Programme for 2021 for information.

AND FURTHER THAT THE Council accepts the annual status report of the Township's Emergency Management Programme for 2021.

CARRIED

RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2021-362

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North recess the November 8, 2021 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:

- *Wayne and Doreen Gingrich, Zoning Amendment*

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2021-363

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North resume the November 8, 2021 Regular Meeting of Council at 2:51 p.m.

CARRIED

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- a. By-law Number 106-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Part Lot 20, Concession 6 and know Municipally as 8891 Concession 7 – Wayne and Doreen Gingrich)

RESOLUTION: 2021-364

Moved: Councillor Burke

Seconded: Councillor Hern

THAT By-law Number 106-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted.

(Part Lot 20, Concession 6 and know Municipally as 8891 Concession 7 – Wayne and Doreen Gingrich)

CARRIED

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Special Meeting of Council, October 20 2021
2. Regular Meeting of Council, October 25, 2021

RESOLUTION: 2021-365

Moved: Councillor Burke

Seconded: Councillor Yake

THAT the minutes of the Special Meeting of Council held on October 20, 2021 and the Regular Meeting of Council held on October 25, 2021 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

No business arising from previous meetings of Council.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

1b, 1c, 1d, 2eii, 2f, 5b, 6a, 6b

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2021-366

Moved: Councillor Hern

Seconded: Councillor Burke

THAT all items listed under Items for Consideration on the November 8, 2021 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

THAT the Council of the Corporation of the Township of Wellington North receive Report EM-2021-002 Emergency Management Committee Structure Update and maintains the 2016 appointments of the Emergency Management Programme Committee for the Township of Wellington North and removes or alternate/as designated language per member as follows;

- *Mayor*
- *CAO*
- *Director of Legislative Services/Clerk*
- *Finance (Director of Finance)*
- *Deputy Clerk/Duty Officer*
- *Public Works (Director of Operations)*
- *Parks and Recreation (Manager of Recreation Services)*
- *Chief Building Official*
- *Township Fire Department (Fire Chief)*
- *Wellington North Power (Chief Operating Officer)*
- *Wellington County OPP (Inspector or Staff Sergeants, Sergeants)*
- *Guelph Wellington EMS (Chief, Acting Chief, Supervisors)*
- *Wellington Dufferin Guelph Public Health (Public Health Managers, Health and Safety Coordinator/Inspectors)*
- *Wellington County Emergency Management (CEMC)*

And any other persons or agency representatives that may be appointed by Council from time to time;

AND FURTHER that Council designates authority to the Committee to appoint the CAO as Chair on behalf of the members;

AND FURTHER that the Committee is responsible for overseeing the development of the Township's Emergency Management Program ensuring that appropriate public education activities, training for emergency management officials and staff, and emergency management exercises are undertaken on an annual basis;

AND FURTHER that the CEMC shall provide Council with an annual report on the status of the Township of Wellington North's Emergency Management Program for their review, consideration, and approval.

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-030 being a report on the proposed sale of a portion of the road allowance on Lover's Lane;

AND FURTHER THAT Council does not support the sale of the road allowance at this time.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Association Meeting held on October 20, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Summary of the General Meeting held on October 22, 2021 and the 2022 GRCA General Membership Meeting Calendar.

THAT the Council of the Corporation of the Township of Wellington North receive minutes of the Saugeen Valley Conservation Authority Meetings held on September 16, 2021 and September 24, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority Board of Directors Meetings held on May 19, 2021, July 16, 2021, July 28, 2021 and September 15, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee Meeting held on November 2, 2021.

THAT the Council of the Corporation of the Township of Wellington North dedicate the presented lands at 308 Tucker Street, Site Layout Option 6, to be included within the Township's RFP for the Brent Barnes Memorial Skatepark;

AND FURTHER THAT Council direct staff to investigate an alternate location / configuration for the existing horseshoe pits at 308 Tucker Street, as required, to accommodate the Brent Barnes Memorial Skatepark, as recommended by the Recreation, Parks and Leisure Committee.

THAT the Council of the Corporation of the Township of Wellington North endorse the scope of the work for the Brent Barnes Memorial Skatepark as presented, as recommended by the Recreation, Parks and Leisure Committee.

THAT the Council of the Corporation of the Township of Wellington North approve the 2022 Recreation Rates & Fees as amended, as recommended by the Recreation, Parks and Leisure Committee.

THAT the Council of the Corporation of the Township of Wellington North approve the 2023 Recreation Rates & Fees, as recommended by the Recreation, Parks and Leisure Committee.

THAT the Council of the Corporation of the Township of Wellington North endorse a \$4,000 training budget increase to support costs associated with Lifeguard Certifications, as recommended by the Recreation, Parks and Leisure Committee.

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2021-027 being a report on Consent Application (Lot Line Adjustment) B83-21 known as Part Lot 10, Concession 8 in the former Township of West Luther.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B83-21 as presented with the following conditions:

- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and*
- *THAT the owner of the retained lands and recipient of the severed lands, enter into an agreement apportioning future maintenance costs on West Luther Drain 62 and the Applicant shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above-mentioned drain;*

AND FURTHER THAT Council authorizes the Development 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.

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2021-028 being a report on Consent Application (Severance) B85-21 known as Lots 39, 40, 41, 42; x/x Mill St., Survey Allan & Geddes, Lots 39, 40, 41; n/s Mill St., Survey Allan & Geddes, Pt George St. and Pt Mill St., Survey Allan & Geddes in the town of Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B85-21 as presented with the following conditions:

- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;*
- *THAT a Parkland dedication fee be paid (\$1,000.00/lot or part lot created, in 2021);*
- *THAT the metal clad shed be removed from the severed portion of the property to the satisfaction of the Chief Building Official;*
- *THAT driveway access can be provided to the severed and retained lands to the satisfaction of the appropriate road authority;*
- *THAT zoning compliance be achieved to the satisfaction of the local municipality; and*
- *THAT any road or drainage upgrades required by the Township would be the responsibility of the applicant.*

AND FURTHER THAT Council authorizes the Development 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.

THAT the Council of the Corporation of the Township of Wellington North receive DC Report 2021-029 being a report on Consent Application (Severance) B88-21 known Part Lots 1 & 2, Concession 9 in the former Township of West Luther.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B88-21 as presented with the following conditions:

- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;*
- *THAT a Parkland dedication fee be paid (\$1,000.00/lot or part lot created, in 2021);*

- *THAT the barn on the retained lands be demolished and removed from the property and the area left in a level graded condition to the satisfaction of the Chief Building Official;*
- *THAT zoning relief be obtained to address the reduced interior side yard setback for the drive shed on the retained portion of the property to the satisfaction of the local municipality;*
- *THAT zoning relief be obtained to address the reduced rear side yard setback for the dwelling on the severed portion of the property to the satisfaction of the local municipality;*
- *THAT the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department; and*
- *THAT the owner enter into an agreement apportioning future maintenance costs on West Luther Drain 19, Branch "I"; and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above-mentioned drain.*

AND FURTHER THAT Council authorizes the Development 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.

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2021-030 being a report on Arthur Green Developments Inc. Site Plan Agreement – 164 George Street, Arthur;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the By-law to enter into a Site Plan Agreement with Arthur Green Developments Inc.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-14 being the Building Permit Review for the period ending September 30th, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated October 28, 2021.

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-041 being a report on the design of Preston Street North;

AND FURTHER THAT Council approve a budget of \$25,000 for this project to be funded from the Wellington North Roads Development Charges Reserve fund;

AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with Cachet Development (Arthur) Inc. and Triton Engineering Services Limited required to execute this project.

THAT the Council of the Corporation of the Township of Wellington North receive correspondence from Lion George Laurencic, Diabetes Chair, Mount Forest Lions Club, dated October 29, 2021, regarding World Diabetes Day;

AND FURTHER THAT Council grant permission to install blue lights on the Mount Forest Museum and Archives Building at 102 Main St., Mount Forest to celebrate World Diabetes Day from November 12 to December 1, 2021; and to set up a 10 X 10 shelter on the sidewalk outside the Museum to hand out Diabetes Awareness information on November 20th from 12:00 p.m. to 2:00 p.m.

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Fred Hahn, President of CUPE Ontario regarding the Ontario Municipal Employees Retirement System (OMERS).

THAT the Council of the Corporation of the Township of Wellington North receive the Committee Report, dated October 14, 2021, from Sarah Wilhelm, Manager of Policy Planning,

County of Wellington, regarding County Official Plan Review – OPA 119 County Growth Structure.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2021-367

Moved: Councillor Burke

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2021-027 being a report on Mount Forest Historical Cemetery Walking Tour.

CARRIED

RESOLUTION: 2021-368

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive for information report CLK 2021-028 being a report on Volunteer Engagement Program.

AND FURTHER THAT Council, in recognition of the important role that Volunteers, not-for-profit organizations and community groups play in our municipality, approves a \$10,000 financial contribution to continue the program into 2022.

CARRIED

RESOLUTION: 2021-369

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2021-031 being a report on the sale of land, known as 525 Dublin Street-Medical Centre shown as Part 1 on 61R-8529;

AND FURTHER THAT Council declares the land as surplus to their needs;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign the by-law to enter into the agreement of purchase and sale with 2810243 Ontario Inc.;

AND FURTHER THAT the Mayor and Clerk are authorized to sign the by-law to enter into the municipal capital facility agreement with the 2810243 Ontario Inc. and North Wellington Health Care Corporation;

AND FURTHER THAT the Mayor and Clerk are hereby authorized and directed to take such action and authorize such documents as in the municipal solicitor's opinion are necessary or advisable to complete the transaction.

CARRIED

RESOLUTION: 2021-370

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North approve the following appointments to the Skatepark RFP Evaluation Committee, as recommended by the Recreation, Parks and Leisure Committee:

- *Al Rawlings*
- *Glen Cheyne*
- *Jack Baker*

- Lisa Hern
- A municipal staff member TBD

CARRIED

RESOLUTION: 2021-371

Moved: Councillor Burke

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur BMX Skateboard Park Ad-Hoc Advisory Committee Meetings held on October 19, 2021, October 27, 2021 and October 28, 2021.

CARRIED

RESOLUTION: 2021-372

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive for information Report TR2021-018 being a report on the 2022 Ontario Municipal Partnership Fund (OMPF) Allocation.

CARRIED

RESOLUTION: 2021-373

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-039 being a report on the MTO Connecting Link Program Application – Intake 7 be received;

AND FURTHER THAT Council support and direct staff to submit an application to the MTO's Connecting Link Program for the resurfacing of Highway 6 (Smith Street), from Conestoga to Wells Street, in Arthur;

AND FURTHER THAT Council agree to fund the Township's portion of the project cost, as recommended by Township staff, as well as support the project schedule detailed within the application.

CARRIED

RESOLUTION: 2021-374

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-040 being a report on the Township's Winter Maintenance Program be received; and

AND FURTHER THAT Council approve the draft Winter Road Maintenance Information dated November 8, 2021;

AND FURTHER THAT Council direct staff to publish the updated Winter Road Maintenance Information document on the Township website.

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Burke (Ward 2):

- Mount Forest Aquatic Ad-Hoc Advisory Committee meeting November 9, 2021
- 100 Women Who Care is still donating funds to upper Wellington County organizations. On Nov 4 a donation of \$9,800 was made to the Victoria Order of Nurses

Councillor Hern (Ward 3):

- Arthur and Mount Forest Chamber of Commerce meetings this week
- Arthur and Mount Forest BIA Annual General Meetings next week

Councillor McCabe (Ward 4):

- Saugeen Valley Conservation Authority meeting next week

BY-LAWS

- By-law Number 102-21 being a by-law to authorize the sale of real property being Part of Park Lot 6 S/S Princess Street, Mount Forest, Part 1 on 61R-8529 now the Township of Wellington North (PIN 1054-0167 LT) known as 525 Dublin
- By-law Number 103-21 being a by-law to designate 525 Dublin Street, Mount Forest, as a Municipal Capital Facility
- By-law Number 104-21 being a by-law to regulate traffic in the Township of Wellington North and to repeal By-law No. 07-2000, 10-2008 and 076-16
- By-law Number 105-21 being a by-law to authorize a Site Plan Agreement with Arthur Green Developments Inc.

RESOLUTION: 2021-375

Moved: Councillor Yake

Seconded: Councillor Hern

THAT By-law Numbers 102-21, 103-21, 104-21 and 105-21 be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT

- Celebrating a Kenilworth Soldier's Story of Sorrow and Hope

John Austin Vincent Dinneen was born in 1917, son of Patrick Joseph and Ellen F. (Bodendistle) Dinneen of Kenilworth.

Austin joined the 24th Canadian Field Ambulance Royal Canadian Army Medical Corps in 1939 and served overseas for 6 years. One operation he served in was the brutal Battle of Monte Cassino. When asked about it by his son on the 40th Anniversary, Austin was too overcome to reply. Many of Austin's friends and comrades were lost in that and other battles.

In the Spring of 1943 Private Dinneen met an Irish colleen (colleen in Irish is Cailín and the meaning of Cailín is girl) at a dance in Manchester. They were so taken with each other that he made sure they met at many more dances. Margaret Jane Malloy (Peggy) soon checked out the Church Austin attended and then began a long courtship. The end of European combat meant that Austin might be sent to the Pacific. So Austin and Peggy married on March 15th, 1945 and lived in London for a year. In May 1946, Peggy, pregnant, and on her own, sailed to Canada to meet Austin's family in Kenilworth. They had become acquainted through correspondence beforehand.

Peggy's due date was the middle of August. Austin hadn't been discharged yet and there was great speculation about who would arrive first: Austin or the baby. Austin did arrive first and was in Canada when his son was born.

A few weeks later Peggy encountered one of the parishioners at Sacred Heart Church in Kenilworth. Mrs. Epoch asked Peggy what the baby's name was. Peggy replied that he was named Jerome after a friend of Austin's who did not return from the war. Mrs. Epoch said, "I was Jerome's mother."

War leads inevitably to tragedy, but some tragic stories lead to hopefulness that brings individuals, families, and communities together. Those who have lost their lives in war are remembered in innumerable ways by those who remain.

CLOSED MEETING SESSION

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

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

RESOLUTION: 2021-376

Moved: Councillor Burke

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 3:38 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;*
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED

1. REPORTS

- a) Report CLK 2021-029 being a report on Lottery Licensing
- b) Report EDO 2021-028 Industrial Land Sale Industrial Drive Mount Forest

2. REVIEW OF CLOSED SESSION MINUTES

- October 25, 2021

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2021-377

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 4:32 p.m.

CARRIED

RESOLUTION: 2021-378

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-029 being a report on Lottery Licensing;

AND FURTHER THAT Council direct the Clerk to place this report on an open meeting of Council with information redacted as the Clerk deems appropriate.

CARRIED

Staff were directed to draft a template letter for inclusion on the agenda that user groups and organizations could use to lobby the government to review the lottery licensing eligibility requirements, the role of the AGCO in administering, educating and enforcing lottery licensing and the eligible use of lottery proceeds.

RESOLUTION: 2021-379

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-028 Industrial Land Sale Industrial Drive Mount Forest;

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2021-380

Moved: Councillor Yake

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the October 25, 2021 Council Meeting.

CARRIED

CONFIRMING BY-LAW

RESOLUTION: 2021-381

Moved: Councillor Burke

Seconded: Councillor Yake

THAT By-law Number 107-21 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 8, 2021 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2021-382

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Regular Council meeting of November 8, 2021 be adjourned at 4:34 p.m.

CARRIED

CLERK

MAYOR

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING MINUTES – NOVEMBER 8, 2021 @ 2:00 P.M.
VIA WEB CONFERENCING**

Members Present:**Acting Mayor:****Steve McCabe****Councillors:****Sherry Burke****Lisa Hern****Dan Yake****Member Absent:****Mayor:****Andrew Lennox****Staff Present:****Chief Administrative Officer:****Michael Givens****Director of Legislative Services/Clerk:****Karren Wallace****Deputy Clerk:****Catherine Conrad****Director of Finance:****Adam McNabb****Director of Operations:****Matthew Aston****Manager of Transportation Services:****Dale Clark****Community Recreation Coordinator:****Mandy Jones****Economic Development Officer:****Dale Small****Human Resources Manager:****Chanda Riggi****Director of Fire Services:****Chris Harrow****Administrative Support:****Morgan McCannell****Senior Planner:****Jessica Rahim****CALLING TO ORDER – Acting Mayor McCabe**

Acting Mayor McCabe called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

OWNERS/APPLICANT

Wayne & Doreen Gingrich

LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is described as Part Lot 20, Concession 6 and known Municipally as 8891 Concession 7. The property is 30.4 ha (75.1 ac) in size and is currently occupied by an open wash pit and two steel clad barns.

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed amendment is to rezone a portion of the subject land from Agricultural (A) Zone to Agricultural Commercial (AC-24) Zone to expand the area of operation of the existing Livestock Transport Facility business. Additional relief may be considered at this meeting.

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on October 15, 2021.

PRESENTATIONS

- Jessica Rahim, Planner, County of Wellington, Township of Wellington North
 - Planning Report dated November 2, 2021

Planning Opinion

The proposal is to rezone a portion of the subject property from Agricultural (A) Zone to Agricultural Commercial Site Specific (AC-24) Zone in order to reconfigure the site specific zone on the subject property in order to capture the area of operation of the existing Livestock Transport Facility business.

Planning Staff generally have no concerns with the application provided that the business remains small scale and secondary to the main residence on the subject property. The application is consistent with applicable Provincial Policy and generally conforms with the Official Plan. A draft zoning by-law has been attached to this report for public viewing and Councils consideration.

INTRODUCTION

The property subject to the proposed amendment is described as Part Lot 20, Concession 6, with a civic address of 8891 Concession 7. The property is 30.4 ha (75.1 ac) in size.

PROPOSAL

The purpose of this zoning amendment is to rezone a portion of the subject property from Agricultural (A) zone to Agricultural Commercial Site Specific (AC-24) Zone to reconfigure the area of operation and capture the location of the existing Livestock Transport Facility business on the subject property. The applicant has indicated that the existing AC-24 zone is approximately 34,836.25 sq. m where the proposed reconfigured AC-24 zone area is approximately 25,985.85 sq. m. in size. There is an existing wash bay that is 441 m² (4747 ft²) in size as well as an open wash pit and gravel parking area associated with the business. The applicants are proposing to construct a new shop with an office that is approximately 1,258 m² (13,544 ft²) in size.

BACKGROUND

The previous owner applied for a zoning amendment in 2002 and the following site specific zoning was placed on a portion of the subject property:

AC-24 Notwithstanding the uses permitted in Section 23.1 or any other provisions to the contrary, the land zoned AC-24 may be used for a livestock transport facility and including buildings and structures associated with the permitted use. Accessory office uses may also be permitted in association with the permitted use within the existing residence on the property.

In addition, the following regulations shall apply to the land zoned AC-24:

- a) Off-Street parking of Trucks, transports and transport bodies is permitted within the front yard subject to the regulations of Section 6.27.
- b) Setback requirements of Section 6.20 from any NE Zone shall apply to the subject land.

Except as provided for above, the land zoned AC-24 will be subject to all other applicable regulations of this By-law as amended.

The applicants are proposing to reconfigure the site specific zoning on the subject property to capture the location of the proposed expansion and allow for an office within the proposed shop.

PROVINCIAL POLICY STATEMENT (PPS)

The subject property is located within a PRIME AGRICULTURAL area. Section 2.3.3.1 states that in Prime Agricultural areas, permitted uses and activities are: agricultural uses, agricultural related uses and on farm-diversified uses. Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations.

An agriculture-related use is defined as follows: "means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support

agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity”.

WELLINGTON COUNTY OFFICIAL PLAN

The subject property is designated PRIME AGRICULTURAL, CORE GREENLANDS and GREENLANDS in the Wellington County Official Plan. Identified features in the Core Greenlands area includes Flood Plain and identified features in the Greenlands area includes Significant Wooded Area.

Permitted uses within the Prime Agricultural area include secondary uses such as home businesses and farm businesses, and agricultural-related uses. Agricultural-related uses include “farm related commercial and industrial uses that are small scale and directly related to the farm operation and are required in close proximity to the farm operation”.

Sections 6.4.4 and 6.4.5 of the County Official Plan provide consideration for secondary uses and agriculture-related uses. The intention is to allow businesses which supplement farm income or provide services in agricultural areas. The Official Plan as well as the Provincial Policy Statement direct larger industrial and commercial uses to Hamlets or Urban Centres.

Section 6.4.5 of the County Official Plan allows small scale agricultural-related businesses to serve agriculture and benefits from being in close proximity that are directly related to the farm operations. The proposed livestock trucking business serves directly and only the agricultural community and benefits from being in close proximity to the farms.

Taking into account also the Agriculture First policy of Section 6.4.2 which states that “As a general rule, land use activities that support agriculture will be encouraged and land use activities that do not support agriculture will be discouraged”. We believe that the proposed use meets this intent.

ZONING BY-LAW

The subject lands are zoned Agricultural (A), Natural Environment (NE) and Agricultural Commercial Site Specific (AC-24) Zone. There are no proposed buildings to be built within the NE zone.

The applicant is seeking to reconfigure the site specific zone on the property to properly capture the location of the Livestock Transportation Facility on the subject lands and permit an office space within the proposed shop.

Site Plan Control

The applicants have already entered into a site plan agreement with the Township, which has been registered on title.

Draft Zoning By-law Amendment

A draft Zoning By-law amendment has been prepared for public review and Council’s consideration, and is attached to this report. The proposed by-law revises the site specific AC-24 zone.

CORRESPONDENCE FOR COUNCIL’S REVIEW

No correspondence was received.

REQUEST FOR NOTICE OF DECISION

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

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

- Wayne Gingrich, Applicant, was present to answer any questions regarding the application.
- Lawrence Metzger, 9050 Highway 6, email request to participate.

COMMENTS/QUESTIONS FROM COUNCIL

Council was in favour of the application as it is consistent to intent of the Provincial Policy Statement. The agricultural community needs and relies on this operation.

ADJOURNMENT

RESOLUTION: 011-2021

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Public Meeting of November 8, 2021 be adjourned at 2:50 pm.

CARRIED

CLERK

MAYOR



Corporation of the County of Wellington
Joint Accessibility Advisory Committee
Minutes

October 18, 2021

Microsoft Teams Meeting

- Present:** Councillor Mary Lloyd (Chair)
 Councillor James Seeley
 Matthew Bulmer
 Giverny Charlebois
 Nancy Dietrich
 Robin Fletcher
 Bethany Parkinson
 Heather Small
 Gerald Townsend
 Irene Van Eenoo
 Lorri Wright
- Regrets:** Warden Kelly Linton
- Guest:** Jeff Bunn, Deputy Clerk, Township of Puslinch
- Staff:** Christine Carbone, HR Assistant
 Susan Farrelly, Director of HR
 Michele Richardson, Assistant Director of HR
 Brendan Ridgeway, Manager of HR

- 1. Call to Order**
 At 1:30 pm, the Chair called the meeting to order.
- 2. Declaration of Pecuniary Interest**
 There were no declarations of pecuniary interest.
- 3. New Member Introduction**
 Brendan Ridgeway introduced the newest members to Accessibility Advisory Committee (AAC). We welcomed Lorri Wright, Giverny Charlebois and Robin Fletcher to the Committee.
- 4. Five Year Accessibility Plan – Township of Puslinch**
 Jeff Bunn spoke to the group with regard to the Township of Puslinch’s Five Year Accessibility Plan. The Township of Puslinch was looking for any suggestions from the AAC

identifying goals or improvements needed to their Plan and the committee provided feedback.

Recommendation:

It was suggested that including Ride Well in the Township of Puslinch's Plan under the Transportation section would be a benefit.

It was also suggested that the plan should include a live test of content on the main website by a person with a disability to ensure the accessibility features are functioning as intended.

It was also noted that the Accessibility Fund Incentive Programme has been utilized by the Township of Puslinch in 2021.

5. Approval of Building Permits

Gerald Townsend brought forward a concern about Building Permits for main street businesses. He has noticed a lot of businesses without accessible entrances.

Recommendation:

Any concerns regarding regulations of building permit approvals should be brought directly to the Municipal Building Officials for each Municipality. Building permits for new builds are treated equally with regard to accessibility. However, the rules can vary for existing buildings.

Municipal businesses should work with the Stop Gap programme to make their entrances accessible.

6. County of Wellington Accessibility Fund Incentive Programme Update

Christine Carbone provided a detailed report identifying the Member Municipalities that have accessed the Accessibility Fund Incentive Programme (as attached). This report also identifies the project being funded.

Councillor Lloyd will remind any Member Municipalities who have not taken advantage of the fund this year that it is available to them.

7. Committee Awareness Update

Gerald Townsend spoke about the orientation for new AAC members could be enhanced with an overview. Michele Richardson has offered to provide the committee with a historical overview at the next AAC meeting.

Gerald Townsend spoke to the committee about automatic doors. It has been brought to his attention that quite a few of the Municipal building accessible doors are not working correctly.

Recommendation:

Add a component to the County's Joint Health and Safety monthly building check list to do inspections making sure doors are working correctly. Christine Carbone will also contact

Member Municipalities to request that regular checks are imbedded into their processes. Councillor Seeley also suggested that a proposal be made to the Office of the Fire Marshal of making this a requirement for all workplaces in Ontario.

8. Wellington County Website Accessibility

Matthew Bulmer brought up navigation consistency issues with the County of Wellington website.

Recommendation:

For an upcoming Accessibility meeting, bring a screen reader and invite a team member from Information Services to help understand the issues better. Consider inviting Member Municipality staff to a meeting as well so they can better understand the barriers that we are trying to eliminate with our websites.

9. Accessibility Advisory Committee Page on the County Website

Christine Carbone discussed that we are looking for ideas to promote the AAC on the County Page in the Wellington Advertiser for the December 31 edition. It will be ¼ page in size and the content is due at the beginning of December.

It was suggested to promote Stop Gap and the Community Improvement Grants in this edition to raise awareness. This was supported by the committee.

10. County of Wellington Facility Accessibility Design Manual (FADM) Update

Michele Richardson spoke to this item on the Agenda. A request had been put in to Lloyd Grinham to compare the differences between the County's 2005 FADM and the current Building Code. We would be interested to know if we are able to reduce the FADM to just those items that provide a greater benefit.

We are waiting to hear back from Lloyd Grinham.

11. Audible Crossing Technology Update

Councillor Lloyd advised the committee that this is ongoing. Checks are being made to see if the technology in Centre Wellington is the same as the technology in Harriston. Members of the committee are checking to see if how the technology works in their areas so they can report back at the next meeting.

13. Adjournment

At 2:30 pm, the Chair adjourned the meeting. Next meeting to be held at the call of the Chair.

Councillor Mary Lloyd
Chair

County of Wellington
Joint Accessibility Advisory Committee



TOWNSHIP OF
PUSLINCH

EST. 1850

2022-2026

Multi-Year Accessibility Plan

**2022-2026 Multi-Year Accessibility Plan****Table of Contents**

Township of Puslinch Commitment to Accessibility	3
Legislation and Responsibilities	3
2022-2026 Goals and Priorities	
1. Customer Service	4
2. Information and Communications	4
3. Employment	4
4. Transportation	5
5. Built Environment	5
Monitoring and Annual Reporting	6
Feedback and Contact Information	6

DRAFT



2022-2026 Multi-Year Accessibility Plan

Township of Puslinch Accessibility Commitment

The Township of Puslinch is committed to being responsive to the needs of its residents and to recognize the diverse needs of all residents. The Township of Puslinch strives to provide services and facilities that are accessible to all citizens.

In 2021, the Township reaffirmed its commitment to equal access and participation for people with disabilities, by enacting a Corporate Accessibility Policy which supports treating people with disabilities in a way that allows them to maintain their dignity and independence, by enacting a Corporate Accessibility Policy.

The 2022-2026 Multi-Year Accessibility Plan builds on a foundation set by the 2014-2016 and 2017-2021 Multi-Year Plans and outlines the Township's approach to ensuring an inclusive workplace and ensuring that our services are accessible to the public.

The Township's goal is to ensure accessibility within the organization for the public and employees in services and facilities.

Legislation and Responsibilities

The Ontarians with Disabilities Act (ODA), 2001, mandates public organizations have an accessibility plan that integrates accessibility planning into their operations and facilities.

In 2015, the Ontario Government introduced the Accessibility for Ontarians with Disabilities Act (AODA), which provided a foundation of how to achieve a fully-accessible province for all citizens by 2025. The AODA sets out the roadmap for an accessible Ontario by 2025, and contains standards in the following five areas:

1. Customer Service;
2. Information and Communication;
3. Employment;
4. Transportation; and,
5. Design of Public Spaces.

The Township's Multi-Year Accessibility Plan is based upon the legislative requirements of the ODA and AODA.

**2022-2026 Multi-Year Accessibility Plan****2022-2026 Goals and Priorities**

Accessibility Standard	Goals and Priorities	Timeline
Customer Service	Review best municipal practices and improve (if necessary) current processes on how the public can request alternative formats, where possible	Ongoing
	Support corporate efforts to ensure compliance with AODA and the Integrated Accessibility Standards	Ongoing
	Review and update (if necessary) Township of Puslinch Policy regarding Accessible Standards for Customer Service & Use of Assistive Devices	2022
Information and Communications	Ensure public documents are provided in accessible formats when requested	Ongoing
	Conduct accessibility audit of Township website to ensure content meets internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws	2023
	Conduct Website Redesign in accordance with Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements, AODA standards, and municipal best practices*	2026 & 2031
Employment	Provide Accessible Customer Service Training to all staff, new employees and volunteers	Ongoing
	Provide accessibility training to all new staff as part of new employee onboarding program	Ongoing
	Provided accommodation measures as required during recruitment processes upon request	Ongoing
	Ensure job postings and descriptions in alternative formats upon request	Ongoing

Advertise job postings in a variety of newspapers and websites

Ongoing

Transportation

The Township of Puslinch does not have a public transit system, the majority of the Transportation standard does not apply

In 2009 the Township entered into an agreement with the County of Wellington to delegate authority for licensing taxicabs within the Township of Puslinch. In 2011, the County of Wellington ensured Taxi By-law 5266-11 met the requirements of the Integrated Accessibility Regulations as they relate to the Transportation standard

Design of Public Spaces

Playground upgrades at the Puslinch Community Centre Park*

2022-2023

Parking lot and associated enhancements (curbing, entrance, and additional lighting) at the Puslinch Community Centre*

2023

Incorporate accessible design features in accordance with public space accessibility requirements of the Ontario Building Code, and the County of Wellington's Facility Accessibility Design Manual, into future renovations/additions to the Municipal Office*

2022-2026

Playground upgrades at Boreham Park (also known as Arkell Park)*

2024

Bar Counter, Bar Door, Cosmetic Upgrades at the Puslinch Community Centre

2025

Projects identified on the Multi-Year Accessibility Plan that are marked with an asterisk "" are contingent upon available grant funding opportunities.

Monitoring and Annual Reporting

The 2022-2026 Multi-Year Accessibility Plan will be reviewed and updated every five years. The next update will occur in 2026.

Township Staff will prepare for Municipal Council an annual status report to document and highlight the progress and measures taken to implement the Multi-Year Plan and meet the requirements of the AODA and Integrated Accessibility Standards Regulation.

Feedback and Contact Information

The Township of Puslinch welcomes feedback on the Multi-Year Accessibility Plan, and on the accessibility of our services and facilities. If you have any ideas or suggestions in the spirit of continuous improvement, please contact us.

Telephone: 519-763-1226
Mail: Clerk's Office Attention: Deputy Clerk
7404 Wellington Road 34
Puslinch, ON
N0B 2J0
Email: admin@puslinch.ca

The Multi-Year Accessibility Policy is available on the Township's website at puslinch.ca/accessibility.

Alternative formats, including paper copies of the Accessibility Plan are available upon request.

Accessibility Fund Tracking Sheet					
Member Municipality	2019	2020	2021	2022	2023
Township of Guelph Eramosa	\$30,000.00	-	-		
	Making asphalt recreation trail in Rockmosa Park to be accessible for all persons.				
Town of Erin	N/A	N/A	\$30,000.00	-	-
	Accessible upgrades to the Erin Community Centre, 14 Boland Drive in Erin.				
Town of Minto	\$10,000.00	\$10,000.00	\$10,000.00		
	Installation of automatic doors at the Palmerston Community Centre Complex.	Installation of accessible doors at the Town-owned Palmerston Lions Clubhouse. Installation of accessible toilets at recreational facilities - mainly arenas.	Upgrade accessible entrance door at the Clifford Arena.		
Township of Centre Wellington	\$10,000.00	\$30,000	-	-	
	Installation of pedestrian audibles at the traffic light intersection of Gordon and Gzowski Streets in Fergus.	Accessibility improvements to intersection of St. David and St. Andrew Street in Fergus and the mid block crosswalk at Colborne Street and Steven Way in Elora.			
Township of Mapleton	\$10,000.00	\$5,000.00			
	Installation of accessible customer service desk and building department service counter for the municipal office.	These improvements include creating an accessible dressing room on the ground level of the Theatre, facilitate greater public accessibility to the men's and ladies' restrooms, and installing accessible lighting in the rear of the auditorium.			
Township of Puslinch	\$10,000.00	\$10,000.00	\$10,000.00		
	Accessible walking trail at Fox Run Park.	Design and reconstruction of an accessible sidewalk on Brock Road.	Space needs analysis and design of municipal office renovation.		
Township of Wellington North	\$10,000.00	\$10,000.00			
	Purchase and installation of a portable chair lift for accessible access to Mount Forest Lion Roy Grant Pool and for the resurfacing of the entrance to the pool.	Retrofit to the playground surfacing at Mount Forest Murphy Playground and the accessible playground feature at Lion Merv Weber Playground in Mount Forest.			

Safe Communities Wellington County Leadership Table Meeting

Microsoft Teams Meeting

9:30 a.m., September 15, 2021

In Attendance

Pasquale Costanzo, County of Wellington, Roads
Angelle Eybel, Chair, Minto Safe Communities
Campbell Cork, Wellington County Councillor
Paul Richardson, Wellington County OPP
Stephen Dewar, Guelph Wellington Paramedic Services
Stephen Thomas, Wellington County OPP
Adrienne Crowder, Wellington Guelph Drug Strategy
Kristin Hunter, Wellington Guelph Drug Strategy
Sarah Bowers-Peter, Crime Stoppers Guelph Wellington
Jensen Williams, Guelph-Wellington Women in Crisis
Jess Rowden, Upper Grand District School Board
Helen Edwards, Township of Mapleton – Seniors Centre for Excellence
Sara Bailey, Town of Puslinch
Christine Veit, Safe Communities Wellington County

Call to Order – Co-Chair Angelle Eybel called the meeting to order at 9:35 am.

II. Approval of Minutes – June 16, 2021 - It was Moved that the minutes of the meeting held June 16, 2021 be approved. **CARRIED**

III. Presentation – Accidental Poisonings Action Group (10 minutes + Q & A)

- a. Community Health Van is coming out to places in Wellington County
- b. Jess Rowden – working with public health- the Why survey for public Health. What can we do to work together – Identity specific resources. Can provide some different resources, and offer a different lens.
- c. Concerning female identified girls have had a substantial increase in drug use
- d. Jensen – different signs of drug poisoning? When toxicology comes in, they often identify a variety of different drugs in the system. Great thing of Naloxone is that it won't hurt someone even if it is not an opioid. Nasal spray is great! Should be part of a first aid kit.
- e. If you do suspect an overdose, call 911 right away – follow the proper procedure. When they come out; it is very disorienting.
- f. Helen – Seniors portion – there is a really good tie in to reach seniors – if you are interested in targeting older adults I would consider joining the action group.
- g. Stephen Dewar – great presentation. Use of Naloxone – get the education surrounding it. Assisting ventilations helps, but because of Covid I can see why.

- h. Increase of 40%

IV. New Business

- I. Safe Communities Day 2021 – Thursday, October 14, 2021
 - (1) Safe Communities Day on October 1, 2021 will focus on a social media campaign to raise awareness about injury prevention and the work the Safe Communities do across Canada.
 - (2) Our Safe Communities Day on October 14, 2021 will be virtual once again. We will be utilizing most of the videos from 2020. For those of you who are interested in changing their video's or submitting one, there is still time.
 - (3) It will be in the same format as last year. If you are available throughout the day to answer questions about your respective videos, email me.
- II. National Teen Driver Safety Week - #Speedisnogame – October 17 – 23 – First 100 eligible Tik/Tok, Instagram, Snapchat videos – Video Challenge will run until November 24, 2021.
 - (a) Focus is primarily on speeding, but messaging will also include Distracted and Impaired.
 - (b) A la Mode, The Hound. Safe Communities may want to promote local businesses vs chains
 - (c) Social Media campaign utilizing key messaging and pictures from Parachute Canada
- III. November is Co-chair election – We thank Pasquale Costanzo for remaining as Co-Chair for 2 terms.
 - (a) If you are interested in nominating someone or running yourself for co-chair, please let me know by the Friday before our November meeting.

V. Business Arising

- I. Community Safety and Well-being Plan for Wellington County
 - (1) <https://youtu.be/lpsabYhEzDU> - 60 Second Video
 - (2) www.safewellington.ca
 - (3) Travelling Roadshow to Municipalities – Booking virtual and in person over November and December

VI. Reports from Action Groups

- I. Falls Action Group –
 - (1) Advertisement in the Wellington Advertiser – Message – Start slow and low – Great message
 - (2) Safe Communities Day – Newest Tik Tok video with 3 generations
 - (3) Put a spring in your step went very well – doing both in 2022
- II. ISH Action Group – Changing the name – Mental Wellness Action Group (potentially)
 - (1) We want to help support events and organizations

- (2) Different focus each year – Committed to all populations – Youth, Adult and Older Adult
- III. Motor Vehicle Collisions Action Group
- (1) Focussing on ATV Safety – Create Public Awareness – Reaching out to all municipal partners
 - (2) Looking to collaborate and even partner with different stakeholders
- IV. Reports from Safe Communities Groups
- (1) Minto Safe Communities
 - (a) In person meeting – Joining Mapleton and possibly coming together – ATV in the Spring – we want to make sure we get the information out
 - (b) We are having a bike rodeo – October 2 – Crossroads community church in Harriston – Norgan Theatre – 1 admit and kids combo pack – helmets and bicycle to win. If we are unable to do it in the fall, we will default to the Spring. Covid protocols in place. OPP to partner with them.
 - (2) Mapleton Safe Communities
 - (a) Focused on National Injury Prevention Day –
 - (i) Local Ice Cream shop A la Mode – if they wore green they could get an ice cream – 120 kids received ice cream
 - (ii) 23 entrants for the colouring contest
 - (iii) Municipal buildings were lit up green – Anticipate it will be an annual event – maybe working with Minto to strengthen committees – Bring everyone together.
 - (3) Puslinch Safe Communities
 - (a) Sara – Not a lot to report – in the process of putting together a local survey. Gathering local data – using new “Engage Puslinch” – trying to get residents to use.
 - (4) We have 6 members – Terms of Reference
- V. Reports from Municipalities and Organizations
- (1) Wellington County Roads
 - (a) Looking at roads and intersections to have more consistency across the County
 - (b) Off-Road vehicles - 5 out of 7 municipalities have opted in to allowing on-road travelling . OPP wants consistency – Town of Erin and Centre Wellington Township are the only hold outs.
 - (c) Cross Walk in Mapleton with cost sharing with Wellington County and Mapleton
 - (d) Community safety zones have been of interest to different municipalities
 - (2) Crime Stoppers Guelph Wellington
 - (a) Police partners in person in the schools – Very good attendance
 - (b) Final shredding – October 2 – Mount Forest

(c) **Sharing content on social media – Human Trafficking – Working together with Liz Kent, Victim Services and Beth Hickey from Wellington County OPP**

- (3) **Grant – OK to be me with UGDSB and Compass – Ask more information on it.**
- (4) **Discussing how we are going to move forward with meetings – Hybrid model maybe – we are going to figure out how we are going to move forward**
- (5) **Christine to reach out to CW**

VII. Meeting Dates for 2021 (9:30 am)

- (a) **November 17, 2021 (elections)**

V. Thoughts from the Floor

VI. Adjournment @ 11:30 am

The Next Leadership Table meeting is scheduled for Wednesday, November 17, 2021 at 9:30 a.m.



Staff Report

To: Mayor and Members of Council Meeting of November 22, 2021

From: Tammy Pringle, Development Clerk

Subject: DC 2021-031, Consent Application B90-21 Morley McLean

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2021-031 being a report on Consent Application (Lot Line Adjustment) B90-21 known as Part Lot 9, Concession 13 in the former Township of West Luther.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B90-21 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner bring the property into compliance with Property Standards By-law 047-18 to the satisfaction of the Township of Wellington North;
- **THAT** zoning compliance or removal of the “trailers” be achieved to the satisfaction of the Township; and
- **THAT** the owners, of both properties, enter into an agreement apportioning any future maintenance costs on West Luther Drain 26; and the applicant shall provide a \$500.00 deposit, for each drain, to cover the cost of the re-apportionment of such drain(s).

AND FURTHER THAT Council authorizes the Development 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.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the north east quadrant of the Township and is geographically known as 9527 Wellington Road 16, former Township of West Luther.

Proposed lot line adjustment is 0.2104 hectares with no frontage, vacant land to be added to abutting rural residential lot – Gary & Linda McLean.

Retained parcel is 23.4718 existing and proposed agricultural use.

FINANCIAL CONSIDERATIONS

The municipality will realize \$130.00 in clearance fees.

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 20-9325 prepared by Greg Ford at Wilson – Ford Surveying & Engineering, dated October 27, 2021.
- APPENDIX B:
 - Aerial View of Subject Land
- APPENDIX C:
 - Matthieu Daoust, Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes
 No
 N/A

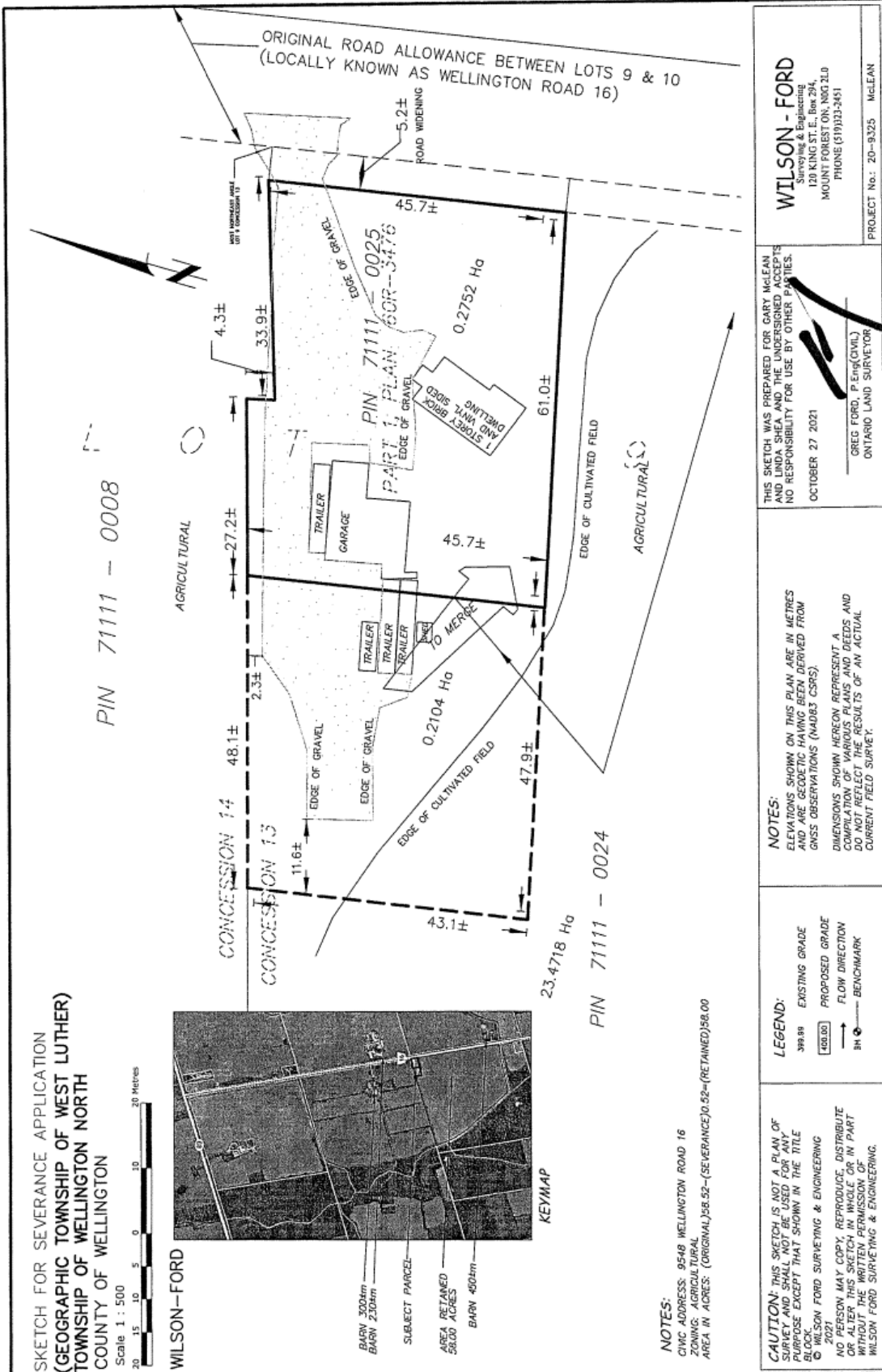
Which priority does this report support?

Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
---------------------	----------------------------------	----------------------

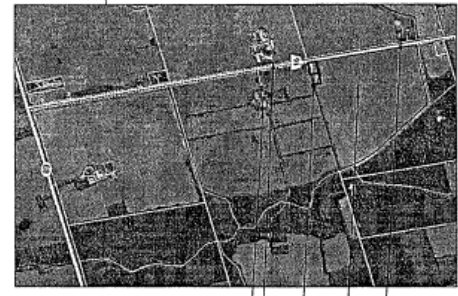
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>
------------------------	--	-----------------------

APPENDIX A – Severance Sketch



SKETCH FOR SEVERANCE APPLICATION
 (GEOGRAPHIC TOWNSHIP OF WEST LUTHER)
 TOWNSHIP OF WELLINGTON NORTH
 COUNTY OF WELLINGTON

Scale 1 : 500
 0 5 10 15 20 Metres



WILSON-FORD
 BARN 300m
 BARN 230m
 SUBJECT PARCEL
 AREA RETAINED
 58.00 ACRES
 BARN 400m

NOTES:
 CIVIC ADDRESS: 9548 WELLINGTON ROAD 16
 ZONING: AGRICULTURAL
 AREA IN ACRES: (ORIGINAL)58.52-(SEVERANCE)0.52=(RETAINED)58.00

CAUTION: THIS SKETCH IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR ANY PURPOSES EXCEPT THAT SHOWN IN THE TITLE BLOCK.
 WILSON FORD SURVEYING & ENGINEERING 2021
 NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE OR ALTER THIS SKETCH IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF WILSON FORD SURVEYING & ENGINEERING.

LEGEND:
 [---] EXISTING GRADE
 [---] PROPOSED GRADE
 [---] FLOW DIRECTION
 [---] BENCHMARK

NOTES:
 ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES AND ARE GEODETIC HAVING BEEN DERIVED FROM GNSS OBSERVATIONS (NAD83 CSRS). DIMENSIONS SHOWN HEREOON REPRESENT A COMPARISON OF VARIOUS PLANS AND DEEDS AND DO NOT REFLECT THE RESULTS OF AN ACTUAL CURRENT FIELD SURVEY.

THIS SKETCH WAS PREPARED FOR GARY McLEAN AND LINDA SHEA AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY OTHER PARTIES.
 OCTOBER 27 2021
 GREG FORD, P. Eng (CIVIL)
 ONTARIO LAND SURVEYOR

WILSON - FORD
 Surveying & Engineering
 120 KING ST. E., Box 294,
 MOUNT FOREST ON, N0T 2L0
 PHONE (519)322-2451
 PROJECT No.: 20-9325 McLEAN

APPENDIX B – Aerial View of Subject Land



APPENDIX B – Planning Report



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

Application	B90/21
Location	Part Lot 9, Concession 13 TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	Morley McLean

PRELIMINARY PLANNING OPINION: This application for a proposed lot line adjustment would sever a 0.2104 ha (0.52 ac) parcel of vacant land and merge it with an abutting rural residential lot (9548 Wellington Road 16) which contains an existing dwelling, garage and four storage trailers. The merged lot would become approximately 0.48 ha (1.2 ac). Approximately 23.47 ha (58 ac) of vacant agricultural parcel would be retained.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- That the purchasers take title of the severed and retained lands in the same manner as they hold their abutting land; and
- That zoning compliance or removal of the “trailers” be achieved to the satisfaction of the Township; and
- That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

A PLACE TO GROW: No concerns.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.2 states “Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons”. Planning staff have no MDS concerns.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL. Section 10.3.5 permits lot line adjustments and states the following:

Lot line adjustments may be permitted for legal or technical reasons, such as easements, corrections of deeds, quit claims and minor boundary adjustments.

Lot line adjustments are permitted where no adverse effect on agriculture will occur where:

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

No additional lots are being created as part of this lot line application.

The matters under Section 10.1.3 were also considered.

WELL HEAD PROTECTION AREA: The subject property is not located within Well Head Protection Area.

LOCAL ZONING BY-LAW: The subject property is zoned Agricultural (A) which permits single detached dwellings. Both, severed and retained lands meet the minimum lot area and lot frontage requirements of the by-law. A condition for removal or zoning relief will be required for the “trailers” located on the subject lands.

SITE VISIT INFORMATION: The subject property has not been visited or photographed at this time.

Matthieu Daoust RPP MCIP
 Planner
 November 8th, 2021



PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development
Department

DATE: November 17, 2021
TO: Mike Givens, C.A.O.
 Township of Wellington North
FROM: Curtis Marshall, Manager of Development Planning
 County of Wellington
SUBJECT: **Zoning By-law Amendment - Sobeys (ZBA 10/21)**
437-445, 503 & 515 Main St, Mount Forest, Township of Wellington North
Final Recommendation Report

Summary

The purpose of this report is to provide the Township with recommendations regarding the above-noted zoning by-law amendment application to permit the development of a new retail food store and a restaurant with a drive thru on the subject lands.

A revised site plan has been submitted by the applicant which includes a proposed signalized intersection, a revised internal parking lot design, and a proposed separate horse and buggy entrance from Industrial Drive. The proposed site plan was accompanied with an updated traffic report. The revised submission was provided in response to departmental and agency comments.

Planning Staff have reviewed the application and are of the opinion that the proposed zoning by-law amendment is consistent with Provincial Policy and conforms with the County of Wellington Official Plan.

Planning Staff note that Site Plan Approval will be required for the proposed development which will provide the opportunity for the technical details of the proposed development to be finalized to the satisfaction of the Township.

Finally, Planning Staff have prepared a final draft zoning by-law amendment for Council's consideration that is attached as **Schedule 1** to this report. A Holding Provision (H) has been included as part of the amendment which applies to the undeveloped portion of the subject lands (where the food store and restaurant are to be constructed). The Holding Provision (H) establishes requirements that need to be met prior to a building permit being issued for construction by the Township. The proposed holding provision provides clarity in outlining the required prerequisites that need to be met in order for the development to proceed. The Holding Provision (H) is intended to remain in place until all of the final technical details are finalized.

LOCATION

The lands subject to the proposed amendment are described as: Con 1, Part Lot 33, Pt Lot 1, Lot 2 to Lot 6 Pt Duke St., RP; 60R1937 Parts 1-4; Con 1, Part Lot 33, RP 60R3404 Part 1; Con 1, Part Lot 33, Part Lot 32, Div 3, RP 60R3459 Parts 1 & 2. The lands are municipally known as 437-445, 503 and 515 Main St., Mount Forest, Township of Wellington North (currently three separate properties). The lands are 2.9 ha (7.2 ac) in size. The Beer Store and Peavy Mart are located on the property and are proposed to remain. A location map/air photo of the property is provided below.

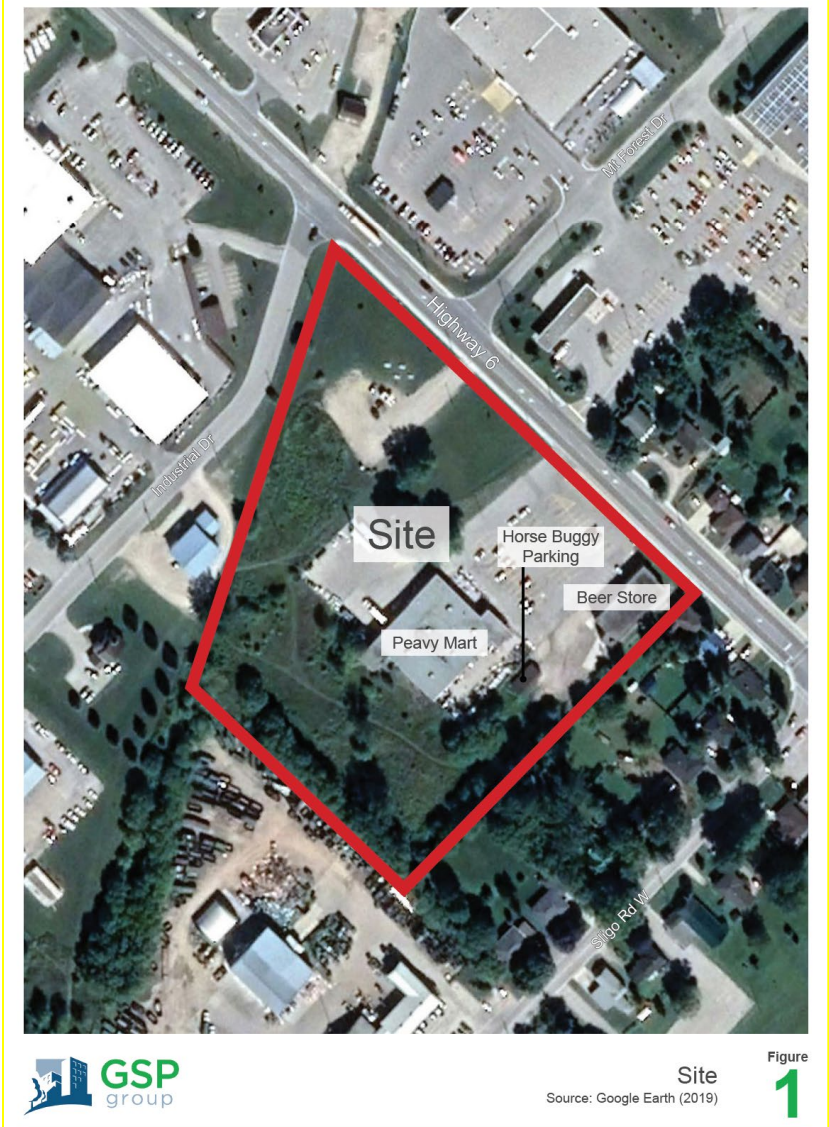


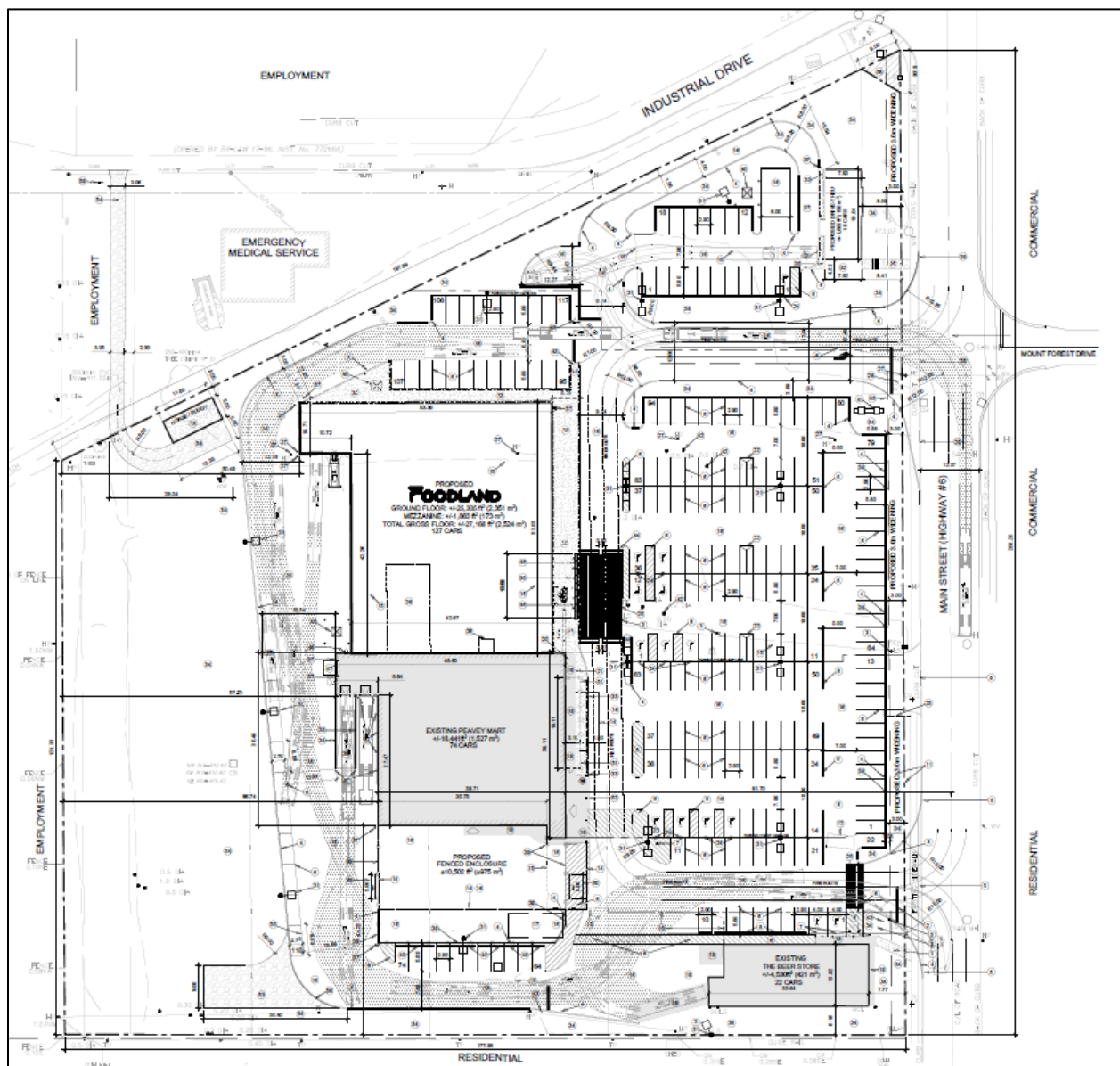
Figure 1. Air Photo of Site

PROPOSAL

The purpose and effect of the proposed amendment is to rezone the subject lands from Highway Commercial (C2) Zone and Shopping Centre Commercial (C4) Zone to a site specific Highway Commercial (C2) Exception Zone and Shopping Centre Commercial (C4) Exception Zone to facilitate the development of a new retail food store (up to 5000 m²/ 58, 821.3 ft² in size) and a restaurant with a drive-thru. Site specific standards including revised setback and parking requirements are also being proposed.

REVISED SITE PLAN

A revised site plan has been submitted by the applicant in response to comments received from the public and Township Staff (including the Township Engineer – BM Ross and the Township Planner – County of Wellington). A copy of the revised plan is provided below:



Similar to the previous version of the site plan, the revised site plan includes:

- A new Foodland grocery store approximately 2,525 m² (27,168 ft²) in size attached to the existing Peavey Mart building.
- A 150 m² (1,600 ft²) restaurant with drive thru.
- A horse and buggy shed.
- An expanded parking lot with 241 parking stalls and a new entrance at the intersection of Main St. N (Highway 6) and Mount Forest Drive.
- A proposed 3.0 m road widening along Main St. N is also shown on the site plan.

The revised site plan now includes:

- The incorporation of a traffic signal at the proposed new entrance with Main Street and Mount Forest Drive intersection.
- A revised internal parking lot design.
- A new horse and buggy entrance at the rear of the property from Industrial Drive. The horse and buggy driveway is proposed across 204 Industrial Drive which is owned by the Township.

Planning Staff note that the existing Beer Store and Peavey Mart buildings/uses are also proposed to remain.

PUBLIC MEETING

A public meeting for the application was held on April 21, 2021. One local resident who is an employee at a neighbouring business spoke at the public meeting and raised concerns with existing traffic and future traffic conditions at the intersection at Mount Forest Drive and Main St. No further comments have been received from the public on the application following the public meeting.

AGENCY COMMENTS

The following comments have been received from circulated agencies:

- Enbridge Gas: no objection
- Saugeen Valley Conservation Authority: no objection. The property does not contain any hazards or natural features of interest to the SVCA.

PLANNING POLICY

An overview of the applicable Provincial and County planning policy was provided as part of the public meeting report prepared by Planning Staff.

A Planning Justification Report was also provided in support of the application prepared by GSP Group (dated March 2021) which also provided an overview of the applicable provincial and local planning policies. The report concluded that: "...it is our opinion that the proposed Zoning By-Law Amendment is consistent with the Provincial Policy Statement, conforms to the Growth Plan, is in conformity with the Official Plan, and should be approved."

Highway Commercial Designation

The subject property is located entirely within the Highway Commercial designation in the County of Wellington Official Plan. The predominant use of land in the Highway Commercial Designation shall be for commercial uses serving the travelling public or uses not considered compatible within the downtown of the urban centre. Specific permitted uses include: uses catering to the travelling public such as motels, automotive sales and service, general convenience commercial uses, recreational uses, restaurants and banquet halls. Uses such as building supply outlets, wholesale outlets, churches, funeral homes, garden centres, furniture stores, home furnishing centres, liquor, beer and wine stores may also be permitted subject to the provisions of the Zoning By-law.

The Official Plan directs commercial uses which require large sites to accommodate buildings and parking to Highway Commercial areas outside of the downtown area in a community. Planning Staff are of the opinion that locating a retail food store within the Highway Commercial Designation is appropriate and consistent with the policies of the Wellington County Official Plan.

Existing Zoning

The subject lands are zoned Highway Commercial (C2) Zone and Shopping Centre Commercial (C4) Zone. Permitted uses in the C2 zone include: restaurants, automotive sales, automotive service stations, gas stations, motels, beer stores, building supply outlets etc. Permitted uses within the C4 zone include retail food stores, shopping centres & malls, beer stores, and retail stores.

Planning Staff note that $\frac{3}{4}$ of the proposed grocery store building would be located within the C4 zone where the use is permitted (south half). Approximately $\frac{1}{4}$ of the proposed building is located within the C2 portion of the property (north half) where a grocery store is not permitted. The proposed amendment effectively proposes to extend the permission for a grocery store on the north half of the property to facilitate a portion of the grocery store building. The proposed restaurant on the north half of the property is a permitted use within the C2 zone.

DISCUSSION

Traffic

An updated traffic report (dated October 8, 2021, prepared by RJ Burnside Engineering) has been submitted by the applicant in support of the application. The initial report was updated to include more recent traffic count information (from May 2021) that was provided to the applicant from the Township. The Township had collected the traffic count information originally for other matters not related to the application.

The updated report identifies that the signalization of the proposed intersection is warranted based on the existing traffic conditions, and that the addition of the proposed development will further increase the warrant for signalization.

As mentioned earlier in the report, an updated site plan has also been submitted which includes the signalization of the intersection. A second access for horse and buggies is also now proposed from Industrial Dr. across a property which is owned by the Township.

The revised site plan and traffic report have been submitted to the MTO for review and comment. Planning Staff note that any changes to the intersection including signalization will require the approval of the MTO which has jurisdiction for this intersection. The applicant may also be required to obtain permits from the MTO for the proposed improvements.

The Township Solicitor is currently preparing a development agreement for execution (in advance of site plan approval) with the owner/applicant regarding the proposed signalization of the intersection. The agreement will be presented to Township Council for consideration and will address financial details, timing, and consideration of a scenario in which the MTO will not authorize the signalization of the intersection.

Planning Staff note that the final design of the intersection will be reviewed and approved through the site plan approval process. In the event that signalization is not approved by the MTO for the development, the applicant will have to prepare a revised site design to the satisfaction of the Township. Furthermore, Planning Staff are recommending that a Holding Provision (H) be applied to the property (which is discussed later in the report) which requires that a satisfactory entrance design including any proposed intersection and road improvements be provided to the Township prior to the development proceeding.

Stormwater Management

Stormwater runoff from the subject property currently drains to the rear of the property (west) and through the neighbouring Waste Management property (200 Sligo Rd. W.) before out letting to the Township's drainage ditch. The applicant has indicated that they are working with Waste Management to obtain a drainage easement across their property. The easement will need to be permanently secured/established prior to site plan approval for the food store and restaurant.

SITE PLAN APPROVAL

Site Plan approval is required for the development and construction of the proposed Foodland Store and new drive-thru restaurant.

As part of the site plan approval process the applicant will be required to submit a detailed engineering submission for the proposed development on the site which addresses drainage, grading, stormwater management, landscaping, building elevation plans etc. to the Township for review and approval. The application will also be circulated to appropriate agencies including the MTO for review and comment. The details of the proposed entrances and road/intersection improvements will also be reviewed and finalized. The applicant will be required to enter into a site plan agreement (which includes posting of financial securities) with the Township.

DRAFT ZONING BY-LAW

Planning Staff have prepared a draft Zoning By-law for Council's consideration which is attached a **Schedule 1** to this report.

A summary is provided below of the proposed site specific amendments for the subject lands:

503 & 515 Main St. N. (north portion)

- Proposed Highway Commercial (C2) Site Specific Zone
- A Food Store and an accessory Horse and Buggy Shed added as additional permitted uses.
- Recognizing Main St. N. as the front yard
- A reduced front yard setback for the parking lot
- Permitting a reduced side yard setback for a Horse and Buggy Shed
- Requiring a minimum number of 235 parking spaces for the entire development.

437-455 Main St. N. (south portion)

- Proposed Shopping Centre Commercial (C4) Site Specific Zone
- Recognizing Main St. N. as the front yard
- A reduced front yard setback for the parking lot
- Requiring a minimum number of 235 parking spaces for the entire development.

In regards to parking, the Township Zoning By-law requires a minimum of 258 parking spaces for the entire development based on the existing and proposed uses on site. The applicant's draft zoning by-law amendment proposed a small reduction to the minimum number of parking required down to 241. Planning Staff are satisfied with the proposed minimum of 241 spaces for the development, however are further recommending that the minimum number of parking spaces be reduced to 235 spaces. This additional minor reduction will provide some additional flexibility with the design of the site. It is possible that a few parking spots will need to be relocated or eliminated to provide a better functional design. There is also an opportunity to provide some additional parking at the rear of the property, however Planning Staff note that this location is not ideal for customers.

Holding Provision (H)

A Holding Provision (H) has been proposed on the undeveloped portion of the subject lands where the grocery store and restaurant are to be constructed. The Holding Provision (H) establishes requirements that need to be met prior to a building permit being issued for construction by the Township. Once Council is satisfied that the requirements are met the Holding Provision (H) may be removed. A public meeting is not required to lift a Holding Provision and it is not subject to appeal by the public or neighbouring property owners.

The proposed holding provision provides clarity by outlining the required prerequisites that are needed to be met in order for the development to proceed. The Holding Provision (H) is intended to remain in place until all of the final technical details are finalized.

An excerpt from the by-law is provided below:

Holding (H) Provision

Notwithstanding any other provisions of this By-law, where the Holding (H) Provision is in place on the property, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding (H) Provision may be removed when Council is satisfied that the following matters have been addressed:

- i. Municipal water and sewage servicing is or will be made available to the property sufficient for the proposed phase of the development.*
- ii. Stormwater management issues have been adequately addressed, including the securement of a drainage outlet for the property;*
- iii. Site Plan Approval has been obtained for the proposed phase of the development and the necessary site plan and development agreement(s) have been entered into with the Township.*
- iv. An entrance design including any proposed intersection and road improvements has been provided to the satisfaction of the Township.*

CONCLUSION

Planning Staff are of the opinion that the proposed zoning by-law amendment to facilitate a food store and restaurant on the subject lands is consistent with Provincial Policy and conforms with the County of Wellington Official Plan.

Planning Staff note that the site plan approval process will provide the opportunity for the technical details of the proposed development to be finalized to the satisfaction of the Township. The applicant will be required to submit a detailed engineering submission for the proposed development which addresses drainage, grading, stormwater management, landscaping, building elevation plans, entrances, intersection improvements etc. to the Township for review and approval.

A draft zoning by-law amendment has been prepared for Council's consideration that includes a Holding (H) Provision which is intended to remain in place until all of the final technical details are finalized. The proposed holding provision provides clarity by outlining the required prerequisites that need to be met in order for the development to proceed.

Respectfully submitted
County of Wellington Planning and Development Department



Curtis Marshall, MCIP RPP
Manager of Development Planning

Schedule 1 – Final Draft Zoning By-law

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER _____.

**BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH**

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 Sections 34 and 36 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-3” of By-law 66-01 is amended by changing the zoning on lands described as Con 1, Part Lot 33, Pt Lot 1, Lot 2 to Lot 6 Pt Duke St., RP; 60R1937 Parts 1-4; Con 1, Part Lot 33, RP 60R3404 Part 1; Con 1, Part Lot 33, Part Lot 32, Div 3, RP 60R3459 Parts 1 & 2, municipally known as 437-445, 503 and 515 Main St., Mount Forest, Township of Wellington North, as shown on Schedule “A” attached to and forming part of this By-law from:
 - **Highway Commercial (C2) and Shopping Centre Commercial (C4) to Highway Commercial Exception (C2-62 (H)) with a Holding Provision, Shopping Centre Commercial Exception (C4-63), and Shopping Centre Commercial Exception (C4-63 (H)) with a Holding Provision**
2. THAT Section 32, Exception Zone 2 – Mount Forest, is amended by adding the following new exceptions:

<p>32.62 Foodland Store, 503 & 515 Main St. N, Mount Forest</p>	<p>C2-62 (H)</p>	<p>a) <u>Permitted Uses</u> In addition to the uses permitted in the Highway Commercial (C2) Zone the following additional uses are permitted:</p> <ol style="list-style-type: none"> i. Retail Food Store subject to the regulations under Section 19.2 of the Zoning By-law. ii. Accessory Horse and Buggy Shed <p>b) <u>Regulations</u> Notwithstanding Sections 17.2, 17.3, 17.4, 17.5, 17.6, 19.2 and 6.0 or any other provisions to the contrary, the following regulations shall apply:</p> <ol style="list-style-type: none"> i. Minimum number of parking spaces: 235 for the whole lands zoned C2-62 and C4-63 ii. Minimum parking lot setback to Main St. (Highway 6): 0.55 m (1.8 ft) iii. Minimum Side Yard Setback for an Accessory Horse and Buggy Shed: 1.5m (4.9 ft) iv. Front Yard: For the purposes of this by-law the front yard shall be deemed to be the yard adjacent to Main St. (Highway 6). v. For the purposes of this By-law, in the
--	-------------------------	---

		<p>event the properties subject to site specific zones C2-62 and C4-63 are not merged, they shall be considered as one lot for the purposes of applying zoning regulations.</p> <p>c) <u>Holding (H) Provision</u> Notwithstanding any other provisions of this By-law, where the Holding (H) Provision is in place on the property, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding provision may be removed when Council is satisfied that the following matters have been addressed:</p> <ul style="list-style-type: none"> i. Municipal water and sewage servicing is or will be made available to the property sufficient for the proposed phase of the development. ii. Stormwater management issues have been adequately addressed, including the securement of a drainage outlet for the property; iii. Site Plan Approval has been obtained for the proposed phase of the development and the necessary site plan and/or development agreement(s) have been entered into with the Township. iv. An entrance design including any proposed intersection and road improvements has been provided to the satisfaction of the Township.
<p>32.63 Foodland Store, 437-455 Main St. N, Mount Forest</p>	<p>C4-63 (H)</p>	<p>a) <u>Regulations</u> Notwithstanding Sections 19.2 and 6.0 or any other provisions to the contrary, the following regulations shall apply:</p> <ul style="list-style-type: none"> i. Minimum number of parking spaces: 235 for the whole lands zoned C2-62 and C4-63 ii. Minimum parking lot setback to Main St. (Highway 6): 0.55 m (1.8 ft) iii. Front Yard: For the purposes of this by-law the front yard shall be deemed to be the yard adjacent to Main St. (Highway 6). iv. For the purposes of this By-law, in the event the properties subject to site specific zones C2-62 and C4-63 are not merged, they shall be considered as one lot for the purposes of applying zoning regulations.

		<p>b) <u> Holding (H) Provision</u></p> <p>Notwithstanding any other provisions of this By-law, where the Holding (H) Provision is in place on the property, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding provision may be removed when Council is satisfied that the following matters have been addressed:</p> <ul style="list-style-type: none"> i. Municipal water and sewage servicing is or will be made available to the property sufficient for the proposed phase of the development. ii. Stormwater management issues have been adequately addressed, including the securement of a drainage outlet for the property; iii. Site Plan Approval has been obtained for the proposed phase of the development and the necessary site plan and development agreement(s) have been entered into with the Township. iv. An entrance design including any proposed intersection and road improvements has been provided to the satisfaction of the Township.
--	--	---

- 3. That except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
- 4. THAT this By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2021

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 2021

_____.

MAYOR

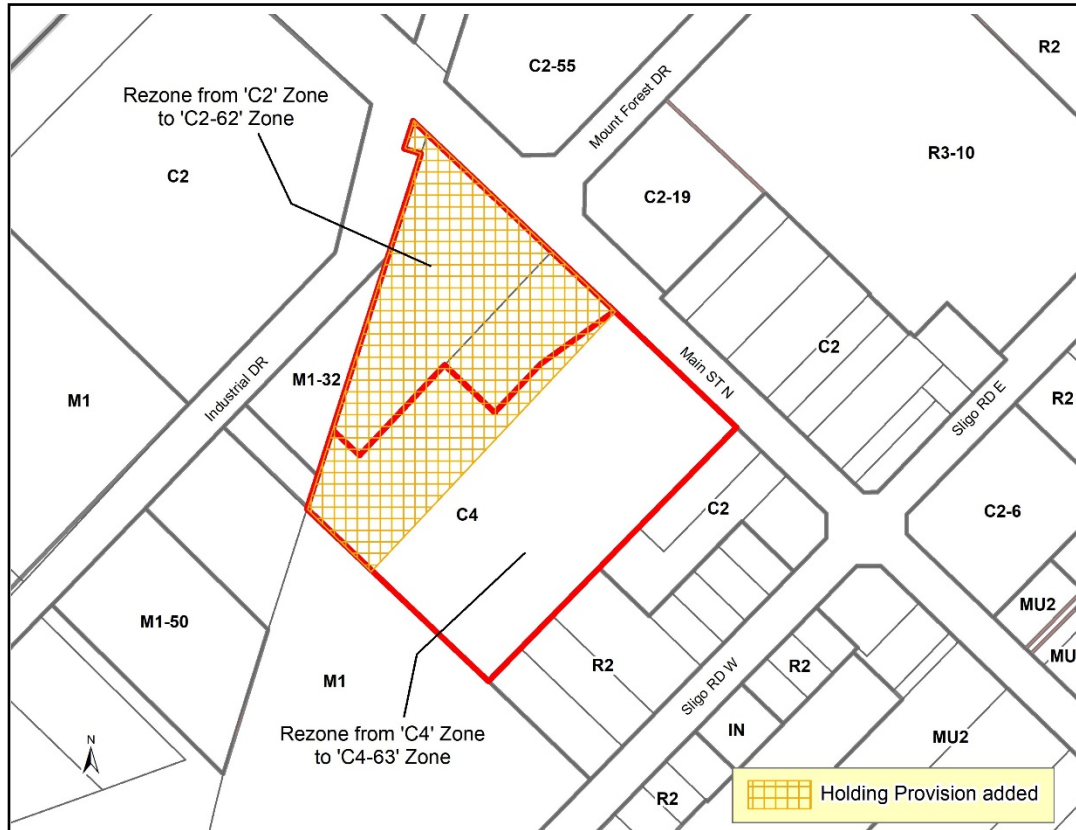
_____.

CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. _____

Schedule "A"



This is Schedule "A" to By-law _____.

Passed this ___ day of _____ 2021

MAYOR

CLERK

EXPLANATORY NOTE**BY-LAW NUMBER _____.****THE LOCATION OF THE SUBJECT LANDS**

The lands subject to the proposed amendment are described as: Con 1, Part Lot 33, Pt Lot 1, Lot 2 to Lot 6 Pt Duke St., RP; 60R1937 Parts 1-4; Con 1, Part Lot 33, RP 60R3404 Part 1; Con 1, Part Lot 33, Part Lot 32, Div 3, RP 60R3459 Parts 1 & 2. The lands are municipally known as 437-445, 503 and 515 Main St., Mount Forest, Township of Wellington North (currently three separate properties). The lands are 2.9 ha (7.2 ac) in size.

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands from Highway Commercial (C2) and Shopping Centre Commercial (C4) to Highway Commercial Exception (C2-62 (H)) with a Holding Provision, Shopping Centre Commercial Exception (C4-63), and Shopping Centre Commercial Exception (C4-63 (H)) to facilitate the development of a new retail food store (up to 5000 m²/ 58, 821.3 ft² in size) and a restaurant with a drive-thru. Site specific standards including revised setback and parking requirements are also being proposed.



Staff Report

To: Mayor and Members of Council Meeting of November 22nd, 2021
From: Dale Small,
Economic Development Officer
Subject: EDO 2021-029 Community Improvement Program

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive the Economic Development Officer Community Improvement Program report EDO 2021 – 029,

AND FURTHER THAT Council approves the following Community Improvement Grants:

- \$6,500 to 159655 Ontario Ltd for improvements to 133 Birmingham Str., Mount Forest
- \$4,000 to KTS Plumbing & Heating at 147 George Street in Arthur
- \$2,500/50% funding to Pops Cannabis at Unit C, 286 Main Street S, Mount Forest
- \$ 200 to New Vision Photography, 253 Main Street S., Mount Forest

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The Wellington North Community Improvement Plan (CIP) enables the Municipality to provide grants to individuals, businesses and organizations who are making improvements to their buildings and property all in an effort to support revitalization and redevelopment activities in our community.

Since 2012 one hundred and thirty-eight applicants have received grant funding. The total dollar value of improvements made in our community, as a result of these applications, is conservatively estimated at \$3.1 million. Of this amount 86.3% has been covered by the applicants with the remaining 13.7% covered by grants or loans under the Community Improvement or Downtown Revitalization Programs.

This report contains four applications. All applicants are eligible for funding and a brief overview of the applicants and improvements being made, follows:

1. The first application was received from **1595655 Ontario Ltd.**, (Robert Cottell) to support renovations and improvements being made to the building that has been sitting vacant and in disrepair for many years at the northeast corner of Main Street and Birmingham Street in Mount Forest.

1595655 Ontario Ltd purchased this location earlier this year and have begun the process to renovate and restore the building. Once the renovations are complete it will become rental apartments. The number as of yet is still undecided.

Total cost of the improvements is estimated to be in the vicinity of \$225,000. Under our CIP the applicant is eligible for a \$2,500 Façade Improvement Grant, a \$2,500 Building Improvement Grant and a \$1,500 Application Fees and Development Charges Grant.



2. The second application was received from Melanie Smith Director of KTS Plumbing & Heating Ltd to support renovations and improvements being made to 147 George Street, in Arthur. This building was the former location of eclectic.

KTS Plumbing & Heating purchased this building earlier this year and have recently re-opened it. One half of the building has been renovated and is the new showroom and office space for **Coffey Plumbing, a Division of KTS Plumbing and Heating Ltd.** The other half of the building is the new location of **Sweet Cheeks New & Used Children's Store.**

Total cost of the improvements is estimated at \$35,000 and the applicant is eligible for a \$1,500 Façade Improvement Grant and a \$2,500 Building Improvement Grant



3. The third application was received from Ryan Dymond, President of ***Pops Cannabis Co.*** who recently leased Unit C at 286 Main Street South in Mount Forest. This building was recently purchased and renovated and now contains three commercial units.

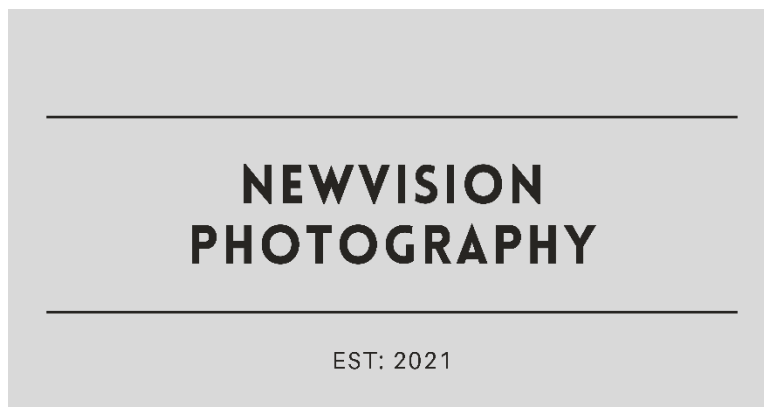
Total cost of improvements made to this part of the building is estimated to be in the vicinity of \$80,000. The applicant is requesting funding to assist with the cost of the exterior improvements including new signage.

Under our CIP the applicant is eligible for 50% funding up to a maximum grant of \$2,500



4. The fourth application was received from Daniel Dufour owner of ***NewVision Photography*** who recently rented the building and opened their doors on November 17th at 253 Main Street South in Mount Forest.

The application is to assist for funding for new signage and the applicant is eligible for 50% funding under our Façade Improvement Program. The applicant has also indicated they are planning to pursue Blade Signage as well and this will be covered off with a future application.



FINANCIAL CONSIDERATIONS

Grants get advanced once a project is completed. In 2021 **\$35,000** in CIP funding has been approved in the Economic Development operating budget and an additional **\$10,000** is available from our County BR&E Implementation funding.

With these applications, YTD, council will now have approved **\$60,798** in grants. Of this amount:

- \$10,000 will not be advanced as the project is not moving ahead
- \$ 6,500 will not be advanced until 2022 when the project is completed
- \$44,298 will be advanced this year

ATTACHMENTS

None

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

- Modernization and Efficiency Partnerships
- Municipal Infrastructure Alignment and Integration

Prepared By:	Dale Small, Economic Development Officer	<i>Dale Small</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



Staff Report

To: Mayor and Members of Council Meeting of November 22nd, 2021
From: Dale Small
Economic Development Officer
Subject: EDO 2021-030 Shop Local Sidewalk Saturday Program

RECOMMENDATION

THAT Council of the Corporation of Township of Wellington North receive for information Report EDO 2020-030 being an update on the Wellington North Shop Local Sidewalk Saturday Program and

FURTHER THAT Council, in-partnership with the Chambers of Commerce and Business Improvement Associations, will continue to support this program in 2022 by supporting the closure of George Street in Arthur and Main Street in Mount Forest on the following Saturdays:

- George Street, Arthur: July 2nd, (Arthur 150th celebrations) & August 7th
- Main Street, Mount Forest July 16th (tbd/M.F. Fireworks Festival) & August 14th

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2020-014 dated July 13th, 2020. EDO 2020-021 dated September 14th, 2020
EDO 2021-015 dated April 26th, 2021.

BACKGROUND

Providing support to the local business community has always been a major priority for the Economic Development Office and helping them navigate COVID 19 has been one of our main priorities over the past eighteen months. Our Wellington North, along with the Wellington County Shop Local Program, continues to be a major focus as we encourage the community to support local, shop local and help our business community move forward.

Earlier this year, we asked for council’s support with our Shop Local Program by sponsoring the closure of our Main Streets to vehicle traffic, on three Saturdays over the summer.

- July 10th & August 14th in Mount Forest
- September 11th in Arthur

The closure enabled us to have our businesses, Farmers Market vendors and not-for-profit & Community organizations setup on the sidewalks and ensured that physical distancing could be accommodated in a safe and comfortable environment. The main focus around these “Sidewalk Saturday Celebrations” was to support local businesses and organizations and to

encourage the community to come out, shop local, support local, and help our community re-open. Traffic was detoured off our downtowns from 7:30am – 3:00pm and by all counts the three days of celebrations were a huge success. Weather was tremendous and with George Street in Arthur under construction most of the summer the September 11th celebration was a very welcome event.

I would like to thank council for providing us with the opportunity and supporting the street closures and also for coming out and participating in our Sidewalk Saturday Celebrations. Closing a Main Street, especially one that is a provincial highway, does not happen without some challenges. That being said we received very few complaints this year and social media and the community responded very positively.

One major positive that came out of the celebrations was providing the community with the opportunity to get out, socialize and reconnect. With COVID 19 and everything being closed down for so long the community really needed this opportunity and many said how great it was to be out, walking down our Main Streets and enjoying the day. They also welcomed the opportunity to support local and I know that many of the businesses and organizations that participated also had extremely good sales days.

In addition to thanking the businesses & organizations that participated, I would like to recognize the contribution and support from the following individuals/groups. It takes many hands to have a successful celebration and these people were very key to its success:

- **Jacklyn Winter, Paula Coffey, Tom Gorecki & Keith Harris** from the Arthur Chamber of Commerce and BIA.
- **Stacey Stevenson, Sharon Wenger, Andrew Coburn, Kayla Morton, Amanda Boylan, and Devon Madden** from the Mount Forest Chamber/Downtown Committee & BIA.
- **Harry Engel** and the **Wellington North Farmers Market** vendors for moving the Market to Main Street during the Mount Forest celebrations
- **Rob Mattice, Lauren West, Chris Holden** and **88.7 The River** for attending all three celebrations and for assisting with marketing, promotion and arranging live entertainment.
- **Matt Aston** and the **Roads Team** members who setup and took down the detours and road barriers and ensured that traffic flowed smoothly around our downtowns.

Along with the Chambers and BIA's our hope is to be able to continue to hold these celebrations on an annual basis. Each year we will come back to council with a report and request for the following year and in 2022 we ask for council's support for the following dates:

SATURDAY	LOCATION	COMMENTS
July 2nd	George Street Arthur	Planning of the 150 th Anniversary of incorporation celebrations is also underway for this weekend
July 16 th	Main Str. Mount Forest	Hopefully this will be the 20 th annual MF Fireworks Festival.
August 7 th	George Street Arthur	---
August 14 th	Main Str. Mount Forest	---

FINANCIAL CONSIDERATIONS

Expenses include marketing & promotion on 88.7 The River, as well as advertisements in the Bizbull and Wellington Advertiser. Other costs include live entertainment, signage, etc. and are absorbed within the EDO operating budget or by the Arthur & Mount Forest BIA's.

2021 MOUNT FOREST SHOP LOCAL SIDEWALK CELEBRATION JULY 10TH & AUG 14TH

(Photos courtesy of Claire Sutherland)



Claire Sutherland



Claire Sutherland



2021 ARTHUR SHOP LOCAL SIDEWALK CELEBRATION SEPTEMBER 11TH

(Aerial Views courtesy of Nick Hansen & Wellington North Power)





STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

Prepared By: Dale Small, Economic Development Officer *Dale Small*

Recommended By: Michael Givens, Chief Administrative Officer *Michael Givens*

11/15/21

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
77607	Arthur and District Chamber of	11/03/21	\$165.00
77608	Arthur Food Bank	11/03/21	\$497.50
77609	Avertex Utility Solutions Inc.	11/03/21	\$32,042.88
77610	Bluewater Fire & Security	11/03/21	\$113.00
77611	Broadline Equipment Rental Ltd	11/03/21	\$3,084.16
77612	Corporate Express Canada Inc.	11/03/21	\$71.17
77613		11/03/21	\$270.97
77614		11/03/21	\$275.00
77615	Hydro One Networks Inc.	11/03/21	\$309.65
77616	Kronos Canadian Systems Inc.	11/03/21	\$1,129.99
77617		11/03/21	\$1,469.00
77618		11/03/21	\$268.50
77619	Community Food Pantry	11/03/21	\$497.50
77620	Michelin North America (Canada	11/03/21	\$6,182.18
77621	Morrison Roll Off Ltd	11/03/21	\$118.65
77622	The Murray Group Limited	11/03/21	\$538,805.66
77623	Royal Bank Visa	11/03/21	\$3,013.08
77624	Steed and Evans Limited	11/03/21	\$31,137.58
77625	Enbridge Gas Inc.	11/03/21	\$3,709.38
77626	W.H.A. Publications	11/03/21	\$678.00
EFT0002672	Agrisan SC Pharma	11/03/21	\$4,543.80
EFT0002673	Arthur Home Hardware Building	11/03/21	\$948.06
EFT0002674	B M Ross and Associates	11/03/21	\$33,920.68
EFT0002675	CARQUEST Arthur Inc.	11/03/21	\$458.87
EFT0002676	Cimco Refrigeration	11/03/21	\$5,068.05
EFT0002677	CMT Engineering Inc.	11/03/21	\$3,851.61
EFT0002678	County of Wellington	11/03/21	\$44.00
EFT0002679	Darroch Plumbing Ltd.	11/03/21	\$542.40
EFT0002680	Eric Cox Sanitation	11/03/21	\$697.49
EFT0002681		11/03/21	\$36.80
EFT0002682	Hawthorne Security & Investiga	11/03/21	\$11,097.73
EFT0002683	H Bye Construction Limited	11/03/21	\$6,825.20
EFT0002684	Hort Manufacturing (1986) Ltd.	11/03/21	\$207.19
EFT0002685	Ideal Supply Inc.	11/03/21	\$167.82
EFT0002686	Innovative Surface Solutions C	11/03/21	\$2,923.17
EFT0002687	Kraemer LLP	11/03/21	\$13,273.71
EFT0002688	M & L Supply, Fire & Safety	11/03/21	\$192.17
EFT0002689	Maple Lane Farm Service Inc.	11/03/21	\$31.18
EFT0002690	Reeves Construction Ltd	11/03/21	\$33,643.88
EFT0002691	Robert Gibson Consulting Servi	11/03/21	\$3,090.49

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0002692	ROBERTS FARM EQUIPMENT	11/03/21	\$98.81
EFT0002693	Suncor Energy Inc.	11/03/21	\$9,484.89
EFT0002694	Superior Tire Sales & Service	11/03/21	\$479.86
EFT0002695	Wellington Advertiser	11/03/21	\$437.31
EFT0002696	Young's Home Hardware Bldg Cen	11/03/21	\$657.76
77627	Abell Pest Control Inc	11/10/21	\$133.84
77628		11/10/21	\$1,900.00
77629	Bell Canada	11/10/21	\$735.96
77630	Canadian Tire #066	11/10/21	\$14.11
77631	Chalmers Fuels Inc	11/10/21	\$530.93
77632	Corporate Express Canada Inc.	11/10/21	\$249.44
77633		11/10/21	\$400.00
77634		11/10/21	\$400.00
77635	Evoqua Water Technologies	11/10/21	\$2,285.13
77636	IBI Group	11/10/21	\$1,824.95
77637		11/10/21	\$1,900.00
77638	Openspace Solutions Inc.	11/10/21	\$460.87
77639		11/10/21	\$400.00
77640		11/10/21	\$3,228.67
77641	TD Wealth	11/10/21	\$804.44
77642	Trevor Roberts Auto Repair	11/10/21	\$190.99
77643	Township of Centre Wellington	11/10/21	\$2,173.78
77644	Enbridge Gas Inc.	11/10/21	\$241.03
77645	Van Harten Surveying Inc.	11/10/21	\$2,776.24
77646	Well Cty Fire Chiefs Assoc	11/10/21	\$250.00
77647	Wellington Catholic Dist Sch B	11/10/21	\$2,476.00
77648	Wightman Telecom Ltd.	11/10/21	\$178.27
77649	Workplace Safety & Ins Board	11/10/21	\$7,927.82
EFT0002697	Assoc Mun Mgrs, Clerks & Treas	11/10/21	\$457.65
EFT0002698	Arthur Home Hardware Building	11/10/21	\$30.50
EFT0002699	B M Ross and Associates	11/10/21	\$386.46
EFT0002700	Cordes Enterprise	11/10/21	\$2,338.32
EFT0002701	County of Wellington	11/10/21	\$24,935.20
EFT0002702	Canadian Union of Public Emplo	11/10/21	\$1,784.63
EFT0002703	Darroch Plumbing Ltd.	11/10/21	\$90.40
EFT0002704	Delta Elevator Co. Ltd.	11/10/21	\$915.21
EFT0002705	Dewar Services	11/10/21	\$2,308.59
EFT0002706		11/10/21	\$130.91
EFT0002707	Excel Business Systems	11/10/21	\$260.00
EFT0002708	FOXTON FUELS LIMITED	11/10/21	\$393.64
EFT0002709	Frey Communications	11/10/21	\$11,262.43
EFT0002710	Ideal Supply Inc.	11/10/21	\$67.22
EFT0002711	International Trade Specialist	11/10/21	\$925.61
EFT0002712	M & L Supply, Fire & Safety	11/10/21	\$4,726.74
EFT0002713	Marcc Apparel Company	11/10/21	\$39.49
EFT0002714	Martins TLC	11/10/21	\$401.15

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0002715		11/10/21	\$125.00
EFT0002716	Ont Mun Employee Retirement	11/10/21	\$43,395.10
EFT0002717	Orkin Canada Corporation	11/10/21	\$50.85
EFT0002718	PETRO-CANADA	11/10/21	\$3,680.65
EFT0002719	R&R Pet Paradise	11/10/21	\$2,263.72
EFT0002720	R. J. Burnside & Assoc. Ltd.	11/10/21	\$1,985.98
EFT0002721	Saugeen Community Radio Inc.	11/10/21	\$1,462.22
EFT0002722	SGS Canada Inc.	11/10/21	\$1,520.98
EFT0002723	SLBC Inc.	11/10/21	\$1,322.10
EFT0002724	Stephen Hale	11/10/21	\$1,536.80
EFT0002725	Town of Minto	11/10/21	\$3,200.00
EFT0002726	Upper Grand Dist School Board	11/10/21	\$8,888.00
EFT0002727	Wellington Advertiser	11/10/21	\$218.66
EFT0002728	Wellington North Power	11/10/21	\$9,853.14
EFT0002729	Young's Home Hardware Bldg Cen	11/10/21	\$4.51
Total Amount of Cheques:			\$919,006.11

QUARTER THREE UPDATE 2021



HIGHLIGHTS....

.....	1
SUMMARY	2
MASTER FIRE PLAN.....	2
SOFTWARE IMPLEMENTATION	2
TRAINING	2
COVID19.....	3
STAFFING.....	3
RECRUITMENT.....	3
PUBLIC EDUCATION EVENTS	3
STATISTICS - JULY - SEPTEMBER 2021.....	4
CONTACTS.....	5

SUMMARY

WNFS spent the latter half of summer working on recruiting plans, getting some good training in outdoors and ramping up for a busy fall. Incidents kept the firefighters busy and a few public education events were held to start getting back into the public.

MASTER FIRE PLAN

The process has been stalled during this quarter with other projects taking over. The software implementation is taking longer than anticipated, so data collection has been put on hold for the time being. Once the new softwares have been implemented, we will get back to data collection and creating the plan for presentation in 2022.

The preliminary data we are getting back is somewhat vague as being out of the fire halls for the most part other than incidents has made it difficult to get accurate assessments of the various areas of the department. We will work towards spurring on analysis of the department from our members and see what suggestions we can generate.

SOFTWARE IMPLEMENTATION

We have started with the inventory software portion of our program. It will aid us in checking the trucks equipment and making sure everything is maintained appropriately. Doing a complete inventory of all the equipment in Wellington North has been a monumental task. It has given us the opportunity to reassess some of the equipment we carry on the trucks and the ability to purge some of the equipment we don't need anymore. We hope to have the software in preliminary stages of operations by the end of November.

We have continued with our implementation of our reporting software. The reports we are able to generate have been a great help and time saver. We are also able to keep a variety of statistics and information for us to be able to recall when needed. The software has been expanded to now incorporate all of our training plans and documentation.

TRAINING

We were able to get through a wide variety of training by utilizing the good weather and our return to in person training. Many topics including pumper and portable pump operations were covered.

Search and rescue, SCBA training, and some driver training were also topics covered during this quarter.

COVID19

We continue to follow Public Health guidelines around the Station and when responding to incidents. We are keeping updated on new guidelines and any changes to existing ones. The firefighters have done a tremendous job staying within the guidelines and still responding to calls under difficult circumstances.

STAFFING

Our staffing continues to remain a challenge. Numerous firefighters have accepted positions in full time fire departments and have had to take leave of absences over the summer to complete their recruit training. We are hoping they come back to our department when they complete their basic training, but there are no guarantees. We need to make some contingency plans in case they do not return from their new position's training.

RECRUITMENT

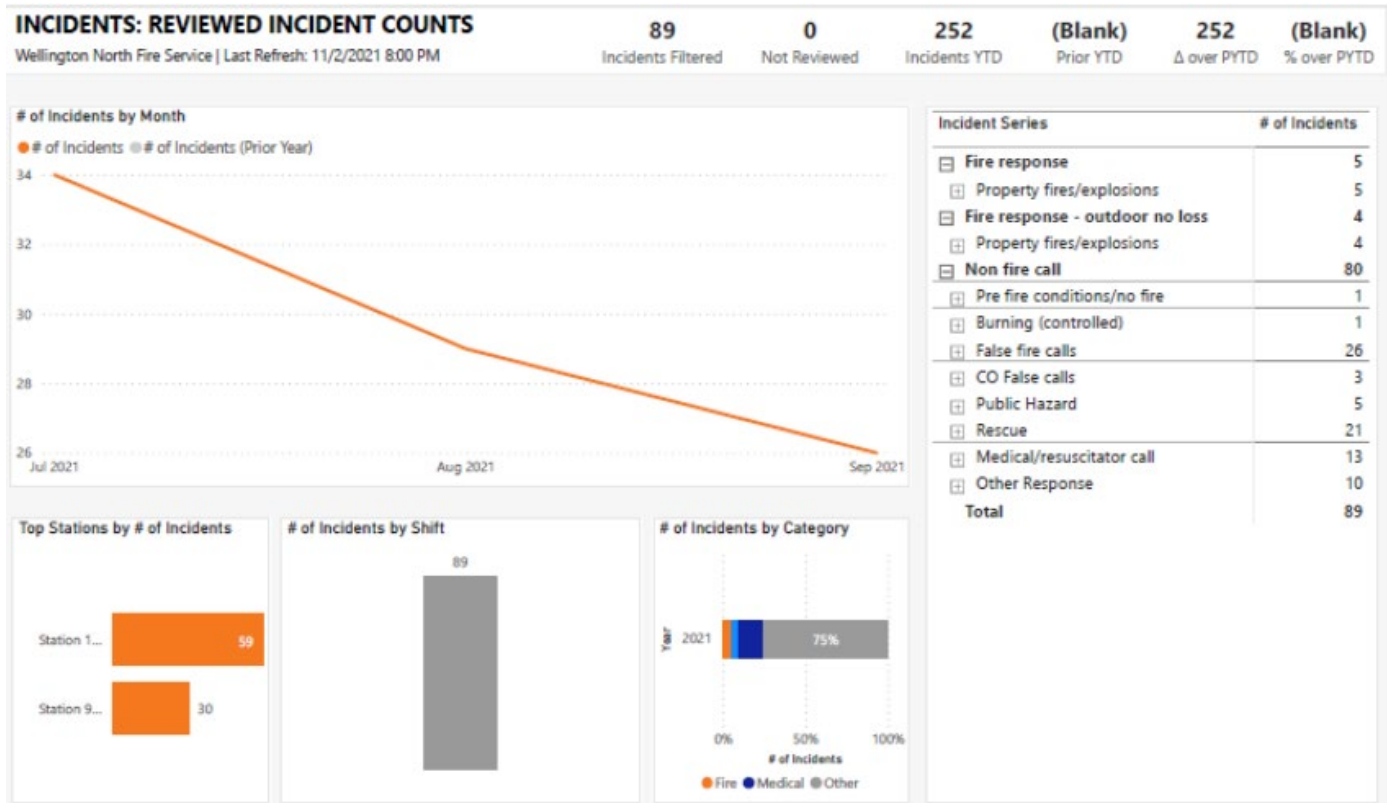
We vetted all of the resumes we received and are working our way towards interviews with those selected. We will be using some senior personnel in the station to assist us with interviews. After interviews, we will look to offer the new recruits spots in the upcoming County recruit class starting in January.

PUBLIC EDUCATION EVENTS

Both stations took place in our summer downtown events having booths in both towns. We were able to hand out some educational materials as well as interact with the public for the first time in over a year. Our firefighters did a great job and thoroughly enjoyed the interaction.

We also helped out with the Mount Forest demolition derby on the arena grounds. We deployed a truck and some personnel to be on standby while the derby occurred. It is great to see events are starting to get up and running again.

STATISTICS – JULY – SEPTEMBER 2021



CONTACTS

If you have any questions related to the information outlined in this update, please do not hesitate to contact our team:

Chris Harrow
Director of Fire Services
T: 519-503-9545 e: charrow@wellington-north.com

Marco Guidotti
Deputy Chief
T: 519-323-1441 e: mguidotti@wellington-north.com

Callise Loos
Deputy Chief
T: 519-497-2502 e: cloos@wellington-north.com



Staff Report

To: Mayor and Members of **Closed Council** Meeting of November 8, 2021
Moved to **open Council** Meeting of November 22, 2021

From: Karren Wallace, Director of Legislative Services/Clerk

Subject: CLK 2021-029 being a report on Lottery Licensing

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2021-029 being a report on lottery licensing;

AND FURTHER THAT Council direct staff to issue correspondence to all service groups who have held lottery licenses in the past 24 months that lottery funds may not be used for municipal capital facilities, pursuant to the Alcohol and Gaming Authority Rules (AGCO);

AND FURTHER THAT service groups be encouraged to draft their own letters to their Member Provincial Parliament using the template provided or their own version.

AND FURTHER THAT the Clerk forward this resolution and draft MPP letter to our Member of Parliament as well as the Association of Municipalities of Ontario (AMO), Association of Municipal Clerks and Treasurers of Ontario (AMCTO), member municipalities and the AGCO.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

May 11, 2015 correspondence from North Perth requesting support of a resolution regarding Lottery Licenses (Schedule A)

May 25, 2015-RESOLUTION 2015-231

THAT the Council of the Corporation of the Township of Wellington North support the resolution of the Municipality of North Perth concerning the AGCO Lottery Licencing Policy.

Report CAO 2015-27 Lottery Licensing (Schedule B)

October 29, 2015 correspondence to Randy Pettapiece MPP regarding use of lottery funds (Schedule C)

November 10, 2015 copy of correspondence from Randy Pettapiece to the Honourable Madeleine Meilleur MPP, Attorney General (Schedule D)

February 23, 2016 delegation by Wellington North regarding challenges small community groups face in raising funds for community benefiting projects

April 15, 2016 correspondence to Ministry of Attorney General (Schedule E)

BACKGROUND

As a result of various capital projects being undertaken in the municipality, including a splash pad and BMX Skateboard Park in Arthur and a splash pad and pool in Mount Forest, coupled with COVID restrictions, service clubs have faced challenges in meeting fundraising commitments to these projects. Some members of service groups have approached municipal staff and elected officials questioning why lottery funds can not be used toward these projects.

NOTE: Ontario is one of only 2 provinces in Canada where municipalities have the delegated responsibility to issue lottery licenses, where prize values do not exceed \$49,999.00. (Source: October 27, 2021 email from Rusty Parr, Gaming Registration Officer at The Alcohol and Gaming Commission of Ontario)

The regulatory framework which municipalities and license holders in Ontario must follow is:

- Lottery Licensing Gaming and Control Act, 1992
- Criminal Code of Canada
- Terms and Conditions of Licenses
- Registrar's Standards and Directives
- Lottery Licensing Policy Manual (AGCO)

Staff have provided consistent information to inquiries directly from the Lottery Licensing and Policy Manual (LLPM), that lottery funds are not permitted to be used to fund municipally owned capital facilities/projects located on municipal land.

Specifically Section 2.8.1(A) of the LLPM provides:

Eligibility criteria for building funds

The licensing authority may approve an eligible organization to use up to a maximum of 50 per cent of net lottery proceeds for the capital costs of construction, repair or the leasehold improvement of real property including land and buildings, if:

- *the property is owned by the eligible organization or is leased on a long-term basis from a non-profit organization; and*
- *the organization can show that a public benefit will result*

Full copy of the LLPM is at this link:

https://www.agco.ca/sites/default/files/llpm_en_2020_0.pdf

In order to support this information, the municipality sought a legal opinion that confirms lottery proceeds may not be directed to municipally owned capital facilities/projects which are owned/located on municipal property. The full email is attached as Schedule E. REDACTED

As an additional resource, staff reached out to other municipalities to see if they issue licenses to fund municipal capital facilities/projects and overwhelmingly the response was no. See Schedule F for responses. PARTIALLY REDACTED

There are some examples of lottery funds being raised for purposes that are not permitted under the legislative framework, either the municipality issued the license in contravention of the legislation or the organization held a lottery without a license. This is very common in 50/50 draws at hockey games or buck and does. Problems are created for municipalities who are issuing the licenses within the rules by the municipalities who don't follow the rules as it creates an uneven playing field for service clubs and opens staff up to criticism.

In a conversation with a representative from the AGCO on October 26, 2021, they acknowledged that lotteries are held without licenses or licenses are issued for improper reasons, but that the AGCO does not actively monitor for these situations. If someone reports it to the AGCO they will follow up with education. Enforcement falls under the jurisdiction of the police, under the Criminal Code of Canada.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report.

ATTACHMENTS

Schedule A - May 11, 2015 correspondence from North Perth requesting support of a resolution regarding Lottery Licenses

Schedule B - Report CAO 2015-27 Lottery Licensing

Schedule C - October 29, 2015 correspondence to Randy Pettapiece MPP regarding use of lottery funds

Schedule D - November 10, 2015 copy of correspondence from Randy Pettapiece to the Honourable Madeleine Meilleur MPP, Attorney General

Schedule E - April 15, 2016 correspondence to Ministry of Attorney General

Schedule F – October 19, 2021 email from Peter A. Hertz re: legal opinion **REDACTED**

Schedule G – municipal survey **PARTIALLY REDACTED**

Schedule H- correspondence to user groups and organizations

Schedule I-suggested letter to MPP's

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Prepared By:	Karren Wallace, Director of Legislative Services/Clerk	<i>Karren Wallace</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



MUNICIPALITY OF
North Perth

www.northperth.ca

A Community of Character

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

May 11th, 2015

Association of Municipalities of Ontario
 #801-200 University Avenue,
 Toronto, ON M5H 3C6

RE: Municipality of North Perth Resolution concerning the AGCO Lottery
 Licencing Policy

To All Ontario Municipalities:

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

"THAT:

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

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

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

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

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

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



MUNICIPALITY OF

North Perth

www.northperth.ca

A Community of Character

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

The Municipality of North Perth encourages all municipalities in Ontario to support their request to urge the AGCO to revisit and revise the Lottery Licensing Policy Manual.

Yours truly,

Patricia Berfelz, CMO

Clerk,

Municipality of North Perth

DISCLAIMER: This material is provided under contract as a paid service by the originating organization and does not necessarily reflect the view or positions of the Association of Municipalities of Ontario (AMO), its subsidiary companies, officers, directors or agents.



Township of Wellington North

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

**TO: ADMINISTRATION AND FINANCE COMMITTEE
MEETING OF OCTOBER 26, 2015**

**FROM: MICHAEL GIVENS
CAO**

SUBJECT: CAO 2015-27 LOTTERY LICENCING

RECOMMENDATION

THAT the Administration and Finance Committee of the Township of Wellington North receive for information report CAO 2015-27 Lottery Licensing;

AND FURTHER THAT Administration and Finance Committee directs the CAO to finalize a letter to the Perth-Wellington MPP and Perth-Wellington MP on behalf of Council and include this report as an attachment to the letter in the hopes of drawing needed attention and action to the lottery licensing process and policies.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

Established February 23, 1998, the Alcohol and Gaming Commission of Ontario (AGCO) regulates the sale, service, and consumption of beverage alcohol and ensures that casino gaming, charitable gaming and lotteries are conducted in the public interest, by people who are socially and financially responsible.

Order in Council 1413/08 provides the legal authority for the Registrar of Alcohol and Gaming and municipal council to issue licences to charitable or religious organizations to conduct and manage lottery schemes. The Registrar issues Terms and Conditions of Licences pursuant to the Criminal Code, to regulate each type of lottery event. These terms and conditions are captured in the Lottery Licensing Policy Manual.

Eligibility Requirements for a lottery licence:

- Constituting documents, including by-laws
- Detailed program descriptions
- Previous financial statement and current budget
- Current listing of the board of directors
- Details of proposed use of lottery proceeds (must fall within defined Charitable Categories)
- Any other documentation that would assist in determining eligibility
- Documents must be updated on a regular basis

As the Committee can see, just determining and providing the required documentation to confirm eligibility is very difficult for small, volunteer based community groups and frequently puts Township staff in a very difficult position. Township staff absolutely support the use of lottery schemes to raise funds for worthwhile community causes but the stringent eligibility requirements and limited use of lottery proceeds requirements do not allow Township staff to issue lottery licenses in many instances.

The complex application and reporting requirements associated with lottery licenses will and has undoubtedly forced many well meaning community groups “underground” without licenses. Township acknowledges that abuse of lotteries needs to be curbed but this should not be a function of municipal staff.

In May of 2015, the Municipality of North Perth circulated a resolution through AMO that Wellington North supported, requesting that the AGCO change Lottery Licensing Policy to allow eligible organizations to use proceeds from lottery licenses for construction, renovation and improvements of buildings owned by or on land owned by municipalities. Indications are that this would require a change to the criminal code and to my knowledge has not gained any real traction.

At this time, I would suggest to the Committee that the AGCO and the Registrar needs to reconsider lottery licensing eligibility requirements, the role of the AGCO in administering and enforcing lottery licensing, and the eligible use of lottery proceeds. With that said, I would recommend that Wellington North issue a letter to our MP and MPP in a manner similar to the attached Appendix “A”.

FINANCIAL IMPLICATIONS

N/A

STRATEGIC PLAN

This report relates directly to the implementation of the Township of Wellington North Strategic Plan, in particular continuing a partnership with local organizations and utilizing existing space within Township owned space in Mount Forest.

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

Yes Which pillars does this report support?

Strategic Partnerships

PREPARED BY:	RECOMMENDED BY:
<i>Michael Givens</i>	<i>Michael Givens</i>
MICHAEL GIVENS CAO	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER



Schedule C
Township of Wellington North

219

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

October 29, 2015

Randy Pettapiece
MPP - Perth-Wellington
55 Lorne Avenue East, Unit 2
Stratford, ON N5A 6S4

Dear Mr. Pettapiece:

Frequently the Township is approached by community groups requesting lottery licenses. Unfortunately, because of the stringent licencing requirements stipulated by the AGCO, that municipalities are bound to abide by, in many instances the Township and other municipalities are not able to grant lottery licenses to well meaning community groups.

All of these groups are looking for opportunities to raise funds to benefit their communities, an approach the Township of Wellington North knows that you support and advocate for.

Community groups looking to raise funds for the betterment of their community should not be forced "underground" by rigid requirements established by the Province through the AGCO.

AGCO should educate community groups on the requirements of lottery licencing. This should not be a municipal responsibility. We certainly are willing to continue to work with the AGCO in administering lottery licensing in the Province; but, municipal staff should not be expected to educate applicants on provincial requirements or be responsible for continually explaining why a well meaning community group is ineligible for a lottery licence.

Additionally, municipal staff should not be held responsible for policing illegal lottery activities taking place within their municipality. This should fall exclusively within the domain of the AGCO.

The Township of Wellington North respectfully requests that the AGCO and the Registrar of Alcohol and Gaming review the lottery licensing eligibility requirements, the role of the AGCO in administering, educating and enforcing lottery licensing and the eligible use of lottery proceeds.

On behalf of the Township of Wellington North we would ask that you give consideration to the concerns raised in this correspondence and the attached report prepared by the Chief Administrative Officer for the Township of Wellington North.

We would respectfully request that you speak with your other member municipalities to confirm they are experiencing the same frustration we are and then consider raising this matter in the appropriate manner with the Registrar of Alcohol and Gaming as the MPP for Perth-Wellington.

If you have questions regarding this matter, please do not hesitate to contact the undersigned.

Sincerely,

Michael Givens
Chief Administrative Officer

Encl.

Cc John Nater, MP, Perth-Wellington



Randy Pettapiece, MPP
Perth-Wellington

RECEIVED

NOV 15 2015

TWP. OF WELLINGTON NORTH

Perth-Wellington Constituency Office
Stratford, Ontario

November 10, 2015

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

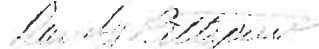
Dear Minister,

Enclosed is a copy of a letter I received from Michael Givens, CAO of the Township of Wellington North, concerning stringent lottery licensing requirements imposed by the Alcohol and Gaming Commission of Ontario (AGCO).

Mr. Givens' letter is detailed and self-explanatory. He states: "Community groups looking to raise funds for the betterment of their community should not be forced 'underground' by rigid requirements established by the Province through the AGCO." Mr. Givens also makes a very strong case that municipal staff should not be held responsible for educating lottery applicants on provincial requirements, or be held responsible for policing activities taking place within the municipality.

I have previously written to you on issues relating to the AGCO and the municipalities I represent, and I believe your government and the AGCO must do more to address their concerns. As Attorney General, you oversee the AGCO. How do you respond to the township's concerns, and will your government support the changes they are advocating?

Sincerely,


Randy Pettapiece, MPP
Perth-Wellington

RP:sy

Enclosure

c: John Nater, MP, Perth-Wellington
Jean Major, CEO, Alcohol and Gaming Commission of Ontario
Michael Givens, CAO, Township of Wellington North
Karren Wallace, Clerk, Township of Wellington North



Schedule E

April 15, 2016

Mr. Jerry Khouri
Senior Policy Advisor
Minister's Office
Ministry of the Attorney General
720 Bay Street, 11th Floor
Toronto, ON M7A 2S9

Mr. Khouri,

RE: Lottery Licensing

The Township of Wellington North met with your Ministry at ROMA/OGRA in February 2016 to discuss challenges small community groups face in raising funds for community benefiting projects.

As a follow-up to this meeting the municipality was asked to provide specific examples where community groups were deemed ineligible for lottery license or had experienced challenges and submit them.

Our submission is outlined herein:

- Maintaining a lottery trust account is financially challenging for small groups as service charges are high and very few financial institutions offer an account without service charges;
- An eligible organization can only be licensed for only one raffle lottery event at a time with the exception of calendar draws and blanket raffle licenses. Small community groups sometimes have draw dates that are months away and would like to hold another raffle within a shorter time frame;
- There are groups who would like to fundraise through a lottery but are not considered eligible as they do not meet the charitable definition. Some examples have been a high school class wanting to purchase coats for the homeless and a community group wanting to raise funds for Syrian refugees.
- Some groups have expressed an interest in having a raffle linked to the purchase of a prize, e.g. selling chocolate bars a purchaser would be eligible to win a prize in a raffle.

The general public needs more education about the legislation, including:

- Lottery licensing is not municipal legislation
- Charges for violations fall under the Criminal Code of Canada
- Minors cannot purchase lottery tickets or win prizes
- Who is eligible and what the limitations on how the money can be used

Thank you for your time and consideration of our input.

Yours truly

Karren Wallace, Clerk
Cc: MPP Pettapiece

Schedule F

October 19, 2021 email from Peter A. Hertz re: legal opinion **REDACTED**

Schedule G

QUESTION: Has anyone had an issue with a non-profit organization or service club wanting a lottery license so they can raise funds to contribute to a capital facility (e.g. a pool, an arena, a park?).

MUNICIPALITY	COMMENT
[REDACTED]	Have received these requests, but don't issue licenses, suggest municipalities lobby the province
[REDACTED]	Lots of licenses issued outside of the rules of the AGCO, or held with no license, no enforcement by the AGCO
[REDACTED]	funds cannot not be used for capital operating costs or renovations etc but may be used for equipment and must demonstrate that the purchase is over and above the services that the organization can provide and must be of public benefit.
[REDACTED]	if a club wanted to raise funds for a pool/splashpad, but do not own land/building and will not be maintaining these assets then you cannot issue the licence.
[REDACTED]	We have had many inquiries over the years but have not approved those requests. From my perspective, this remains an ineligible expense.
[REDACTED]	We get the same requests, mainly from the Legions but have not issued any licenses
[REDACTED]	We get these types of comments from organizations saying "other municipalities do it" but we don't issue. • Sec. 2.8.1 – Building Funds – does provide for capital expenditures, it just can't be on municipally-owned facilities.
[REDACTED]	We have not issued a license but we have an organization who is interested in this as well and who also insist that it is done elsewhere.
[REDACTED]	We just shut them down citing the AGCO regs and have not been challenged any further, challenging when one municipality does it and others follow the rules
[REDACTED]	Same issue, please share results
[REDACTED]	Same issue, please share results
[REDACTED]	The City of Hamilton does not approve funds/licenses that intend on using funds for capital projects – as per the LLPM
[REDACTED]	If the capital facility is owned by a municipality, then we would definitely not issue a lottery license to a group who wanted to use the proceeds like that.
[REDACTED]	We have had these questions before and we don't allow it. It's unfortunate – hopefully AGCO will reconsider...
[REDACTED]	We do not allow fundraising for capital expenditures. Most of the big ticket items listed would be municipal infrastructure, which is not eligible for lottery proceeds.
[REDACTED]	Would not issue a license for capital projects, has experienced some political interference
[REDACTED]	Would not issue a license for capital projects
[REDACTED]	Only issue pursuant to AGCO rules
[REDACTED]	No
[REDACTED]	Would not issue a license for capital facilities and have experienced political pressure



DATE

USER GROUP

Lottery Licensing

As a result of numerous inquiries by various Wellington North organizations and user groups regarding the use of lottery funds, Council passed the following resolution at the November 22, 2021 meeting:

*THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2021-029 being a report on lottery licensing;
AND FURTHER THAT Council direct staff to issue correspondence to all service groups who have held lottery licenses in the past 24 months that lottery funds may not be used for municipal capital facilities, pursuant to the Alcohol and Gaming Authority Rules (AGCO);
AND FURTHER THAT service groups be encouraged to draft their own letters to their Member Provincial Parliament using the template provided or their own version.
AND FURTHER THAT the Clerk forward this resolution and draft MPP letter to our Member of Parliament as well as the Association of Municipalities of Ontario (AMO), Association of Municipal Clerks and Treasurers of Ontario (AMCTO), member municipalities and the AGCO.*

I am enclosing a copy of Report CLK 2021-029 for your information.

In order to elevate the issue to try and effect change in Provincial legislation, Council is requesting that your organization and your main branch in Ontario, endorse the attached correspondence by reprinting this on your letterhead and signature and forward to the local Member of Provincial Parliament. A full listing of all MPP's is at this link:

<https://www.ola.org/en/members/current>

Yours truly

Karren Wallace

Karren Wallace
Director of Legislative Services, Clerk
Ext 4227

SCHEDULE I

YOUR ORGANIZATION LETTERHEAD

DATE

MPP

Lottery Licensing in Ontario

We are writing to you to bring awareness to a situation that many service clubs and charitable organizations struggle with in Ontario, regarding the use of proceeds of lottery funds.

The current legislation does not permit lottery funds be used to fund municipally owned capital facilities/projects located on municipal land. Section 2.8.1(A) of the Lottery Licensing Policy Manual)

The regulatory framework which municipalities and license holders in Ontario must follow is:

- Lottery Licensing Gaming and Control Act, 1992
- Criminal Code of Canada
- Terms and Conditions of Licenses
- Registrar's Standards and Directives
- Lottery Licensing Policy Manual (AGCO)

As a result, charitable organizations and service clubs are hindered from being able to fundraise through lotteries for much needed municipal infrastructure that enhances the lives of members of the municipality. Specifically, in Wellington North, there is a BMX Skateboard Park in Arthur and a pool in Mount Forest in the planning stages, however which service clubs and organizations cannot contribute lottery proceeds to assist with these important initiatives. COVID has resulted in service clubs and organizations facing challenges in meeting fundraising commitments to these projects through other events such as luncheon's, silent auctions, etc.

Additionally, there are many examples of lottery funds being raised for purposes that are not permitted under the legislative framework, either the municipality issued the license in contravention of the legislation or the organization held a lottery without a license. This is very common in 50/50 draws at hockey games or buck and does. It creates an uneven playing field for service clubs and organizations.

The AGCO does not actively monitor for these situations. If someone reports it to the AGCO, they will follow up with education. Enforcement falls under the jurisdiction of the police, under the Criminal Code of Canada.

Specifically we are requesting that:

1. The AGCO becomes responsible for monitoring and enforcing contravention so the legislation, including contacting the Police where appropriate.
2. That the legislation be amended so service clubs and charitable organizations can contribute lottery funds to municipal projects.

Yours truly



Staff Report

To: Mayor and Members of Council Meeting of November 8, 2021
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: Report CLK 2021-032 Corporate Use of Resources in a municipal Election

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2021-032 being a report on the Corporate Use of Resources in a municipal Election;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign the by-law to approve the policy at a future meeting of Council;

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

BACKGROUND

The Municipal Elections Act, Section 88.8(4)5 provides that a contribution to a campaign may not be made by a municipality.

The Corporate Use of Resources in a municipal Election Policy provides guidance for the appropriate use of corporate resources and/or funding during a municipal election period.

Proposed policy will replace a 2018 version.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report or approving the policies.

ATTACHMENTS

Schedule A Corporate Use of Resources in a municipal Election policy

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

Modernization and Efficiency
 Municipal Infrastructure

Partnerships
 Alignment and Integration

Prepared By: Karren Wallace, Director of Legislative Services/Clerk

Karren Wallace

Recommended By: Michael Givens, Chief Administrative Officer

Michael Givens

SCHEDULE A



USE OF CORPORATE RESOURCES DURING A MUNICIPAL ELECTION

DEPARTMENT	CLERK	POLICY NUMBER	XXX-21
EFFECTIVE DATE	January 2, 2022	LEGISLATIVE AUTHORITY	Municipal Elections Act 88.8 (4) 5
APPROVED BY:	By-law XXXX	PREVIOUS VERSIONS	08-17

This policy provides guidance for the appropriate use of corporate resources and/or funding during a municipal election period.

Policy Statement:

The purpose of this policy is to clarify that all election candidates, including members of Council are required to follow the provisions of the Municipal Elections Act, 1996 and that during a *campaign period*:

1. No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the City for any election campaign or campaign related activities, this includes municipal registered trademarks or branding such as the logo or crest.
2. No candidate shall undertake campaign related activities on municipal property.
3. No candidate shall use the services of persons during hours in which those persons receive any compensation from the municipality *for election related purposes*.

Scope:

This policy applies to all candidates running for an office in the Township of Wellington North in a municipal election.

Objectives:

The objective of this policy is to ensure that all candidates in a municipal election have equal access to resources during their election campaign.

Application:

1. Corporate resources, assets and funding shall not be used for any election-related purposes, this includes use of municipal registered trademarks or branding such as the logo or crest.
2. Staff shall not canvass or actively work in support of a municipal candidate or party during

normal working hours unless they are on a leave of absence without pay, flex time or vacation.

3. Candidates shall not use any municipally provided facilities for any election-related purposes. Neither campaign related signs nor any other election related material will be displayed in any municipally-provided facilities.
 - a) Notwithstanding Section 3, Corporate facilities/properties may be used for any election related purpose if there is a rental fee established corporately and the rental is available to all candidates and third parties. No facility/property shall be rented or used for any municipal election related purpose during any day that voting is taking place on the property including set-up, hosting or take-down activities.
4. The municipality's voice mail systems shall not be used to record election related messages or the computer network (including the municipality's e-mail system, social media) to distribute election related correspondence.
5. The municipality's logo, crest, coat of arms, slogan etc. shall not be printed or distributed on any election materials or included on any election campaign related website, except in the case of a link to the municipality's website to obtain information about the municipal election.
6. Photographs produced for and owned by the Township of Wellington North shall not be used for any election purposes.
7. Distribution lists or contact lists developed utilizing corporate resources or through contact in a member of Council's role shall not be utilized for election purposes.
8. The budgets for members of Council for the period of January 1 to election day in a municipal election year will be prorated based on of the approved annual budget amount with the provision that subsequent to election day:
 - a) New members of council shall be allocated a budget prorated based on the approved annual budget amount for the time actively holding office as a member of council; and
 - b) Re-elected members of Council shall have available to them the balance of funds remaining as of Election Day.

Limitation:

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



Staff Report

To: Mayor and Members of Council Meeting of November 8, 2021
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: Report CLK 2021-033 Automatic Recount Policy in a municipal Election

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2021-033 being a report on an Automatic Recount Policy in a municipal Election;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign the by-law to approve the policy at a future meeting of Council;

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

BACKGROUND

The Municipal Elections Act, Section 56, provides that in the event of a tie vote between candidates, a recount shall be held within 15 days after the declaration of official elections results and shall be conducted in the same manner as the original count, whether manually or by vote-counting equipment.

Section 56 (3) of the Act further provides that municipalities may pass a policy by by-law to determine in what other circumstances recounts shall occur.

The adoption of an automatic recount policy does not restrict the power of Council or a to direct a recount pursuant to Section 57 of the Act (which enables Council to pass a resolution, or the Minister of Municipal Affairs to issue an order, requiring a recount) and it does not affect an elector's right to seek an order pursuant to Section 58 (which allows an elector to seek an order from the Superior Court of Justice directing a recount).

Staff are recommending that an automatic recount policy be implemented for the 2022 municipal election with the differential being 5 or less votes for Ward Councillor candidates and 10 or less for Mayoral candidates.

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

Approving the policy in advance of voting, provides a simple, clear solution that would identify to candidates and voters the circumstances where a recount will automatically be completed.

A policy enables municipal staff to proactively plan for and manage a recount, rather than having to react, often on short notice, to an order or resolution.

Proposed policy replaces 2017 version.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report. Should a recount be necessary, it is estimated that using tabulators to do the recount together with staff time would be about \$500.00.

ATTACHMENTS

Schedule A Automatic Recount Policy in a municipal Election policy

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

Modernization and Efficiency

Municipal Infrastructure

Partnerships

Alignment and Integration

Prepared By:

Karren Wallace, Director of Legislative Services/Clerk

Karren Wallace

Recommended By:

Michael Givens, Chief Administrative Officer

Michael Givens

SCHEDULE A



AUTOMATIC RECOUNT POLICY IN A MUNICIPAL ELECTION

DEPARTMENT	CLERK	POLICY NUMBER	XXX-21
EFFECTIVE DATE	January 1, 2022	LEGISLATIVE AUTHORITY	Municipal Elections Act 56 (3)
APPROVED BY:	By-law	PREVIOUS VERSION	089-17

PURPOSE

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

SCOPE

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

THRESHOLD

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

PROCEDURES

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

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



Staff Report

To: Mayor and Members of Council Meeting of November 8, 2021
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: Report CLK 2021-034 Procedure by-law

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2021-034 being a report on the Procedure by-law;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign the by-law to approve the policy at a future meeting of Council;

AND FURTHER THAT the Procedure by-law will become effective January 2, 2022.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2020-016 being a report on Procedure By-law amendment to provide for continued remote participation in meetings

CLK 2019-012 being a report on Procedure By-law

CLK 2017-016 being a report on Procedure By-law

CLK 2017-003 being a report on amending the Procedure By-law

CLK 2016-077 being a report on the Procedure By-law

CLK 2016-062 being a report on Procedure by-law

BACKGROUND

The Township of Wellington North Procedure By-law provides that the By-law shall be reviewed once in a term of Council.

Revisions/additions and amendments are shown on Schedule A highlighted in yellow. Deletions are shown as being struck out.

The final By-law will be brought forward to the December 13, 2021 meeting of Council for adoption.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report.

ATTACHMENTS

Schedule A Draft Procedure by-law

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

Amendments to the procedure by-law increase transparency and accountability of local government including Council, local Boards and Committees.

Prepared By:	Karren Wallace, Director of Legislative Services/Clerk	<i>Karren Wallace</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

SCHEDULE A

BY-LAW NUMBER 0xx-21

BEING A PROCEDURE BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL AND ITS COMMITTEES AND TO REPEAL BY-LAW 024-19.

GENERAL PROVISIONS

Application and Interpretation

- a) This By-law (referred to as the "Procedure By-law") establishes the rules of order for Council and Committee Meetings.
- b) A word in this by-law expressed in the singular has a corresponding meaning when used in the plural.
- c) Any future amendment(s) to the Municipal Act or other legislation as noted in the by-law may alter the sections and subsections of the legislation referenced but shall not affect the validity of the by-law or any part thereof.
- d) In an event of conflict between the Procedure By-law and legislation, the provisions of the legislation prevail.
- e) A specific statement or rule in this Procedure By-law has greater authority than a general one.
- f) If there is a conflict between two or more rules in the Procedure By-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices or refer to Robert's Rules of Order.

PRINCIPLES OF THE PROCEDURE BY-LAW

- a) The principles of openness, transparency and accountability to the public guide the Township's decision-making process. In the context of Council and other Committee proceedings, this is accomplished by:
 - i. Ensuring the decision-making process is understood by the public and stakeholders;
 - ii. Providing access to information opportunities for input and other stakeholders consistent with the requirements of this By-law and other statutory requirements;
 - iii. Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements.
- b) The principles of parliamentary law governing Council and Committee Meetings includes:
 - i. The majority of members have the right to decide;
 - ii. The minority of members have the right to be heard;
 - iii. All members have the right to information to help make decisions, unless otherwise prevented by law;
 - iv. All members have the right to an efficient meeting;
 - v. All members have the right to be treated with respect and courtesy; and,
 - vi. All members have equal rights, privileges and obligations.

Contents

1. DEFINITIONS	5
2. RULES OF ORDER	7
3. SUSPENSION OF RULES	7
4. AMENDMENT OR REPEAL OF BY-LAW	7
5. DUTIES OF THE CLERK	7
6. DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER	8
7. DUTIES OF THE CHAIR	8
8. EX OFFICIO	9
9. ACTING HEAD OF COUNCIL	9
10. DUTIES OF THE MEMBERS	9
11. DECORUM	9
12. POINT OF ORDER	10
13. VIDEO AND AUDIO RECORDING	10
14. INAUGURAL MEETING OF COUNCIL	10
15. REGULAR MEETING OF COUNCIL	10
16. SPECIAL MEETING OF COUNCIL	10
17. EMERGENCY MEETING OF COUNCIL	11
18. OPEN AND CLOSED MEETINGS OF COUNCIL	11
19. ELECTRONIC MEETING PARTICIPATION	12
20. NOTICE OF MEETINGS	13
21. CANCELLATION OR POSTPONEMENT OF MEETINGS	14
22. QUORUM	14
23. CURFEW	14
24. MANNER OF VOTING AND RULES OF DEBATE	15
25. MOTIONS	15
26. NOTICE OF MOTION	16
27. RECONSIDERATION	16
28. PROCEDURES FOR AGENDAS, MINUTES, AND SUPPORTING MATERIAL	16
29. DEPUTATIONS	18
30. MINUTES	19
31. BY-LAWS	19
32. MEETING LOCATION DATES AND TIMES	20
33. REVIEW OF BY-LAW	20
34. MATTERS NOT PROVIDED FOR IN PROCEDURE BY-LAW	21
35. REPEAL OF PREVIOUS PROCEDURE BY-LAW	21
36. EFFECTIVE DATE	21

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/Declaration” means a formal recognition by council of an individual, group or organization 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 preside over the meeting.
- 1.5 “Chief Administrative Officer” means the Chief Administrative Officer of the municipality, or their designate.
- 1.6 “Clerk” means the Clerk, of the municipality, or their designate.
- 1.7 “Closed session” means all or part of a meeting closed to the public in accordance with the provisions of the *Municipal Act, 2001*.
- 1.8 “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.
- 1.9 “Council” means the elected representatives of the Township of Wellington North comprised of the Mayor and Council.
- 1.10 “Councillor” means any member of Council, other than the Mayor.
- 1.11 “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.
- 1.12 “Deputation” means a person or group permitted to address council or committee.
- 1.13 “Electronic Device” means computers, cellphones, smartphones, personal digital assistants, smartwatches, tablets, voice recorders, cameras or any other similar device.
- 1.14 “Electronic Participation” means participating remotely in any open or closed meeting via an electronic device and has the same rights and responsibilities as if they were in physical attendance, including the right to vote.
- 1.15 “Friendly Amendment” means the motion under debate is amended with the consent of the mover and seconder, in keeping with the general intent and without the requirement for an amending motion to be made.

- 1.16 “Hybrid meeting” means a meeting where members use a combination of electronic participation outside the regular meeting place while other members participate in person at the regular meeting place.
- 1.17 “Inaugural Meeting” means the first meeting of the newly elected council held after a municipal election in a regular election year.
- 1.18 “Local Board” means a local board as defined in the Municipal Act, 2001.
- 1.19 “Majority Vote” means the vote of more than half of the members present at a properly constituted meeting at which a quorum is present.
- 1.20 “Mayor” means the Head of Council of the Township of Wellington North.
- 1.21 “Meeting” means any regular, special, remote or other meeting of a council, of a local board or of a committee of either of them, where a quorum of members is present, AND members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee
- 1.22 “Member” means an individual elected to the Council of the Corporation of the Township of Wellington North.
- 1.23 “Motion” means a proposal, moved and seconded by members to adopt, amend or otherwise deal with a matter.
- 1.24 “Motion to defer” means a motion to delay consideration of a matter until later in the same meeting or at a future meeting of Council or Committee.
- 1.25 “Notice of Motion” means a written notice respecting a substantive matter not on the agenda, submitted to the Clerk at a meeting, for inclusion on the agenda of a future meeting.
- 1.26 “Municipal Election” means a municipal election held pursuant to the Municipal Elections Act.
- 1.27 “Presentation to Council” means an individual, group or organization invited by council or staff to present material or information.
- ~~“Privilege” may include matters of comfort, amplification, or safety.~~
- 1.28 “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.
- 1.29 “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.

1.30 "Recorded Vote" means, on the request of a member, noting in the minutes, the name and vote of every member on any motion, unless the member is disqualified from voting.

1.31 "Remote Meeting" means any meeting held where all members use an electronic device outside of the regular meeting place.

1.32 "Resolution" means the decision of the council or committee of council on any motion.

1.33 "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, committees, ad-hoc and advisory committees and local boards.

2.2 Notwithstanding section 2.1, should a committee, ad-hoc, advisory committee or local board establish their own procedure by-law, as approved by Council, they shall observe all proceedings pursuant to their own procedure by-law.

3. **SUSPENSION OF RULES**

3.1 Rules of order provided for in this Procedure By-law may be suspended by a two-thirds (2/3) vote of Council or Committee, with the exception of the following circumstances:

- 3.1.1.1 Where required by law
- 3.1.1.2 Contractual agreement binding the Township
- 3.1.1.3 Amending this procedure by-law,
- 3.1.1.4 Quorum requirements

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

4.1 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.

5. **DUTIES OF THE CLERK**

5.1 The Clerk is authorized to:

- 5.1.1.1 To attend or cause a designate to attend all meetings of Council, or Committee and other Meetings as deemed necessary;
- 5.1.1.2 Prepare the Agendas;
- 5.1.1.3 amend by-laws, minutes and other Council and Committee documentation for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings.

- 5.1.1.4 to record, without note or comment, all resolutions, decisions and other proceedings of the council;
- 5.1.1.5 to distribute a copy of all resolutions, decisions and directions of the Council and Committees to the appropriate members of staff, the public and other agencies, boards, Committees and governments as required;
- 5.1.1.6 to record the name and vote of every member voting on any matter or question;
- 5.1.1.7 to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- 5.1.1.8 where a video or audio recording of a meeting is made, to retain such recording in accordance with the Records Retention By-law;

5.2 A Deputy clerk shall have all the powers and duties of the Clerk under this and any other Act.

6. DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

6.1 The CAO is authorized to:

- 6.1.1.1 to attend all meetings of Council and when deemed necessary to do so, shall attend or cause a designate to attend all Committee meetings;
- 6.1.1.2 to review all staff recommendations and reports prior to their submission to Council or Committee;
- 6.1.1.3 to assist the Council to discharge its responsibilities and, in a non-partisan manner;

7. DUTIES OF THE CHAIR

7.1 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) Vote on all matters unless there is specific legislation that prohibits it;
- f) Decline to put to vote motions which violate the rules of procedure in this by-law;
- g) Ensure the members are acting within the provisions of this by-law and the Act, when engaged in debate and voting;
- h) Sign all by-laws, resolutions and minutes of Council as required;
- i) Inform members and the public, when necessary of a point of order or procedure;
- j) Provide a ruling on a point of order or procedure;
- k) Expel any person for improper conduct at a meeting;
- l) Recess a meeting at any time for not more than 10 minutes;
- m) Adjourn the meeting when business is concluded;
- n) Adjourn the meeting, without question, in the case of grave disorder arising during the meeting.

8. **EX OFFICIO**

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

9. **ACTING HEAD OF COUNCIL**

- 9.1 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

- 9.2 The alternate Acting Head of Council has all the rights, powers, and authority of the Mayor as Head of Council.

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

- 9.4 On the arrival of the Mayor or Acting Mayor, the Chair shall relinquish their seat.

10. **DUTIES OF THE MEMBERS**

- 10.1 Attend scheduled meetings;

- 10.2 Vote on all matters unless there is specific legislation that prohibits it;

- 10.3 Vote on all motions put to a vote unless the Municipal Conflict of Interest Act prohibits it;

- 10.4 Respect the Rules of Order as set out in this Procedure By-law;

- 10.5 Remain silent in their seats while voting until the Chair or Clerk announces the result;

- 10.6 Refrain from using any offensive, disrespectful or unparliamentarily language;

- 10.7 Respect and follow the decisions of Council or Committee;

- 10.8 Respect the confidentiality of matters discussed in Closed Meetings and not disclose the subject or substance of these discussions unless authorized to do so;

- 10.9 Comply with the ruling of the Chair and Council's decisions.

- 10.10 Comply with all policies, not limited to, the Councillor Code of Conduct Policy and the Council staff relations Policy

11. **DECORUM**

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

- 11.2 Any person attending a meeting shall not:

- 11.2.1.1 use offensive words against members, officer, staff or guest;

- 11.2.1.2 Speak on any subject other than the subject in debate;

- 11.2.1.3 Create a disturbance in the meeting;

- 11.2.1.4 Interrupt the member who has the floor except to raise a point of order;

- 11.2.1.5 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;
- 11.2.1.6 On a majority vote of council the Chair may request that a member apologize to council for disruptive behaviour;
- 11.2.1.7 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.

12. **POINT OF ORDER**

- 12.1 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.

13. **VIDEO AND AUDIO RECORDING**

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

14. **INAUGURAL MEETING OF COUNCIL**

- 14.1 The 2022 Inaugural meeting of council shall be held on the first Monday that falls after November 15, in the Council Chambers of the Township of Wellington North office building, Kenilworth, Ontario following a regular municipal election.

- 14.2 The inaugural agenda shall include:

- Declaration of Office in accordance with the provisions of the Act.
- Address by the Mayor
- Confirmatory By-law

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

15. **REGULAR MEETING OF COUNCIL**

- 15.1 Regular Meetings of Council or Committee shall be held in accordance with the schedule/calendar adopted by Council, except when otherwise directed by a resolution of Council or Committee.

16. **SPECIAL MEETING OF COUNCIL**

- 16.1 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.

- 16.2 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.

- 16.3 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.

16.4 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.

17. **EMERGENCY MEETING OF COUNCIL**

17.1 Notwithstanding any other provision in this Procedure By-law, the Mayor, at any time, may call or provide Notice of an Emergency Meeting of Council. An Emergency Meeting of Council is limited to business matters included in the Notice of the Meeting.

18. **OPEN AND CLOSED MEETINGS OF COUNCIL**

18.1 All meetings or part of a meeting shall be open to the public.

18.2 A meeting may be closed to the public if unless closed meeting the subject matter being considered is:

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

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

- 18.3.1.1 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
- 18.3.1.2 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.

18.4 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.

18.5 A resolution shall be passed in open session stating the general nature of the matter to be considered at the closed session.

18.6 A resolution shall be passed to adjourn the closed session.

18.7 If closed session items are not completed before the scheduled time for the open meeting, Council may:

- 18.7.1.1 consider a motion to defer the closed session items not addressed to a future scheduled closed session meeting; or
- 18.7.1.2 consider a motion to recess and reconvene at the end of the regularly scheduled open Council meeting to conclude discussion; or
- 18.7.1.3 proceed in closed session until all the agenda items have been considered.

19. ELECTRONIC MEETING PARTICIPATION

19.1 Remote or hybrid electronic participation shall be permitted in open and closed meetings by members, deputations, presenters, consultants and staff on any electronic device that is deemed suitable by the Clerk.

19.2 Participants shall use their best efforts to connect to the meeting via online video or telephone no later than 15 minutes prior to the commencement of the meeting.

19.3 When participating electronically, Council, the Chief Administrative Officer and the Clerk webcams shall be turned on.

19.4 When participating electronically, all microphones should be muted unless the participant is speaking.

19.5 Any member of Council participating electronically should indicate they wish to speak by physically raising their hand and keeping it raised until the chair acknowledges their request.

- 19.6 Any member of staff wishing to speak, shall turn their webcam and microphone on and wait until the Chair addresses them and when finished to turn their webcam and microphone off.
- 19.7 A member of Council shall announce if they wish to leave a meeting for any reason prior to adjournment and their departure will be recorded in the minutes.
- 19.8 If a member of Council who previously declared they were leaving a meeting, rejoins the meeting, their return to the meeting shall be recorded in the minutes.
- 19.9 Participants shall ensure the background display is neutral and does not show
- 19.9.1.1 any political messages
 - 19.9.1.2 any support for a particular cause
 - 19.9.1.3 any profane graphics or words
 - 19.9.1.4 any offensive logos or messaging that could be construed to violate any legislation or laws
- 19.10 Any member, staff, participant, deputation, presenter, consultant who wishes to attend the meeting remotely shall ensure they have the proper technology to participate in remote meetings.
- 19.11 Should a participant (member/staff) lose connectivity during the meeting, provided there is quorum, the meeting will proceed in their absence. SEE QUORUM Section 22.4
- 19.12 Should a presenter, deputation, consultant lose connectivity during their presentation, the Chair will move to the next item on the agenda and return to the presenter, deputation, consultant if they establish a connection.
- 19.13 Anyone participating remotely in a closed meeting shall ensure there are no other individuals who can hear the closed meeting discussion.
- 19.14 Members shall attend no more than 2 consecutive meetings of Council remotely, unless approved by a majority vote of Council .

20. NOTICE OF MEETINGS

- 20.1 The Clerk shall provide notice of a meeting by:
- Providing Council with a regular agenda by each Thursday preceding a meeting day; and
 - Posting the agenda to the Township Website.
- 20.2 Where a matter may be considered for discussion in closed session, whenever possible, written notice on the agenda will include:
- 20.2.1.1 The fact the meeting will be closed to the public as provided by the appropriate legislation.
 - 20.2.1.2 The general nature of the matter to be considered at the Closed meeting.
- 20.3 The agenda, and supporting documentation for all council meetings will be posted on the municipal website no later than 12 noon on the Thursday prior to a 2:00 p.m. meeting date, and no later than 12 noon on the Friday prior to a 7:00 p.m. meeting date unless extenuating circumstances arise

20.4 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.

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

20.6 Notwithstanding section 20.1 failure of any provision in 20.1 or failure of any person receiving notice of a meeting shall not affect the validity of the meeting, nor any decisions, recommendations or actions from that meeting.

20.7 If Notice is substantially given, but varies from the form and manner provided in this Procedure By-law, the ability to hold the meeting and the actions taken at the meeting are not invalidated.

21. CANCELLATION OR POSTPONEMENT OF MEETINGS

21.1 Any meeting may be cancelled or postponed if:

21.1.1.1 quorum cannot be achieved

21.1.1.2 by Council resolution

21.1.1.3 in the event of an emergency

21.1.1.4 where in the event of a remote meeting, connectivity is lost by all members and staff

21.1.1.5 or where the Meeting is deemed no longer required by the Mayor and/or Clerk.

21.2 The Clerk shall provide Notice of the cancellation or postponement of a Meeting on the Township website and social media. Where time is limited, a Notice shall be posted on the main entrance of the Municipal Office.

22. QUORUM

22.1 If quorum has not been met within fifteen (15) minutes after the time appointed for a meeting, the council or committee shall adjourn until the next meeting date.

22.2 The Clerk shall record the names of the members present at the time of adjournment.

22.3 All members participating in a remote open or closed meeting shall be counted as quorum.

22.4 If connectivity is lost during a remote/hybrid meeting that results in a lack of quorum, the Chair shall wait 15 minutes to enable the member to restore connectivity. If quorum is not met after 15 minutes the Chair shall adjourn the closed meeting.

23. CURFEW

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

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

24. MANNER OF VOTING AND RULES OF DEBATE

- 24.1 On an unrecorded vote, a show of hands shall determine the decision of Council.
- 24.2 Every member present at a meeting when the vote is called shall vote unless prohibited by interest or otherwise.
- 24.3 If member refuses to vote, where not prohibited by interest or otherwise, that member shall be considered to have voted no.
- 24.4 Any question in which there is a tie vote shall be deemed to be defeated.
- 24.5 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.
- 24.6 When a member is speaking, no other member shall interrupt him or her except to raise a point of order or privilege.
- 24.7 A member 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.
- 24.8 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.

25. MOTIONS

- 25.1 All motions shall be moved and seconded before being debated and called for the vote by the Chair.
- 25.2 Directions to staff do not require a motion.
- 25.3 Only one motion may be on the floor at any given time.
- ~~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.~~
- 25.4 Friendly amendment motion is an amendment to a motion under debate that is perceived by all parties as an enhancement to the original motion and often only as clarification of intent and without the requirement for an amending motion to be made.
- 25.5 Substantial amendments to a motion that has been moved and seconded, shall 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.
- 25.6 Once a motion is on the floor, it shall not be withdrawn prior to voting without the consent of the majority of the members.

25.7 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.

25.8 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.

26. **NOTICE OF MOTION**

26.1 A member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda at which the member introducing the motion is in attendance for discussion. There shall be no debate or discussion on the motion until it appears on a future agenda.

26.2 At the meeting, the notice of motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.

27. **RECONSIDERATION**

27.1 A motion may be reconsidered at the same meeting at which it is passed, provided there is a majority vote of the members to reconsider.

27.2 No motion shall be reconsidered outside of the meeting at which it is passed, within a 12 month timeframe during a term of council.

27.3 A matter may be considered outside of the meeting at which it was passed prior to the expiration of 12 months, provided a majority vote of Council approves that a Notice of Motion as set out in this by-law be brought forward and the reconsideration appears on an agenda.

28. **PROCEDURES FOR AGENDAS, MINUTES, AND SUPPORTING MATERIAL**

28.1 A consent agenda shall be presented by the Chair. 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.

28.2 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) O Canada
- e) County Council member update (once monthly)
- f) Awards/Recognition/Declarations
- g) Presentations
- h) Public meeting under the Planning Act
- i) Resume Regular meeting of Council
- j) Passage of by-laws arising from a Public Meeting

- k) Adoption of minutes of Council/Public Meeting(s)/Closed session
- l) Business arising from previous meetings of Council
- m) Deputations
Council Open Forum (first meeting of each month)
- n) Items for approval and adoption of recommendations therein:
 - Minutes of local Boards, Committees, Ad Hoc Committees, Standing Committees, other agencies
 - Reports, recommendations and correspondence for direction (order of business may rotate)
 - Planning
 - Administration
 - Building
 - Economic development
 - Finance
 - Fire services
 - Operations
 - Council
- 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) Closed meeting session (if required)
- w) Rise and report from closed session
- x) Passage of resolution regarding a closed meeting report
- y) Passage of resolutions and minutes from closed session
- z) Confirmatory by-law
- aa) Adjournment

28.3 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.

28.4 All reports, supporting material, delegation/presentation/award requests shall be submitted to the Clerk's office by 12 noon on the Tuesday preceding the council meetings scheduled for 2:00 p.m. and 12 noon on the Wednesday preceding the council meetings scheduled for 7:00 p.m., unless extenuating circumstances arise

28.5 As far as practical the agenda and all attachments will be made available to the members by 4.30 p.m. on the Wednesday preceding the 2 p.m. council meeting, and by 4:30 p.m. on the Thursday preceding the 7:00 p.m. council meeting, unless extenuating circumstances arise

28.6 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.

28.7 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.

28.8 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.

~~Notwithstanding Section , local boards and committees may establish their own order of business.~~

28.9 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.

28.10 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.

28.11 The number of presentations will be limited to two (2) at any meeting.

Council Open Forum

~~Council will discuss a topic of municipal and/or community importance once monthly.~~

~~The Mayor shall chose the topic being a complex issue in order to generate policy options.~~

~~Every member of Council is expected to prepare for and engage in the open forum specifically policy options for consideration for the future of the municipality.~~

~~Council shall make no decision(s) on the topic being considered at the meeting at which topic is being discussed.~~

~~The topic may be discussed for up to ½ hour, or at the discretion of the Mayor up to a maximum of 45 minutes.~~

~~During discussion no member shall mention information that is confidential and/or subject to a provision under which a closed meeting would be held.~~

~~Should council wish to take further action on an issue, the matter will be directed to staff for a report and recommendation.~~

29. **DEPUTATIONS**

29.1 Any individual or group making a deputation to council shall submit a deputation request form to the Clerk pursuant to Section 28.4

29.2 All deputations 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.

29.3 The number of deputations shall be limited to ~~three (3)~~ two (2) at any meeting.

29.4 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.

29.5 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.

29.6 No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or council and committee.

29.7 Members and staff shall only ask questions seeking information or clarification from the delegation with all questions addressed through the Chair.

29.8 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 **prior to any decision of Council being made.**

29.9 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.

30. **MINUTES**

30.1 The Clerk may make minor deletions, additions or other changes to minutes before they are signed.

30.2 All minutes and by-laws shall be signed by electronic methods if the Clerk deems it necessary.

30.3 Minutes of meetings shall be taken without note or comment and shall contain the following information:

- a) The place, date and time of the meeting;
- b) The name of the Chair and record of the attendance of the members;
- c) Adoption of the minutes of previous meeting(s);
- d) All other proceedings of the meeting.

31. **BY-LAWS**

31.1 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.

31.2 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.

31.3 All by-laws with the exception of the confirmation by-law shall be approved by one resolution, unless the by-law has been identified to be approved by resolution separately.

31.4 The Clerk may make minor deletions, additions or other changes to any by-law before it is signed and sealed.

31.5 A by-law shall be passed to confirm all actions taken by council at a meeting.

32. **MEETING LOCATION DATES AND TIMES**

32.1 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.

32.2 In the event of extenuating circumstances or inclement weather, the date, place and time of any meeting may be postponed or changed by the Clerk, in consultation with the Mayor and/or CAO, by advising as many members as he/she is able to reach. Postponement shall not be for any longer than the next regularly scheduled Meeting of Council or Committee. Notice shall be provided to the public through established social media streams.

32.3 All in person meetings of council shall be held in the Council Chambers at the Township Municipal Office, located at 7490 Sideroad 7 West, Kenilworth.

32.4 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.

32.5 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.

32.6 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.

32.7 Council meetings shall be held twice monthly on Mondays in accordance with the posted and approved meeting schedule.

32.8 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 approved by Council.

32.9 The schedule of regular council meetings shall approved annually by Council on or before November and shall be posted on the municipal website.

33. **REVIEW OF BY-LAW**

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

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

34.1 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.

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

35.1 By-law Number 024-19 is hereby repealed.

36. **EFFECTIVE DATE**

36.1 This By-law shall be effective on January 1, 2022



Staff Report

To: Mayor and Members of Council Meeting of November 22, 2021
From: Kyle Davis, Risk Management Official
Subject: Report RMO 2021-001

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report RMO 2021-001;

AND FURTHER THAT Council support the nomination of Mr. John Sepulis as the Municipal Representative for Wellington County, Halton Region, Dufferin County and Grey County on the Lake Erie Source Protection Committee.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Not applicable

BACKGROUND

The Township of Wellington North is part of three Source Protection Regions, including the Lake Erie Source Protection Region that includes the Grand River watershed. The Grand River Source Protection Plan came into effect on July 1, 2016 and is overseen by the Lake Erie Region Source Protection Committee.

On November 8, 2021, correspondence was received from the Lake Erie Source Protection Region requesting a joint nomination and re-appointment of Councillor John Sepulis (Township of Puslinch) to the Lake Erie Source Protection Committee. This correspondence is provided as Attachment 1 and was sent to the Clerks of the municipalities within this municipal grouping including the County of Wellington and all of its member municipalities within the Grand River watershed (Township of Centre Wellington, Town of Erin, Guelph/Eramosa Township, Township of Mapleton, Township of Puslinch and Township of Wellington North). This municipal grouping also includes municipalities within Dufferin and Grey Counties and Halton Region.

The Lake Erie Source Protection Committee guided the development of the Grand River Source Protection Plan. The Plan sets out the policies for reducing, eliminating or preventing significant threats to municipal drinking water supplies and establishes who has responsibility for taking action, sets timelines and determines how progress will be measured. The Lake Erie Source Protection Committee consists of 24 people from three sectors (7 each): municipal, public and business and three Indigenous representatives. The term of a member is for four years.

Councillor Sepulis has served as the Wellington, Halton, Dufferin and Grey Municipal Representative on the Lake Erie Source Protection Committee since 2017. His current term ends in November 2021. The Lake Erie Source Protection Region is proposing a re-appointment of Councillor Sepulis for a one and half year term until spring 2023. Councillor Sepulis has expressed an interest in continuing in the role of Municipal Representative.

The reason for a one and half year reappointment at this time is due the number of municipalities this position represents and the upcoming municipal election. The Lake Erie Source Protection Region would like to align the four year term with the municipal election cycle as the newly elected Councils could then consider the appointment or re-appointment of this position in conjunction with Council decisions on representatives to other committees or Boards. Following the Fall 2022 municipal election, Lake Erie staff would contact all the municipal clerks in this municipal grouping to initiate a joint nomination process for the Spring 2022 to Spring 2026 term, a four year term.

It is recommended that Township Council support the nomination of Councillor Sepulis as the Wellington, Halton, Dufferin and Grey Municipal Representative on the Lake Erie Source Protection Committee. Mr. Sepulis has served all of our local municipalities and the County of Wellington ably in his 4 years on the Committee and he would continue to apply his experience and knowledge of source protection if confirmed as a member for the next one and half years. Mr. Sepulis works well with local municipal and County staff and has articulately expressed our positions and concerns at the Committee.

FINANCIAL CONSIDERATIONS

Not applicable

ATTACHMENTS

1. November 8, 2021 – Lake Erie Region Source Protection Committee Municipal Member Nomination

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

Prepared By: Kyle Davis, Risk Management Official

Kyle Davis

Recommended By: Michael Givens, Chief Administrative Officer

Michael Givens



November 8, 2021

Karen Wallace
7490 Sideroad 7 West, PO Box 125 Kenilworth

RE: Lake Erie Region Source Protection Committee Municipal Member Nomination

Dear Ms. Wallace,

The term of appointment for John Sepulis, Lake Erie Region Source Protection Committee (SPC) municipal representative, is scheduled to expire in November 2021. Mr. Sepulis was appointed by the Grand River Source Protection Authority (SPA) in November 2017 and represents municipalities (upper and lower) in Group 1 for the geographic area of Grey, Dufferin, Wellington and Halton. The SPA established the municipal groups in August 2007 as per Ontario Regulation 288/07 and detailed in Report SPA-07-08-04 (**Appendix A**).

The SPC is a 24 member multi-stakeholder committee comprised of seven members representing municipalities, seven members representing the economic sector, and seven members representing the public sector. The committee also includes two representatives from Six Nations of the Grand River and one representative from the Mississaugas of the New Credit First Nation.

Ontario Regulation 288/07 Section 2. (2.) states that the municipal members appointed by the Source Protection Authority must represent the interests of the municipalities that are located, in whole or in part, in the Source Protection Region. Section 3. (3.) requires that the SPA must appoint the person jointly submitted by the municipalities in a group. There are no term limits and SPC members can be reappointed.

Typically, new or returning SPC members are appointed by the SPA for a four-year term; however, with the upcoming fall 2022 municipal elections in mind, Lake Erie Region propose that Mr. Sepulis be jointly nominated by the municipalities in Group 1 for re-appointment to the SPC, for a term that expires in May 2023. Reappointing Mr. Sepulis to the SPC until spring 2023 would align the SPC nomination and approval process with the municipal election cycle. Lake Erie Region staff would contact municipal clerks in Group 1 following the municipal election to initiate the nomination process for Mr. Sepulis' replacement or reappointment. Mr. Sepulis has indicated his interest to stay on the SPC.

We recommend that your municipality nominate John Sepulis as a municipal representative to the SPC for a term of appointment that expires in May 2023. All municipalities in Group 1 will be receiving this letter and recommendation.

Although the regulation does not require it, we suggest that your municipal council pass a resolution in support of his nomination. The decision should be sent to the undersigned no later than **Friday, January 28, 2022**.

Additional details on the functions and obligations of members of the Source Protection Committee are in **Appendix B** to aid you in your selection of a representative.

If you have any further questions regarding the nomination process, or would like assistance, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Keller', written in a cursive style.

Martin Keller
Source Protection Program Manager
Lake Erie Source Protection Region
c/o Grand River Conservation Authority
400 Clyde Road, Box 729
Cambridge, ON N1R 5W6
mkeller@grandriver.ca

**Appendix A:
Groupings for Municipal Representation on the Source
Protection Committee**

GRAND RIVER SOURCE PROTECTION AUTHORITY

REPORT NO. SPA-08-07-04

DATE: August 31, 2007

TO: Members of the Grand River Source Protection Authority

SUBJECT: Groupings for Municipal Representation on the Source Protection Committee

RECOMMENDATION:

THAT the Grand River Source Protection Authority approve the seven municipal groupings for municipal representation on the Lake Erie Region Source Protection Committee;

AND THAT the Grand River Source Protection Authority direct staff to send a notice of the municipal groupings to the clerk of each municipality in the Lake Erie Source Protection Region before the end of the day on September 4, 2007, with instructions to jointly select a municipal representative within each group.

SUMMARY:

Ontario Regulation 288/07 (O. Reg. 288/07) on Source Protection Committees under the *Clean Water Act, 2006* requires that the Lead Source Protection Authority (Conservation Authority) divide the municipalities in the Lake Erie Source Protection Region into groups and assign each group a number of members on the SPC. As required by the regulation, the Source Protection Authority consulted with municipalities from July 13 to August 15, 2007. The final list of groups must be sent to municipalities prior to September 4, 2007.

REPORT:

O. Reg. 288/07, *under the Clean Water Act, 2006* requires that the Lake Erie Region Source Protection Committee have 7 municipal representatives. Because there are more than 7 municipalities in the Lake Erie Region, the regulation requires that the Grand River Source Protection Authority, as the Lead SPA, divide municipalities in the Lake Erie Region into groups for the purposes of municipal representation on the Source Protection Committee.

On July 13, 2007 a letter was sent to all municipalities describing the proposed municipal groupings and the rationale used to develop them. Municipalities were asked to provide comments on the groupings to the Grand River Conservation Authority by August 15, 2007. The proposed municipal groupings are listed in Table 1 below, and shown on a map of the Lake Erie Region in Attachment 1.

The suggestions for municipal groups (as shown in previous reports) are based on the following principles:

- There are no well or wellhead protection area or intake protection zone issues across municipal boundaries within a group;
- Municipalities within a group have similar water supply sources (i.e. wells, river intakes, Great Lakes intakes);
- There is sufficient proximity that municipalities within a group have historically had opportunity to work together; and

- Municipalities within a group have good working relationships.

Table 1: List of Municipal Groupings

Group	Municipalities
1	Grey County, Township of Southgate Dufferin County, Township of Melancthon, Township of Amaranth, East Luther-Grand Valley, Township of East Garafraxa Wellington County, Township of Wellington North, Township of Mapleton, Township of Centre Wellington, Town of Erin, Township of Guelph-Eramosa, Township of Puslinch Halton Region, Town of Milton, Town of Halton Hills
2	City of Guelph
3	Region of Waterloo, Wilmot Township, Wellesley Township, Woolwich Township, North Dumfries Township, City of Waterloo, City of Kitchener, City of Cambridge
4	City of Brantford County of Brant City of Hamilton
5	Haldimand County Norfolk County
6	Perth County, Township of Perth East, Township of North Perth Oxford County, Township of Blandford-Blenheim, East-Zorra Tavistock, Township of Norwich, City of Woodstock, Township of Southwest Oxford, Tillsonburg
7	Elgin County, Municipality of Bayham, Township of Malahide, Town of Aylmer, Municipality of Central Elgin, Township of Southwold Middlesex County, Township of Thames Centre, Township of Middlesex Centre City of St. Thomas City of London

As of August 21, seventeen municipalities provided comments on the proposed groupings. Attachment 2 of this report provides a summary of the comments received to date. Of the 17 comments, 15 were supportive of the groupings as proposed. Two municipalities did not support being grouped with other municipalities. Norfolk County recognized the difficulty in developing the groupings and accepted the rationale provided, but continued to request that they have their own representative due to the complexity and diversity of drinking water sources in Norfolk and ongoing water quantity issues in the Norfolk Sand Plain. Additionally, water services staff at the City of Brantford requested that the City have its own representative because of the uniqueness of the Brantford surface water intake in the watershed.

Although it is recognized that grouping Norfolk County with Haldimand County is not ideal due to differences in municipal drinking water sources, there are no cross-boundary drinking water issues to contend with between the two municipalities.

Similarly, grouping the City of Brantford with the County of Brant and the City of Hamilton presents fewer cross-boundary municipal drinking water issues than other groupings, and builds on the working relationships that the City of Brantford and the County of Brant have developed.

Having considered all comments received to date, the Lake Erie Region Management Committee recommends that the municipal groups be finalized as proposed.

FINANCIAL IMPLICATIONS:

Source Protection Committee members will be paid per diems and reimbursed for travel/mileage

expenses by the Grand River Conservation Authority, from the annual source protection funding received from the Ministry of Natural Resources.

The provincial government has committed to pay 100% of the cost of studies required to develop the first round of source protection plans and to build capacity in the Conservation Authorities to undertake their new roles.

OTHER DEPARTMENT CONSIDERATIONS:

Not Applicable

Prepared by:



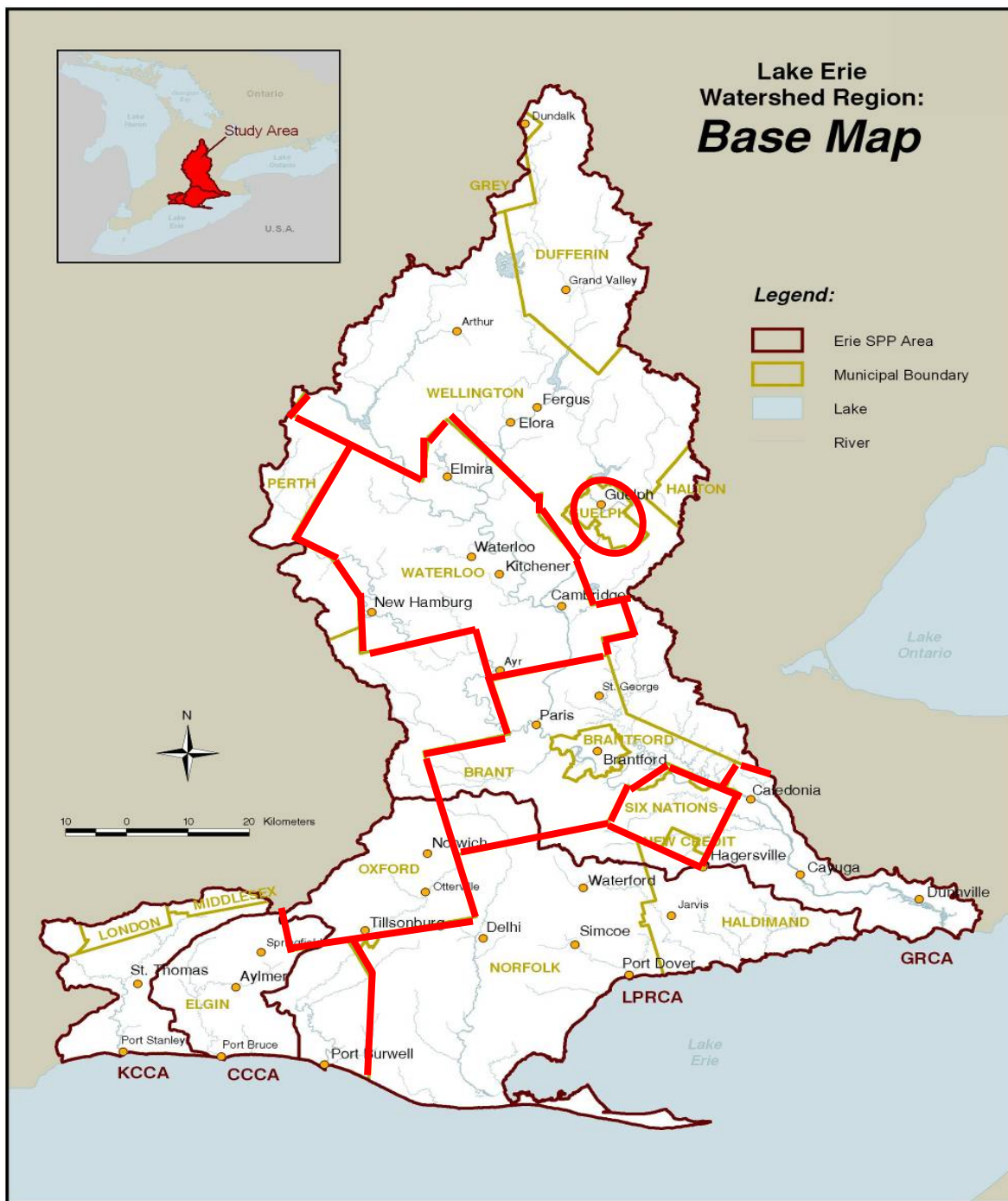
Lorrie Minshall
Source Protection Program Director

Approved by:



Paul Emerson
Chief Administrative Officer

Attachment 1: Municipal Source Protection Committee Representation Groups



Attachment 2: Summary of Municipal Comments on Municipal Groupings

Region/Municipality	Response		Actions/Recommendations/Comments
	Supportive	Not Supportive	
City of Guelph	X		Wanted to impress the importance that the City of Guelph have representation on the committee. See letter for details.
County of Brant	X		Requested that we advise of the process for the City of Hamilton, City of Brantford, and the County of Brant to determine its responsibilities. Letter to be sent.
County of Oxford	X		County would like to make the nomination of an individual to serve to represent the grouping of Perth and Oxford municipalities.
Elgin County	X		Supportive of Malahide's proposed approach to representative selection.
Middlesex County	X		As only a small part of Middlesex County is included in this Source Protection Region, they do not feel they need to be involved in the nominating process and wish only to be advised of who their representative is. Their response is to be forwarded to facilitator of the Elgin/Middlesex/London group.
Municipality of Bayham	X		That Wayne Casier be nominated as a potential Municipal representative for Elgin/Middlesex
Municipality of Central Elgin	X		Would respectfully like to request that a representative from Central Elgin fills the seat for reasons stated in the letter.
Township of Malahide	X		Council resolution recommending that the area representatives for the municipalities be appointed from Kettle Creek CA or Cattfish Creek CA. Lorrie called CAO and advised per regs SPC members cannot be CA board member. Inquired about rotating the member every 3 or 4 years.
Township of Southwold	X		Staff call to inquire about eligibility (re Malahide Twps request)
County of Perth			
Town of North Perth			
Township of Perth East	X		Would like to work with Oxford to actively participate in nominating the individual who will represent the area.
Region of Halton	X		Small mun area in Region - do not intend to participate on SPC. Will participate on municipal water services working group. Encourage municipal reps to represent 'municipal interest' broadly rather than local interest.
Norfolk County		X	Norfolk would like to have their own representation, not a combined representation.
Haldimand County		X	Expect request to designate an "other" seat for the Grand Valley Water Board
City of Brantford		X	Water services staff at the City of Brantford requested that the City have its own representative because of the uniqueness of the Brantford surface water intake in the watershed. Staff inquired about rotating the member every 2 or 3 years.
Region of Waterloo			
City of Cambridge			
City of Kitchener			
City of Waterloo	X		Support the groupings. No further comments.
Township of Wellesley			Lorrie attended Council to answer questions.
Township of Wilmot			
Township of Woolwich			
Township of North Dumfries	X		CAO was concerned with disproportionate representation of smaller jurisdictions, but understands it is a diverse study area and is satisfied with the groupings.
Wellington County			
Township of Wellington North			
Township of Centre Wellington			
Township of Mapleton			
Township of Guelph/Eramosa			
Township of Puslinch	X		No further comments.
Town of Erin			
City of Hamilton			
City of London			
City of St. Thomas			
City of Woodstock			
County of Dufferin			
Township of Melancthon			L. Minshall attended Council to answer questions.
Township of Amaranth			
Township of East Garafraxa			
Township of East Luther Grand Valley			
Grey County			
Township of Southgate			
Norwich Township			
Town of Aylmer			
Town of Halton Hills			
Town of Milton	X		Supportive, but deferred comment to Halton Region.
Town of Tillsonburg			
Township of Blandford-Blenheim			
Township of East-Zorra Tavistock			
Township of South-West Oxford			
Township of Middlesex Centre			
Township of Thames Centre			

**Appendix B:
Summary of the Functions of the Lake Erie Region Source
Protection Committee**

Summary of the Functions of the Lake Erie Region Source Protection Committee

The Lake Erie Region Source Protection Committee is responsible for guiding the update of four source protection plans, one for each source protection area within the Lake Erie Region: Grand River, Long Point Region, Catfish Creek and Kettle Creek. A map of the Lake Erie Region has been included at the end of this document.

The development and update of the plans involves municipalities, farmers, businesses, industry, residents, First Nations and others. The source protection committee's role is to guide the collaborative process that identifies the sources of municipal drinking water, the threats to both water quality and water supplies, and propose actions that can be taken to protect municipal drinking water supplies.

The committee oversees the preparation and updates of these major documents:

- **Terms of Reference**

The terms of reference was the “work plan” of the process, outlining who is responsible for carrying out the work needed to develop source protection plans. The terms of reference included a plan to consult with potentially affected property owners, to involve the public and to resolve disputes. (Ontario Regulation 287/07 - Terms of Reference). The terms of reference for each source protection area was completed in 2009.

- **Assessment reports**

The assessment reports identify municipal drinking water sources and potential threats to both water quality and water supplies for each watershed. As new information becomes available, e.g., new wells are planned, the assessment report needs to be updated. The assessment report forms part of the source protection plan.

- **Source protection plans**

The source protection plans for each watershed set out policies on how significant drinking water threats will be reduced, eliminated or prevented, who is responsible for taking action, timelines and how progress will be measured. The plans propose a range of tools that can be used to accomplish these goals. The first source protection plans for the Lake Erie Region's four source protection areas have been approved in 2014 and 2015. Source protection plans are updated on a regular basis as new information becomes available through plan implementation, and as assessment reports are updated.

Further information about the Lake Erie Source Protection Region can be found at www.sourcewater.ca.

Note: Under the Clean Water Act, 2006, the four conservation authorities in the Lake Erie Region have been designated "source protection authorities" e.g. Grand River Source Protection Authority (Grand River SPA). The four watersheds have been designated "source protection areas," e.g. the Grand River Source Protection Area.

Summary of the Obligations of Lake Erie Region Source Protection Committee Members

Qualifications of committee members

- demonstrated ability to understand source protection science, concepts and technical reports;
- proven ability to act as liaison for the sector being represented;
- problem-solving, analytical, communication and organizational skills;
- an openness to working together and with representatives from other sectors;
- knowledge of locals, communities and issues;
- demonstrated ability to work with group dynamics and team environments;
- conciliatory decision-making skills;
- willingness to travel around the source protection region, if required and COVID-19 pandemic health measures allow
- Members of the Source Protection Committee must:
 - reside in, own or rent property within the source protection region, OR
 - be employed or operate a business within the source protection region, OR
 - be employed by a municipality that is in the source protection region,
- Members of the Source Protection Committee must not be a member or employee of a conservation authority in the Lake Erie Source Protection Region

Responsibilities of committee members

- participate fully and work positively toward a successful conclusion of the source protection planning process
- act as liaisons by bringing forward common concerns from their knowledge and experience in their sector to the committee and assist in communicating the committee's work;
- make decisions at the committee table;
- serve on province-wide committees on special issues or participate in events, as a representative of the committee, at the request of the chair;
- attend public information sessions and participate in public consultation forums;
- respect confidential information and abide by the process in place to safeguard confidential information.

Time commitment and remuneration

The Lake Erie Region Source Protection Committee meets about four or five times each year. Meetings are scheduled depending on workload and timelines. Meetings are typically held at the head office of the Grand River Conservation Authority (400 Clyde Road, Cambridge). Committee meetings are currently being held virtually due to COVID-19 pandemic health measures.

Committee members should expect to work about five days a year attending meetings and occasional public events.

Committee members are typically appointed for a four-year term.

An honorarium and travel expenses will be paid at rates set by the Grand River Source Protection Authority.

Map 1: Lake Erie Source Protection Region





Quarterly Newsletter of Wellington North Power Inc.

Quarter 3: July 1st to September 30th, 2021

A quarterly update for Municipal Councilors and Shareholders summarizing Wellington North Power Inc.'s initiatives and performance.

Message from the CEO / President

Welcome to this 3rd quarter 2021 edition of the Wellington North Power Quarterly Newsletter.

Exciting News:

Tesla has selected Mount Forest for the installation of its new modular design Super Charging Station. The eight post Super Charger is located on Hwy 6 at Mount Forest Drive. Construction of the station is well underway with completion in a couple of weeks. As the adoption of EV technology increases, WNP is well positioned to support the connection of chargers in homes or at local businesses by ensuring our distribution system has sufficient capacity and remains well maintained.

Green Button

The Ontario Government announced the Green Button Regulation. Ontario is providing families and businesses more control over their electricity and natural gas bills with the introduction of a new Green Button standard that will allow consumers to track their energy use, reduce bills and save money. Utilities are required to implement a Green Button solution by October of 2023. WNP is looking at new software to help support this initiative with a rollout in the next two years. We hope to enhance the customer experience through a single point self-serve web portal.

Jim Klujber – CEO/President, Wellington North Power Inc.

1. Our Commitment

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.

2. 2021 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;
- Work with and support stakeholders with encouraging economic growth in our communities;
- Control and manage operating expenses and capital expenditures;
- Comply with the Ministry of Energy and the energy regulator rules and codes; and
- Keep abreast of activities in the energy sector.

3. Updates

Government:

- **July 9, 2021: Depletion of COVID Energy Assistance Program (CEAP) Funding (CEAP).** In July 2020, the Government made available CEAP financial funds for Residential and Small Business consumers struggling to pay their energy bills because of the pandemic. On July 9, 2021, WNP notified the regulator that all requested CEAP Funds had been depleted by the utility. Over the 12-month period, WNP received \$20,785 in CEAP funds which has assisted 47 Residential and 12 Small Business customers in our community.
- **July 19th, 2021: OEB Cost Assessment Invoices.** The Ontario Energy Board issued a letter to all rate regulated electricity and gas distributors about an adjustment to their July 2021 OEB cost assessment invoices. Funds from administrative monetary penalties collected by the OEB for compliance matters were used to reduce the distributor's July cost assessment invoices with the expectation that the distributors will supplement their Low-Income Energy Assistance Program (LEAP) budget by the same amount. In July, WNP delivered a cheque for \$2,749 to our social services partner to provide financial assistance for low-income households to pay their energy bills.
- **August 27th, 2021: OEB Publishes 2020 Benchmarking Results.** The OEB benchmarks electricity distributors' total cost performance each year using the Pacific Economics Group Research (PEG) to perform the benchmarking analysis. The electricity distributors are divided into 5 groups: 1 = Excellent; 2 = Good; 3 = Average; 4 = Fair; and 5 = Poor. Like 2019, for 2020, WNP was placed in group 3 "Average" being defined as having actual costs between -10% to +10% compared to the predicted modelled costs.
- **September 2nd, 2021: Green Button Regulation.** The Green Button Regulation was passed and comes into force on November 1st, 2021. Green Button grants households and businesses access to their utility data or authorizes the automatic, secure transfer of their data to from their utility to applications or third parties. Distributors have until 2023 to fully implement the standard.
- **September 9, 2021: Feedback on a Proposed Additional Billing Option for Residential Customers.** The Ministry of Energy is considering proposals to offer residential customers further choice in their electricity billing options. Distribution companies were invited to provide feedback on the feasibility, functionality, and timelines to support an additional billing option. Current options are time of use and tiered.

4. Scorecard

Strategic Objective	Status	Measure	Annual Target	YTD Target	YTD Actual	Variance to YTD Target	Notes / Remedial Plan
Continue to increase Shareholder Value	G	Net Income (Loss)	\$413,785	\$286,698	\$336,717	17%	Based on current net income not forecasted year end.
	G	Revenue	\$3,101,138	\$2,303,963	\$2,349,378	2%	
	G	Expenses	\$2,687,353	\$2,017,265	\$2,012,661	0%	
	G	Load Forecast (kWhr)	98,208,546	73,656,410	76,370,989	4%	
	G	Debt Service Coverage Ratio (IO)	>1 : 1.30		1 : 2.67		
	G	Debt to Total Assets Ratio (IO + OEB)	60:40 or less		50:50		
	G	Leverage Ratio (Total Debt to Equity) (OEB)	1.50		1.19		
	G	Profitability (Return on Equity) (OEB)	8.34%		6.08%		
Manage a safe and reliable distribution system in an efficient and cost effective manner	G	Capital Expenditure	\$ 627,000	\$ 470,250	\$ 478,230		
	G	Operating Expenditure	\$ 1,895,823	\$ 1,423,617	\$ 1,436,060		
	G	Total Expenditures (CapEx & OpEx)	\$ 2,522,823	\$ 1,893,867	\$ 1,914,290	1%	
	G	System Avg Interruption Duration Index	0.28		0.22		
	G	System Avg Interruption Frequency Index	0.15		0.17		
Provide outstanding customer service	G	Connection of LV Services	90%		100.00%		
	G	Connection of HV Services	90%		100.00%		
	G	Appointment Scheduling	90%		99.75%		
	G	Appointments Met	90%		99.20%		
	G	Rescheduling a Missed Appointment	100%		100.00%		
	G	Emergency Response (urban)	100%		100.00%		
	G	Telephone Accessibility	65%		91.42%		
	G	Telephone Call Abandon Rate	10%		0.10%		
	G	Written Response to Enquiries	80%		100.00%		
	G	Reconnection for Non-Payment	85%		100.00%		
	G	Billing Accuracy	98%		99.65%		
Meet all regulatory obligations				YTD Actual			
	G	Electrical Safety Association (ESA) Audit			Pass Audit		Audit conducted in July.
	G	Submission of IESO Emergency Prep Plan			Submit Plan		Plan submitted and Approved.
	G	Completion of Distribution System Plan			Submit Plan		Plan submitted and Approved.
	G	Approval of 2021 Cost of Service Rate App			File Application		Application submitted and Approved.
	G	Filing of monthly IESO Settlement Data			Submit Filing		Monthly files submitted
	A	Filing of Cost of Service for 2022 Rates (OEB)			Submit Filing		To file by November 24 th 2021
G	Filing of Annual information with the OEB			Submit Filing		Annual files submitted	

Legend:

R	Behind plan / target - remedial action required
A	Slightly behind plan / target - to closely monitor
G	On plan / ahead of target - no remedial action necessary

5. Major Projects for 2021

Project	Scope
Pole Line Projects	Wellington North Power plans to complete a number of smaller pole replacement projects as well as several single pole replacements.
Under Ground Projects	An underground rebuild of a street in Mount Forest. Includes replacement of three live front transformers.
System Access Projects	WNP will continue to work on a number of smaller projects that will facilitate the connection of new customers.
General Plant	Network and IT Upgrades.
General Plant	Convert existing two washrooms to single AODA compliant washroom.

6. Outlook

- a) WNP 2021 financial outlook is tracking as per plan supported by increased building development and higher usage through the summer months.
- b) WNP plans to look at new software and systems to support the Green Button initiative. We are currently working with Cornerstone Hydro Electric Concepts (CHEC) utility members to determine best software solutions.
- c) Although slightly behind on our capital programs, WNP plans to finish all planned projects before the end of the year.
- d) WNP is preparing to file its' annual rate application with the Ontario Electricity Board to adjust distribution rates effective from May 1, 2022. This application is an inflation adjustment to current 2021 rates.
- e) WNP has been actively participating in the Ontario Energy Board's (OEB) "Proportionate Review of Filing Requirements" initiative which is set to conclude in mid-December 2021. A working group of lawyers, OEB staff, consultants, 2 distribution companies and WNP attended several virtual meetings to discuss improvements to reduce the regulatory burden and cost of preparing rate applications for electricity distributors with less than 20,000 customers.
- f) Office renovations: the roof at WNP's office in Mount Forest has continued to deteriorate and leak despite repairs. In November, the roof will be replaced, extend the life of the building and making it watertight.
- g) The winter ban on electricity disconnections for non-payment for residential customers begins November 15th. WNP will continue to diligently help our customers including the assistance of financial programs, advice to reduce energy costs and energy payment plans.

Should you have any questions or feedback or require further information, please contact Jim Klujber (CEO/President) jklujber@wellingtonnorthpower.com or telephone 519-323-1710.



FOR IMMEDIATE RELEASE
November 17, 2021

Statement by Randy Pettapiece

(Perth-Wellington) – Perth-Wellington MPP Randy Pettapiece today made the following statement:

For over ten years, it has been an honour and privilege to represent the people of Perth-Wellington as their Member of Provincial Parliament. In this job, trust is earned by helping people—one constituent at a time, one day at a time. I am grateful for their trust.

I have decided not to seek re-election. It was a difficult decision because, despite the challenges of political life, I truly enjoy the job. I enjoy representing and promoting the communities in every part of our riding. I appreciate the constituents, colleagues and friends I have met over the years.

This month, I turned 73. Running again would mean committing, potentially, to another four-year term. For a full-time MPP, the hours are often long. In retiring, I choose instead to spend those hours as a full-time husband, father, and grandfather.

In 2011, I ran for provincial office for three main reasons: because I wanted the provincial government to listen better to local concerns; because I believe in public service, an impression left on me by Jean Wilson, my English and Civics teacher at Ridgeway College; and because people in my community encouraged me to run.

Without the advice and support of many more people along the way, I could not have been successful. I am grateful for my capable staff. We work as a team, and we work on behalf of everyone in the riding. I am also grateful for the many constituents who supported me and those who shared their perspectives. I value them.

Most of all, I am grateful to my wife, Jane, and my entire family. I could not have done this job without their support and understanding.

I am proud of our accomplishments. While in opposition, we pushed successfully to cancel the proposed wind-turbine project for North Perth and respect local decision-making; we pushed for fairness in municipal infrastructure funding; we held the government to account on hydro rates; we helped secure funding for the Stratford Perth Rotary Hospice; and we demanded, successfully, that long-term beds at Hillside Manor stay in the area.

While in government, we saw GO service expand to Stratford and St. Marys following years of advocacy; we brought high-speed internet to countless rural households and businesses; we opened new long-term care beds throughout the riding; we successfully pushed the government to introduce the Ontario Tourism and Hospitality Small Business Support Grant; and finally saw the opening of the Louise Marshall Hospital expansion in Mount Forest.

There is still much more to do. I will continue working hard for my constituents until the end of my term in June 2022. I also look forward to continue supporting the government as we further recover from the pandemic and work to build a better future for everyone.

-30-

Randy Pettapiece, MPP | 519-272-0660 | www.pettapiece.ca

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 108-21

BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

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 Sections 34 and 36 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-3" of By-law 66-01 is amended by changing the zoning on lands described as Con 1, Part Lot 33, Pt Lot 1, Lot 2 to Lot 6 Pt Duke St., RP; 60R1937 Parts 1-4; Con 1, Part Lot 33, RP 60R3404 Part 1; Con 1, Part Lot 33, Part Lot 32, Div 3, RP 60R3459 Parts 1 & 2, municipally known as 437-445, 503 and 515 Main St., Mount Forest, Township of Wellington North, as shown on Schedule "A" attached to and forming part of this By-law from:
 - **Highway Commercial (C2) and Shopping Centre Commercial (C4) to Highway Commercial Exception (C2-62 (H)) with a Holding Provision, Shopping Centre Commercial Exception (C4-63), and Shopping Centre Commercial Exception (C4-63 (H)) with a Holding Provision**
2. THAT Section 32, Exception Zone 2 – Mount Forest, is amended by adding the following new exceptions:

32.62 Foodland Store, 503 & 515 Main St. N, Mount Forest	C2-62 (H)	a) <u>Permitted Uses</u> In addition to the uses permitted in the Highway Commercial (C2) Zone the following additional uses are permitted: <ol style="list-style-type: none"> i. Retail Food Store subject to the regulations under Section 19.2 of the Zoning By-law. ii. Accessory Horse and Buggy Shed b) <u>Regulations</u> Notwithstanding Sections 17.2, 17.3, 17.4, 17.5, 17.6, 19.2 and 6.0 or any other provisions to the contrary, the following regulations shall apply: <ol style="list-style-type: none"> i. Minimum number of parking spaces: 235 for the whole lands zoned C2-62
--	------------------	--

		<p>and C4-63</p> <ul style="list-style-type: none"> ii. Minimum parking lot setback to Main St. (Highway 6): 0.55 m (1.8 ft) iii. Minimum Side Yard Setback for an Accessory Horse and Buggy Shed: 1.5m (4.9 ft) iv. Front Yard: For the purposes of this by-law the front yard shall be deemed to be the yard adjacent to Main St. (Highway 6). v. For the purposes of this By-law, in the event the properties subject to site specific zones C2-62 and C4-63 are not merged, they shall be considered as one lot for the purposes of applying zoning regulations. <p>c) <u>Holding (H) Provision</u> Notwithstanding any other provisions of this By-law, where the Holding (H) Provision is in place on the property, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding provision may be removed when Council is satisfied that the following matters have been addressed:</p> <ul style="list-style-type: none"> i. Municipal water and sewage servicing is or will be made available to the property sufficient for the proposed phase of the development. ii. Stormwater management issues have been adequately addressed, including the securement of a drainage outlet for the property; iii. Site Plan Approval has been obtained for the proposed phase of the development and the necessary site plan and/or development agreement(s) have been entered into with the Township. iv. An entrance design including any proposed intersection and road improvements has been provided to the satisfaction of the Township.
<p>32.63 Foodland Store, 437-455 Main St. N, Mount Forest</p>	<p>C4-63 (H)</p>	<p>a) <u>Regulations</u> Notwithstanding Sections 19.2 and 6.0 or any other provisions to the contrary, the following regulations shall apply:</p> <ul style="list-style-type: none"> i. Minimum number of parking spaces: 235 for the whole lands zoned C2-62

		<p>and C4-63</p> <ul style="list-style-type: none"> ii. Minimum parking lot setback to Main St. (Highway 6): 0.55 m (1.8 ft) iii. Front Yard: For the purposes of this by-law the front yard shall be deemed to be the yard adjacent to Main St. (Highway 6). iv. For the purposes of this By-law, in the event the properties subject to site specific zones C2-62 and C4-63 are not merged, they shall be considered as one lot for the purposes of applying zoning regulations. <p>b) <u>Holding (H) Provision</u> Notwithstanding any other provisions of this By-law, where the Holding (H) Provision is in place on the property, permitted uses and buildings are limited to those legally existing as of the date of the passing of this amendment until the Holding (H) Provision is removed by Council. The Holding provision may be removed when Council is satisfied that the following matters have been addressed:</p> <ul style="list-style-type: none"> i. Municipal water and sewage servicing is or will be made available to the property sufficient for the proposed phase of the development. ii. Stormwater management issues have been adequately addressed, including the securement of a drainage outlet for the property; iii. Site Plan Approval has been obtained for the proposed phase of the development and the necessary site plan and development agreement(s) have been entered into with the Township. iv. An entrance design including any proposed intersection and road improvements has been provided to the satisfaction of the Township.
--	--	---

3. That except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
4. THAT this By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST, SECOND THIRD TIME THIS 22ND DAY OF NOVEMBER, 2021.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 108-21

Schedule "A"



Passed this 22nd day of November 2021

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 108-21

THE LOCATION OF THE SUBJECT LANDS

The lands subject to the proposed amendment are described as: Con 1, Part Lot 33, Pt Lot 1, Lot 2 to Lot 6 Pt Duke St., RP; 60R1937 Parts 1-4; Con 1, Part Lot 33, RP 60R3404 Part 1; Con 1, Part Lot 33, Part Lot 32, Div 3, RP 60R3459 Parts 1 & 2. The lands are municipally known as 437-445, 503 and 515 Main St., Mount Forest, Township of Wellington North (currently three separate properties). The lands are 2.9 ha (7.2 ac) in size.

THE PURPOSE AND EFFECT of the proposed amendment is to rezone the subject lands from Highway Commercial (C2) and Shopping Centre Commercial (C4) to Highway Commercial Exception (C2-62 (H)) with a Holding Provision, Shopping Centre Commercial Exception (C4-63), and Shopping Centre Commercial Exception (C4-63 (H)) to facilitate the development of a new retail food store (up to 5000 m²/ 58, 821.3 ft² in size) and a restaurant with a drive-thru. Site specific standards including revised setback and parking requirements are also being proposed.

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

BY-LAW NUMBER 109-21

**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 22, 2021**

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 22, 2021 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 22ND DAY OF NOVEMBER, 2021.**

ANDREW LENNOX MAYOR

KARREN WALLACE, CLERK