



Township of Wellington North

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

Regular Meeting of Council

Monday, December 2, 2013

Following Committee of Adjustment

Municipal Office Council Chambers, Kenilworth

A G E N D A

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- Acting Mayor Lennox	
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THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, November 18, 2013

6:30 p.m.

Members Present:

Mayor: Raymond Tout
Councillors: Andy Lennox
Sherry Burke
Mark Goetz

Absent:

Councillor: Dan Yake

Also Present:

Chief Administrative Officer: Michael Givens
Deputy Clerk: Catherine More
Executive Assistant: Cathy Conrad

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

A. CALLING THE MEETING TO ORDER

Mayor Tout called the meeting to order.

B. PASSING AND ACCEPTANCE OF AGENDA

Moved by: Councillor Lennox
Seconded by: Councillor Goetz

THAT the Agenda for the November 18, 2013 Regular Meeting of Council be accepted and passed.

Resolution Number: 1

Carried

C. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None declared.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, November 18, 2013

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D. CLOSED MEETING SESSION

1. " Legal" matter to consider advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Moved by: Councillor Goetz

Seconded by: Councillor Lennox

THAT Council go into a meeting at 6:33 p.m. that is closed to the public under subsections 239 (2) (f) of the Municipal Act, 2001

- *to consider advice that is subject to solicitor-client privilege, including communications necessary for that purpose*

Resolution Number: 2

Carried

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT Council rise from a closed meeting session at 6:58 p.m.

Resolution Number: 3

Carried

E. ADJOURN TO COMMITTEE OF ADJUSTMENT

Moved by: Councillor Lennox

Seconded by: Councillor Goetz

THAT the Regular Council meeting of November 18, 2013 be recessed at 6:59 p.m. for the purpose of holding a Committee of Adjustment hearing.

Resolution Number: 4

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

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- F. RECONVENE REGULAR COUNCIL MEETING (following Committee of Adjustment)

Moved by: Councillor Lennox
Seconded by: Councillor Goetz

THAT the Regular Council meeting of November 18, 2013 reconvene at 7:21 p.m.

Resolution Number: 5

Carried

- G. O' CANADA

- H. MINUTES

1. Regular Meeting of Council, November 4, 2013

Moved by: Councillor Goetz
Seconded by: Councillor Lennox

THAT the minutes of the Regular Meeting of Council held on November 4, 2013 be adopted as circulated.

Resolution Number: 6

Carried

- I. BUSINESS ARISING FROM MINUTES

None.

- J. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS

None.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

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K. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND
RECOMMENDATIONS

1. Linda Redmond, Senior Planner, County of Wellington
 - Comments and Draft By-law for 1290119 Ontario Ltd., Part Park Lots 7 & 8, South of Smith Street, Crown Survey
 - Remove Holding Symbol
 - Received as Information

2. Wellington North Fire Service
 - Arthur Station
 - October 2013 Fire Report
 - October 2013 Fire Prevention Officer's Report
 - Mount Forest Station
 - October 2013 Fire Report
 - October 2013 Fire Prevention Officer's Report

Moved by: Councillor Goetz
Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Fire Service October 2013 Fire Reports and the October 2013 Fire Prevention Officer's Reports for the Arthur and Mount Forest Fire Stations.

Resolution Number: 7 Carried

3. Report from Jeff Dahms, Fire Chief
 - Wellington North Fire Service Surplus Generator

Moved by: Councillor Goetz
Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North accept the offer of \$1,300.00 for the 1991 Sommers 60kw 120/208V, 3ph Diesel surplus generator from Bailey Service Repair Company as recommended by Fire Chief Jeff Dahms.

Resolution Number: 8 Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, November 18, 2013

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K. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND
RECOMMENDATIONS (continued)

4. Recreation & Culture Advisory Committee
- Minutes, November 5, 2013

Moved by: Councillor Goetz
Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North receive and adopt the minutes of the Recreation & Culture Advisory Committee meeting held on November 5, 2013.

Resolution Number: 9

Carried

5. Building/Property Committee
- Minutes, November 13, 2013

Moved by: Councillor Goetz
Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North receive and adopt the minutes of the Building/Property Committee meeting held on November 13, 2013.

Resolution Number: 10

Carried

6. Report from Michael Givens, Chief Administrative Officer
- Committee Structure

Moved by: Councillor Burke
Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North defer the report from Michael Givens, Chief Administrative Officer, regarding committee structure until a future Council meeting when all members of Council are in attendance.

Resolution Number: 11

Carried

/6

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

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K. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND
RECOMMENDATIONS (continued)

7. Report from Michael Givens, Chief Administrative Officer
- Treasurer Recruitment

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North authorize the CAO to engage the services of N.G. Bellchamber & Associates for the purpose of recruiting a Treasurer.

Resolution Number: 12

Carried

L. CORRESPONDENCE FOR COUNCIL'S INFORMATION

None.

M. BY-LAWS

1. 98-13 Being a by-law to authorize the execution of an agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of the Environment and the Corporation of the Township of Wellington North (Source Protection Municipal Implementation Fund)

Moved by: Councillor Burke
Seconded by: Councillor Goetz

THAT By-law Number 98-13 being a by-law to authorize the execution of an agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of the Environment and the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed. (Source Protection Municipal Implementation Fund)

Resolution Number: 13

Carried

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THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

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M. BY-LAWS (continued)

2. 99-13 Being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (Part of Park Lots 7 and 8, South of Smith Street – 1260119 Ontario Ltd.)

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT By-law Number 99-13 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North be read a First, Second and Third time and finally passed. (Part of Park Lots 7 and 8, South of Smith Street – 1260119 Ontario Ltd.)

Resolution Number: 14

Carried

3. 100-13 Being a by-law to authorize a Deferral Agreement pursuant to Section 27 of the Development Charges Act. (Park Lot 5, South of Clyde Street, Plan Mount Forest, Except Part 1, 61R11461, Township of Wellington North, County of Wellington) – known as 420 Clyde Street, Mount Forest, ON (Hummel)

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT By-law Number 100-13 being to authorize a Deferral Agreement pursuant to Section 27 of the Development Charges Act be read a First, Second and Third time and finally passed. (Park Lot 5, South of Clyde Street, Plan Mount Forest, Except Part 1, 61R11461, Township of Wellington North, County of Wellington) – known as 420 Clyde Street, Mount Forest, ON (Hummel)

Resolution Number: 15

Carried

N. OTHER/NEW BUSINESS

None.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

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O. ITEMS FOR COUNCIL'S INFORMATION

Cheque Distribution Report dated November 13, 2013

P. NOTICE OF MOTION

None.

Q. ANNOUNCEMENTS

Mayor Tout reminded everyone of the following upcoming events:

- November 26 DWQMS meeting for review
- November 29 at 9:00 a.m Shop with a Cop program in Arthur with Arthur Public School grade 7 students
- November 30 Arthur Santa Claus Parade
- December 5 the Mount Forest Library will celebrate their 100th anniversary.

R. CONFIRMING BY-LAW

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT By-law Number 101-13 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 18, 2013 be read a First, Second and Third time and finally passed.

Resolution Number: 16

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

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S. ADJOURNMENT

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Regular Council meeting of November 18, 2013 be adjourned at 8:02 p.m.

Resolution Number: 17

Carried

DEPUTY CLERK

MAYOR



COUNCIL REPORT

November 26, 2013

To: Mayor Raymond Tout and Members of Wellington North Council

From: Linda Dickson, MCIP, RPP
Emergency Manager/CEMC

Re: **Emergency Management Program Report**

Background

The following outlines the municipality's requirements as set out in the Emergency Management and Civil Protection Act and how the municipality has fulfilled these requirements for 2013.

Programme Committee

The Programme Committee met on April 15, 2013.

Emergency Response Plan

There are no changes proposed to the Emergency Response Plan in 2013.

Training:

A number of training sessions were held in 2013. The following is a list of the training:

1. Basic Emergency Management Course – April 11 and 12
2. Scribe Training– May 30,
3. IMS 100 – September 24.

Exercises

This year the Township participated in an Incident Management System Table Top exercise held Thursday, October 24 at the Elora Community Centre. There were 80 participants including members of Council, municipal staff and representatives of partner agencies and organizations. The aim of this year's exercise was to evaluate the Incident Management System in an Emergency Operation Centre, the implementation of a Common Operating Picture and communication.

The Township Emergency Control Group conducted an emergency notification exercise September 21.

In 2014, the emergency management exercise will involve all municipalities including members of Council, municipal staff, and partner agencies and organizations. The 2014 emergency



management exercise may include field components and will test the implementation of Incident Management System.

Critical Infrastructure

The Emergency Management and Civil Protection Act require municipalities to identify facilities and other elements of critical infrastructure that are at risk of being affected by emergencies. Staff reviews this list annually and updates as necessary.

During the Township's Program Committee meeting, the mapping of critical infrastructure data and having the information available to Emergency services to be used on mobile devices was discussed. To date, the critical infrastructure mapping for the Township has been completed.

The establishment of a county-wide Critical Infrastructure Assurance Program was discussed at the Township's Program Committee meeting. As part of this process, the Water Departments in the County have formed a critical infrastructure working group.

Public Education

1. Emergency management information was made available at the Wellington County Libraries during Emergency Preparedness Week.
2. Draw for a 72 hour emergency kit and a car kit was held throughout the County of Wellington's 14 Library Branches.
3. A draw for a weather radio was held at the municipal office during Emergency Preparedness Week.
4. The County page in the Wellington Advertiser regularly contains emergency public information.
5. Emergency Management Information was made available during the Fire Department Open House held at the Mount Forest Fire Station.
6. The second Mayor's Cook-off Challenge was held in July.
7. Emergency Management purchased a vehicle and it has been "wrapped" for Emergency Preparedness advertising purposes to be used at various promotional events throughout the County.

Further Enhancements:

1. Interoperability

The Guelph Wellington Interoperability Group was established in 2010 with representation from Police (Guelph Police and Wellington OPP), Fire (County and Guelph Fire representation), Guelph Wellington EMS, Emergency Management, Public



COUNCIL REPORT

Works/Roads and Information Technology from both the City of Guelph and Wellington County. The City on behalf of the group and with support from senior Police, Fire and EMS staff, received funding from the Canadian Police Research Council to develop an Interoperability Strategic Plan for the City and the County of Wellington.

Human Systems Inc, the City's project consultant, has completed their research and has presented their Plan to the Interoperability Steering Committee.

2. In 2014, emergency management staff will undertake a project to review and revise the Hazard Identification and Risk Assessments for all Wellington Municipalities. All municipalities annually review their Risk Assessments as required by the Emergency Management and Civil Protection Act. However, it has been 10 years since a thorough review process has been completed.
3. The 2014 emergency management capital budget for the County of Wellington currently includes a figure to build or purchase a common operating picture software package for the County and member municipalities. Staff has been reviewing options and the 2013 exercise tested the need for such a system.
4. The Committee also held a debrief on the April Ice Storm response. The following are recommendations from the debrief and included in the after action report.
 - The importance of public education was stressed. Preparedness during power outage and being prepared for 72 hours will be public education focus.
 - The municipality will make the decision to open community centres as warming centres based upon a number of factors including the potential duration of the power outage, the current and forecasted weather conditions and an assessment of the availability of a continuous power source at the public facilities to ensure the safety of the public once they are open for such purposes. Not all sites have back-up power supplies.
 - The need for a reliable staffed phone number for public inquiries about services must be made available and promoted
 - Testing of a generator for the Mount Forest Sportsplex to take place during the summer
 - The municipality needs to be prepared for what to do if the power outage extends beyond the recommended 72 hours.
 - There needs to be better communication between Hydro One and local municipal decision makers during a power outage. CEMC will take this concern forward through EMO.
 - Public health will review their list of inspected establishments that also have generators. This information could be used as a source for food providers that could be contacted to provide assistance in the event of power outages.



COUNCIL REPORT

RECOMMENDATION:

THAT Council for the Township of Wellington North accepts the annual emergency management report, and further **THAT** this report serves as the annual review of the Township's Emergency Management Program for 2013.

Respectfully submitted

Linda Dickson, MCIP, RPP
Emergency Manager

TREE COMMITTEE

Township of Wellington North

Friday, June 14, 2013 7.30AM

Chaired by Councillor Yake

Present: Councillor Yake, Township of Wellington North
Gary Matthews, Township Foreman – Mount Forest
Matthew Aston, Wellington North Power Inc.

Regrets: Andy Morrison, Township Foreman - Arthur

Meeting Minutes

1. The meeting was called to order by Councillor Yake at 7:40AM.
2. There was a discussion regarding the tree trimming and removal activities during Q1, Q2 2013. To summarize:
 - a. Tree trimming and removal activities have occurred on an as needed basis in Arthur and Mount Forest during the winter and spring of 2013.
3. It was noted that the Township of Wellington North is responsible for the maintenance of trees located within the public right-of-way and any costs resulting for tree's debris represent an expense for the Township. This fact makes proper tree management very important.

There were several occurrences during the past few months where the Township has incurred expense as a result of private property damaged by Township trees. In one instance, a snow storm resulted in a tree branch falling and damaging a resident's electrical service (Birmingham St. E.) and, during the April 2013 ice storm, there were a couple instances where property damage was experienced as a result of the weather (electrical service on Egremont St. S., SUV on Fergus St. S.).
4. There was a discussion around the notice given to customers in the area. Often there are letters sent to customers, however, sometimes personal visits are made to inform residents of upcoming activities.
5. There was a discussion around the health and safety concerns with tree trimming and removal activities.

- a. Work and traffic plan documentation and its importance.
 - b. The use of personal protective equipment to protect workers from injury.
 - 6. There was a discussion around the process of having two members of the tree committee sign-off on tree trimming and removal activities. It was agreed this was a good process and will continue.
 - 7. Tree planting in 2013 will occur in the fall and a decision was made to purchase potted trees as opposed to "dry root" trees. It is expected that potted trees will be more successful making it to maturity than "dry root" trees have been in the past. Residents have been satisfied with these new potted plants.
 - 8. There was a discussion around the difficulty encountered trying to maintain the trees planted in downtown Mount Forest. This item requires further consideration.
 - 9. The meeting was adjourned by Councillor Dan Yake at 8:20AM.
-

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Signature

Minutes recorded by Matthew Aston

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Dated

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Signature

Meeting chaired by Councillor Yake

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Dated

TREE COMMITTEE

Township of Wellington North

Thursday, November 14, 2013 7.30AM

Chaired by Councillor Yake

Mount Forest Works Yard Building

Present: Councillor Yake, Township of Wellington North
Gary Matthews, Township Foreman – Mount Forest
Matthew Aston, Wellington North Power Inc.
Andy Morrison, Township Foreman - Arthur

Meeting Minutes

1. The meeting was called to order by Councillor Yake at 7:40AM.
2. There was a discussion regarding the tree trimming and removal activities during Q2, Q3 2013. To summarize:
 - a. Tree trimming and removal activities have occurred on an as needed basis in Arthur and Mount Forest during the spring and summer of 2013.
3. There was a discussion regarding tree trimming and removal activities planned for Q4 2013 and Q1 2014. To summarize:
 - a. Matthew and Andy to conduct tree condition inspection for Arthur within the next week or so.
 - b. At the cenotaph in Arthur, there is a tree blocking the light from hitting the cenotaph during the summer months, when the leaves are out. This item will be explored further during the condition inspection, however, it is understood that the Recreation Department is also looking into this item.
 - c. The Arthur Lawn Bowling property and Lion's Park in Arthur were also discussed as locations in need of tree trimming / removal activities.

- d. Matthew and Gary are current with their tree condition inspections for Mount Forest. There are many trees on the trim and removal list for Mount Forest.
 - e. Tree trimming / removal activities are planned as work can be coordinated between WNP and Township staff.
4. It was noted that the Township of Wellington North is responsible for the maintenance of trees located within the public right-of-way and any costs resulting from trees or tree branches falling represent an expense to the Township. This fact makes diligent tree management very important. There were occurrences during the past few months where the Township has incurred expense to repair property damaged by Township trees. In one instance a falling tree branch damaged a resident's overhead electrical service on Waterloo Street in Mount Forest. In another, a falling tree branch damaged a resident's vehicle on Fergus Street North in Mount Forest.
5. Increased communication with residents has resulted in fewer tree related complaints from residents. Often letters are sent to customers discussing how trees in proximity to overhead power lines create system reliability issues and good practice is to keep power lines cleared. As required, personal visits or phone calls are made to inform residents of upcoming activities.
6. There was a discussion around the health and safety concerns with tree trimming and removal activities.
- a. Job and traffic control plans are an important part of communicating the job activities to the team. It's important everyone on the job site knows the hazards, the plan and their role.
 - b. The use of personal protective equipment to protect workers from injury.
 - c. The Township completed a 2-day chainsaw operator course on June 19-20, 2013 in Damacus. WNP had one crew member participate.
 - d. The Township completed a chainsaw refresher course on November 13, 2013 in Damacus. WNP completed chainsaw operations and maintenance training in 2012 with the Infrastructure Health and Safety Association.
 - e. The Township plans to order new helmets with face shields and ear-muffs to protect their workers.
7. Tree planting by the Township occurred this fall in both Arthur and Mount Forest. The Township and residents have been satisfied with these new potted plants.

8. The meeting was adjourned by Councillor Dan Yake at 8:15AM.

=====

Signature

Minutes recorded by Matthew Aston

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Dated

=====

Signature

Meeting chaired by Councillor Yake

=====

Dated



Township of Wellington North

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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF NOVEMBER 18, 2013**

**FROM: MICHAEL GIVENS
CAO**

SUBJECT: COMMITTEE STRUCTURE

RECOMMENDATION(S)

That the Council of the Township of Wellington North approves the elimination of the below Standing Committees of Council effective December 31, 2013.

- Administration
- Finance
- Building and Property
- Works (Roads)
- Water and Sewer
- Fire
- Trees
- Cemetery

That the Council of the Township of Wellington North approves the 2014 Council Meeting Schedule as presented.

That the Council of the Township of Wellington North approves the amendment to the structure of the Recreation and Culture Committee to include all members of Council.

That the Council of the Township of Wellington North directs staff to prepare and present the 2014 Council remuneration by-law reflecting the revised remuneration amount as recommended by the Chief Administrative Officer.

PREVIOUS REPORTS/CORRESPONDENCE PERTINENT TO THIS MATTER

1. Report from Nigel Bellchamber-October 28, 2013.
2. Report from Nigel Bellchamber-November 2, 2013
3. Draft 2014 Council Meeting Schedule
4. By-Law Number 20-13 Council Remuneration

BACKGROUND

On August 12, 2013 Council accepted the proposal from N.G. Bellchamber & Associates to provide options for a new Committee Structure.

Based on Mr. Bellchamber's recommendations and my own observations I am suggesting the below changes to be implemented January 1, 2014.

Proposed changes-

1. Increase council meetings from twice a month to every two weeks when the calendar permits (21 scheduled meetings). The second meeting in the month to begin at 2:00pm (9 of 21). Staff will make every effort to ensure that Planning matters take place at the evening meetings and that delegations are made aware of the meeting schedule so that their appearance can be scheduled when it is most convenient to the delegation.
2. Eliminate the following Standing Committees of Council (administration, finance, building and property, works-roads, fire, water and sewer, trees and cemetery).
3. All reports to Council will be reviewed by the CAO prior to going to Council.
4. Recreation and Culture Advisory Committee structure to be amended. All members of Township Council to sit on the Committee. All other existing members would remain. Staff not to vote or make motions. Additionally minute taking will be delegated to a Township staff member to ensure compliance with section 228 (1) (c) of the Municipal Act.
5. Remaining Committee agendas should be focused on strategy and policy, not day-to-day operations.
6. Council remuneration to be adjusted to reflect the reduction in Committee meetings (per diems) and increase in number and length Council meetings.

I believe that eliminating some of the Standing Committees and encouraging the Senior Management Team to prepare and present reports directly to Council will increase transparency to the public and focus Council and staff on strategic items. Council's role is to provide direction on Township policy and develop the overall strategy for the Township. Elimination of Standing Committees will not eliminate Council's involvement with the Township issues normally reviewed at those Committee meetings. Councillors will be encouraged to raise any concerns or questions directly with the CAO so that they may be dealt with by staff in a timely manner, as opposed to waiting until a Committee meeting to raise the issue. The onus will fall to the Senior Management team to ensure that operations are efficient, effective and meeting the needs of the public that Council represents.

Financial Considerations-

In the last 3 years there has been an average of 40 total Committee meetings per member of Council. Of that 40, on average 10 were Economic Development Committee Meetings and 10 were Recreation and Culture Committee Meetings. With the proposed elimination of Committees we anticipate that there will be 20 less meetings per Councillor. As such Council per diems will be reduced by $20 \times \$75.00 = \1500.00 . I would suggest that with the frequency of Council meetings increasing and the expanded agendas that will result from additional



Township of Wellington North

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Reports to Council from staff that Mayor and Councillor remuneration be increased by \$1500.00 for the 2014 calendar year.

The implementation of these changes will be the impetus for the complete update of the Township's procedural by-law.

PREPARED BY:

RECOMMENDED BY:

Mike Givens

Mike Givens

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

To: Finance and Administration Committee, Wellington North

From: Nigel Bellchamber

Date: October 28, 2013

Subject: Council and Committee Process Recommendations

- During the appointment process for your new CAO, Council asked me to also review Committee structure recognizing it had tentatively decided to adopt a Committee of the Whole (CoW) process to replace some of its Committees.
- The Committees that could have been replaced with a CoW are the Finance and Administration Committee; Building and Property Committee; Public Works Committee; and the Fire Committee.
- The Recreation Advisory Committee and the Economic Development Committee cannot be replaced by a Committee of the Whole at present because they have non councillors as members. Also, statutory committees would continue, for example BIAs, Committee of Adjustment and Planning Advisory Committee.
- Replacing the four above mentioned committees with what is in effect another committee is neither efficient nor transparent to the public. It still means that recommendations of committee would have to wait for the next meeting of Council for action. And to the public, CoW looks just like Council!
- Having appointed a new CAO, it is the ideal time to adopt a different system and to move issues directly to Council, and require comprehensive staff reports for Council when the issues appear on the agenda.
- Once the new system "matures", it might require no more than two meetings per month of Council, but it is recommended that until that time, that Council meet every two weeks throughout the year to cope with the added workload for full Council and to keep the business cycle running smoothly.
- This would still reduce the number of meetings that members would attend and the remuneration by-law for members should be adjusted appropriately, not to increase the total remuneration, but to move some from "variable" (per meeting) to "fixed" (annual salary) to

recognize the change-a very rough guess says moving \$1500 from one category of payment to the other.

- A key factor in the success of this change would be the adoption of a standard report format for all matters coming before Council. A sample is attached and some explanatory comments follow-

- TO: box Council or Committee as appropriate and indicates the meeting date
- FROM: box The appropriate Department Head
- SUBJECT: box The subject matter
- RECOMMENDATION: box Phrased in the form of a motion. Council could consider it as a motion, consider an amended version, could decide only to receive the report and take no action; could refer back for further information, etc.
- PREVIOUS REPORTS: box For ease of reference only.
- BACKGROUND: box This is the meat of the report and states the issue, the analysis, options and the conclusion that leads to the recommendation. Appendices to the report are quite possible but should not replace the report.
- PREPARED BY: box The author. May be the person in box b or it could be another staff member reporting to that person.
- RECOMMENDED BY: The CAO should sign off on every report

To: Mike Givens, CAO, Wellington North
From: Nigel Bellchamber, N.G. Bellchamber & Associates
Subject: Committee Structure Recommendations
Date: November 2, 2013

I understand there was some confusion regarding the attached report, so I will try to be very clear.

- I recommend that the following advisory committees be disbanded after their reports to the December meetings of Council:
 - the Finance and Administration Committee; Building and Property Committee; Public Works Committee; and the Fire Committee, and that
 - matters that these committees have dealt with in past proceed directly to Council, with the enhanced report process from Administration that has been prepared for staff's implementation.
- I recommend that the Recreation Advisory Committee and the Economic Development Advisory Committee be retained as the former is required by agreement, and the latter benefits from significant citizen input
- I recommend that the issues that these two committees deal with be of broad impact, rather than operational detail (arena equipment replacement or repair, for example which can should go directly to Council) unless a new program or initiative is involved.
- Council meetings will likely be somewhat longer than in the past, at least initially, and that is why the recommendation about Council compensation structure was included in my report.
- The main benefit cited by proponents of regular Committee of the Whole meetings is the ability to look at something twice before making a final decision. That can be done with Council meetings. Motions to defer, table, refer for further information, or reconsider past decisions are all permissible at Council and can have the same effect. Committee of the Whole only slows down routine decisions, and is not transparent to the public.
- There are techniques that can be used to further enhance transparency-holding Council meetings on occasion in locations outside Kenilworth, live streaming and podcasting of meetings, newsletters and more.

- Staff resources are stretched as vacancies are being filled and a more efficient use of Councillors' time will make better use of those limited staff resources that exist, and as new staff are hired.

I would be happy to answer any questions you may have and you can reach me at 519-671-1189 or by email.

Nigel

2014 COUNCIL MEETING SCHEDULE

(subject to change – check current agenda information for specific meeting)

MEETING	DATE	COMMENCING
Council	January 13	7:00 p.m.
Council	January 27	2:00 p.m.
Council	February 10	7:00 p.m.
Good Roads Feb 23 to Feb 26		
Council	March 10	7:00 p.m.
Council	March 24	2:00 p.m.
Council	April 7	7:00 p.m.
April 21 Easter Monday		
Council	April 28	2:00 p.m.
Council	May 12	7:00 p.m.
Council	May 26	2:00 p.m.
Council	June 9	7:00 p.m.
Council	June 23	2:00 p.m.
Council	July 14	7:00 p.m.
Council	August 11	7:00 p.m.
Council	September 8	7:00 p.m.
Council	September 22	2:00 p.m.
Council	October 6	7:00 p.m.
Council	October 20	2:00 p.m.
Council	November 10	7:00 p.m.
Council	November 24	2:00 p.m.
Council	December 8	7:00 p.m.
Council	December 22	2:00 p.m.

DATES TO NOTE:

Good Roads (OGRA/Roma) is in Toronto on Sunday, February 23 to Wednesday, February 26th, 2014

AMO Conference is in London on Sunday, August 17 to Wednesday, August 20

AMCTO Conference is in Niagara Fall on Sunday, June 8 to Wednesday, June 11, 2014

CFM (Canadian Federation of Municipalities) Conference is in Niagara Falls on Friday, May 30 to Monday, June 2

ELECTION DAY is Monday October 27, 2014

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 20-13

**BEING A BY-LAW TO SET REMUNERATION FOR MEMBERS OF
COUNCIL.**

AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended,
Section 283.

WHEREAS the Council of the Township of Wellington North deems it necessary and appropriate to pass a by-law to set the remuneration of members of Council.

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

1. That for the calendar year 2013 Council members receive the following annual remuneration for attendance at Regular and Special Council, Committee of Adjustment, Court of Revision and Public meetings:

Mayor	\$17,909.09
Councillor	\$11,939.40

2. The annual remuneration set out herein has been frozen at 2012 level for the period of 2012 to 2016 in accordance with Resolution No. 5 of Council dated May 7, 2012.
3. Pursuant to Section 283 (5) of *The Municipal Act*, one third of the remuneration paid to the elected members of Council is hereby deemed as expenses incident to the discharge of their duties as members of the Council.
4. a) Mayor and Councillor's are paid per diems for meetings within the municipality excluding Regular and Special Council, Committee of Adjustment, Court of Revision and Public meetings.
- b) Mayor and Councillor's are paid per diem and mileage for all meetings outside the municipality.
- c) Per Diem Rates:


Full day meeting	\$150.00
Per meeting	\$ 75.00

5. Remuneration shall be paid to the members of Council monthly and shall be paid by direct payroll deposit.
6.
 - a) Mayor and Councillor's are paid \$800.00 in November of each year to compensate for travel expenses within the municipality.
 - b) Mileage rate is 50¢/km outside of municipality.
7. This by-law shall come into force on and take effect upon its final passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
25TH DAY OF MARCH, 2013.**



RAYMOND TOUT,
MAYOR



LORRAINE HEINBUCH,
CHIEF ADMINISTRATIVE OFFICER/CLERK



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 2, 2013**

**FROM: MICHAEL GIVENS
CAO**

SUBJECT: 2014 ONTARIO MUNICIPAL PARTNESHIP FUND

RECOMMENDATION

That the Council of the Township of Wellington North receive for information report from the CAO with regard to the 2014 Ontario Municipal Partnership Fund.

PREVIOUS REPORTS/CORRESPONDENCE PERTINENT TO THIS MATTER

- 2014 Ontario Municipal Partnership Fund Allocation Notice
- November 14, 2013 correspondence from Ministry of Finance, Ministry of Municipal Affairs and Housing

BACKGROUND

The Ministry of Finance recently issued the 2014 Allocation Notice for the Ontario Municipal Partnership Fund (OMPF). The OMPF remains as the province's main transfer payment to municipalities.

Last year, the Provincial Government announced that the OMPF would be phased down to \$500 million by 2016. The 2014 funding for all municipalities totals \$550 million down from \$575 million in 2013.

The 2014 OMPF has been redesigned and is composed of four core grants and transitional support.

1. Assessment equalization grant-Wellington North allocation-\$166,600
2. Northern communities grant-Wellington North allocation-\$0
3. Rural communities grant-Wellington North-allocation-\$661,400
4. Northern and rural fiscal circumstances grant-Wellington North allocation-\$238,100
5. Transitional assistance-Wellington North allocation-\$0

The Township's total allocation for 2014 is \$1,066,100, an increase of \$23,200 (2.2%) from 2013. The 2012 allocation was \$1,088,600.

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

Mike Givens

Mike Givens

MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
------------------------------------------------	------------------------------------------------

Ontario Municipal Partnership Fund (OMPF)
2014 Allocation Notice



Township of Wellington North
County of Wellington

75617

2014 Highlights for the Township of Wellington North

- The Township of Wellington North's 2014 OMPF allocation is \$1,066,100 which is the equivalent of 18% of the Township's municipal property tax revenue.
- This exceeds the Township's 2013 OMPF by \$29,200.
- The estimated total benefit of the 2014 provincial uploads for the County of Wellington is \$4,487,500 which is the equivalent of 4% of all municipal property tax revenue in the County.

A Total 2014 OMPF \$1,066,100

1. Assessment Equalization Grant	\$166,600
2. Northern Communities Grant	-
3. Rural Communities Grant	\$661,400
4. Northern and Rural Fiscal Circumstances Grant	\$238,100
5. Transitional Assistance	-

B Upper-Tier 2014 Provincial Uploads

The estimated total benefit of the 2014 provincial uploads for the County of Wellington is \$4,487,500. The removal of these costs off the property tax base benefits all taxpayers within the County of Wellington, including those residing in the Township of Wellington North.

Information regarding the 2014 provincial uploads for the County of Wellington can be found in the accompanying 2014 Upload Notice Insert.

C Other Ongoing Provincial Support n/a

1. Public Health	n/a
2. Land Ambulance	n/a

D Key OMPF Data Inputs

1. Households	4,899
2. Total Weighted Assessment per Household	\$236,415
3. Rural and Small Community Measure	100.0%
4. Northern and Rural Municipal Fiscal Circumstances Index	5.4
5. 2014 Guaranteed Level of Support	91.0%
6. 2013 OMPF (Line A from 2013 Allocation Notice)	\$1,042,900

Issued: November 2013

**Ontario Municipal Partnership Fund (OMPF)
2014 Allocation Notice**



**Township of Wellington North
County of Wellington**

75617

2014 OMPF Allocation Notice - Line Item Descriptions

A The OMPF grants are described in detail in the OMPF Technical Guide – this document can be found on the Ministry of Finance's website at: <http://www.fin.gov.on.ca/en/budget/ompf/2014>

A5 If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to the redesigned OMPF program. See the enclosed Transitional Assistance Calculation Insert for further details.

B Information regarding the 2014 provincial uploads for the County of Wellington can be found in the accompanying 2014 Upload Notice Insert.

C1 The estimated 2014 municipal benefit of the Province's 75 per cent share of public health funding relative to its 50 per cent share in 2004. Actual municipal savings may not correspond with the Allocation Notice due to budget approvals made by the local Boards of Health. Municipalities may provide additional funding beyond their obligated cost share. Any additional municipal funding is not included in the calculation of the public health figure.

C2 The estimated 2014 municipal benefit of the Province's 50 per cent share of land ambulance funding is relative to its share in 2005. This incremental increase in land ambulance funding delivers on the Province's commitment to strengthen land ambulance services and maintain the 50:50 sharing of land ambulance costs.

D2 Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.

D3 Represents the proportion of a municipality's population that resides in rural areas or small communities. For additional information see the 2014 OMPF Technical Guide.

D4 The northern and rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information see the 2014 OMPF Technical Guide.

D5 Represents the guaranteed level of support the municipality will receive from the Province through the 2014 OMPF. For additional information see the 2014 OMPF Technical Guide.

D6 2013 OMPF allocation.

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.

**Ontario Municipal Partnership Fund (OMPF)
2014 Transitional Assistance Calculation Insert**



**Township of Wellington North
County of Wellington**

75617

A 2014 OMPF Transitional Assistance (Line B2 - Line B1 if positive)	n/a
----------------------------------------------------------------------------	------------

As the municipality's 2014 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details	
1. Sum of 2014 OMPF Grants, Excluding Transitional Assistance	\$1,066,100
2. 2014 Guaranteed Support (Line B2a x Line B2b)	\$949,100
a. 2013 OMPF (Line A from 2013 Allocation Notice)	\$1,042,900
b. 2014 Guaranteed Level of Support (Line C)	91.0%

C 2014 Guaranteed Level of Support (Line C1 + Line C2)	91.0%
1. 2014 OMPF Minimum Guarantee	85.0%
2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index	6.0%

Ontario Municipal Partnership Fund (OMPF)
2014 Transitional Assistance Calculation Insert



Township of Wellington North
County of Wellington

75617

2014 Transitional Assistance Calculation Insert - Line Item Descriptions

A Transitional Assistance ensures that in 2014, municipalities will receive a minimum of 85 per cent of the support they received through the OMPF in 2013. The Township of Wellington North's 2014 OMPF exceeds this level. As a result, Transitional Assistance is not required.

B1 Sum of 2014 Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grants.

B2 Guaranteed amount of funding through the 2014 OMPF.

B2a 2013 OMPF allocation.

B2b Represents the guaranteed level of support the municipality will receive from the Province through the 2014 OMPF. For additional information see the 2014 OMPF Technical Guide.

C1 Reflects the minimum level of support for southern municipalities.

C2 Reflects the enhancement to the minimum level of support based on the municipality's northern and rural MFCI.

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.

Ontario Municipal Partnership Fund (OMPF)
 2014 Northern and Rural Municipal Fiscal Circumstances Index



Township of Wellington North
 County of Wellington

75617

A Northern and Rural MFCI - Township of Wellington North	5.4
-----------------------------------------------------------------	------------

The northern and rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The northern and rural MFCI is determined by six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township and the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators		
	Wellington North Tp	<i>Median</i>
Primary Indicators		
1. Weighted Assessment per Household	\$236,415	\$231,000
2. Median Household Income	\$58,302	\$61,000
Secondary Indicators		
3. Average Annual Change in Assessment (New Construction)	1.3%	1.1%
4. Employment Rate	63.2%	58.0%
5. Ratio of Working Age to Dependent Population	168.3%	194.0%
6. Per cent of Population Above Low Income Threshold	84.0%	87.0%

Note: A value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the northern and rural MFCI are provided in the 2014 OMPF Technical Guide, as well as in the customized municipal 2014 Northern and Rural MFCI Workbook.

Ontario Municipal Partnership Fund (OMPF)
2014 Northern and Rural Municipal Fiscal Circumstances Index



Township of Wellington North
County of Wellington

75617

2014 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

- A The municipality's 2014 northern and rural MFCI. Additional details are provided in the municipality's customized 2014 Northern and Rural MFCI Workbook.

- B1 Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.

- B2 Statistics Canada measure of median income for all private households.

- B3 Measures the five-year (2008 - 2013) average annual change in a municipality's assessment, for example as a result of new construction, excluding the impact of reassessment.

- B4 Statistics Canada measure of number of employed persons, divided by persons aged 15 and over.

- B5 Statistics Canada measure of working age population, divided by youth (aged 14 and under) and senior population (aged 65 and over).

- B6 Reflects the Statistics Canada measure of the population in private households above the low income threshold for Ontario, compared to the total population in private households.

**Ontario Municipal Partnership Fund (OMPF)
2014 Upload Notice Insert**



County of Wellington

75000

A	Estimated 2014 Provincial Uploads	\$4,487,500
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1.	Ontario Drug Benefits	\$731,600
2.	Ontario Disability Support Program - Administration Component	\$277,900
3.	Ontario Disability Support Program - Benefits Component	\$2,405,300
4.	Ontario Works - Benefits Component	\$451,400
5.	Ontario Works - Administration Component (Additional Support)	\$613,700
6.	Court Security and Prisoner Transportation	\$7,600

B	2013 Provincial Uploads	\$3,935,900
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C	Increase in Provincial Uploads Compared to 2013 (Line A - Line B)	\$551,600
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The removal of these costs off the property tax base benefits all taxpayers within the County of Wellington, including those residing in the Township of Wellington North.

Ontario Municipal Partnership Fund (OMPF)
2014 Upload Notice Insert



County of Wellington

75000

2014 Upload Notice - Line Item Descriptions

Estimated 2014 municipal benefit resulting from the Province's upload of Ontario Drug Benefit Program; Ontario Disability

- A Support Program; the phased upload of Ontario Works benefits; and court security and prisoner transportation costs, as well as additional support in respect of municipal Ontario Works administration costs.

- B Equal to Line A of the 2013 Upload Notice.

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.

Ministry of Finance

Office of the Minister
7th Floor
Frost Building South
7 Queen's Park Cr
Toronto ON M7A 1Y7
Tel (416) 325-0400
Fax (416) 325-0374
www.fin.gov.on.ca

**Ministry of
Municipal Affairs and Housing**

Office of the Minister
17th Floor
777 Bay Street
Toronto, ON M5G 2E5
Tel (416) 585-7000
Fax (416) 585-6470
www.mah.gov.on.ca



November 14, 2013

Dear Head of Council:

We are writing to announce the release of the redesigned Ontario Municipal Partnership Fund (OMPF) and program allocations for 2014.

In 2014, the province will provide a total of \$550 million in unconditional funding through the OMPF to 388 municipalities across the province. This funding, combined with the municipal benefit resulting from the provincial uploads, will total more than \$2 billion in 2014. This is over three times the level of funding provided in 2004.

As you know, 2013 was a transition year for the OMPF. The transition year provided us with the opportunity to consult with the Association of Municipalities of Ontario and other municipal representatives on how best to redesign the program to support municipal needs. We also received valuable input from a number of municipalities across the province. These consultations helped to shape the redesign of the program.

With respect to the redesign of the program, municipal representatives emphasized that the OMPF should:

- continue to support municipalities with limited property assessment;
- continue to recognize the challenges of northern and rural municipalities, while better targeting funding to those municipalities with more challenging fiscal circumstances; and
- include support to assist municipalities as they transition to the redesigned program.

We are pleased to announce that the 2014 OMPF will continue to provide support to municipalities through the *Assessment Equalization, Northern Communities, and Rural Communities* grants. In addition, a new *Northern and Rural Fiscal Circumstances Grant* is being introduced to better target funding to northern and rural municipalities with more challenging fiscal circumstances.

The \$550 million OMPF for 2014 also includes a significant amount of transitional assistance which is intended to provide stability and support to local governments as they transition to the redesigned program. More specifically, the transitional assistance provided through the 2014 OMPF will ensure that municipalities receive a guaranteed level of support based on their 2013 OMPF allocation.

.../cont'd

Municipalities in the north will receive at least 90 per cent of their 2013 OMPF allocation, while municipalities in other regions of the province will receive at least 85 per cent. These minimum levels of support will be enhanced up to 100 per cent for eligible municipalities with more challenging fiscal circumstances.

The Ministry of Finance's (MOF) Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2014 OMPF. This information and other supporting materials will be posted in both English and French on the MOF website:

<http://www.fin.gov.on.ca/en/budget/ompf/2014/>

<http://www.fin.gov.on.ca/fr/budget/ompf/2014/>

The review of the OMPF and the phase-down of the program to \$500 million by 2016 was announced in 2012, and was also part of the 2008 Provincial-Municipal Fiscal and Service Delivery Review (PMFSDR) agreement with municipalities. As part of the next phase of the program review, over the coming months, we will continue to consult with our municipal partners on refining the OMPF as well as to consider whether the grant should include other objectives beyond those announced as part of the 2014 program.

We are also pleased to reaffirm our commitment to the upload of municipal costs in accordance with the timetable agreed to through the PMFSDR.

In 2014, we will continue the phased upload of Ontario Works (OW) benefit costs and court security and prisoner transportation costs. This builds on our previous uploads of Ontario Drug Benefits (ODB) and Ontario Disability Support Program (ODSP).

As a result of the uploads, municipalities will benefit from more than \$1.5 billion in reduced costs in 2014 alone. Combined with the OMPF, this is the equivalent of over 12 per cent of municipal property tax revenue in the province.

It is important to acknowledge that in two-tier systems, the removal of these costs off the property tax base benefits all local taxpayers including those residing in lower-tier municipalities.

Despite the adjustments to the OMPF, the combined benefit of the provincial uploads and support provided through the OMPF will continue to increase, with the provincial uploads more than offsetting the reduction to the program.

Our government has a very strong record of supporting and working with municipalities. Together with other provincial initiatives, we will provide municipalities with ongoing support of approximately \$3.5 billion in 2014 — an increase of more than 200 per cent from the level provided in 2003.

.../cont'd

In addition to this ongoing support, the province has made significant investments in municipal infrastructure. Since 2003, we have provided municipalities with approximately \$13 billion in infrastructure funding.

In August 2012, the province launched the Municipal Infrastructure Strategy. As part of the strategy, we have provided \$9 million to help municipalities prepare asset management plans, and nearly \$90 million for critical projects through the Municipal Infrastructure Investment Initiative. As a continuation of the strategy, we are providing \$100 million through the Small, Rural and Northern Municipal Infrastructure Fund. We have consulted with our municipal partners on the design of the fund and a potential permanent program for consideration in the 2014 Budget.

We look forward to continuing to build on our partnership with municipalities as we move forward to address our shared challenges.

Sincerely,

Information Copy
Original Signed By

Charles Sousa
Minister
Ministry of Finance

Information Copy
Original Signed By

Linda Jeffrey
Minister
Ministry of Municipal Affairs and Housing



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 2, 2013**

**FROM: MICHAEL GIVENS
CAO**

SUBJECT: OPP Training Centre (Kenilworth) Roof Repair Tender

RECOMMENDATION

That the Council of the Township of Wellington North receive for information report from the CAO with regard to the OPP Training Centre.

PREVIOUS REPORTS/CORRESPONDENCE PERTINENT TO THIS MATTER

- CAO Report to Council October 21, 2013
- N. American Roof Management Services Ltd-Tender Summary

BACKGROUND

On October 21, 2013 Council via resolution authorized Township staff to proceed with repairs to the roof of the former Sacred Heart School (OPP Training Centre-Kenilworth) building utilizing the services of N. American Rood Management Services Ltd.

Shortly after that date the township invited tenders for the roof repairs. The tender closed November 15, 2013. 9 firms submitted bids. N. American reviewed the submissions and recommended acceptance of the low submitted bid from Flynn Canada Ltd.

Roof replacement quotes received in 2013 indicated that the repair costs would be around \$125,000. Because of the time sensitive nature of this project and given that Flynn Canada Ltd bid was less than the estimate, I proceeded with the steps necessary to award the project to Flynn as authorized in the Township's Purchasing and Procurement Policy.

It is hope that the project will be completed prior to year-end, weather permitting.

PREPARED BY:

RECOMMENDED BY:

Mike Givens

Mike Givens

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER

TENDER SUMMARY

Township of Wellington North

OPP Training Centre, Kenilworth, Ontario – Specification # 10-25-013-015



CONTRACTORS	Replacement of Roofs A, B, C, D, E, F, H & I with a hot applied two ply modified bitumen felt roof system.	Cost per lf. for replacement of existing wood fascia board along the south end of Roof B and the north end of Roof C.
Flynn Canada Ltd.	\$94,300.00	\$7.60
Proteck Roofing & Sheet Metal Inc.	\$100,500.00	\$10.00
ASEAL Roofing & Sheet Metal	\$104,000.00	\$8.50
Nedlaw Roofing Limited	\$111,360.00	\$4.50
Semple-Gooder Roofing Corporation	\$111,438.00	\$3.00
Wm. Green Roofing Ltd.	\$125,600.00	\$3.00
Dean-Thackeray Roofing Company Ltd.	\$132,390.00	\$6.00
Atlas-Apex Roofing Kitchener Inc.	\$152,380.00	\$12.16
Keller Roofing and Sheet Metal Inc.	\$220,840.00	\$22.38

Recommendations:

Upon review of the submissions from the Tendering Contractors, in conjunction with the written specifications, we recommend that the Township of Wellington North accept the following submitted low bid (HST excluded) received from:

Flynn Canada Ltd.

The total value of the Tender Package is \$94,300.00 (HST excl.).

Regards,

A handwritten signature in black ink that reads "D. Sykora". The signature is written in a cursive style with a large, looped initial "D".

Denis Sykora, N. American Roof Management Services Ltd.

TOWNSHIP OF WELLINGTON NORTH
ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

Wednesday, November 20, 2013 – 4:30 pm

Members Present: Stephen Dineen
Tim Boggs
Jim Taylor
Dale Small; Business Economic Manager
April Marshall; Tourism, Marketing & Promotion Manager
Councillor Andy Lennox (arrived at 5:50 pm)

Shawn McLeod
Gerald (Shep) Shepetunko

Also Present: Alison Armstrong & Suzanne Trivers, Health Care Recruitment
Dave Stack & Ian Turner, Arthur Betterment Committee
Michelle Stone, Administrative Support

Absent: Mayor Ray Tout, Chair
Councillor Mark Goetz
Al Rawlins

Councillor Sherry Burke
Councillor Dan Yake

Meeting was called to order at 4:30 pm

1. DECLARATIONS OF PECUNIARY INTEREST:

- None reported.

2. PRESENTATIONS

- Wellington North Health Professional Recruitment: Alison Armstrong and Suzanne Trivers

Alison reviewed the committee's past year accomplishments and activities as well as their continued focus to address the shortfall in Arthur. The Committee continues to work to recruit more rural focused physicians for the area. McMaster University now has a campus located in Kitchener called the McMaster KW & Area Family Medicine Program. Alison thanked Councilor Yake for his continued participation on the committee and hoped that the Township of Wellington North would continue to provide financial assistance in 2014. Dale Small commented that this request will be incorporated into the Economic Development Office 2014 budget submission. A copy of the update is attached.

- Arthur Community Betterment Committee: Dave Stack & Ian Turner

Dave and Ian discussed the Arthur Community Betterment Committee priorities for 2014 as well as briefly reviewing the highlights from 2013. They indicated a similar report had also been discussed with the Arthur Chamber of Commerce. Some of the priority areas from the Committee's perspective for 2014 and beyond are as follows:

- Continue to push the Community Improvement Program & Façade Improvements
- Support to a signage program for the Community
- Trail expansion focused on the CPR lands
- Frederick Street reconstruction
- Continued promotion of Arthur as "Canada's Most Patriotic Village".
- Summer Tourism Office hour's expansion/hiring of Co-op student & Public Washroom availability during summer months.
- Other longer term requirements such as the Wastewater Treatment Plant, new skateboard park, Historical Society and Food Bank premises expansion, etc..

3. APPROVAL OF MINUTES:

Moved by: Tim Boggs
Seconded by: Steve Dineen

THAT THE Minutes from the October 16th, 2013 Economic Development Committee meeting be accepted.

Carried

4. BUSINESS ECONOMIC MANAGER UPDATE:

Business Retention & Expansion Program: This County-wide initiative is moving forward with each township focusing on the four sectors; health, manufacturing, creative and agriculture. Dale has completed 18 of the 40 interviews in Wellington North and the hope is to have all interviews completed before the end of December.

Committee Structure and Schedule: Dale advised that the Economic Development Committee Structure would not be changed for 2014. A meeting schedule was handed out to everyone and Committee members were asked to let Dale know how much longer they would be willing to stay on the Committee. This way a succession plan can be put in place.

Community Improvement Program: To date, through this program, \$74,632 in improvements have been made to our Main Streets of which 21.5% or \$16,000 has come from the Program and the remaining 78.5% or \$58,632 coming from local business. This is great progress as the program has only been in place for 18 months. Dale reminded the committee that it is a ten year program and that funding for 2014 will be requested as part of the 2014 Operating Budget process which is currently underway.

Wind Energy Advisory Committee: Committee direction was requested regarding the establishment of a Wellington North Wind Advisory Committee. At some point in time in the near future the new procurement process and Health Canada study will be released and even though Wellington North has declared itself a non-willing host there will be a need to review the guidelines and determine impact on the Community. The members supported establishing an advisory committee providing it included all members of the Community. (EDC, citizens, landowners, developers, elected officials, etc.)

5. TOURISM, MARKETING & PROMOTION MANAGER UPDATE:

Municipal Cultural Plan

Council have been presented a report of the plan and showed their support to the plan and vision. It is important that this is not viewed as a static document, as it will evolve and transition with the times and available resources. Next steps include ongoing promotion of the plan and establishing a Cultural Roundtable that will work with the Municipality to help implement the goals, as well as, support ongoing cultural development. Cultural Mapping findings are going to go live online using remaining funding. The final report is due to the Province by March 2014.

Unique Opportunity

April has been contacted by "The Dimestore Fisherman" a Canadian TV program that focuses on fishing but their scope is broader than fishing, incorporating a focus on cultural, historical and recreational aspects of the area they're visiting. They are interested in Arthur, as they had become aware of the 'Most Patriotic' contest and the spirit within the community. The requested fee is \$18,900 + tax, plus accommodation, food and guided fishing. A 'web ready' DVD is also provided, that can be used for future promotions.

We have the potential to bring in partners to help share the cost. Where to fish also needs to be addressed. April is going to try to negotiate the cost down and get a breakdown on viewership, to ensure that there is a return on investment. April will also look at securing partners.

Taste Real

A presentation of the Brand Identity Award by the Economic Developers Association of Canada (EDAC) will be presented to County Council tomorrow. The End of Season Gathering will take place on Monday, November 25th in Fergus.

The Butter Tart Trail

A Canadian Living Journalist did a tour last Saturday and will be running a feature in the Spring. The trail was also noted as a 'hidden gem' by the OTMPC President at the recent Ontario Tourism Summit, where they were discussing how they can better promote attractions of this nature for the Province.

Farmers Market

Plans continue to establish in May 2014 – to be held Fridays, 3pm-8pm, on King St. adjacent to the Victory Community Centre. The centre will be used when there is inclement weather. The day and location was established by the group of interested parties.

5 ANNOUNCEMENTS:

- November 24th Arthur Lions Craft Sale
- November 30th Arthur Christmas Parade
- December 6th Mount Forest Christmas Parade

6. ROUND TABLE:

- Andy Lennox asked April if there was any known impact from the new "Local Food Act", recent legislation passed promoting local food and responsibilities that will come into play and affect Taste Real.
- Shawn McLeod inquired about a potential meeting date for Saugeen Community Radio.

7 NEXT MEETING DATE:

- Wednesday, January 15th, 2014

8 ADJOURNMENT:

Motion by: Tim Boggs

THAT the Meeting be adjourned at 6:35 pm

Carried

WELLINGTON NORTH HEALTH PROFESSIONAL RECRUITMENT COMMITTEE
c/o North Wellington Health Care, 500 Whites Road, Palmerston, ON N0G 2P0

Mount Forest

Family Health Team

525 Dublin Street, Mount Forest ON N0G 2L3
Tel: 519.323-0255 Fax: 519.323-2113



Monday, November 4, 2013

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

Dear Dale:

On behalf of the Mount Forest and Area Health Professional Recruitment Committee, I would like to thank you for your continued support of our health care professional recruitment efforts in our municipality. With the help of the financial assistance received from Wellington North, the Health Professional Recruitment Committee was able to successfully market and promote our community in 2013 as an excellent place to learn and practice health care.

We are pleased to report success in 2013 with the recruitment of Dr. Trish Uniac. Dr. Uniac started in Mount Forest as a Medical Trainee and has chosen to live and work here on a permanent basis. Although Dr. Uniac has been seeing patients with urgent needs since September, she officially joins the team on December 1, 2013.

Competition for a limited supply of rural focused physicians continues to be strong. Our efforts over the next year will continue to be focused on recruiting for Arthur and finding potential replacements for one or two Wellington North physicians who are looking to reduce their work or retire in the next year or two. With continued successful recruitment, we are committed to address the shortage of family physicians that locally threatens not only the health and well being of the residents of our municipality, but also our potential for growth. Having good access to primary care providers in a community is an important indicator of the overall viability and health of a community. Wellington North clearly understands this relationship given its past interest and investments in recruitment efforts and clinic infrastructure.

The attached summary provides an update of the current strategies that we have in place. These strategies have been guided by input and support from the Recruitment Committee. Funding that we receive from the Municipality allows us to continue to implement these successful recruitment strategies.

It is our sincere hope that Wellington North will continue to provide \$10,000 financial support in 2014 for health professional recruitment efforts. Without your support, we will not be successful.

Should you have any questions you may reach me at the Family Health Team office (519-323-0255 ext 5004). Alison Armstrong and I look forward to speaking with you and the other members of the Economic Development Committee on November 20, 2014.

Sincerely,



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

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

Recruitment Strategies for Rural Family Physicians to the Wellington North Area

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

Recruitment energy has been focused on the following strategies:

➤ **MCMASTER FAMILY MEDICINE COMMUNITY INFO NIGHT**

Physician recruiters in the Waterloo Wellington Local Health Integration Network (LHIN) collaborated with McMaster's KW & Area Family Medicine program to host a Community and Practice Opportunity Information Night. The event was held on Monday, September 23rd with over 30 local family medicine residents (some with their spouses) in attendance. The purpose of this event was to provide the family medicine residents with information about the various communities in the LHIN, practice and locum opportunities, and to assist them in making future career decisions. During the event, our very own Dr. Reaume and Physician Recruiter provided a local community and physician human resources presentation. Following the presentations, the Medical Residents had a chance to visit the Wellington North Community booth and ask specific questions to our community representatives. The inaugural event was a big success and the Residents are requesting we hold the event again next year and expand our invite list to all McMaster Family Medicine Residents including the Grimsby and Niagara Campus.

➤ **MARKETING INITIATIVES**

We continue to benefit from the investment made in our recruitment marketing materials (website/booth displays/brochures) targeting young physicians and nurses. The materials promote Wellington North as a place to live and work that offers rural comforts with close proximity to urban centres, along with plenty of recreational opportunities. Traffic and interest in our recruitment website **wellingtonhealthcarerecruitment.ca** continues to grow and has resulted in new hospital hires, requests from physicians to visit our area, and student placements. In 2013 the hospital redesigned their website which helps to enhance all of our support materials. In the next year we hope to create a Recruitment video to help support our marketing efforts.

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

Education is the key to solving the problem of recruitment and retention of rural physicians. Appropriate education involves ongoing training suitable for practice in rural areas, from undergraduate medical school and into practice, to meet the needs of rural areas and to meet the educational needs of rural doctors. Learning experience for medical students increases interest and understanding of rural practice. Students go back to their main campus and tell other students about their experiences. Over the past year, we have worked closely with medical schools and the hard work paid off as we had 21 medical students living and working in the Wellington North area. As you are aware, this targeted strategy has proven successful with the recent recruitment of Dr. Trish Uniac to the Mount Forest Family Health Organization.

➤ **PARTICIPATING IN RURAL MEDICINE WEEK AND RURAL MEDICINE DAY**

North Wellington Health Care hosted two educational events for Medical Students this year. The first “Rural Discovery Week”, June 3-6, 2013, for four (4) first year medical students from Western University. The goal of this experience was to inspire students to consider future practice in rural communities such as the Wellington North area. The medical students’ experiences included shadowing Wellington North physicians in their offices as well as spending time with physicians and health care staff in the Emergency Room, Operating Room, and various clinics. The students also participated in local social activities with the physicians and staff to help gain a sense of the community.

Mount Forest successfully offered a unique learning opportunity to 20 first year McMaster Medical students on December 8th, 2012 at Rural Medicine Day. It is a one day, hands-on learning opportunity for first year medical students. For most of the students this is their first opportunity to try minor procedures such as suturing, intubation, and casting. The day is rolled out with clinic based teaching in the morning and social/community events in the afternoon and evening. Mount Forest took the opportunity to showcase some of the unique features of the area by having students meet a local Mennonite Family and providing dinner catered by a local company. Many of the students who participated in the skills day have expressed interest in returning to complete longer electives in the area – our desired response! Students from Wellington Heights High School also joined the McMaster Medical students for this educational day. The high school students were keen to participate and were just as skilled as the medical students when participating in the clinical sessions.

➤ ATTENDING HEALTH PROFESSIONAL RECRUITMENT TOUR

The Wellington North Health Care Recruitment Committee regularly participates in the **Health Professional Recruitment Tour (HPRT)** and presents the area as picturesque small towns centrally located approximately two hours from everywhere! The recruitment tour, sponsored by Health Force Ontario, provides our Committee representatives with an opportunity to demonstrate to physicians, residents and medical students why our communities are an excellent place to live, work and learn. We just returned from the fall HPR Tour where our Community representatives had an opportunity to speak one on one with approximately 223 medical students and medical residents. Using the contact information from the tour, we will target our communication strategy to these new prospects and invite them to come and spend some time with us in Wellington North. Thanks to Drs Reaume and Uniac for participating in the tour.

➤ PROMOTING AND COORDINATING COMMUNITY SITE VISITS

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

➤ INCREASING LOCUM OPPORTUNITIES

A locum doctor is a physician holding a temporary job at a medical facility or medical office. New physician graduates will often want to try out a community by locuming. For those physicians interested in our community, and not ready to set up a practice, we encourage them to do a locum. The goal of increasing the number of locum experiences in Wellington North is to increase the odds a physician will want to stay and work in our area. Over the past year, we have had several locums work in our community and two of these physicians continue to support our Emergency Department.

➤ ARTHUR INITIATIVES

Currently in Arthur, Dr. Landoni is accepting anyone with an Arthur address/ postal code who is in need of a physician. A Nurse Practitioner from the Upper Grand Family Health Team is working alongside Dr. Landoni three days. This helps to manage and meet the needs of Dr. Landoni's large patient case load. The new Wal-Mart Medical Walk-in Clinic has helped to provide access to care for patients after hours and on weekends. This clinic is staffed by the Upper Grand Family Physicians on a rotating coverage basis.

There are currently only 7 patients from the Arthur area on the physician wait list managed by Health Care Connect (via the WWCCAC). We recommend any patient in the Arthur area looking for a new doctor should contact Health Care Connect (the provincial physician wait list program). We are hoping the township could assist us to raise awareness about the Health Care Connect Program by distributing Health Care Connect brochures to the public.

Mount Forest Family Health Team has received requests from many residents living in the Arthur area who were previously served by Dr. Bon. Dr. Uniac is already providing care to a small number of these patients and will accept the rest of them after she is officially signed on with the group on December 1, 2013. Letters are going to these patients to inform them later this month.

We continue to collectively explore ways to improve health care access for people living in Arthur who cannot travel. A part of this plan includes telemedicine. Telemedicine helps patients get more out of the health care system by bridging the distance of time and geography to bring more patients the care they need, where and when they need it. A Physician living in one community could speak to, and see a patient living in another community by using innovative technology.

We continue to aggressively recruit for physicians to join the Arthur Medical Clinic. It is important to ensure we find the right match for Dr. Landoni's practice style and clinic.

➤ WHO WE ARE

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

The Committee consists of the following members:

- Suzanne Trivers, Executive Director Mount Forest Family Health Team and Chair of the Mount Forest and Area Health Care Recruitment Committee
- Dr. John Reaume, Mount Forest Physician
- Dan Yake, Wellington North Councilor
- Patti-Jo McLellan-Shaw, Chair, NWHC Board
- Bob Becker, NWHC Board Member

- Mayor Brian Milne, Southgate
- Jerome Quenneville, President and CEO, North Wellington Health Care
- Alison Armstrong, Recruiter, Health Care Professionals

The Committee meets quarterly to review recruitment strategies, monitor progress, identify gaps and develop strategies to meet these gaps. The Committee's work has become even more important as we face the reality of future physician retirements.