

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING AGENDA OF COUNCIL ; PUBLIC MEETING
DECEMBER 4, 2017 @ 2:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH**

**PAGE
NUMBER**

CALLING TO ORDER - Mayor Lennox

ADOPTION OF THE AGENDA

DISCLOSURE OF PECUNIARY INTEREST

O ' CANADA

PRESENTATIONS

Linda Dickson, Emergency Manager – CEMC

- Report-EM-2017-01 being a report on amendments to the Emergency Response Plan 001
- Report EM-2017-02 being a report on the status of the Emergency Management Program for the Township - 2017 004

Wayne Brohman, General Manager/Secretary-Treasurer, Saugeen Conservation 013

- Presentation of Draft 2018 Budget

RECESS TO MOVE INTO PUBLIC MEETING

PUBLIC MEETING UNDER THE PLANNING ACT

- Richard and Sandra Bulley – Minor Variance

RESUME REGULAR MEETING OF COUNCIL

ADOPTION OF MINUTES OF COUNCIL

- Council Meeting of November 20, 2017 028

BUSINESS ARISING

ITEMS FOR CONSIDERATION

1. MINUTES

- a. Maitland Source Protection Authority Meeting #2/17 Minutes, May 17, 2017 035
- b. Maitland Valley Conservation Authority, Board of Directors Meeting #10/17 Minutes, October 18, 2017 037

Business: Reports, recommendations, correspondence for direction

2. PLANNING

- a. Planning Report from Linda Redmond, Manager of Planning and Environment – County of Wellington, dated November 28, 2017, regarding H. Bye Construction, London Road, Plan of Subdivision 23T-15002 042

3. FINANCE

- a. Cheque Distribution Report, November 27, 2017 047

4. PUBLIC WORKS

- a. Report PW 2017-027 – Drinking Water Quality Management System (DWQMS) – 2017 Management Review Minutes 049

5. ADMINISTRATION

- | | |
|---|-----|
| a. Correspondence from Dale Martin and family regarding backyard chickens | 058 |
| b. Correspondence from Gravel Watch Ontario, dated November 2017, Subject: Concerns regarding Cornerstone Standards Council (CSC) Responsible Aggregate Standard and Certification System | 059 |
| c. Report CAO 2017-026 Pedestrian Safety | 061 |
| d. Report CLK 2017-049 being a report on Consent Application B134-17 (Machan) known as Part Lot 6, Concession 12, formerly Township of Arthur, now the Township of Wellington North | 069 |
| e. Report CLK 2017-050 being a report on Ontario Wildlife Damage Compensation (Murray) | 075 |
| f. Report CLK 2017-051 being a report on Municipal Information Management and Records Retention Policy | 077 |
| g. Report CLK 2017-052 being a report on Wellington North municipal staff donation to local Food banks | 080 |

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

BY-LAWS

- | | |
|---|-----|
| a. By-law Number 091-17 being a by-law to authorize the Director of Legislative Services/Clerk to enter into an agreement with Dominion Voting Systems to provide election services | 082 |
| b. By-law Number 092-17 being a by-law to establish the retention periods for certain documents and records to be kept by The Corporation of the Township of Wellington North and adopt an Information Management and Records Retention Policy and to repeal By-law Number 067-02 | 095 |
| c. By-law Number 093-17 being a procedure by-law for governing the calling, place and proceedings of meetings of Council and its Committees and to repeal By-laws 080-17 and 009-17 | 139 |
| d. By-law Number 094-17 being a by-law to amend the Emergency Response Plan for the County of Wellington and Member Municipalities | 156 |

CULTURAL MOMENT

- Celebrating Christmas Parades 160

CONFIRMATORY BY-LAW NUMBER 095-17 161

ADJOURNMENT

MEETINGS, NOTICES, ANNOUNCEMENTS

December 7, 2017	Cultural Roundtable	12:00 p.m.
December 13, 2017	Community Growth Plan Steering Committee	7:00 p.m.
December 18, 2017	Regular Council Meeting	7:00 p.m.
December 25, 2017 to January 1, 2018	Office Closed – Christmas Break	
January 8, 2018	Regular Council Meeting	2:00 p.m.
January 22, 2018	Regular Council Meeting	7:00 p.m.

The following accessibility services can be made available to residents upon request with two weeks' notice:

Sign Language Services – Canadian Hearing Society – 1-877-347-3427

- Kitchener location – 1-855-656-3748

TTY: 1-877-843-0368 Documents in alternate forms – CNIB – 1-800-563-2642



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 4, 2017**

FROM: LINDA DICKSON, EMERGENCY MANAGER/CEMC

**SUBJECT: REPORT 2017-EM-01 BEING A REPORT ON AMENDMENTS TO
THE EMERGENCY RESPONSE PLAN**

RECOMMENDATION

THAT the Emergency Manager/CEMC report EM-2017-01 dated December 4, 2017 with regards to the amendments to the Emergency Response Plan be received;

AND FURTHER THAT the Council of the Township of Wellington North supports the changes to the Emergency Response Plan for the County of Wellington and Member Municipalities and authorizes the passing of a By-law adopting Amendment Number Four to the Emergency Response Plan.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

Under the Emergency Management and Civil Protection Act, R.S.O., 1990, every municipality is required to have an Emergency Response Plan outlining policies and procedures for responding to large scale emergencies/disasters in their Municipality. In 2010, the County of Wellington and the Member Municipalities adopted the current Emergency Response Plan. Attached to this report is a By-law and Schedule to amend

the Emergency Response Plan. The draft amendment was circulated for review to Staff of the Township's Emergency Management Program Committee.

The following outlines the proposed changes/amendments to the Emergency Response Plan (Plan) as detailed in the attached By-law Schedule.

- i) The Emergency Management and Civil Protection Act (EMCPA) requires every municipality to have a Municipal Emergency Control Group (MECG) that is responsible for directing a municipality's response during an emergency. The MECG is also responsible for the implementation of the Emergency Response Plan. For the purposes of the legislation, members of the MECG must be appointed by Council and must be members of Council or employees of the municipality.

The proposed amendment will update the section of the Plan that lists the MECG and their roles and responsibilities. The members of the MECG listed in the Plan applicable to the Township of Wellington North are as follows:

- Head of Council
 - Senior Administration Official (CAO)
 - Fire Chief
 - Senior Municipal Road Authority Official
 - Senior Municipal Water/Waste Water Official
 - CEMC
- ii) The amendment addresses the roles and responsibilities of support agencies previously identified as Control Group members. These agencies will be included under the Supporting Agencies section of the Plan.
 - iii) Changes are proposed to the Incident Management System (IMS) Sections of the Plan. The term Command now includes Emergency Operation Centre (EOC) Director and the plan is to be amended to identify the CAO as being able to fulfill this role. There was discussion on this point at the Control Group Training.
 - iv) Sections of the Plan addressing the role of Emergency Information Officers (EIO) will be updated. Changes to these sections reflect suggestions made at the Emergency Information Meeting held in January 2017, and work completed by County Communications Staff and Member Municipal staff in preparing a Communications Protocol. The Communications Protocol includes the EIO contacts for the County and Member municipalities in the event of a municipal emergency.

The proposed changes/amendments to the Emergency Response Plan (Plan) are outlined in By-law No.094-17 attached in this agenda..

FINANCIAL CONSIDERATIONS

None

STRATEGIC PLAN

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

- Yes
- No
- N/A

Which pillars does this report support?

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

PREPARED BY:	RECOMMENDED BY:
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Linda Dickson,
Emergency Manager/CEMC

Michael Givens, CAtB

LINDA DICKSON EMERGENCY MANAGER/CEMC	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 4, 2017**

FROM: LINDA DICKSON, EMERGENCY MANAGER/CEMC

**SUBJECT: REPORT EM-2017-02 BEING A REPORT ON THE STATUS OF THE
EMERGENCY MANAGEMENT PROGRAM FOR THE TOWNSHIP -
2017**

RECOMMENDATION

THAT the Emergency Manager/CEMC report EM-2017-02 dated December 4, 2017 with regards to the status of the Township's Emergency Management Program be received;

AND FURTHER THAT the Council of the Township of Wellington North accepts the annual status report on the Township's Emergency Management Program for 2017.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

The following outlines the municipal requirements set out in the Emergency Management and Civil Protection Act (EMPCA) and how the municipality has fulfilled these requirements for 2017.

For 2017, the Office of the Fire Marshall and Emergency Management provided CEMCs with an updated "Compliance Guide for Municipalities". This Guide sets out the Province's interpretation of the regulations and how they expect the regulations to be met for the purposes of Municipal Emergency Management Programs across the Province. The various sections of the regulations as noted in this report may reference the Compliance Guide expectations as an explanation.

Program Committee

The Township has an Emergency Management Program Committee (Committee) as required and the composition of the Committee was revised in 2016. The regulations state that “the CEMC and a senior municipal official must be part of the Committee”. The Committee composition complies with these requirements.

The Township’s Committee met on April 20, 2017. The Committee reviewed various required components of the Township’s Emergency Management Program including a review of the Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise and Public Education.

Emergency Response Plan:

The regulations require an annual review of the Emergency Response Plan. A report and By-law regarding proposed changes to the Emergency Response Plan has been prepared for Council’s review and consideration.

Training:

The following is a list of emergency management training conducted in 2017. All members of the Municipal Emergency Control Group (MECG) as appointed by-law (Emergency Response Plan) are required to complete a minimum of four hours of training per year as prescribed by the Chief of OFMEM. Here is a list of EM Training that Township Council and/or staff have attended in 2017.

- i) **February 14 and February 15 2017** – Emergency Services Interoperability Workshops which included Fire staff.
- ii) **March 6, 2017** – Preparing Livestock for Major Disease – Workshop
- iii) **June 14, 2017** – Livestock Disease Simulation Workshop
- iv) **June 20, 21 and 22** – IMS and the EOC Training.
- v) **October 24, 2017** – Debris Management presentation to County Clerks, Treasurers and Road Superintendents.
- vi) **October 26, 2017** – Municipal Water and Waste Water Workshop and Training Exercise.
- vii) **November 8, 9, 10, 14 and 15 and 23** – IMS and the EOC Training.

Annual Emergency Management Exercise

MECG members must participate in an annual exercise, which evaluates the Municipality’s Emergency Response Plan and MECG procedures. The purpose of the annual exercise for 2017 is to test the use of the Incident Management System (IMS) as set out in the Emergency Response Plan applicable to an EOC setting.

The aim of the exercise was to test:

- i) The applicability of the IMS in the EOC training,
- ii) Using IMS to relationships as set out in the Emergency Response Plan, and
- iii) Apply the knowledge and training of the specific IMS Forms in the Township's EOC procedures and used in the EOC to test their effectiveness.

The exercise was held twice throughout the year on June 23 and November 16. MEEG members only had to attend one of these dates.

Emergency Operation Centre

The Township's Emergency Management Committee requested a review of the equipment at both the Primary and Alternate Emergency Operation's Centre (EOC). The EMPCA regulations require EOC's to have "appropriate technological and telecommunications systems to ensure effective communication in an emergency". In addition, the Province has as a resource for Municipalities "Guidelines on Appropriate EOC Telecommunications Systems". This document was used for guidance along with an assessment of the equipment currently available at both the primary and secondary EOCs. Based upon the review, current technology and telecommunications at both EOC locations satisfy the Provincial Guidelines for a municipality of Wellington North's population.

Public Education

A number of public education initiatives were undertaken this year including

- Participation in the 211 Day Campaign on February 11, 2017.
- Hosted the Storm Chaser Workshop on April 22, 2017 at the Wellington County Museum and Archives.
- Emergency Preparedness information as well as a 72-hour preparedness kit raffle was made available to all members of the public during the annual Emergency Preparedness Week in May.
- An advertisement ran on Saugeen Radio 88.7 FM for 30 seconds, 20 times during EP week.
- Information regarding tornado preparedness was shared with local RV parks in June.
- Material was sent to all libraries during the Safe Kids Week from June 5-11
- In October winter weather and winter driving information was shared with local tire and mechanic shops and Libraries.
- Emergency management staff attended Wellington North Showcase (March 27-28).
- Maintain current emergency management information on the Wellington County website.
- Provide weekly social media messages to the Communications Division.
- Information on the County Page included frozen services, power outages, flooding, tornados, extreme heat, and winter driving.

Critical Infrastructure

During the summer the Common Operating Picture mapping which includes information on the Critical Infrastructure throughout the County was reviewed and updated with the assistance of Municipal Staff.

Further Enhancements:

Strategic Planning:

In 2016 a report on the future direction of Emergency Management Programs in Wellington was presented to County and Member Municipal Councils. The report cited direction in areas of Sheltering/Warming and Cooling Centres, Generators and Funding, Crisis Communication, Public Education and Emergency Specific Response Plans. The report identified a number of recommendations. To date, many of the recommendations have been addressed as follows:

- i) Shelters will remain a Member Municipality decision to identify, equip and publicize location including facilities used as places to warm up and cool down. EM maintains a list of identified shelters and site specific information. These identified sites have also been included in our Common Operating Picture.
- ii) Generators and recommended 72 hour fuels supply will remain a County/Member Municipality decision.
- iii) Public Education continues to focus on general awareness of Know your Risks, Make a Plan and Be Informed including the 72 hour Be Better Prepared™.
- iv) EM continues to work with partner agencies and municipalities to update and/or develop specific response plans.
- v) A new Communications Plan/Protocol between the County and Member Municipalities for emergency situations was created this year.

Debris Management:

Work has begun on the planning and development of a Debris Management Plan for the County and Member Municipalities. A meeting was held in May of 2017 to begin discussions on the framework for the Plan. There was good discussion among the Stakeholders present at the meeting and work will continue on this project in 2018.

FINANCIAL CONSIDERATIONS

None

STRATEGIC PLAN

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

Yes No X N/A

Which pillars does this report support?

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

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

Linda Dickson
Emergency Manager/CEMC

Michael Givens, CAO

LINDA DICKSON EMERGENCY MANAGER/CEMC	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: **Linda Dickson, Emergency Manager/CEMC**
Date: Thursday, September 14, 2017
Subject: **Generator Report PD-2017-25**

Background:

In 2016, staff provided a report siting some future strategic directions for Emergency Management in Wellington. Many of the recommended directions resulted from the Ice Storm After Action Reports of 2013 and subsequent discussions with Emergency Management Programme Committees.

One of the recommended directions in the report cited the identification and promotion of Municipal shelters/evacuation centres for residents. It was further recommended that these locations have back-up power sources; many do not. As a means to ensure a back-up power source for these sites, it was suggested that a pool of mobile generators be acquired and, further, that these be funded through the County. The Strategic Report concluded that “the purchase and installation of generators should remain a municipal decision and responsibility”.

These recommendations were considered at the November 2016 Planning Committee meeting. The Committee and Council approved the following motion “that staff report on the feasibility and costs involved in maintaining a pool of portable generators available for use throughout the County.”

It was requested that a report be brought to the Committee by October 2017 to determine budget needs.

Purpose

The purpose of this report is to provide information to Committee and Council regarding the feasibility and costs of acquiring and maintaining a pool of generators for use throughout the County.

The following table lists the municipal facilities identified for evacuation/shelter purposes and the status of a generator at each location.

Generators and Municipal Shelters

Municipal Facility	Owned/Operated	Best Use for Emergency	Generator
Centre Wellington Sportsplex Elora Community Centre	Centre Wellington Centre Wellington	Lodging/Reception Centre	Fixed Generator Approved (planning/engineering underway)
Centre 2000	Erin and UGDSB	Lodging/Reception Centre	
Hillsburgh Community Centre Rockmosa	Erin Guelph/Eramosa	Lodging/Reception Centre Reception Centre	PTO Driven Generator Fixed Generator
Marden Community Centre	Guelph/Eramosa	Reception Centre Lodging/Reception Centre	
Royal Distributing Centre Peel Maryborough Drayton CC and Arena	Guelph/Eramosa Mapleton	Lodging/Reception Centre	Fixed Generator
Maryborough Community Centre	Mapleton Mapleton/Alma	Reception Centre	
Alma Community Centre	Optimists	Reception Centre	
Clifford Community Centre	Minto	Reception Centre	Wired / Portable Generator Available
Harriston Community Centre	Minto	Lodging/Reception Centre	Wired/ Portable Generator Available
Palmerston Community Centre	Minto	Lodging/Reception Centre	Wired/ Portable Generator Available
Puslinch Community Centre	Puslinch	Reception Centre Lodging/Reception Centre	Fixed Generator
Puslinch Multi Use Facility	Puslinch	Lodging/Reception Centre	
Mount Forest Sportsplex	Wellington North	Lodging/Reception Centre	Limited Wiring in place;
Arthur Community Centre	Wellington North	Lodging/Reception Centre	

Emergency Management Staff reviewed the County Council recommendation with the County and Member Municipalities Emergency Management Programme Committees in 2017. Subsequent meetings were held with staff to discuss generator needs for emergency purposes, particularly for shelter/evacuation centres. During the course of these meetings and investigations a number of items and issues regarding a pool of generators was discussed.

Generator Specifications required

In order to purchase generators capable of running various municipal facilities, there are a number of questions that need to be addressed.

- KW or KVA required for the generator
- Voltage of the building it is servicing
- Type of Hydro Service (single versus three phase)
- Gas or Diesel
- Type of plug hook up required - voltage, amperage, number of wires and the make
- Hitch and plug type for the trailer (presume these will need to be mobile) (i.e. what will be used to pull it)
- Staff certification to maintain and hook up the generators. TSSA has very specific requirements for maintaining, fueling of generators. Would either have to contract a company to maintain and hook up the generator's in most cases or have municipal staff available with the required certification.

Some other considerations cited included storage capabilities, ability to access the generators quickly including travel time, number of generators.

In order to determine the requirements for a number of these specifications, the facility that the generator is to service will have to be properly wired first. Some facilities are currently wired for a generator, but many would need to be wired. Decision need to be made by Member Municipal Councils to wire the facilities before generators can be sourced.

Budget Impacts

No budget impacts are being proposed.

Summary

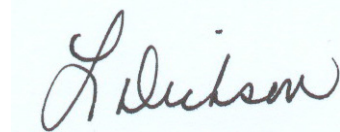
As indicated in the Emergency Management Strategic Direction report, the decision to establish generators should rest with the Member Municipal Councils.

From the list in this report, about half of the member municipalities have funded projects for generators at one of their major facilities to provide shelter/evacuation sites during emergencies. Many of the other facilities still need to be wired. Until the facilities are wired, sourcing generators is not feasibility.

Recommendation:

That County Council accepts the recommendation from the Strategic Direction Report PD 2016-28 that “The purchase and installation of generators should remain a municipal decision and responsibility.”

Respectfully submitted,

A handwritten signature in black ink on a light blue rectangular background. The signature is cursive and appears to read "L. Dickson".

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



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October 18, 2017

To: Municipalities of the Saugeen Watershed

Dear Municipal Council,

I am pleased to enclose the 2018 Draft Budget and budget notes for Saugeen Conservation. This Draft Budget was approved for distribution to the member municipalities by the Authority Members on October 17, 2017.

This Draft Budget provides for a municipal levy increase of 1.5% over the 2017 levy. This represents a dollar increase of \$24,025.

The Authority is scheduled to meet on December 19th to vote on the acceptance of the 2018 Budget.

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

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

Sincerely,

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



Watershed Member Municipalities

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

Draft Budget 2018



October 17, 2017

**SAUGEEN VALLEY CONSERVATION AUTHORITY
SUMMARY
2018**

	SOURCES OF FUNDING									
	2017 BUDGET	PROPOSED 2018 BUDGET	PROVINCIAL FUNDING	DONATIONS	SPECIAL LEVY	GENERAL LEVY	SELF GENERATED	OTHER	RESERVES	SURPLUS
OPERATIONS - GENERAL LEVY	2,220,737	2,374,508	159,902	3,000	76,534	1,663,755	394,541		76,776	
OPERATIONS - NON GENERAL LEVY	1,172,450	1,097,757					1,097,757			58,488 ¹
CAPITAL PROJECTS:										
WATER MANAGEMENT	34,000	17,000			10,000			7,000		
RECREATIONAL PROPERTIES	15,000	0								
ADMINISTRATION	16,000	0								
TOTAL	3,458,187	3,489,265	159,902	3,000	86,534	1,663,755	1,492,298	7,000	76,776	58,488

Note:

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

**SAUGEEN VALLEY CONSERVATION AUTHORITY
PROPOSED OPERATIONS BUDGET (GENERAL LEVY PROGRAMS)
2018**

PROGRAM	2017 BUDGET	PROPOSED 2018 BUDGET	SOURCES OF FUNDING					
			PROVINCIAL FUNDING	DONATIONS	SPECIAL LEVY	GENERAL LEVY	SELF GENERATED	RESERVES
ADMINISTRATION	423,958	446,770				420,145	25,800	825
FLOOD WARNING	192,105	215,896	107,948			106,948	1,000	
WATER MANAGEMENT								
Water Projects Maintenance & Stewardship	134,095	139,885	51,954		76,534	10,000		1,397
Water Quality	114,246	109,797				104,368	3,200	2,229
ENVIRONMENTAL PLANNING & REGULATIONS	651,090	733,915				340,990	320,600	72,325
IT & GEOGRAPHICAL INFORMATION SYSTEMS	174,069	177,931				177,931		
COMMUNITY SERVICES								
Community Relations	222,587	218,309				216,309	2,000	
Education	89,269	91,291		3,000		55,450	32,841	
LAND MANAGEMENT								
Non-Revenue Parks	161,510	179,789				170,689	9,100	
Property Management	57,807	60,925				60,925		
TOTAL PROGRAM OPERATIONS	2,220,737	2,374,508	159,902	3,000	76,534	1,663,755	394,541	76,776

**SAUGEEN VALLEY CONSERVATION AUTHORITY
PROPOSED CAPITAL PROJECTS BUDGET
2018**

PROGRAM	2018 BUDGET	PROPOSED 2018 BUDGET	SOURCES OF FUNDING					COMMENTS	
			PROVINCIAL FUNDING	DONATIONS	SPECIAL LEVY	GENERAL LEVY	RESERVES		OTHER
WATER MANAGEMENT PROJECTS									
Durham Ice Management Capital Contingency	24,000	0							
Lake Huron Centre for Coastal Conservation	10,000	10,000			10,000				
Walkerton Property Maintenance	0	7,000						7,000	
Sub-Total	34,000	17,000							
RECREATIONAL PROPERTIES									
Saugeen Parks Improvements	7,900	0							
Non Revenue Parks & Land Management	7,100	0							
Greenock Wetland Trail	0	0							
Sub-Total	15,000	0							
ADMINISTRATION PROJECTS									
Document Scanning	16,000	0							
Sub-Total	16,000	0							
TOTAL - PROJECTS	65,000	17,000	0	0	10,000	0	0	7,000	

**SAUGEEN VALLEY CONSERVATION AUTHORITY
PROPOSED 2018 GENERAL LEVIES**

		2017								
		Current Value	2017 CVA	CVA Based						
	% in	Assessment (CVA)	(Modified) in	Apportionment	2017 Actual	2018 PROPOSED	2018 \$ Increase	Levy	% Incr	% Change in
Municipality	CA	(Modified)	Watershed	Percentage	General Levy	General Levy	Over 2017	Increase	Assessment	Apportionment
Arran-Elderslie	48	670,981,408	322,071,076	2.5440	\$ 41,506	\$ 42,287	\$ 781	1.9%	1.74	-1.2996%
Brockton	100	1,104,776,478	1,104,776,478	8.7265	\$ 139,961	\$ 145,148	\$ 5,187	3.7%	3.59	2.2437%
Chatsworth	49	798,324,991	391,179,245	3.0899	\$ 51,112	\$ 51,369	\$ 257	0.5%	0.37	-0.9273%
Grey Highlands	31	1,800,257,576	558,079,848	4.4082	\$ 72,581	\$ 73,302	\$ 721	1.0%	0.87	-0.4380%
Hanover	100	861,158,261	861,158,261	6.8022	\$ 112,914	\$ 113,132	\$ 218	0.2%	0.08	-1.2200%
Howick	8	371,121,396	29,689,712	0.2345	\$ 3,799	\$ 4,016	\$ 217	5.7%	8.27	6.8895%
Huron-Kinloss	57	1,267,890,188	722,697,407	5.7085	\$ 94,680	\$ 94,936	\$ 256	0.3%	0.15	-1.1463%
Kincardine	100	2,304,182,465	2,304,182,465	18.2005	\$ 303,458	\$ 302,772	(\$686)	(0.2)%	-0.33	-1.6271%
Minto Town	36	901,191,247	324,428,849	2.5626	\$ 40,597	\$ 42,596	\$ 1,999	4.9%	4.78	3.4192%
Morris-Turnberry	5	423,125,307	21,156,265	0.1671	\$ 2,991	\$ 3,178	\$ 187	6.3%	10.12	8.7254%
Saugeen Shores	100	2,687,575,550	2,687,575,550	21.2288	\$ 355,175	\$ 353,157	(\$2,018)	(0.6)%	-0.67	-1.9639%
South Bruce	99	594,766,403	588,818,739	4.6510	\$ 74,551	\$ 77,342	\$ 2,791	3.7%	3.62	2.2740%
Southgate	94	815,068,745	766,164,620	6.0518	\$ 96,138	\$ 100,648	\$ 4,510	4.7%	4.57	3.2104%
Wellington North	33	1,432,770,017	472,814,105	3.7347	\$ 58,566	\$ 62,097	\$ 3,531	6.0%	5.89	4.5199%
West Grey	100	1,505,225,081	1,505,225,081	11.8896	\$ 191,702	\$ 197,775	\$ 6,073	3.2%	3.05	1.7161%
			12,660,017,702	100.00	\$ 1,639,730	\$ 1,663,755	\$ 24,025	1.5%	1.36	0.000%

2018 Budget Notes

General (Not Department Specific)

1. The General Levy increase in the previous 6 years has been:

2012	9.0%
2013	2.5%
2014	1.5%
2015	1.9%
2016	1.9%
2017	1.4%
2. The 2018 General Levy budget increase is at 1.5% or \$24,025. The salary grid increase (see #2 below) accounts for \$20,000 of this increase. In addition, the Long Term Disability premium previously paid by employees, accounts for \$17,000 of the increase. Increased revenues and other program savings offset the impact of these two identified items on General Levy.
3. The Personnel Policy (24.05) provides for an increase in the salary grid each January equivalent to the Ontario inflation rate for the 12 months ended in the previous September. The most recent available CPI data for 2017 indicates a 12 month inflation rate of 1.2% to July 31. Accordingly the 2018 budget provides for a 1.2% salary grid increase.
4. The Ministry of Natural Resources and Forestry annual grant has remained unchanged for 16 years at \$157,669. The 2018 budget assumes a grant of that same amount. The grant covers some of the costs for flood warning and water projects.
5. There are several proposed staff position changes for 2018. The Planning & Regulations department is proposing the addition of a part time (4 days) Regulations Officer the rationale for which will be explained at the Authority budget meeting. The Senior Manager, Flood Warning & Land Management has indicated that he will retire in October 2018 and the Manager, Forestry has indicated he will retire late summer of 2018. Additional salary costs have been allocated to those departments for 2018 to cover a training period for the expected new hires.

6. The 2018 budget assumes that \$72,000 from the expected 2017 Planning & Regulations department surplus will be applied to that department's 2018 budget to fund staffing for the year.
7. The expectation for 2017 is an overall surplus of \$150,000 to \$200,000 for the year compared to a budgeted surplus of \$48,000. The positive results are mainly the result of an expected \$79,000 surplus in Planning & Regulations due to continuing strong volume of work; unbudgeted interest income of \$25,000; and campground results \$57,000 higher than budget.
8. Preparation of the draft 2018 budget entailed the review by each department manager, on a line by line basis, of the budgets under their responsibility. Managers will present their respective budgets to the Authority and be available to receive comments and answer questions.

Departments

Flood Warning

1. Revenue sources for this department are the General Levy (50%) and an annual MNRF grant (50%). 2017 expenses are expected to be about \$195,000 which is \$3,000 over budget due mainly to expected licencing fee for the new software (WISKI Hub), see note 2.
2. The budgeted expenses for 2018 are \$20,000 above the 2017 budget expenses. A new software program to run the public flood warning system is required to replace the aging and not well supported current software. In 2017 \$15,000 had been budgeted for the software purchase. SVCA is working with a group of Conservation Authorities to collectively purchase this software at a discount depending on the number of CA purchasers. \$10,000 of the funding for the software is proposed to come from the Ortho Imagery reserve. Should this purchase not occur in 2017 then this dept. will have a surplus in 2017 that can fund the software costs in 2018.
3. The Senior Manager of this dept. has indicated his intention to retire in October 2018. The budget provides for the hiring of a new manager with an overlap of six months to allow for training.

Property Management

1. This department covers the costs for the repair/storage shops at Sulphur Spring CA. Funding is all from General Levy and covers utilities, insurance and maintenance for the buildings and part of the salaries for the one position stationed there. 2017 expenses are expected to be on budget of \$58,000.
2. Expenses for 2018 are budgeted to be \$61,000.

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

1. This department gets all it's funding from the General Levy. Expenses in 2017 are expected to be on budget.
2. Six computers aged between 5 and 9 years will be replaced in 2018. The major costs in this department are for two staff salaries and computer upgrades. Total 2018 costs are budgeted at

\$3,000 more than the 2017 budget and, as in 2017, includes \$10,000 for the retention of a computer specialist to assist with department tasks.

Community Relations

1. This department is funded almost entirely from the General Levy. An additional revenue source in 2017 was from a Greenock swamp tour. 2017 expenses are expected to be \$5,000 below budget due to small savings in various expense categories.
2. Budgeted 2018 expenses are similar to 2017 with inflationary increases offset by no need for \$5,000 to cover costs for the Maple Syrup Festival that will not be run by the Foundation in 2018.

Education

1. Funding in this department is about 60% from the General Levy and the balance from various program users. Education expenses in 2017 are expected to be slightly above the budget amount of \$89,000.
2. The 2018 budget is up \$2,000 from 2017 due to inflationary effects. It is expected that the same programming will be offered as in 2017. Donations for Earth Week and other programming is expected to continue in 2018.

Environmental Planning and Regulations

1. Revenue in 2017 from sources other than the General Levy and reserves is expected to be \$332,000, about \$94,000 above budget and \$30,000 above actual 2016 revenue. This increase results from increased revenue in all categories including plan services, legal enquiries, permit applications and property inquiries.
2. Costs for 2017 are expected to be \$4,000 above budget. Total department costs for 2017 are estimated at \$655,000, compared to budget of \$651,000.
3. This department is expected to generate a surplus in 2017 of about \$78,000.
4. The 2018 budget provides for revenue from non-levy sources of \$320,000 excluding funds from the Planning & Regulations reserve. 2018 costs are estimated at \$734,000. The increase in costs is the result of LTD premiums and the proposed addition of a contract staff position (Regulations Officer) for 4 days per week to reduce the backlog and service delivery times. Funding of this contract position is proposed to come from the expected Planning & Regulations 2017 surplus of \$78,000.
5. Expense categories other than payroll related ones are expected to be consistent with 2017 costs.

Administration

1. This department is funded almost entirely from the General Levy. 2017 expenses are expected to be about \$2,000 over the budget of \$424,000. The main over budget item is the compensation review expected to be completed late 2017 (\$22,000) that was not included in the 2017 budget.

Some expense categories will be marginally below budget including utilities, salaries, office expense, and building maintenance.

- For 2018, expenses are budgeted at \$447,000, up \$23,000 from \$424,000 in the 2017 budget. Salary and benefit costs are up \$27,000 from the previous budget due mainly to the inclusion of \$16,000 for the part time document scanning position which had previously been part of the Capital property Management budget and for the LTD premium costs. Other expense categories are consistent with the prior year.

Forest Management

- Revenue in this department is derived exclusively from the sale of forest products from Authority-owned properties. When a bush property is determined to be ready for harvest selected trees are offered for sale through a public tender process. Revenue can be difficult to forecast because timber market prices can fluctuate significantly year to year and the timing of when a harvest is appropriate for a particular property is not fully predictable.
- Revenue in 2017 is anticipated to be near budget of \$210,000. Expenses for 2017 will be on budget. It is expected that this department will be at a modest surplus position for 2017 if the tendering gets completed in time.
- Timber revenue in 2018 is forecasted at \$230,000. Expenses in 2018 are budgeted to be consistent with 2017 except for a provision for \$11,000 in salary costs for a training period for the replacement of the retiring department manager.

Grey Bruce Forestry Services

- The sources of revenue in this department are:

	<u>2017 estimate</u>	<u>2017 budget</u>	<u>2018 budget</u>
Tree planting and spraying	\$118,400	\$183,000	\$150,000
MFTIP, marking, pruning	21,000	17,000	17,000
Arbour Day sales	21,100	22,000	22,000
EAB treatment	10,600	30,000	7,000
Miscellaneous	<u>15,600</u>	<u>8,500</u>	<u>5,000</u>
	\$186,700	\$260,500	\$201,000

- EAB treatment revenue of \$10,600 for 2017 decreased significantly from \$25,000 in 2016 and the 2017 budget of \$30,000. The expectation of repeat and new EAB customers did not occur. Tree planting/spraying at \$118,000 in 2017 was also down from \$171,000 in 2016 and budget of \$183,000. Miscellaneous revenue in 2017 includes \$12,500 from a Fairy Lake project.
- Expenses for 2017 are expected to be significantly below budget due to decreased purchase of trees for planting and EAB chemicals. Net results for 2017 are expected to be about break even.
- The 2018 budget has a surplus of \$4,000 which assumes a modest increase in tree planting.

Motor Pool

1. The Motor Pool department is responsible for the fleet of licenced vehicles and large field equipment. Vehicle usage is charged to other departments based on a per km rate. The goal is to charge a rate that allows for sufficient revenue to accumulate over time to purchase replacement vehicles.
2. The 2017 equipment purchase budget provided for the purchase of an all- terrain Argo (\$30,000) and a small used dump truck and trailer at \$85,000 with funding from the vehicle replacement reserve and forestry reserve.
3. Field equipment is charged out to municipalities by way of special levy based on an hourly rate. Rates charged are intended to generate sufficient funds to provide for the replacement of equipment.
4. In 2017 it was proposed that the sale of the tractor trailer and one Gator would partially fund the purchase of an all-terrain Argo (estimated cost of \$30,000). The tractor is considered surplus equipment and the Gator will be replaced by the Argo.
5. In 2018 the equipment purchase budget provides for the purchase of 2 replacement snowmobiles, a wood splitter and an ATV. One replacement pickup truck is also in the 2018 budget.

Water Quality

1. This department has historically been funded almost 100% by General Levy. In 2017 additional funding comes from Bruce Power for water sampling/monitoring services provided by SVCA. The services provided to Bruce Power were less than anticipated due to site access issues.
2. A small deficit of \$2,000 is expected for 2017.
3. 2018 budget revenue and expenses are down marginally from the 2017 budget as there has been no provision for the continuation of the Bruce Power sampling since to date no commitment has been received from Bruce Power.

Water Projects Maintenance and Stewardship

1. This department is funded primarily through special levy to individual municipalities (55%) and MNRF grant (37%).
2. 2017 revenues and expenses are expected to be slightly over budget with the general levy being slightly under budget. The Stewardship Services expense of \$22,500 includes \$12,500 for the cover crop incentive program which is offset by revenue from funds remaining from a prior program which explains why revenue and expenses are both over budget by about \$12,000.

3. For 2017 the Special Levy to municipalities is expected to be slightly less than the 2017 budget amount due to a decrease in costs related to the Lockerby property resulting from removal of the dam. The Special Levy covers costs to maintain various structures including the Durham dams, Paisley dykes, Walkerton dykes and others.
4. The expenses for 2018 are budgeted to be consistent with 2017.

Water Capital Projects

1. Expenses in this department are funded through an MNRF grant and Special Levies. Total budgeted expenses for 2017 were \$34,000 for Durham frazil ice (\$24,000) and the Lake Huron Centre for Coastal Conservation (\$10,000). Currently \$12,000 is reserved annually to cover future frazil ice issues and that funding is provided by the MNRF. The Walkerton dyke will require some maintenance in 2018 (\$7,000).

Agricultural Lands

1. The revenue source in this department is the rental of pasture land at McBeath (\$11,500). Some salary amounts are allocated to this department to cover fence and water system repairs. In 2017 there has been some repair work on the roadway leading to the water system and camping area. Funding for those repairs is expected to come from the Agricultural Lands reserve. For 2018 there are expected to be no significant expense changes from the 2017 budget.
2. There is expected to be a surplus of about \$4,000 for 2017 and 2018.

Rental Properties

1. The only remaining property in this department is the rented house at Sulphur Spring CA.
2. The revenue in 2017 will be \$5,460 and is all from the Sulphur Spring CA house.
3. The 2018 budget assumes a modest rent increase and that the house will be occupied for the full year with no requirement for major repairs.

Non-Revenue Parks and Land Management

1. The parks covered in this department include Sulphur Spring, Allan Park, Stoney Island, Bells Lake, Kinghurst, McBeath, and Varney.
2. Annual revenue sources in this department, other than the General Levy, are from agreements with the Ontario Steelheaders Assoc. (\$2,500) for Denny's Dam and West Grey (\$2,552) for the Durham day use swimming area. In addition a small amount of revenue (\$2,400) is generated from parking fees at two parks and from water donations at Sulphur Spring. The amounts received in 2017 will be as budgeted.
3. Expenses in 2017 are expected to be slightly below the budget amount of \$161,000.

- Expenses for 2018 are budgeted at \$18,000 above 2017's budget to provide for six month's overlap with the replacement of the Flood Warning and Lands Management position. There is also park repair & maintenance costs provided for the replacement of the boardwalk along the Allan Park fish pond.

Revenue Parks (Campgrounds)

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

	<u>2016 actual</u>	<u>2017 estimate</u>	<u>2017 budget</u>	<u>2018 budget</u>
Bruce Dale	62.9	69.0	63.3	68.4
Durham	207.9	224.5	196.3	218.9
Bluffs	<u>250.4</u>	<u>239.0</u>	<u>235.6</u>	<u>243.7</u>
	521.2	532.5	495.2	531.0

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

	<u>2016 actual</u>	<u>2017 estimate</u>	<u>2017 budget</u>	<u>2018 budget</u>
Bruce Dale	5.6	18.0	10.9	16.3
Durham	28.6	25.7	(3.4)	1.4
Bluffs	<u>(6.9)</u>	<u>9.0</u>	<u>(11.8)</u>	<u>13.5</u>
	27.3	52.7	(4.3)	31.2

- For 2017 revenue from seasonal campers will be about \$6,000 above forecast – Bluffs is slightly below budget with Durham and Bruce Dale being slightly above. In 2016 daily and group camping revenue was favourably affected by good summer weather particularly on the long weekends. In 2017 daily and group camping revenue will be about \$16,000 above budget helped by a large first time group at Durham for the Labour Day weekend. The annual CAMIS online reservation system cost for 2017 was \$7,000 split between the Bluffs and Durham offset by expected reservation fees of \$14,600. Annual costs for the Sutherland Centre (\$8,000) had been transferred to the Administration department for 2016 since in previous years the building was not used for campground operations. For 2017 those costs were charged to the campground since the upgraded building is now being used by the campers.
- Expenses between the 3 campgrounds are expected to be about \$20,000 below the 2017 budget amount of \$500,000.
- Bluffs expense budget for 2018 is more in line with past years prior to 2016 although expenses will be incurred to improve the horse trails. Horse camping related revenue is forecasted to increase marginally in 2018 as the facility gets better known. Additional costs of about \$17,000 will be incurred as a result of an increase in the minimum wage for summer staff at Durham and the Bluffs.
- Forecasted revenue amounts can be significantly affected by weather and are especially at risk of being optimistic if there is poor camping weather on long weekends in the summer.

Capital - Properties

1. Budgeted costs for 2017 were:

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

\$4,000 was spent in 2017 to cover appraisal and legal costs for the acquisition of the Woods property.

2. For 2018 document scanning is included in the Administration budget and the other campground and non-revenue parks costs are included in those respective department budgets.

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

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

Members Present:

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

Staff Present:

CAO: Michael Givens
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Economic Development Officer: Dale Small

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA**Resolution 2017-428**

Moved: Councillor Yake
Seconded: Councillor McCabe

THAT the Agenda for the November 20, 2017 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

None

CLOSED MEETING SESSION**Resolution 2017-429**

Moved: Councillor McCabe
Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 6:31 p.m. that is closed to the public under subsections 239 (2) of the Municipal Act, 2001, specifically:

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

1. REPORTS

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

2. REVIEW OF CLOSED SESSION MINUTES

- November 6, 2017

CARRIED**Resolution 2017-430**

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 6:59 p.m.

CARRIED**Resolution 2017-431**

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North approve the confidential recommendation in Report CAO 2017-025.

CARRIED**Resolution 2017-432**

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive report FIRE 2017-008 being a report on the County of Wellington Fire Paging System;

AND FURTHER THAT a task force be established to review the present contract between the County of Wellington and MRC;

AND FURTHER THAT The Task Force consist of one representative from the County of Wellington, one representative from MRC, one representative from the Wellington north Fire Service, one representative from the County Fire Chiefs, and one Chief Administrative Officer from a municipality within Wellington County;

AND FURTHER THAT the Paging Tender awarded to MRC for the County Fire Paging up-grade be sent to all County Fire Chiefs for review.

CARRIED**Resolution 2017-433**

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of November 6, 2017.

CARRIED**O' CANADA**

PRESENTATION

Suzanne Trivers, Chair, Mount Forest and Area Health Professional Recruitment Committee and Alison Armstrong, Health Care Recruiter, North Wellington Health Care

- Support for Health Care Recruitment

Ms. Trivers and Ms. Armstrong appeared before Council to provide an update on the Mount Forest and Area Health Professional Recruitment Committee. The Committee is working with one Mount Forest physician on retirement plans. Advertising in health care HR newspapers and websites was used to find a replacement physician. Funding received from the Municipality allows the Committee to continue to implement recruitment strategies. Mount Forest continues to participate in Rural Medicine Day and host a rural residents retreat. This year there were 24 McMaster students and 4 high school students attending. Based on the Health Care Connect report there are not many people on a waiting list for a physician in our area.

ADOPTION OF MINUTES OF COUNCIL / PUBLIC MEETING(S)

Resolution 2017-434

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the minutes of the Regular Meeting of Council held on November 6, 2017 be adopted as circulated.

CARRIED

BUSINESS ARISING

None.

DEPUTATION

Brent Barnes and Alan Rawlins, Arthur Lions Club

- Possible projects for Arthur's 150th in 2022

Mr. Barnes and Mr. Rawlins appeared before Council to discuss a possible project to celebrate Arthur's 150th in 2022. The Lions Club is looking to establish a project that will serve the community well, now and into the future. A BMX and skateboard park has been proposed. The Lions Club would like to begin fundraising and hope to work with the Municipality to determine a suitable location.

Council was supportive of the project and direction was given to staff to work with the Arthur Lions Club to determine a suitable location for a BMX and skateboard park.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 5a, 5b, 5c, 5d, 5e, 5g and 5i

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**Resolution 2017-435**

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT all items listed under Items for Consideration on the November 20, 2017 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

1. *MINUTES*
 - a. *Joint Economic Development Meeting, November 1, be received*
 - b. *Recreation & Culture Committee Meeting, November 7, 2017 be received*
 - c. *Maitland Valley Conservation Authority, Board of Directors Meeting #9/17, September 27, 2017 be received*
2. *FIRE*
 - a. *Communiqué #048, November 10, 2017 be received*
3. *FINANCE*
 - a. *Cheque Distribution Report, November 14, 2017 be received*
5. *ADMINISTRATION*
 - f. *Report CLK 2017-046 being a report on the Use of Corporate Resources Policy during a municipal election campaign period*
THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2017-046 being a report on the use of corporate resources during a municipal election campaign period be received for information;
AND FURTHER THAT the Council of the Corporation of the Township of Wellington North approves and adopts the policy.
 - h. *Report CLK 2017-048 being a report on Dominion Voting Systems*
THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-048 being a report on Dominion Voting Systems;
AND FURTHER THAT Council approves entering into an agreement with Dominion Voting Systems for the 2018 election year only;
AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law to enter into an agreement with Dominion Voting Systems for the 2018 municipal election at a cost of \$17,850.00 to be tabled at a future meeting

CARRIED**CONSIDERATION OF ITEMS IDENTIFIED FOR SEPARATE DISCUSSION****Resolution 2017-436**

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of The Corporation of the Township of Wellington North receive the Ministry of Finance correspondence dated October 27, 2017 regarding cannabis legalization.

CARRIED**Resolution 2017-437**

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of The Corporation of the Township of Wellington North receive the Ministry of Municipal Affairs correspondence dated November 14, 2017 regarding Fair Workplaces, Better Jobs Act (Bill 148).

CARRIED

Resolution 2017-438

Moved: Councillor Hern

Seconded: Councillor Yake

THAT the Council of The Corporation of the Township of Wellington North receive the James M. Diodati, Mayor, Niagara Falls, correspondence dated October 5, 2017 regarding 65th Annual Ontario Small Urban Municipalities Conference & Trade Show.

CARRIED

Resolution 2017-439

Moved: Councillor Yake

Seconded: Councillor Hern

THAT the Council of The Corporation of the Township of Wellington North receive the County of Wellington, Notice of Study Completion, Gordonville Bridge, No. B014005, Wellington Road 14, Municipal Class Environmental Assessment Study.

CARRIED

Resolution 2017-440

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2017-039 being a report on the implementation dates provided in Bill 68, Modernizing Municipal Legislation Act be received for information.

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

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

CARRIED

Resolution 2017-441

Moved: Councillor McCabe

Seconded: Councillor Burke

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

AND FURTHER THAT Council approves and adopts the policy;

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

CARRIED

Resolution 2017-442

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the Wellington North Holding Company report dated November 2017 and approve the following recommendations of Wellington North Power Directors and Officers:

1. *The Township of Wellington North create a Holding Company as per the proposed business model including the appointment of the following Directors:*
 - *Andy Lennox (Chair)*
 - *Dan Yake*
 - *Michael Givens*
 - *Mark Hillis*
 - *Paul Smith*
2. *The fees of approximately \$4,000.00 associated with the creation of the Holding Company be paid by the Township of Wellington North;*
3. *Transfer the Township shares in Wellington North Power to its Holding Company on a tax-deferred basis in exchange for shares in the Holding Company;*
4. *The Township of Wellington North transfer the Promissory Note, current balance of \$985,016.00, to the Holding Company. The Holding Company to give back to the Township something of equal value typically preferred shares with a stated redemption amount or a Promissory Note with similar terms;*
5. *The Township of Wellington North will establish and provide a 2018 operating budget of \$49,100.00 for the Holding Company to be funded from the Wellington North Power Debt Reserve Fund (3-00-15-002-3210);*
6. *The Township of Wellington North commit to providing the operating finances for a period of up to three (3) years to support business development activities or until such time the Holding Company is self-sustaining, whichever is the shortest.*

CARRIED

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor McCabe commented on the large attendance at Remembrance Day Ceremonies. He and Councillor Yake congratulated Councillor Burke on the presentation she prepared about her Grandfather at the Mount Forest Legion Remembrance Dinner.

Councillor McCabe reminded Council that the Arthur and District chamber of Commerce Annual General Meeting will be held on Wednesday, November 22, 2017.

Mayor Lennox commented that many people have told him they are pleased that the Township is going through the process of preparing a Recreation Master Plan. The idea of an advisory board seems to be common.

BY-LAWS**Resolution 2017-443**

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT By-law Number 088-17 being a by-law appointing and confirming the appointment of auditors of The Corporation of the Township of Wellington North be read a First, Second and Third time and enacted.

CARRIED**Resolution 2017-444**

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT By-law Number 089-17 being a by-law to adopt an automatic recount policy for the 2018 Municipal Election for the Township of Wellington North be read a First, Second and Third time and enacted.

CARRIED**CONFIRMATORY BY-LAW****Resolution 2017-445**

Moved: Councillor McCabe

Seconded: Councillor Yake

THAT By-law Number 090-17 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on November 20, 2017 be read a First, Second and Third time and enacted.

CARRIED**ADJOURNMENT****Resolution 2017-446**

Moved: Councillor Yake

Seconded: Councillor McCabe

THAT the Regular Council meeting of November 20, 2017 be adjourned at 8:08 p.m.

CARRIED

CLERK

MAYOR

May 17, 2017

MAITLAND SOURCE PROTECTION AUTHORITY MEETING #2/17 MINUTES

DIRECTORS PRESENT: Jim Campbell, David Turton Deb Shewfelt, Art Versteeg, Alison Lobb, Roger Watt, Wilf Gamble, Paul Gowing, Bob Burtenshaw, David Blaney, Matt Duncan

STAFF PRESENT: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Financial Services Coordinator
Jayne Thompson, Communications Coordinator
Geoff King, Stewardship Services Coordinator

The MSPA meeting was called to order by Chair Jim Campbell at 8:42 pm.

1. Maitland Source Protection Authority

- a) Minutes from MSPA meeting #1/17 held on April 19, 2017.

The draft minutes from the Maitland Source Protection Authority Meeting held on April 19, 2017 have been circulated to the Directors.

This motion followed.

Motion MSPA #7/17

Moved by: Wilf Gamble

Seconded by: Roger Watt

THAT the minutes from the Maitland Source Protection Authority meeting held on April 19, 2017 be approved.

(carried)

Director David Blaney declared a conflict of interest for this next item and therefore did not take part in discussion or voting.

- b) Request for Letter of Support: **Report #4/17**

This report was presented to the Board to obtain direction on how to proceed with MVCA Director David Blaney's position on the Source Protection Committee.

Motion MSPA #8/17**Moved by: Deb Shefelt****Seconded by: Alison Lobb**

THAT the Maitland Valley Source Protection Authority supports the Ausable Bayfield Source Protection Authority in seeking, from the Minister of Environment and Climate Change, an exemption permitting Mr. David Blaney to remain on the Source Protection Committee.

(carried)

3. Adjournment**Motion MSPA #9/17****Moved by: Bob Burtenshaw****Seconded by: Dave Turton**

THAT the Maitland Source Protection Authority meeting be adjourned.

(carried)

The meeting adjourned at 8:44 pm.

Jim Campbell
Chair




Danielle Livingston
Administrative/Financial Services Coordinator



Box 127, Wroxeter, ON N0G 2X0 (519) 335-3557 Fax (519) 335-3516 maitland@mvca.on.ca

Board of Directors Meeting #10/17

October 18, 2017

DIRECTORS PRESENT: Jim Campbell, David Turton, Deb Shewfelt, Art Versteeg, Alison Lobb, Wilf Gamble, Roger Watt, Matt Duncan, Bob Burtenshaw, David Blaney

ABSENT WITH REGRETS: Paul Gowing

OTHERS PRESENT: Paul Nichol, Community Futures Huron
Dr. Christopher Cooper, Edifice
Joe Beaudette, Edifice
Linda Henhoeffter, Maitland Mills Project Steering Committee

STAFF PRESENT: Phil Beard, General Manager/Secretary-Treasurer
Erica Magee, Administrative Assistant
Geoff King, Stewardship Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Stephen Jackson, Flood/Erosion Safety Coordinator

1. Call to Order

Chair Jim Campbell called the meeting to order at 7:00 pm and reviewed the meeting objectives with the Board.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Board of Directors meeting #9/17 held on September 27, 2017 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motion was made.



Motion FA #85/17**Moved by: Wilf Gamble****Seconded by: Alison Lobb**

THAT the minutes from the Board of Directors meeting #9/17 held on September 27, 2017 be approved.

(carried)**4. Delegation: Presentation by Gorrie/Brussels Mills Committee**

Stewart Lockie welcomed Paul Nichol, Christopher Cooper, Joe Beaudette and Linda Henhoeffter to the meeting and invited Dr. Christopher Cooper to speak to the Board.

Dr. Cooper addressed the Board and presented the business concept developed by the Maitland Mills Project Steering Committee. He outlined their purpose, vision, strategic plans, and the estimated cost to refurbish each mill.

The Maitland Mills Project Steering Committee is interested in leasing or purchasing the mill buildings from MVCA. Staff will investigate the feasibility of severing the property and contact MNRD regarding the process to determine if both properties could be sold by MVCA. The Board also advised the group that they would need to incorporate the committee as a legal entity before MVCA could enter into an agreement with them.

Following questions and discussion the following motion was made.

Motion FA #86/17**Moved by: Alison Lobb****Seconded by: Roger Watt**

THAT the Maitland Valley Conservation Authority and the Maitland Mills Project Steering Committee start to investigate what would be required to develop an agreement between MVCA and the Maitland Mills Steering Committee to carry this project forward.

(carried)**5. Presentation: Middle Maitland Headwaters Restoration Project: Geoff King, Watershed Stewardship Services Coordinator**

Watershed Stewardship Services Coordinator, Geoff King provided a progress report on the Middle Maitland Headwaters Restoration Project over the past three years and outlined projects lined up for 2018.

6. Business Requiring Direction

a) 2018-2020 Work Plan and Financial Forecast: **Report #53A/B/17**

The General Manager/Secretary-Treasurer used a presentation to highlight the major activities and projects outlined in Report 53A/17 to be undertaken by MVCA over the next three years based upon the priorities set by the Board in 2014.

- Strengthen Flood/Erosion Safety Services
- Strengthen Watershed Stewardship Extension Services
- Stabilize MVCA financial base

The General Manager/Secretary-Treasurer reviewed Report #53B/17 with the Board and outlined the financial resources required to undertake the activities and projects over the next three years. It was noted that the forecast will change once the Board is in a position to provide direction on a number of buildings and structures that are currently under review by the Board.

The Board supported the proposed work plan for 2018-2020 and the following motion was made.

Motion FA #87/17

Moved by: Alison Lobb

Seconded by: David Blaney

THAT the 2018-2020 work plan and financial forecast be approved;
AND THAT the 2018 draft budget and work plan be developed based upon the financial forecast for 2018;
AND FURTHER THAT the 2018 draft budget for authority funded projects be presented at the November 15, 2017 Board meeting for review and direction;
AND FURTHER THAT the draft 2018 budget and work plan be presented to the Board of Directors at the December 20, 2017 Board meeting for review and direction.

(carried)

b) Proposed Projects: 2018-2020 Maitland Conservation Foundation: **Report #54/17**

The Maitland Conservation Foundation has asked the MVCA Board to identify projects that they require funding for over the next three years. The MCF Board has indicated that they are supportive of continuing to raise money for improvement to conservation areas and the Garvey Glen Watershed Project and the Middle Maitland Headwaters Restoration Project. Report #54/17 outlines a number of small conservation area projects as well as the funding that would be required to help MVCA advance the Garvey Glen Watershed Project and the Middle Maitland Headwaters Restoration Project. Following discussion on the proposed projects the following motion was made.

Motion FA #88/17

Moved by: Roger Watt

Seconded by: Wilf Gamble

THAT the MVCA requests the MCF to consider raising a total of \$71,500 over the next three years(2018-2020) for the projects outlined in Report #54/17.

(carried)

7. Chair & Director's Reports

a) Chair's Report

Nothing to report at this time.

b) Director's Reports

Deb Shewfelt reported on attending the Carbon Footprint Initiative Leadership Team meeting at Cowbell Brewery along with Tim MacDonald from Ideal Supply Company, Richard Keeson from J.H., Keeso and Sons and Nicole Johnson from the Municipality of North Perth on October 4th. The Vice President of Cowbell Brewery, Grant Sparling provided the CFI Leadership Team with an overview of their carbon neutral program. Cowbell Brewery was invited to join the CFI Leadership Team.

8. Consent Agenda

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

- a) Revenue/Expenditure Report for September: **Report #55/17**
- b) Correspondence received for information
- c) Agreements Signed: **Report #56/17**

The following motion was made.

Motion FA #89/17

Moved by: Alison Lobb

Seconded by: Dave Turton

THAT reports #55/17 through #56/17 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be approved as presented

(carried)

9. In Camera Session: Five Year Review of Salaries/Benefits

All attendees except the Board Members and the General Manager/Secretary-Treasurer were excused from the meeting at this time.

Motion FA #90/17

Moved by: David Blaney

Seconded by: Art Versteeg

THAT the Board of Directors move in camera to review the report on the five year review of staff salaries and benefits compensation.

(carried)

The following motion was made at the in-camera session.

Motion FA #91/17

Moved by: Alison Lobb

Seconded by: Wilf Gamble

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

(carried)

10. **Review of Meeting Objectives/Follow-up Actions/Next meeting: November 17, 2017 at the Admin. Centre in Wroxeter**

Chair Jim Campbell reviewed the meeting objectives with the Board.

11. **Adjournment**

The meeting adjourned at 9:00 pm with the following motion.

Motion FA #92/17

Moved by: Alison Lobb

THAT the meeting be adjourned.

(carried)

Jim Campbell
Chair



Erica Magee
Administrative Assistant





PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

DATE: November 28, 2017
TO: Mike Givens, C.A.O.
 Township of Wellington North
FROM: Linda Redmond, Manager of Planning and Environment
 County of Wellington
SUBJECT: **H. Bye Construction**
London Road
Plan of Subdivision 23T-15002

The purpose of this report is to provide the Township with an overview of the above referenced subdivision application, provide the comments received to date and request a resolution in support.

Location

The land subject to the proposed draft plan of subdivision is situated in the Urban Centre of Mount Forest (Wellington North). The property is on the west side of London Rd. North. The subject property is described as Part of Park Lot 4, South of unopened Birmingham Street, West of London Road in Mount Forest. The land is approximately 1.72 hectares in size, with 20.12 metres of frontage on London Road (Figure 1).

The subject property is currently zoned Residential (R2) in the Township of Wellington North Zoning By-law 66-01 and is located outside of the built boundary of the Mount Forest Urban area. The surrounding land uses are residential to the south and the remainder is open space/farm land.



Figure 1

Proposal

The application for Draft Plan of Subdivision will result in the creation of a residential development on the lands that are currently vacant. The application is to subdivide the property into 8 residential blocks. The blocks will be developed with three unit and four unit street townhouses, for a total of 30 residential units. These units are to front onto a new

interior street which ends in a cul-de-sac. No parkland area is proposed. A stormwater management block of 0.18 hectares is also proposed.

Places to Grow (PTG) and Provincial Policy Statement (PPS)

Amendments have been made to the Wellington County Official Plan previously to ensure that the Plan is in conformity with both PTG and PPS.

Wellington County Official Plan Policy Framework

Intensification

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas as follows:

- To encourage growth in urban areas
- To encourage efficient land use and increased densities in Greenfields
- To maintain a healthy balance between jobs and housing to reduce the need for long-distance commuting
- To provide choice for residents and businesses through a variety of growth opportunities ... including recreation activities
- To encourage mixed-use development

Section 3.5 of the Plan allocates growth to the local municipalities. Wellington North is anticipated to grow from 12,840 persons in 2016 up to 15,600 persons in 2031. An additional 1100 households are predicted.

Section 4.4.3 of the Official Plan encourages intensification in urban centres and further states in subsection b) that the plan “supports appropriate intensification in all areas within the built boundary.

Section 4.4 of the Plan outlines Housing policies. The main applicable policy, Section 4.4.4, deals with Greenfield Housing, and requires a gross density of 6.5 residential units per acre. The development as proposed at 30 street townhouse units has a gross density of 7.1 units/acre.

Section 4.4.5, Affordable Housing, requires a minimum of 25% of new housing units in the County to be affordable. This is to be accomplished mainly through accessory apartments, semi-detached, duplex, townhouse and apartment units. This proposal will exceed this target and is providing 100% of affordable housing.

Residential Designation

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements, e) to ensure that an adequate level of municipal services will be available to all residential area’s and g) to encourage intensification, development proposals provided they maintain the stability and character of existing neighbourhoods”.

Technical Study Review

The following technical reports have been prepared in support of the application:

- Storm Water Management Report RJ Burnside & Associates

Agency Review

To date we have received the following comments from circulated agencies:

Agency	Position	Comments
Saugeen Valley Conservation Authority (SVCA)	SWM modifications. Subject to Conditions	In comments of January 18, 2017 the SVCA asked for design plans of the proposed pond and clarification of a few minor items. Otherwise no concerns and most items can be addressed within the subdivision agreement.
Canada Post	No objection Subject to Conditions	In comments of May 5, 2015 Canada Post indicated that they would provide mail service delivery through Community Mail Boxes.
Hydro One	No objection	
Upper Grand District School Board (UGDSB)	No objection Subject to Conditions	In comments of March 16, 2017 the UGDSB indicated that development charges are applicable, adequate sidewalks, lighting and snow removal is provided.
Triton Engineering (Township Engineering comments)		In comments of November 8, 2017 the Township Engineer indicated that the block provided to accommodate the SWM facility is of sufficient size and located correctly to allow for the implementation of the proposed SWM design.

The Township's consulting engineer has provided comments ongoing to the Township and will be involved in the drafting of the Subdivision agreement.

Planning Comments

Density/Development Concept

The proposed residential development is anticipated and encouraged by Provincial and County planning policy. The subject property is located within the urban settlement of Mount Forest. This large, vacant parcel of land is surrounded by residential lands and vacant lands and is designated for Residential development. Section 4.4 of the Official Plan outlines Housing policies. The main applicable policy, Section 4.4.4, deals with Greenfield Housing, and requires a gross density of 6.5 residential units per acre. The development as proposed exceeds this density requirement.

Parkland Dedication

A park is not being proposed as part of the residential development. Therefore, the developer should be providing “cash-in-lieu” of to the Township.

Storm Water Management

As stated earlier the Township Engineer indicated that the block provided to accommodate the SWM facility is of sufficient size and located correctly to allow for the implementation of the proposed SWM design.

Availability of Municipal Services

In terms of servicing, the proposed development is to be provided with municipal sewage and water supply services. Sufficient capacity is available to date, however will form a condition of draft approval.

Wellhead Protection Area 3

The proposed subdivision falls within Wellhead Protection Area 3 – Schedule B6 Wellington County Official Plan. There are no policies that would affect residential development on full municipal services in Section 4.9.5 of the Official Plan.

Wellington North Zoning By-law

The subject land is currently zoned Residential (R2). The proposed development is for townhouse dwellings which meet the provisions of the R2 zoning. A zone amendment, is not required.

Summary

The statutory public meeting was held on June 8, 2015. To date the technical requirements (ie. Site servicing, stormwater management, road improvements etc.) have been addressed or can be addressed to the satisfaction of the Township and applicable public agencies through conditions of draft plan approval and the implementation of a subdivision agreement between the Township and the developer. A resolution of Council in support of the subdivision is required in order to move forward with the draft approval. The following resolution may be considered:

That the Council of the Corporation of the Township of Wellington North support in principle Draft Plan of Subdivision file 23T-15002 – H. Bye Construction Ltd.

I trust that the above comments will assist Council in this matter.

Respectfully submitted
County of Wellington Planning and Development Department



Linda Redmond
Manager of Planning and Environment



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 4, 2017**

**FROM: BARRY TROOD, WATER SUPERINTENDENT
SARA McDOUGALL, PROCESS COMPLIANCE ANALYST**

**SUBJECT: REPORT PW 2017-027 - DRINKING WATER QUALITY
MANAGEMENT SYSTEM (DWQMS)- 2017 MANAGEMENT REVIEW
MINUTES**

RECOMMENDATION

THAT Report PW 2017-027 being a report on the Drinking Water Quality Management System (DWQMS)-Management Review be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

The Township of Wellington North DWQMS requires that a Management Review shall be conducted at least once every twelve (12) months to evaluate the continuing suitability, adequacy and effectiveness of the Municipality's DWQMS and to identify any areas where improvement is required. The Management Review process ensures that all levels of the organizational structure (i.e. Owner, Top Management and Operating Authority) are kept informed and aware of DWQMS and the performance of the municipally owned Drinking Water Systems.

As an outcome of the Management Review, the Process Compliance Analyst makes recommendations for the improvement of the DWQMS. These recommendations include descriptions of the identified deficiencies, identification of action items to address the

deficiencies and delegation of the action items including required time frames for response.

FINANCIAL CONSIDERATIONS

N/A

STRATEGIC PLAN

This report relates directly to the implementation of the Township of Wellington North Strategic Plan, in particular community service with regards the Township's drinking water system.

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

Yes

No

N/A

Which pillars does this report support?

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

Strategic Partnerships

PREPARED BY:	RECOMMENDED BY:
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Barry Trood

Michael Givens, CAO

BARRY TROOD WATER SUPERINTENDENT	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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Attachments– Management Review Meeting Minutes, November 22nd, 2017

**TOWNSHIP OF WELLINGTON NORTH
DWQMS MANAGEMENT REVIEW
MEETING MINUTES**

Date: November 22, 2017

Time: 10:00 am

Location: Municipal Office Meeting Room
Kenilworth, Ontario

Attendees:

Mike Givens, Chief Administrative Officer (CAO) (Top Management)
Barry Trood, Water/Sewer Superintendent (Top Management)
Sara McDougall, Process Compliance Analyst/Quality Management Representative (PCA/QMR)
Corey Schmidt, Water/Sewer Foreman

The PCA/QMR discussed the following items:

Incidents of Regulatory Non-Compliance

- Annual MOECC inspections final inspection rating for both systems was 100%.
- One noncompliance noted during both inspections concerning the repackaging of the sodium hypochlorite and the NSF certification.
- MOECC action item was to ensure the sodium hypochlorite was packaged in a way that met NSF packaging requirements. The Township now purchases the sodium hypochlorite in smaller sealed containers, instead of a bulk shipment that was repackaged into smaller containers.
- Impact to annual budget will be an increase of approx. \$20,000.
- Six best practice recommendations from the inspector during the inspection.

Action Items

- **Three best practice recommendations to still follow up on.**

Incidents of adverse drinking water tests

- Sampling completed on Monday September 18, 2017 resulted in two adverse drinking water results, 2 Total Coliforms were detected in a sample taken from the Arthur distribution system and 3 Total Coliforms were detected in a treated sample taken from Mount Forest Well # 5.
- Corrective Action was taken and resampling results indicated zero Total Coliforms in all resamples, therefore indicating the issue was resolved.
- The CAO asked whether we were able to determine the cause of the incidents and the Water Foreman explained that the samples were taken from two different systems, by

two different operators and two different boxes of sample bottles; it is unlikely that the incidents were caused by a sampling error. Also the QMR responded that we contacted the lab to discuss if there was any possible contamination on their end but nothing was found.

- The CAO inquired about how we would determine what corrective action to take. The QMR responded that we notify the Health Unit and the MOECC and we work together with them to determine the best course of action.

Action Items

- None

Deviations from Critical Control Points Limits & Response Actions

- There were no deviations from Critical Control Points.

Action Items

- None

Efficacy of the Risk Assessment Process

- Risk Assessment Review was completed in April 2017.
- No changes to critical control points.
- Main Valve Failures were added to the list of potential risks.

Action Items

- None

Internal & Third Party Audit Results

- Internal Audit was completed in March 2017. Zero non-conformances and Four OFI's (opportunities for improvement) were identified.
- Off-site External Audit conducted by SAI Global was completed in September 2017. Zero non-conformances and Zero OFI's were identified.
- On-site External Audit conducted by SAI Global was completed in October 2017. One minor non-conformance and Three OFI's were identified.
- Minor non-conformance was concerning the results of the Management Review in 2016 were not reported to the Owner.
- The Township was offered reaccreditation for another two years and received a new Certificate of Accreditation.

Action Items

- **Three OFI's and minor non-conformance from External Audit to still follow up on.**

Results of Emergency Response Testing

- Pre and Post Chlorine Low Alarms and Diesel Generators are tested monthly.
- PTO-driven power supply was tested in October 2017.
- Wellington County Emergency Management conducted an emergency table top exercise for all water department staff within the county and the City of Guelph in October 2017. The training dealt with contamination of source water, which led to contamination in the distribution system. All Wellington North water staff attended.

Action Items

- None

Operational Performance

- Leak Detection was completed in Arthur in April 2017. No apparent water loss throughout the system.
- Arthur Spheroid Water Tower was cleaned and inspected by Landmark in September 2017. The inspection findings show that the exterior coating of the tank is in fair condition and the interior protective lining system is in moderately poor condition. The recommendations are to touch up the exterior of the tank where corrosion is occurring on the roof and to replace the interior protective lining system within the next 5 to 7 years as it begins to fail.
- As an energy/cost saving initiative, a VFD (variable frequency drive) was installed at Arthur Well # 7b.
- All Main Valves in Mount Forest (314) were operated and inspected in 2017.
- All Hydrants in Mount Forest (177) and Arthur (110) were inspected in 2017.
- 2 water main breaks in Mount Forest in 2017, one on Birmingham St W and one on Wellington St E.

Action Items

- None

Raw Water Supply & Drinking Water Quality Trends

- No quantity issues in the reporting year. The QMR added that we had not received any complaints from private well owners about the Municipal wells impacting them.
- Schedule 23/24 (Organics /Inorganics) samples collected in the past 2 years indicates that there have been no changes in raw water quality. The trending has remained consistent.
- Mount Forest Well # 5 and Arthur Well # 7b have elevated levels of sodium. The Aesthetic Objective for sodium is 200 mg/L but must be reported to the Ministry of Health if above 20 mg/L. This is so physicians can notify patients on sodium restricted diets.
- The Township falls under three Conservation Authorities, each with a different Source Protection Plan (SPP). All plans have been approved and are currently in effect.
- Saugeen Valley SPP applies to Mount Forest.
- Grand River SPP applies to Arthur.
- Maitland Valley SPP, only education programs apply as there are no municipal wells in the area.
- PCA attends monthly meetings with Wellington Source Protection working group.

Action Items

- None

Follow-up Action Items from Previous Management Reviews

Item	Completed Yes/No	Date of Completion
Mount Forest PTTW Expiry	Yes	New Permit Issued May 25, 2017
QMS Changes to Standard	No	By February 2019

Status of Management Action Identified Between Reviews

Item	Completed Yes/No	Date of Completion
Internal Audit OFI: Remove Public Works Committee where mentioned in the Operational Plan	Yes	May 29, 2017
Internal Audit OFI: Create an SOP for backing up SCADA and add to the Operational Appendices	Yes	May 30, 2017
Internal Audit OFI: Add Wachs Canada contact info to the Essential Supplies and Services list	Yes	May 30, 2017
Internal Audit OFI: Remove DPW (Director of Public Works) from Operational Plan only if position is not filled. In consultation with the CAO the position will be filled so it will remain in the plan. Commitment and Endorsement was updated to remove previous DPW	Yes	May 26, 2017
MOECC Inspection Non-Compliance: Order Sodium Hypochlorite in smaller sealed containers instead of bulk order and dispensing into re-useable containers	Yes	September 2017
MOECC Inspection Recommendation: Install course screen on overflow pipe at Well 7b	Yes	September 2017
MOECC Inspection Recommendation: Update the DWWP with the new VFD equipment upon the next renewal	No	By November 2020 Include in next renewal application
MOECC Inspection Recommendation: Insert a copy of the CT calculations directly in the Operations Manual	No	May 2018 Next manual update
MOECC Inspection Recommendation: Insert a Signature Legend in the front of all logbooks	No	By January 2018
MOECC Inspection Recommendation: Sample for HAA's at locations in the distribution system as close as possible to the treated water entry point at the treatment facilities	Yes	November 15, 2017
MOECC Inspection Recommendation: Ensure all well pump access hatches are secured	Yes	October 4, 2017

Item	Completed Yes/No	Date of Completion
External Audit OFI: Update Element 21 – Continual Improvement procedure to clarify how the effectiveness of a corrective/preventative or continual improvement action is verified	No	December 10, 2017
External Audit OFI: Complete Form 20-1 Action Items and/or Deficiencies as a result of Audits/Management Review following the Next Management Review	No	December 2017
External Audit OFI: At next Risk Assessment Review ensure that all potential risks are considered and documented in the meeting minutes even if they weren't chosen to be included in the Risk Assessment Outcome	No	February 2018
External Audit Non-Conformance: After next Management Review meeting ensure that the report goes to Council	No	December 2017

Changes That Could Affect the Quality Management System

- MOECC has released Version 2.0 of the Drinking Water Quality Management Standard (DWQMS)
- The revisions affect 7 of the 21 elements. The revisions are administrative in nature and are intended to clarify existing requirements and to ensure that consideration is given to the potential impacts of climate change.
- The Township is required to conform to the new DWQMS prior to the first audit of our system in the 2019 calendar year.

Action Items

- **Update Operational Plan to meet the requirements of DWQMS Version 2.0.**

Consumer Feedback

- 19 drinking water complaints in the Township of Wellington North since last management review.
- All complaints were resolved by staff in a timely fashion.
- The CAO questioned if these complaints were written complaints sent in by using the form on the Township's website. The Water Foreman responded no, these complaints are phone calls received, documented and addressed by water department staff. The QMR also responded that we need to track these complaints as we are required to provide this information during a MOECC inspection.

Arthur Drinking Water System Customer Complaints			
	Date	Address	Complaint
1	Jan. 24, 2017	409 Smith St.	low flow/pressure
2	Jan. 27, 2017	454 Smith St.	discoloured water
3	Apr. 28, 2017	77 Schmidt Dr.	discoloured water
4	May 4, 2017	260 Tucker St.	discoloured water (directional flushing)
5	May 23, 2017	Subway Store – Hwy 6/109	discoloured water (private issue-hot water tank)
6	June 12, 2017	30 Eastview Dr.	discoloured water (private issue-fish tank)
7	Aug. 4, 2017	85 Schmidt Dr.	red/black sedimentation on filter in home
8	Aug. 25, 2017	156 Berkshire Dr.	discoloured water (directional flushing)

Mount Forest Drinking Water System Customer Complaints			
	Date	Address	Complaint
1	Dec. 2, 2016	3566 Birmingham St. E Apt 21	odour – high chlorine smell
2	May 9, 2017	311 Foster St. - Daycare	discoloured water (construction on Durham St and Henry St)
3	June 21, 2017	353 John St. Apt 202	discoloured water (construction of new watermain on James Street)
4	July 9, 2017	475 John St.	discoloured water
5	July 27, 2017	130 Normanby St. N	discoloured water
6	July 27, 2017	127 Elgin St. N Apt C	discoloured water
7	July 27, 2017	180 Miller St.	discoloured water
8	Aug. 30, 2017	630 Dublin St.	discoloured water
9	Oct. 2, 2017	St. Mary Catholic School	odour (private issue – hot water tank)
10	Oct. 26, 2017	351 Jeremy Cres.	discoloured water (construction of new water main at new long term care facility)
11	Oct. 26, 2017	331 Jeremy Cres.	discoloured water (construction of new water main at new Long term care facility)

Action Items

- None

Resources Needed to Maintain the QMS

- Currently staff resources needed to maintain the DWQMS are felt to be adequate.
- The majority of water department staff has been trained to conduct internal audits.
- The Municipal Water Waste Water Resource Committee is an online group that provides resources and help with the DWQMS.
- The QMR also added that other Wellington County water departments are a great resource as well.

Action Items

- None

Results of the Infrastructure Review

- Replacement of 6" cast iron water main to 6" PVC pipe was completed in Arthur on Francis Street East from Charles Street West to George Street (Highway 6).
- Replacement of 6" cast iron water main to 6" PVC pipe was completed in Mount Forest on James Street from Queen Street West to North Water Street.

Action Items

- None

Operational Plan Currency, Content and Updates

- The operational plan is reviewed and updated on an annual basis and whenever necessary changes are required to be made.
- The last revisions were completed September 21, 2017.

Action Items

- None

Staff Suggestions

- Staff suggestions are on-going throughout the year, if a change is needed in the operational Plan, staff are directed to complete a change request form, and that process is followed to make the change.

Action Items

- None

Meeting adjourned at 11:00am

My poor deprived children, unable to have a family pet! With family allergies and my un-want of an indoor pet my kids got the shaft. Then, wait, a glimmer of hope, outdoor pets with the possibility of some usefulness (important for a farm mentality father), a necessity to appease all. The children's plan was a few chickens they could raise and look after as pets. The plus being they produce eggs which settles dad's useful pet criteria and selling the eggs to mom, (my future entrepreneurs) an added bonus.

So the plan is set to construct an economical but safe coop for chickens in the back yard. Between auction finds and recycling other materials a very suitable coop is built. What a great experience, teaching my kids a bit about building which I enjoy, as well as spending quality time together. The coop nears completion as summer holidays come to a close. We will have to wait for till spring my wife continues to mention, not entirely on board with the new pet idea as of yet! But wait, another chance conversation reveals some chickens needing a home, and so we are frantically finishing the new residence. With the house complete we enlist a friend (who remains nameless) to help us catch and transport our new pets home.

First day goes well, kids love feeding them grass and watching them peck the ground. What joy the next morning when there are eggs to collect. Next came a few important lessons for everyone. First, chickens can get through small holes and secondly, they are not that easy to catch in the yard. We were able to catch them with all family members on board. What a bonding experience, and something my family won't too soon forget.

Now it is back to school and routine. Collect eggs in the morning, check feed and water after school as well as treat our pets to treats of grass or cobs of corn. This is great, the kids get a pet and we are learning responsibility and where our food comes from at the same time. All is going well till a phone call from a Wellington North employee threatens to ruin the whole experience. What is that, sorry I can't hear you, the neighbour dog is barking too loudly! There is a bylaw preventing backyard chickens, who knew. I was shocked. I had done some research, and talked to many who have chickens themselves that said it was fine. The only bylaw I found concerned livestock in town. My pet chickens were no more livestock than that dog barking outside the window. Apparently a complaint from one neighbour was the reason for the township employee's call.

What is the real wording of the bylaw? What is the definition of livestock in the bylaw? So many other places allow backyard chickens, why not a rural town such as ours? Our kids are getting further and further away from knowing where their food comes from, what can a few chickens hurt. For those of you who have backyard chickens in Mount Forest and I know of at least a handful, remember it only takes one neighbour to end it for you as well. We need council to set a real bylaw, making a decision for all as to whether they are allowed or not, and stick to it. To think that a city such as Kitchener-Waterloo actually promotes it and Wellington North is trying to stop it is unbelievable to me.

Yours truly

Dale Martin and family

Some references I came up with.

City of Guelph bylaw #(2016) 20122

Town of Minto policy #2.4

City of Toronto has started pilot project allowing them

City of Owen Sound has the discussion of backyard poultry of agenda for council meeting.



To: Clerk / Mayor / Reeve / Councillor / Warden

November 2017

Subject: Concerns regarding Cornerstone Standards Council (CSC) Responsible Aggregate Standard and Certification System

Background

Gravel Watch Ontario acts in the interests of residents and communities to protect the natural environment, health, safety and quality of life for Ontarians in matters relating to aggregate resources. We are a province-wide coalition of citizens' groups and individuals.

Aggregate (sand, stone & gravel) production has a long history of being controversial and challenging for municipalities. Ontario requires aggregate materials to support our built communities. Unfortunately, the process of extracting aggregate resources comes with inherent social and environmental impacts.

Many stakeholders, including the aggregate industry, governments, community and environmental groups have been seeking a way to deal with this challenge. The development of a voluntary enhanced aggregate standard was proposed. The envisioned standard would outline a set of requirements that aggregate producers could adopt and then be recognized for. After several years of work, the Cornerstone Standards Council Responsible Aggregate Standard and Certification System, the CSC program, was drafted.

Members of Gravel Watch Ontario served on the Cornerstone Standards Council Board and the founding Standard Development Panel for over two years. We have substantial knowledge of the Standard as written as well as the original intent. Gravel Watch Ontario is contacting municipal leaders across Ontario to ensure they are informed regarding serious concerns with claims made by the CSC program which are not supported by the Standard requirements. Indeed, the claims made in relation to the program outcomes appear at times to grossly misrepresent what the Standard requires.

CSC Does Not "Raise the Bar"

For example, the program claims that it *"recognizes and rewards both public and privately owned aggregate operations that go beyond regulatory compliance and adopt industry best practices"* and that it *"ensures high levels of operational practice are met and monitored"*. Unfortunately, the Standard does not contain specific targets or requirements on some of the most relevant operational issues for aggregate production sites. For example, there are no operational targets set for noise, dust, vibration, ambient light, and water consumption, among other areas.

The Standard when addressing noise, dust, light and water has the following requirements: *"When addressing adverse environmental impacts ... the applicant implements (consistent with the scale and intensity of the operation) an Environmental Management System or a series of Standard Operating Procedures that are consistent with or exceed existing regulatory requirement"*. The Standard has no mandate to exceed regulatory requirements; being consistent is sufficient.

There is no reference in the Standard to adopting industry best practices and no reference to current industry norms. Certified sites may actually be performing below established industry benchmarks. Without

explicit requirements on the most relevant social and environmental aspects of aggregate production, the program cannot be delivering on the claims made above.

Further, a review of the audit reports relating to the four program certificates granted thus far, reveals that one or two CSC auditors spend a very limited time on an aggregate site; typically, only a day or two. The reports provide no indications that the auditors have taken any independent measurements of the environmental factors that the Standard claims to assure.

The environmental audit process seems to have become a paper exercise of reviewing reports, some of which appear to have been prepared during the application and licencing process as predictors of future outcomes and commitments for future actions. The degree to which these predictions actually became reality is unknown. Without actual measurements being taken or observations beyond a brief 48-hour interval, there can be no claims made as to how these sites generally operate. The current auditing process in no way supports the claims by CSC regarding full regulatory compliance, industry best practices and the monitoring of high levels of operational practice.

CSC “Lowers the Bar”

For any certification program to be legitimate, the requirements of the program must be met before certification is awarded. A review of the audit reports relating to the certificates already granted shows that none of the four sites certified have met all the requirements of the Standard. Even when non-conformances were in areas that CSC claims as a focus (e.g., addressing adverse environmental impacts), those sites were still granted a certificate based on a requirement for future corrective action.

More concerning though were sites that had non-conformances relating to compliance with existing regulatory requirements. Of the four sites certified by CSC thus far, two were found to have non-conformances with site plan requirements. Further, one site was reported to be in non-compliance with Ontario Regulation 127 which deals with Airborne Contaminant Discharge Monitoring and Reporting. If CSC certified sites are in violation of regulatory requirements, how can the program claim that CSC “recognizes and rewards... aggregate operations that go beyond regulatory compliance”?

Summary

Gravel Watch Ontario continues to believe there is value in a robust voluntary aggregates standard which recognizes performance that goes beyond existing regulation. That is why we dedicated over two years to the development of what we had hoped would be such a standard. To deliver on that promise, though, the standard must set a high bar and enforcement must be rigorous, thorough, and absolute. The current CSC Responsible Aggregate Standard and Certification System fails to deliver on those requirements and as a result fails to justify the outcomes that are being claimed.

Gravel Watch Ontario is committed to ensuring that municipalities across Ontario, as consumers and/or producers of aggregate resources, are informed regarding the Cornerstone Standards Council aggregate program. We ask that you add your voice to calls to improve the program and make it what it was originally intended to be. In its current form, it is a disservice to all those in Ontario who are working hard to address the inherent challenges for those communities where aggregate extraction activities occur.

If you have any questions or would like to discuss our comments further, please feel free to contact us.

Sincerely,
Graham Flint
President, Gravel Watch Ontario
www.GravelWatch.org
grahamflint@gravelwatch.org
T: (905) 659-5417 F: (905) 659-5416



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 4, 2017**

FROM: MICHAEL GIVENS, CAO/ DALE CLARK, ROADS SUPERINTENDENT

SUBJECT: REPORT CAO 2017-026 - PEDESTRIAN SAFETY

RECOMMENDATION

THAT Report CAO 2017-026 being a report on Pedestrian Safety be received for information;

AND FURTHER THAT no further action be taken at this time.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

NOTE-The contents of this report were prepared by Interim Director of Public Works- Derek McCaughan prior to his departure from the Township.

Council will recall correspondence from Mary McIntee dated January 8th, 2017 regarding expressed safety concerns at the intersection of Main and King Streets in Mt. Forest. At its meeting of February 13th, 2017 Council passed the following resolution:

“That Council direct staff to investigate the feasibility and costs of painting a crosswalk at the intersection of Main Street and King Street in Mount Forest and bring a report to a future meeting of Council.”

In response to Council's direction, staff collected traffic/pedestrian traffic information at this intersection. In addition, information was also collected at and at the intersection of Smith Street at Conestoga Street in Arthur to address localized concerns at that location.

a) Main Street at King Street

An 8 hour manual traffic count was undertaken at this intersection on September 26th, 2017. The observations occurred during the morning peak period (7:00a.m. – 9:00a.m., the mid day peak period (11:00a.m. - 2:00 p.m) and the afternoon peak period (3:00 p.m. - 6:00p.m.). The observations captured vehicular, truck and pedestrian movement throughout the intersection. The following table provides pertinent information pertaining to *cross traffic* observed over the eight hour period:

Traffic Direction	Volume of Pedestrians crossing vehicular movement	Vehicles	Trucks
East Bound to North Bound	41	64	5
East Bound	472 (both crosswalks on King)*	22	0
East Bound to South Bound	60	141	3
West Bound to North Bound	41	134	2
West Bound	472 (both crosswalks on King)*	34	0
West Bound to South Bound	60	29	4

* total pedestrians observed travelling either northbound or southbound in both crosswalks. Only 472 pedestrians recorded. The pedestrian movement conflicts with the vehicular path in both the EB and WB directions.

b) Smith Street at Conestoga Street.

An 8 hour manual traffic count was undertaken at this intersection on September 28th, 2017. The observations occurred during the morning peak period (7:00a.m. – 9:00a.m., the mid day peak period (11:00a.m. - 2:00 p.m) and the afternoon peak period (3:00 p.m. - 6:00p.m.). The observations captured vehicular, truck and pedestrian movement throughout the intersection. The following table provides pertinent information pertaining to *cross traffic* observed over the eight hour period:

Traffic Direction	Volume of Pedestrians crossing vehicular movement	Vehicles	Trucks
East Bound to North Bound	12	3	0
East Bound	91*	8	0
East Bound to South Bound	81	9	2
West Bound to North Bound	12	164	11
West Bound	91*	3	0
West Bound to South Bound	81	95	7

* total pedestrians observed travelling either northbound or southbound in both crosswalks. Only 91 pedestrians recorded. The pedestrian movement conflicts with the vehicular path in both the EB and WB directions.

c) Traffic Signal Warrants

In addition to the foregoing observations, staff calculated traffic signal warrants for these two locations. Traffic Signal warrants are derived from Book 12 of the *Ontario Traffic Manual*. Warrant criteria considers the following and is expressed as a percentage of fulfilling the minimum requirements:

1. Minimum Vehicular Volume
2. Delay to Cross Traffic
3. Volume/Delay Combination
4. Accident Experience

These intersections were rated as follows:

	Main St @ King St	Smith St @ Conestoga St
Minimum Volume	32%	22%
Delay to Cross Traffic	40%	35%
Volume/Delay Combination	Not Satisfied	Not Satisfied
Accident Experience	Not Satisfied	Not Satisfied

As clearly illustrated, neither of these intersections is near the defined warrant threshold to justify the installation of traffic signals. As such, there is no *technical* data to suggest either of these locations require action by Council.

Existing traffic signal installation warrants are based upon meeting a minimum threshold for each hour over an eight hour period or having an established collision frequency. Often, smaller municipalities experience traffic delays over a much shorter period of time in a day or only on certain days of the week.

A number of municipalities have adopted an approach that sees the installation of traffic signals (or other crossing devices) that inserts 'crossing opportunities' in the normal flow of traffic to better facilitate pedestrian movement. In conversation with Ministry of Transportation staff, it was confirmed the Township can establish its own thresholds to warrant the installation of devices, including on its Connecting Links.

d. School Crosswalks – Pedestrian Crossover Conversion

At its meeting of May 23rd, 2017, Council passed the following resolution:

“THAT the Council of the Corporation of the Township of Wellington North direct staff to prepare a report for a future Council meeting on the Safe Communities Wellington County delegation heard on May 23, 2017 regarding Ministry of Transportation suggested guidelines for crossovers and school crossings; outlining the merits of implementing and the costs associated with doing so.”

The Township's school crosswalks are located at the following locations:

Main Street at Durham Street
 Durham Street at Normanby Street
 Queen Street at Arthur Street
 Queen Street at Parkside Drive
 Domville Street at Eliza Street
 Smith Street at Conestoga Street

Each location has an Adult Crossing Guard who, through the use of a stop paddle, regulates the flow of traffic to provide safe crossing opportunities for students. They are on duty during morning and afternoon crossing periods while schools are in session. The Township has not had a collision recorded at any of the Township's school crosswalks while a Guard has been on duty in staff's collective memory.

It is important to acknowledge the installation of a Pedestrian Crossover (PXO) at school crosswalks would transfer the onus from Adult Crossing Guards to both students and motorists to provide safe crossing opportunities. That, of course, assumes an Adult Crossing Guard would not be necessary with the installation of a PXO.

In consideration of the request from the Safe Communities Wellington County to covert the school crosswalks to a PXO, the obvious advantage of PXO's is the Guards are on duty for only short periods of week days, and only when schools are in session. PXO's would grant pedestrians right of way over motorists **at all times**.

Given a cursory look at pedestrian and vehicles volumes at these locations, the need to provide enhanced crossing protection, particularly in off-peak periods, is not evident. Pedestrians practicing basic traffic safety during off peak periods (i.e. look both ways before crossing) should result safe crossings. It is staff opinion there is no *technical* justification to warrant the conversion of school crosswalks to PXO's.

e. Pavement Markings

It has been suggested that pavement markings (such as ladder markings) be placed at uncontrolled intersections, specifically, across Main Street at King Street. Council is cautioned about this approach as markings placed at locations where motorists would not otherwise stop creates right-of-way confusion for both pedestrians and motorists. Inadvertently, a more dangerous situation can be created. I have seen first hand pavement treatments of this kind and can attest to the undesirable consequences that develop. I would not recommend this approach for this location.

FINANCIAL CONSIDERATIONS

It is estimated the cost to install a PXO at an existing School Crosswalk will vary depending on the work required at each location. However, for budgeting purposes, staff would recommend \$2,500 per crosswalk.

Full traffic signal installation estimates vary, but for budget purposes, I would recommend \$175,000.00.

Intersection Pedestrian Signals, a form of traffic signal that primarily facilitates pedestrian crossing of major streets, is estimated at approximately \$35,000 - \$50,000.

STRATEGIC PLAN

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

Yes

No

N/A

Which pillars does this report support?

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

Managing traffic as the Township experiences growth is an important municipal function. Traffic flows will change as we move forward in to the future. Staff and Council will need to be prepared to revisit this issue and make decisiosn that ensure safe passage of pedestrians, while promoting appropriate vehicular traffic flows. Council should consider in future budgets a comprehensive traffic review to be completed by an independent expert.

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

Michael Givens
Dale Clark

Michael Givens, CAO

<p>MICHAEL GIVENS CAO</p> <p>DALE CLARK ROADS SUPERINTENDENT</p>	<p>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</p>
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Comparison of Advantages/Disadvantages of various Traffic Devices for Main Street at King Street

	Full Traffic Signal	Intersection Pedestrian Signal (IPS)	PXO
Cost	\$150,000-\$175,000	\$35,000 - \$50,000	\$2,500 (signs only, no illuminated or actuated displays)
Operation	<p>Allocates right of way between the two streets serving both motorists and pedestrians;</p> <p>Recommend side street actuation (only serves side street when vehicle or pedestrian present);</p> <p>Will likely need to have it operate within a progressive mode with signalized intersections up and down stream. May impact cost.</p>	<p>Allocates right of way only to pedestrians crossing the main street;</p> <p>This is an actuated signal that only stops main street motorists when a pedestrian is present. It regulates the pedestrian flow in one crosswalk only;</p> <p>Side street motorists continue to be regulated by stop signs.</p>	<p>Allocates right of way only to pedestrians;</p> <p>It regulates the pedestrian flow in one crosswalk only.</p>
Advantages	<p>Full signalization. Can provide for protected movements (turns);</p> <p>Regulates both motorists and pedestrians, in all directions;</p> <p>Audible signal for accessibility can be added;</p> <p>Existing parking restrictions adequate for traffic signals;</p> <p>Signal will likely be required at some point in the growth of the community.</p>	<p>Only interrupts the traffic flow on Main Street when a pedestrian is present;</p> <p>Can regulate how often Main Street traffic is stopped;</p> <p>Audible signal for accessibility can be added;</p> <p>Side street motorists can take advantage to access/cross main street when the signal has been activated by a pedestrian;</p> <p>Existing parking restrictions adequate for traffic signals.</p>	<p>Efficient allocation of right of way. Motorists only stopped for the length of time needed for a pedestrian to cross the street.</p>
Disadvantages	<p>Introduces overall additional delay throughout the intersection, particularly on Main Street;</p>	<p>Unfamiliar signal operation will create confusion during adjustment period;</p>	<p>Requires both pedestrians and motorists to understand each other's obligations at such device to be</p>

	<p>May cause queuing issues up and down Main Street, particularly on Fridays;</p> <p>Likely see an increase in collisions;</p> <p>Ongoing maintenance and operations costs;</p> <p>Significantly more costly than other devices</p>	<p>Introduces additional delay on Main Street;</p> <p>Likely see an increase in rear-end collisions;</p> <p>Ongoing maintenance and operations costs;</p> <p>More costly than PXO.</p>	<p>effective;</p> <p>Basic PXO installation likely is insufficient for this location. May require actuated beacons. Cost would escalate to \$10-\$20,000.</p> <p>Doesn't assist side street motorists;</p> <p>PXO's are not a familiar device within the Twshp;</p> <p>No control over how often Main Street traffic is stopped;</p> <p>"Busy environment", PXO will compete for motorist attention;</p> <p>Parking would need to be eliminated within 30 m of crossing, both directions. Existing restriction is only 15m. Alternative would be to build "bump outs" to allow pedestrians to walk to the travelled lane, past the parked vehicles. This would add significantly to the cost;</p> <p>Doesn't assist motorist trying to access/cross King Street.</p>
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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF OCTOBER 23, 2017**

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

**SUBJECT: REPORT CLK 2017-049 BEING A REPORT ON CONSENT
APPLICATION B134-17 (MACHAN) KNOWN AS PART LOT 6,
CONCESSION 12, FORMERLY TOWNSHIP OF ARTHUR, NOW
THE TOWNSHIP OF WELLINGTON NORTH**

RECOMMENDATION

THAT CLK Report 2017-049 being a report on Consent Application B134-17 as Part Lot 6, Concession 12, formerly Township of Arthur, now the Township of Wellington North be received;

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

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

- That servicing can be accommodated on the site to the satisfaction of the local municipality; and
- That zoning compliance for the severed and retained lots be achieved to the satisfaction of the local municipality.

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

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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N/A

BACKGROUND

The subject property is known as Part Lot 6, Concession 12, formerly Township of Arthur, now the Township of Wellington North.

Consent B134/17 is for a severance of 1.1 acres with a 205 foot frontage, vacant land for proposed rural residential use. The retained parcel is 1.3 acres with a 240 foot frontage, existing and proposed rural residential use with existing house and 3 shed, as shown on Schedule "B".

Municipal comments were requested from the Chief Administrative Officer, Chief Building Official, Drainage Superintendent, Deputy Treasurer, and the County of Wellington Planner. The property is not in a wellhead protection area so the application was not circulated to Wellington Source Water Protection for comment.

Wellington County planning comments are attached hereto as Schedule "A" and they are generally supportive of the consent.

FINANCIAL CONSIDERATIONS

There are no financial impacts as a result of this report.

STRATEGIC PLAN

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

Yes

No

N/A

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

Karren Wallace, Clerk

Michael Givens, CAO

KARREN WALLACE
DIRECTOR LEGISLATIVE
SERVICES/CLERK

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



Application	B134/17
Location	Part Lot 6, Concession 12 TOWNSHIP OF WELLINGTON NORTH
Applicant/Owner	William & Shirley Machan

PLANNING OPINION: This application would sever a vacant 1.1 ac (0.4ha) parcel in the Country Residential Area. A 1.3 ac (0.43 ha) parcel would be retained with existing dwelling and accessory buildings.

The proposed severance generally meets the criteria for lot creation in the Country Residential area. We would have no concerns with this application provided that the following matters are adequately addressed:

- a) That access can be provided to the site to the satisfaction of the County of Wellington Engineering Services Department;
- b) That servicing can be accommodated on the site to the satisfaction of the local municipality; and
- c) That zoning compliance for the severed and retained lots be achieved to the satisfaction of the local municipality.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): Regarding Minimum Distance Separation (MDS) according to implementation guideline 1 "MDS setbacks are required in all designations and zones where livestock facilities... are permitted". The subject property is located within a Country Residential designation within the County Official Plan and an agricultural use is not a permitted use. We would have no MDS concerns.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is currently designated COUNTRY RESIDENTIAL. Section 10.5.6 states that new lots may be allowed in Country residential areas provided that the land will be appropriately zoned.

The matters under section 10.1.3 were also considered including a) that any new lots will be consistent with official plan policies and zoning regulations... and k) "that the size and shape of the proposed lots is suitable, including frontage, area and the proportion of frontage to depth".

WELL HEAD PROTECTION AREA: The subject property is not located within a WHPA.

LOCAL ZONING BY-LAW: The subject property is currently zoned Estate Residential (ER) zone. It would appear that the frontage requirements for both the severed and retained lands can be met. Zoning relief for a reduced lot area would be required for both the severed and retained lands.

SITE VISIT INFORMATION: The subject property has not yet been visited.

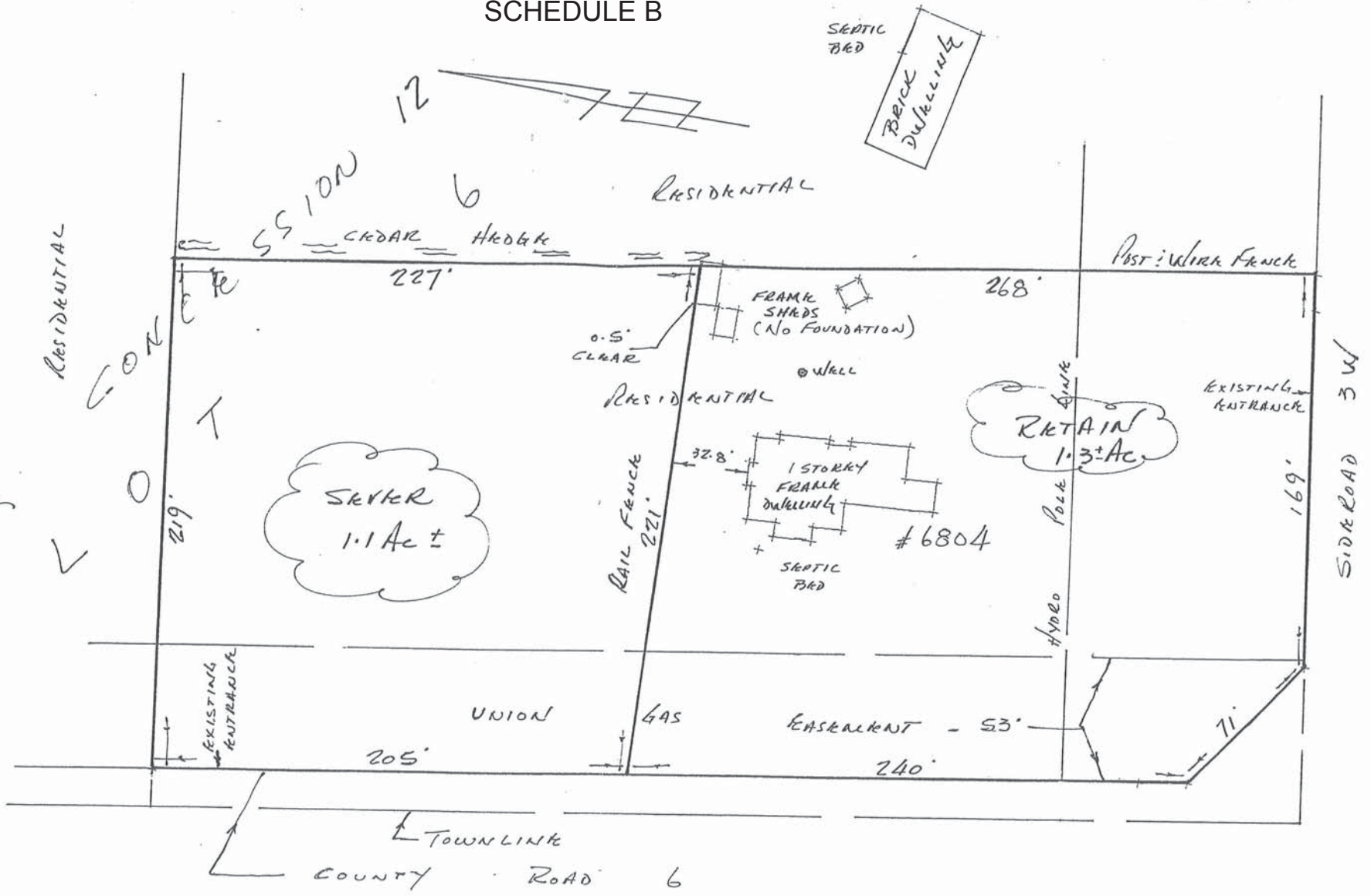
Jameson Pickard, Planner
 November 23rd, 2017

2 of 2

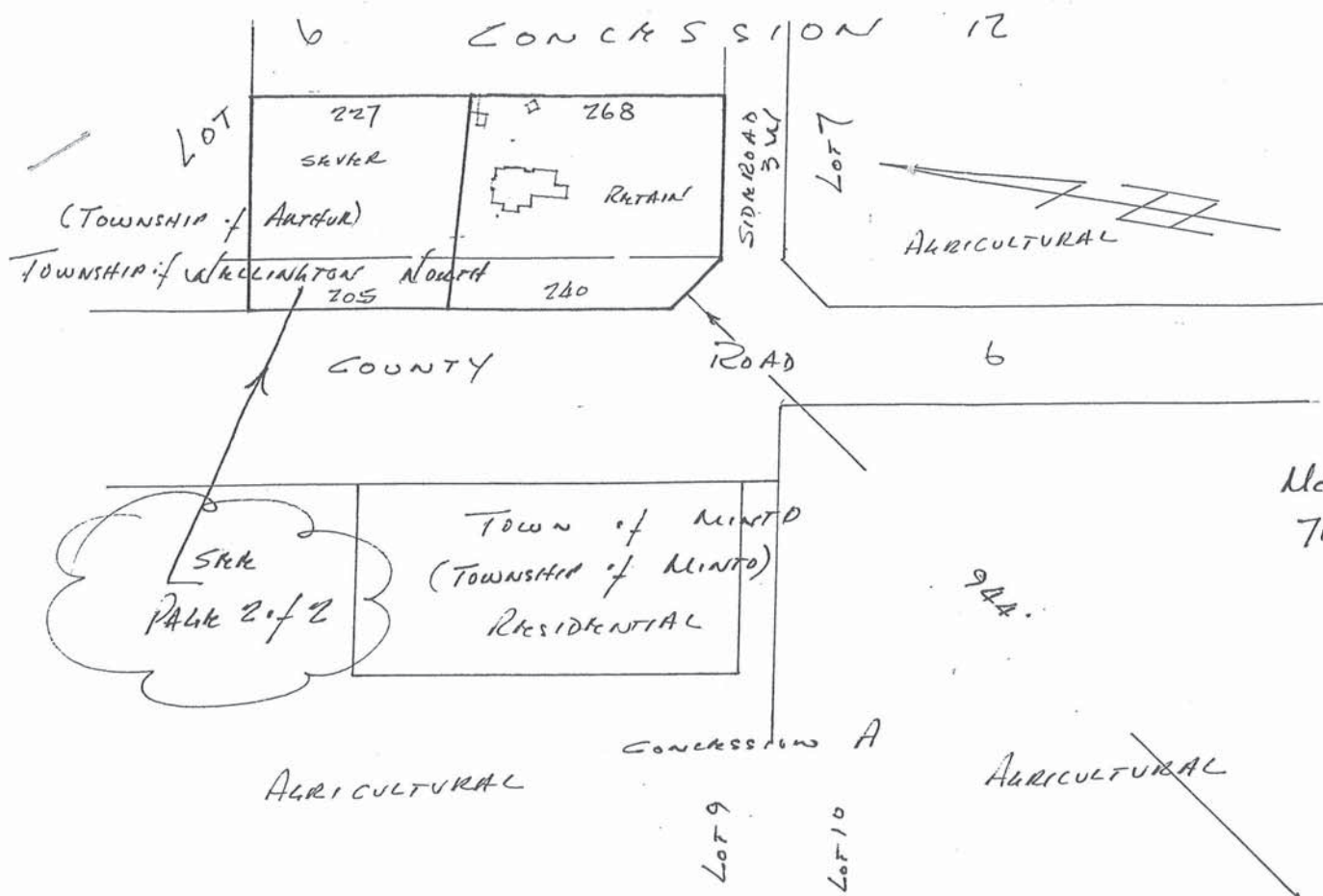
SCHEDULE B

SCALE
1" = 50'

Mitchell
MCA/OS
7100



1 of 2



SEVERANCE SKETCH IN THE
 (TOWNSHIP OF ARTHUR)
 TOWNSHIP OF WELLINGTON NORTH
 1" = 150'

SEE
 PAGE 2 of 2

Mc4/05
 7100

Alex R. Wilson
 Alex R. Wilson
 Surveying Inc.
 Mount Forest
 519.323.2451

944.

AGRICULTURAL

METAL
 CLAD
 BARN

#9394

FRANK
 BARN
 DRY MANURE
 STORAGE



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 4 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-050 BEING A REPORT ON ONTARIO WILDLIFE
DAMAGE COMPENSATION (MURRAY)**

RECOMMENDATION

THAT Report CLK 2017-050 being a report on Ontario Wildlife Damage Compensation (Murray) be received for information;

AND FURTHER THAT the Council of the Corporation of the Township of Wellington North authorize payment of 280.00 to Peter Murray for Ontario Wildlife Damage Compensation livestock claims with a kill date of October 29, 2017;

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

AND FURTHER THAT the Clerk be directed to submit an application to the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) to compensate the municipality in the amount of \$310.00.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The Livestock Valuator for Wellington North, submitted an Ontario Wildlife Damage Compensation reports on a claim by Peter Murray for a coyote kill of two lambs, which occurred on October 29, 2017. OMAFRA has determined the value of the loss to be \$280.00.

Under the Program, the claimant, the municipality and/or the Ontario Ministry of Agricultural Food and Rural Affairs (OMAFRA) has 20 days in which to appeal the decision of the Livestock Valuator. No appeals were filed on any of these claims and the appeal period expired on November 18, 2017.

FINANCIAL CONSIDERATIONS

The value of the claim is \$280.00, the Livestock Valuator's fee is \$75.00 plus mileage of \$17.00 for a total claim of \$372.00.

OMAFRA will reimburse the municipality \$280.00 plus \$30.00 of the Livestock Valuator's fee, which is the maximum that can be claimed for administration under the program.

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

STRATEGIC PLAN

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

Yes

No

N/A

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



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**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 4, 2017**

FROM: KARREN WALLACE, DIRECTOR LEGISLATIVE SERVICES/CLERK

**SUBJECT: REPORT CLK 2017-051 BEING A REPORT ON A MUNICIPAL
INFORMATION MANAGEMENT AND RECORDS RETENTION
POLICY**

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2017-051 being a report on a municipal information management and records retention policy;

AND FURTHER THAT Council approves and adopts the policy;

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

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

The Municipal Act provides that a municipality shall retain and preserve the records of the municipality and local boards in a secure and accessible manner and establish retention periods for the records.

The current retention by-law was passed in 2002 and must be revised in order for the municipality to be compliant with new and amended legislation as well as best practices.

Records/Information include:

Any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including, but not limited to, correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and includes Official Records and Transitory Records.

There are specific provisions in the policy regarding information being requested by a candidate during a campaign period. Additionally the policy contains a clause about information that which a sitting member of Council may request at any time during the term of Council.

Information management is a very important function in a municipality. Retaining and being able to locate information in a timely manner ensures that obligations under the Municipal Freedom of Information and Protection of Privacy legislation are met.

Increasing municipalities are realizing that keeping and being able to find information lessens their liability in certain circumstances. In 2012 a massive sinkhole opened up in Ottawa and a gentleman was injured when he and his car disappeared into the sinkhole. The pipe was installed in the 1970s but the city didn't have accurate information about it on file and couldn't successfully defend against the \$550,000 lawsuit that was filed against them. An Independent consultant said poor records are to blame.



Once the By-law is passed to adopt the policy staff will focus on information management pursuant to the provisions in the by-law. Quite often this type of work gets pushed to the back burner and has created a situation today where there is much work in all departments to get our information and records documented and managed in a better way.

The retention by-law provides clear guidelines as to when information will be destroyed as there simply isn't the room or the need to keep every record on a permanent basis.

The law firm of Cunningham, Swan Carty, Little & Bonham, specializing in Human Resources have reviewed the by-law and provided comments that were included. RLB our municipal auditors have been provided with a copy for their review, however it is not anticipated there will be amendments.

The by-law is included in the agenda for consideration.

FINANCIAL CONSIDERATIONS

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

STRATEGIC PLAN

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

Yes

No

N/A

Community Growth Plan

Human Resource Plan

Brand and Identity

Strategic Partnerships

Community Service Review

Corporate Communication Plan

Positive Healthy Work Environment

By setting a retention of information policy it assists in being open and transparent as the public can be assured information they wish to access is located in a timely manner. Ratepayers can be satisfied that municipality liability is minimized. Staff are given clear guidelines on what must be kept and for what length of time taking uncertainty out of the process.

PREPARED BY:

RECOMMENDED BY:

Karren Wallace, Clerk

Michael Givens, CAO

**KARREN WALLACE
DIRECTOR LEGISLATIVE
SERVICES/CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



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**TO: MAYOR AND COUNCIL
MEETING OF DECEMBER 4, 2017**

FROM: KARREN WALLACE, CLERK

**SUBJECT: REPORT CLK 2017-052 BEING A REPORT ON WELLINGTON
NORTH MUNICIPAL STAFF DONATION TO LOCAL FOOD BANKS**

RECOMMENDATION

THAT CLK Report 2017-052 being a report on Wellington North municipal staff donation to local food banks be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

CLK 2015-065
CLK 2016-082

BACKGROUND

Each year the team at the municipal office in Kenilworth participates in dress down Fridays by making a voluntary donation of \$1.00 each. Staff wear casual clothes, generally blue jeans and one of the Wellington North shirts with the municipal logo.

This year the team made a donation of \$421.00 split between the Arthur and Mount Forest food banks (\$210.50 each).

Carol Hartt manages the program on behalf of all staff, ensuring the donations to the food banks are made in early December each year so the proceeds can be used during the Christmas season.

FINANCIAL CONSIDERATIONS

There is no financial impact to the municipality.

STRATEGIC PLAN

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

X Yes No N/A

Which pillars does this report support?

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

Dress down Fridays are a team building exercise for all staff, leading to a positive, healthy work environment. Additionally by donating to local food banks the Wellington North team is developing strategic partnerships in the community.

PREPARED BY:	RECOMMENDED BY:
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Karren Wallace, Clerk

Michael Givens, CAO

KARREN WALLACE DIRECTOR LEGISLATIVE SERVICES/CLERK	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

BY-LAW NUMBER 091-17

**BEING A BY-LAW TO AUTHORIZE THE DIRECTOR OF
LEGISLATIVE SERVICES/CLERK TO ENTER INTO AN
AGREEMENT WITH DOMINION VOTING SYSTEMS TO PROVIDE
ELECTION SERVICES**

AND WHEREAS the Council of the Corporation of the Township of Wellington North deems it appropriate and in the public interest to conduct the 2017 Municipal Election using optical scanning vote tabulators for the purpose of counting votes and enter into an agreement with Dominion Voting Systems to provide election services;

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

1. The Director of Legislative Services/Clerk is hereby authorized to execute an agreement with Dominion Voting Systems to provide election services for the Township of Wellington North.
2. The effective date of this by-law shall be the date of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 4TH DAY OF DECEMBER, 2017.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

HARDWARE RENTAL, SOFTWARE LICENSE AND SERVICES AGREEMENT

This **Rental, Software License and Services Agreement** (hereafter the “Agreement”) dated this 24th day of November, 2017 (hereafter the “Effective Date”) is made by and between **The Corporation of the Township of Wellington North**, ON, located at 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 (hereafter “Customer”) and **Dominion Voting Systems Corporation**, located at 215 Spadina Avenue, Toronto, ON, M5T2C7 (hereafter “Dominion”). This Agreement may refer to Dominion and Customer together as the “Parties,” or may refer to Dominion or Customer individually as a “Party.”

- 1. Composition of Agreement.** Exhibit A is attached and incorporated herein by reference and forms a part of this Agreement. This Agreement consists of the general terms and conditions contained in the following Sections, together with Exhibit A:

Exhibit A: Hardware Rental, Software License and Services Agreement

- 2. Definitions.** For the purposes of this Agreement, the following are defined terms:

- 2.1. "Dominion Software" means software licensed by Dominion to the Customer.
- 2.2. "Hardware" means Dominion’s proprietary voting system hardware as specified in Exhibit A herein.
- 2.3. "Licensed Software" means the Dominion Software and Third-Party Software, collectively, together with any user manuals or other associated documentation as described in Section 6 herein.
- 2.4. “Specifications” means descriptions and data regarding the features, functions and performance of the Dominion Software, as set forth in user manuals or other applicable documentation provided by Dominion.
- 2.5. "Third Party Software" means manufacturer supplied software, or firmware owned by third parties, which Dominion provides to Customer pursuant to sublicenses or end user license agreements with the owners of such Third Party Software.

- 3. Term of Agreement.** The “Term” of this Agreement shall begin on the Effective Date and shall expire 12/31/2018. The payment terms of Section 5, to extent of any payments are still due, shall survive any expiration or termination of this Agreement in accordance with their respective terms.

- 4. Dominion's Responsibilities.**

- 4.1. Dominion shall provide the Customer with the licensed hardware and software, and the services described in Exhibit A (Hardware Rental, Software Licenses

and Services Agreement).

- 4.2. Dominion shall grant to the Customer a non-exclusive, non-transferable, license ("License") to use the Dominion Software and Hardware provided by Dominion pursuant to Section 6 of this Agreement.

5. Customer's Responsibilities.

- 5.1. In consideration for the products, licenses and services described in this Agreement, Customer shall pay the amounts specified in Exhibit A. Customer is responsible for all sales, excise, personal property or other taxes or duties on the amounts paid or products or services provided under this Agreement. If Customer is exempt from such taxes or duties, Customer shall provide Dominion with a tax exemption certificate.
- 5.2. Customer shall provide Dominion with physical accommodations reasonably required for Dominion to perform its obligations, including premises access, electrical power, and data connectivity.
- 5.3. Customer is solely responsible for assuring all relevant federal, provincial, and local laws, ruling and ordinances are complied with in regard to the use of Dominion's system for any Customer election, including all associated election guidelines and applicable election due dates. Notwithstanding any other provision in this Agreement to the contrary, Customer shall defend, indemnify and hold Dominion harmless from and against any and all claims, demands, damages, injuries, expenses (including reasonable attorneys' fees and court costs) and liability arising in connection with the Customer's responsibility pursuant to this Section 5.3.

6. Software and Hardware Rental, License and Use.

- 6.1. Hardware. Dominion agrees to rent the Hardware to Customer during the Term as described in Exhibit A herein.
- 6.2. License. Subject to the terms of this Agreement, Dominion grants Customer a non-exclusive, non-transferrable license to use the Software and Hardware solely for the Customer's own internal business purposes. This License shall only be effective during the Term and cannot be transferred or sublicensed.
- 6.3. No Other Licenses. Other than as expressly set forth in this Agreement, (a) Dominion grants no licenses, expressly or by implication, and (b) Dominion's entering into and performing the Agreement will not be deemed to license or assign any intellectual property rights of Dominion to Customer or any third party. Without limiting the foregoing sentence, Customer agrees to use the

Dominion Software outlined in Exhibit A herein, and agrees not to use any Dominion Software as a service bureau for elections outside the Customer's jurisdiction and agrees not to reverse engineer or otherwise attempt to derive the source code of any Dominion Software. The Customer shall have no power to grant sub-licenses for the Software. Any use of all or any portion of the Software not expressly permitted by the terms of this Agreement is strictly prohibited.

- 6.4. Prohibited Acts. The Customer shall not, without the prior written permission of Dominion:
- 6.4.1. Transfer or copy onto any storage device or hardware or otherwise copy the Software in whole or in part except for purposes of system backup;
 - 6.4.2. Reverse engineer, disassemble, decompile, decipher or analyze the Software or Hardware in whole or in part;
 - 6.4.3. Alter or modify the Software or Hardware in any way or prepare any derivative works of the Software or any part of parts of the system;
 - 6.4.4. Alter, remove or obstruct any copyright or proprietary notices from the Software or Hardware, or fail to reproduce the same on any lawful copies of the Software.
- 6.5. Proprietary Rights. Customer acknowledges and agrees that Dominion owns the Dominion Hardware, Dominion Software, all documentation and training materials provided by Dominion, the design and configuration of the Dominion Hardware and the format, layout, measurements, design and all other technical information (except for Customer supplied information such as election information) associated with the ballots to be used with the Dominion Hardware. Customer has the right to use the aforementioned items to the extent specified in this Agreement. Dominion likewise owns all patents, trade-marks, copyrights, trade names and other proprietary or intellectual property in, or used in connection with, the aforementioned items. The aforementioned items also contain confidential and proprietary trade secrets of Dominion which are protected by law and are of substantial value to Dominion.

7. Limited Warranties.

- 7.1. Dominion Software and Hardware. Dominion warrants that, during the term of this agreement, the Software and Hardware will function substantially in accordance with the Specification. If the Customer believes that the Software or Hardware is not functioning substantially in accordance with the Specifications, the Customer shall provide Dominion with written notice of the material failure within ten (10) days of discovering the material failure, provided that the

Customer can reproduce the material failure to Dominion. Dominion shall use reasonable efforts to correct the material failure of the Software or Hardware. The foregoing warranty shall be void in the event of the Software or Hardware (i) has been modified by any party other than Dominion or its licensors or (ii) has been used by the Customer for purposes other than those for which the Software or Hardware was licensed.

7.2. NO OTHER WARRANTIES. DOMINION DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY WARRANTY BASED ON A COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE.

- 8. Indemnification.** Each party to this Agreement shall indemnify, defend, and hold harmless the other party and its officers, directors, agents, employees, and owners from and against any and all demands, claims, damages to persons or property, losses, and liabilities, including reasonable attorneys' fees (collectively, "Claims"), arising out of or caused by the indemnifying party's gross negligence or willful misconduct in connection with the services contemplated by this Agreement. In addition, Customer shall indemnify and hold harmless Dominion from any third party claims arising from, or alleged to arise from, Customer's failure to operate properly the System licensed, rented and/or leased under this Agreement, in the manner so designated by Dominion.
- 9. Limitation of Liability.** Dominion's total aggregate liability for any loss, damage, costs or expenses under or in connection with this Agreement, howsoever arising, including without limitation, loss, damage, costs or expenses caused by breach of contract, negligence, strict liability, breach of statutory or any other duty shall in no circumstances exceed the total dollar amount of the Agreement. Neither party shall be liable for any loss of profits, loss of business, loss of data, loss of use or any other indirect, incidental, special or consequential loss or damage whatsoever, howsoever arising, incurred by the other party or any third party, whether in an action in contract, negligence or other tort, even if the parties or their representatives have been advised of the possibility of such damages.
- 10. Liquidated Damages.** Dominion shall not be liable for liquidated damages of any kind.
- 11. Confidential Information.**
- 11.1. For purposes of this Agreement, confidential information ("Confidential Information") is defined as those materials, documents, data, and technical information, specifications, business information, customer information, or other information that the disclosing Party maintains as trade secrets or confidential and which are disclosed to a receiving Party in tangible form

conspicuously marked as "confidential," or with words having similar meaning or which are expressly identified in this Subsection 11.1. Confidential Information includes all Dominion Software source and object code and written documentation associated therewith.

- 11.2. Each Party shall treat the other Party's Confidential Information as confidential within their respective organizations.
- 11.3. Neither Party shall disclose the other Party's Confidential Information to any person outside their respective organizations unless disclosure is made in response to, or because of, an obligation to any federal, provincial, or local governmental agency or court with appropriate jurisdiction, or to any person properly seeking discovery before any such agency or court.
- 11.4. Each Party shall be given the ability to defend the confidentiality of its Confidential Information to the maximum extent allowable under the law prior to disclosure by the other Party of such Confidential Information.

12. Termination.

- 12.1 If either Party materially breaches this Agreement and does not cure the breach within 30 days after receiving written notice of the breach from the non-breaching Party, the non-breaching Party may terminate this Agreement as of a termination date specified in that notice or in a subsequent notice delivered within the 30-day period. If the breach cannot be completely cured within the 30-day period, no default will occur if the Party receiving the notice begins curative action within the 30-day period and thereafter proceeds with diligence and in good faith to cure the breach as soon as practicable.

- 13. Risk of Loss Insurance.** Customer shall bear the entire risk of loss or damage to the Hardware and Software after Customer receipt of the Hardware and Software. The occurrence of any such loss or damage shall not permit Customer to delay or reduce the payment of any fees prescribed under this Agreement. Customer may, at its own expense and option, obtain and maintain property and casualty insurance for the Hardware and Software against all risks of loss or damage. The amount of such insurance shall not be less than the replacement cost of the Hardware and Software. All policies for such insurance shall (i) designate Dominion as a named insured and Dominion and Customer as loss payees, as their interests may appear and (ii) contain a provision that entitles Dominion to at least fifteen (15) days' written notice prior to cancellation or modification of such insurance policy Customer shall provide Dominion with a certificate of insurance with respect to such policy on or before the time of delivery of the System. Customer shall not be relieved of the obligation to reimburse Dominion for the costs associated with damage or loss to the Hardware and/or Software by failing to obtain the insurance coverage as described above.

14. **Assignment and Right to Subcontract.** Neither Party may assign its rights, obligations, or interests in this Agreement without the written consent of the other Party.
15. **Governing Law.** This Agreement will be construed under the laws of the Province of Ontario, and the courts within the Province of Ontario shall have non-exclusive jurisdiction for all actions to enforce this Agreement.
16. **Survival.** The provisions of Sections and Subsections 1, 2, 3, 7, 8, 9, 10, 11, 15, 16, 18, and 20 shall survive the expiration or termination of this Agreement.
17. **Force Majeure.** Should any circumstances beyond the control of Dominion or Customer occur that delay or render impossible the performance of any obligation due under this Agreement, such obligation will be postponed for the period of any delay resulting from any such circumstances, plus a reasonable period to accommodate adjustment to such extension, or cancelled if performance has been rendered impossible thereby. Such events may include, without limitation, accidents; war, acts of terrorism; natural disasters; labor disputes; acts, laws, rules or regulations of any government or government agency; or other events beyond the control of Dominion or Customer. Dominion shall not be liable under this Agreement for any loss or damage to the Customer due to such delay or performance failures. Notwithstanding the foregoing, both Parties shall use their best efforts to minimize the adverse consequences of any such circumstances. This Section shall not operate to excuse any Party from paying amounts that are owed pursuant to this Agreement.
18. **Legality and Severability.** This Agreement and the Parties' actions under this Agreement shall comply with all applicable federal, provincial and local laws, ordinances, rules, regulations, court orders, and applicable governmental agency orders. If any term or provision of this Agreement is held to be illegal or unenforceable, the remainder of this Agreement shall not be affected thereby and each term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. The Parties agree that any court reviewing this Agreement shall reform any illegal or unenforceable provision to carry out the express intent of the parties as set forth herein to the fullest extent permitted by law.
19. **Waiver.** Any failure of a Party to assert any right under this Agreement shall not constitute a waiver or a termination of that right, this Agreement, or any provisions herein.
20. **Notices.** All notices required or permitted to be given hereunder shall be given in writing and shall be deemed to have been given when emailed, personally delivered or by nationally recognized overnight carrier or mailed, certified or registered mail, return receipt requested, addressed to the intended recipient as follows:

If to Dominion:

Dominion Voting Systems Corporation
Attn: Office of General Counsel
215 Spadina Avenue
Toronto, ON M5T2C7

If to the Customer:

The Corporation of the Township of Wellington North
7490 Sideroad 7 W, PO Box 125
Kenilworth, ON N0G 2E0

- 21. No Third Party Beneficiaries.** Dominion and the Customer agree that this Agreement is for the benefit of the parties hereto and is not intended to confer any rights or benefits on any third party, and that there are no third-party beneficiaries of this Agreement or any part or specific provision of this Agreement, and no third party shall have any right to enforce this Agreement or any provision hereof.
- 22. Entire Agreement.** This Agreement and its Exhibits incorporated herein by reference constitute the entire agreement, understanding and representations between Dominion and the Customer, and supersede and replace all prior agreements, written or oral. No modifications or representations to the Agreement shall be valid unless made in writing and signed by duly authorized representatives of both the Customer and Dominion, and incorporated as an Addendum hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written.

DOMINION VOTING SYSTEMS CORPORATION

AUTHORIZED SIGNATURE

PRINTED NAME

TITLE

DATE

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

AUTHORIZED SIGNATURE

PRINTED NAME

TITLE

DATE

EXHIBIT A
HARDWARE RENTAL, SOFTWARE LICENSE AND SERVICES AGREEMENT

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

ELECTION SERVICES, DELIVERABLES AND PRICING, PAYMENT SUMMARY

SYSTEM LEASE PRICING

Service or Product Provided	Associated # of Units or Days	Unit Price	Extended Price
Voting Technologies			
Ballot Tabulators			
<ul style="list-style-type: none"> ▪ Vote-by-Mail Ballot Tabulator <ul style="list-style-type: none"> ○ Includes PC Computer provided by Dominion to drive each Tabulator 	2 units	[REDACTED]	[REDACTED]
<ul style="list-style-type: none"> ▪ ImageCast Ballot Marker Device <ul style="list-style-type: none"> ○ For Accessible Voting at central location, for voters who cannot negotiate a paper ballot ○ Marks a paper ballot, for subsequent tabulation. ○ Includes headset, hand-held vote selector, paddles assistive device, sip-and-puff assistive device (with 10 disposable mouthpiece straws) 	1 unit	[REDACTED]	You have decided not to implement this optional feature.
Subtotal			[REDACTED]

Democracy Suite Software			
<p>Election Management System (EMS) License <i>Includes the following components:</i></p> <ul style="list-style-type: none"> - Election Event Definition Module License <ul style="list-style-type: none"> ▪ Module hosted by Dominion - Results Tally and Reporting Module License <ul style="list-style-type: none"> ▪ Module installed on one of the tabulator driver PC computers deployed by Dominion at your location ▪ Standard results reports (PDF, Excel, etc.) 	Flat Rate Charge	██████	██████
<p>Optional Enhanced Results Display</p> <ul style="list-style-type: none"> ▪ Configured with your logo and colours ▪ Allows real-time result updates as results are released by your officials on Election Night ▪ For projection at City Hall, display on websites, feeding to television, etc. 	Flat Rate Charge	██████	You have decided not to implement this optional feature.
Subtotal			██████

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

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

- The above pricing involves the lease of the tabulators and software for the election event.
- The above pricing does not include applicable taxes, which will be charged extra.
- The above pricing is for ballot tabulation equipment and services only, and does not include vote-by-mail ballot kits, voter list products or services, various consumable election supplies, etc. Please contact your vote-by-mail ballot kit provider for pricing on vote-by-mail kits (i.e. DataFix).
- The Shipping flat rate charge shown above is based on Dominion's standard shipping plan and schedule for equipment. Any extra shipping charges incurred due

to the customer causing a deviation from Dominion's standard shipping plan and schedule will be charged extra.

- After the election, the Customer must repackage the tabulators and peripheral equipment in the same manner as which they were delivered, for pickup by the Dominion shipper. This includes packing equipment in their respective boxes. If the equipment was delivered via skids, the Customer will place the equipment back on the same skids and wrap the skids with shrink wrap. Dominion reserves the right to charge the Customer extra if equipment is not repackaged for pickup in the same way it was delivered.
- Election Day Onsite Support will be provided by a Dominion-trained support representative. This representative will have a general knowledge of different aspects of your election system, and will serve as initial support for any issues that may arise, and this representative will utilize the Dominion Election Day Phone Support Hotline to obtain direct phone instruction from top Dominion engineers who are experts in each component of your election system.
- Above pricing does not include any onsite Logic and Accuracy Test support by Dominion personnel. In most cases, municipal staff can complete the tabulator testing process, using Dominion's written instructions, and Dominion phone support if needed. However, if the Municipality prefers to have a Dominion support rep onsite to oversee the testing process performed by your staff, this can be arranged, at our normal rates.

PAYMENT TERMS

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

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

BY-LAW NUMBER 092-17

BEING A BY-LAW TO ESTABLISH THE RETENTION PERIODS FOR CERTAIN DOCUMENTS AND RECORDS TO BE KEPT BY THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AND ADOPT AN INFORMATION MANAGEMENT AND RECORDS RETENTION POLICY AND TO REPEAL BY-LAW NUMBER 067-02

AND WHEREAS the Council of The Corporation of the Township of Wellington North deems it expedient to enact by-law establishing schedules of retention periods during which the Township's receipts, vouchers, instruments, rolls and other documents, records and papers must be kept by the Township

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

1. Retention periods for the receipts, vouchers, instruments, rolls and other documents, records and papers are set out in Schedule "A", the Information Management and Records Retention Policy Schedule "B" Filing Index in Schedule "C" and Classification in Schedule "D".
2. The Clerk upon being satisfied the relevant retention period established by the By-law has expired and that no reason exists for further retention, the said Clerk may then order any receipts, vouchers, instruments, rolls and other documents, records and papers to be destroyed, or to be set aside for permanent retention in an archival facility designated by the Clerk.
3. For the purpose of the By-law and the Schedules attached hereto "year" shall mean a full calendar year commencing on January 1 and terminating on December 31.
4. This by-law shall come into force and effect upon its final passage.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 4TH DAY OF DECEMBER 2017.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Administration			
Class Code	Secondary Heading	Total Ret.	Remarks
A00	Administration - General <u>Includes:</u> Administrative records which cannot be classified elsewhere. Use only if no other heading is available.	C+1	
A01	Associations and Organizations <u>Includes:</u> Correspondence, minutes, agendas, notices regarding meetings and reports regarding organizations, associations and societies to which staff belong or with which they communicate in the course of their duties. <u>Excludes:</u> Membership Fees - See Accounts Payable - F01.	C+1	Note: These are general files only. Specific topics should be filed with the subject.
A02	Associations and Organizations - Other Municipalities / Regions <u>Includes:</u> Minutes, notes, correspondence, notices, brochures and reports.	C+2	As above
A03	Associations and Organizations - Provincial and Federal Government. <u>Includes:</u> Government agencies, boards and depts. in the provincial govt.	C+2	As above
A04	Staff Committees and Meetings <u>Includes:</u> Records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports. <u>Excludes:</u> Council Minutes and Agenda - C03-C04; Standing Committees - C05-C06. Health & Safety Minutes	C+4 C+3	Subject to archival selection
A05	Computer/Information Systems <u>Includes:</u> Records regarding all types of information systems in use. Includes computer hardware, computer software, data transmission, system design and implementation, quality control, office automation, and electronic correspondence management. <u>Excludes:</u> Reports – file by subject., Acquisitions - See Quotations and Tenders, F18.	S+3	
A06	Conferences and Seminars <u>Includes:</u> Conferences, invitations, approvals, agenda, notes on proceedings and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality. <u>Excludes:</u> Travel Arrangements - See Travel and Accommodation - A13; Speeches and Presentations - M08; Employee and Council Expenses - F09; Ceremonies and Events - M02.	C+1	Only those sponsored by the Municipality are subject to archival review.
A07	Consultants <u>Includes:</u> Correspondence, proposals, resumes and other	C+2	

Legend: **C** = Current Year; **P** = Permanent; * = Maximum Copy Retention; **S** = Superseded;
E = Event Required before Calculating Retention; **Archival Selection** = Key records retained, not entire file;
Archival = Retain all records.

SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

	documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors. <u>Excludes:</u> Reports – file by subject.; Quotations and Tenders		
A08	Inventory Control <u>Includes:</u> Inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels. <u>Excludes:</u> Assets - F06.	C+6	
A09	Office Equipment and Furniture <u>Includes:</u> Records regarding the design and maintenance of owned and leased office equipment and furniture. Includes copiers, microfiche readers, etc. <u>Excludes:</u> Computer Hardware and Software - See Computer /Information Systems, A05; Service Agreements - See Contracts and Agreements - Simple, L14; Assets - F06.	E	E= Disposal of item
A10	Office Services <u>Includes:</u> Records regarding rates and services provided by courier, mail and postage firms. Also, includes records regarding the inter-office mail system, internal printing, and word-processing services.	C+1 C+2	
A11	Policies and Procedures <u>Includes:</u> Policy and procedure manuals, guidelines and directives	P	Archival Selection Final approved policy/procedure only is kept
A12	Records Management <u>Includes:</u> Information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations. <u>Excludes:</u> Retention By-Law - C01; Policies and Procedures - A11 Records Disposition - A13.	S	
A13	Records Disposition <u>Includes:</u> Records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	P	
A14	Telecommunications Systems <u>Includes:</u> Records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems. <u>Excludes:</u> Licenses - P09; Assets - F06; Long Distance Call Records - See Accounts Payable, F01; Agreements - See Contracts and Agreements, L04 or L14.	S	
A15	Travel and Accommodation	C+1	

Legend: **C** = Current Year; **P**= Permanent; * = Maximum Copy Retention; **S** = Superseded;
E = Event Required before Calculating Retention; **Archival Selection** = Key records retained, not entire file;
Archival = Retain all records.

SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

	<p><u>Includes:</u> Records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles, and catalogues and brochures concerning hotels, convention sites, and restaurants.</p> <p><u>Excludes:</u> Employee and Council Expenses - F09.</p>		
A16	<p>Uniforms and Clothing</p> <p><u>Includes:</u> Records regarding uniforms and special clothing used by municipal staff members, such as firefighters' clothing and safety clothing used by utilities operators.</p>	S	
A17	<p>Vendors and Suppliers</p> <p><u>Includes:</u> Records regarding vendors and suppliers of goods and services as well as information about these goods and services such as catalogues, price lists, correspondence, and bidders information sheets.</p> <p><u>Excludes:</u> Purchase Orders and Requisitions - F17; Office Equipment - Owned and Leased - A09; Fleet Management - V01.</p>	S	
A18	<p>Intergovernmental Relations</p> <p><u>Includes:</u> Correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names etc.). May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</p>	C+5 C+1	
A19	<p>Accessibility of Records (FOI)</p> <p><u>Includes:</u> Documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act, and records regarding the handling of requests under the Act.</p> <p><u>Excludes:</u> Copies of the Act - Provincial Legislation - L11; Complaints and Inquiries - M04.</p>	C+2	
A20	<p>Security</p> <p><u>Includes:</u> Reports, request, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.</p> <p><u>Excludes:</u> Vandalism Reports - See Incident/Reports, P05; Computer Security – See Computer/Information Systems - A05.</p>	C+1	
A21	<p>Facilities Bookings</p> <p><u>Includes:</u> Copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.</p>	C+1 C+2	

Legend: **C** = Current Year; **P**= Permanent; * = Maximum Copy Retention; **S** = Superseded;
E = Event Required before Calculating Retention; **Archival Selection** = Key records retained, not entire file;
Archival = Retain all records.

SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Council and By-laws			
Class Code	Secondary Heading	Total Ret.	Remarks
C00	Council and By-Laws - General <u>Includes:</u> Records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	C+1	
C01	By-Laws <u>Includes:</u> Final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes indices. <u>Excludes:</u> Background Information - file by subject.	P	Background information Archival Selection Signed by-law P
C02	By-Laws - Other Municipalities <u>Includes:</u> Final versions of by-laws of other municipalities which are of interest.	C	Can obtain from other municipality
C03	Council, Committees of Council, Public Meeting and Committee of Adjustment Agenda <u>Includes:</u> Notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	P	Copy retention 2 years Working notes 6 years Archival Consents Regulation, under the <i>Planning Act</i> , O. Reg. 41/95, s. 3. Repealed O. Reg. 197/96, s. 14(1) Signed Minutes P Working copies C+5
C04	Council, Committees of Council, Public Meeting and Committee of Adjustment Minutes <u>Includes:</u> Minutes of the proceedings of Council meetings. Includes attachments to the minutes. <u>Excludes:</u> Council Committees - C05, C06; Reports to Council – C11.	P	Copy retention 2 years Working notes 6 years Archival Consents Regulation, under the <i>Planning Act</i> , O. Reg. 41/95, s. 3. Repealed O. Reg. 197/96, s. 14(1) Signed Minutes P Working copies C+5
C05	Council Committee Agenda <u>Includes:</u> Notes of meetings and agenda for the committees of Council, as well as working notes used in agenda preparation.	S	
C06	Council Committee Minutes <u>Includes:</u> Minutes of the committees of Council.	P	Consents Regulation, under the <i>Planning Act</i> , O. Reg. 41/95, s. 3. Archival Repealed O. Reg. 197/96, s. 14(1)
C07	Elections	E+90	E= Election of new Council

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Council and By-laws			
Class Code	Secondary Heading	Total Ret.	Remarks
	<u>Includes:</u> Returned notices, lists of officials, voters' lists, nominations, election results, and information on ward boundaries. Includes advertising.	days	
C08	Strategic and Operational Planning <u>Includes:</u> Records concerning strategic planning, goals and objectives, and mission statements.	S	
C09	Motions and Resolutions <u>Includes:</u> Final signed versions of resolutions and motions of Council.	P C+5	Copy retention 1 year Effective January 1, 2015 as all are recorded in minutes
C10	Motions and Resolutions – Other Municipalities <u>Includes:</u> Final versions of motions and resolutions of other municipalities which are of interest.	C+1	

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Class Code	Secondary Heading	Total Ret.	Remarks
C11	Reports to Council <u>Includes:</u> All reports to Council. Filed by subject.	P C+10	Archival Selection
C12	Appointments to Boards and Committees <u>Includes:</u> Records regarding appointments by Council of staff and council members.	P E+3	Archival Selection Event = end of term/appointment
C13	Delegations To Council <u>Includes:</u> Copies of Letters to Council, Submissions to Council.	C+6 C+4	
D00	Development and Planning – General <u>Includes:</u> Records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	C+1	
D01	Demographic Studies <u>Includes:</u> Records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. <u>Excludes:</u> Vital Statistics – L12.	C+10	
D02	Economic Development <u>Includes:</u> Records regarding the growth of the economy. Includes studies, statistics, projections, etc. <u>Excludes:</u> Demographic Studies – D01. – Residential Development – D04. – Tourism Development – D06.	C+10 C+6	
D03	Environment Planning <u>Includes:</u> Records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning. <u>Excludes:</u> Environmental Monitoring – E05; Waste Management – E07.	C+10 C+6	

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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

D04	Residential Development <u>Includes:</u> Records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing costs statistics, etc. <u>Excludes:</u> Agreements & Schedules L04	C+10 E+3	E=completion of development After completion of development open an L04 and move all agreements, contracts and drawing to L04
D05	Natural Resources <u>Includes:</u> Records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information.	C+10 C+6	
D06	Tourism Development <u>Includes:</u> Records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	C+10 C+6	
D07	Condominium Plans <u>Includes:</u> Records regarding the approval of plans of condominiums. Includes drawings, technical reports, correspondence written comments, working notes and background information and applications. <u>Excludes:</u> Agreements & Schedules L04	P E+3	E=completion of development After completion of development open an L04 and move all agreements, contracts and drawing to L04
D08	Official Plans <u>Includes:</u> The official plan and amendments to the official plan. Also includes secondary plans and amendments containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts. <u>Excludes:</u> Official Plan Amendment Applications - D09.	P E	Copy retention S. E= Final decision. County of Wellington is approval authority and keeper of the records
D09	Official Plan Amendment Applications <u>Includes:</u> Applications to amend the official plan or secondary plans, background reports, staff reports, notices, resolutions and decisions.	E+5 E	E= Final decision. County of Wellington is approval authority and keeper of the records
D10	Severances <u>Includes:</u> Records regarding the granting of severances to parcels of land.	E+5	E= Final decision.

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**SCHEDULE “A”
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

D11	<p>Site Plan Control</p> <p><u>Includes:</u> Records regarding the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.</p> <p><u>Excludes:</u> Systems for Servicing Land – See relevant subject; Site Plan Agreements – See Contracts and Agreements – L04.</p>	<p>P E+3</p>	<p>Application 2 years after final decision</p> <p>E=completion of development</p> <p>After completion of development open an L04 and move all agreements, contracts and drawing to L04</p>
D12	<p>Subdivision Plans</p> <p><u>Includes:</u> Records regarding the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and “red line” revisions, applications, registered plans, and changes to approved plans.</p> <p><u>Excludes:</u> Subdivision Agreements – See Contracts, drawings and Agreements, L04.</p>	<p>P E+3</p>	<p>Application 2 years after final decision</p> <p>E= completion of subdivision development</p>
D13	<p>Variances</p> <p><u>Includes:</u> Records regarding the granting of variances in land use from existing zoning regulations.</p> <p><u>Excludes:</u> Budget Variances – See F05.</p>	<p>P E+3</p>	<p>E= Final decision</p> <p>Archival selection-only application and decision are kept permanently</p> <p>Copy of Decision filed in property roll file</p>
D14	<p>Zoning</p> <p><u>Includes:</u> Records and standards regarding the designation of zones for land use planning purposes. Includes zoning applications.</p> <p><u>Excludes:</u> Zoning By-Laws – C01; Variances – D13 , Zoning Appeals and Hearings – L01</p>	<p>E+3</p>	<p>E= Final decision</p> <p>E=decision</p> <p>Archival selection-only application and decision are kept permanently</p> <p>Copy by-law to property roll file</p> <p>Zoning by-law amendment is kept P</p>
D15	<p>Easements</p> <p><u>Includes:</u> All records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.</p> <p><u>Excludes:</u> Original Agreements – See Contracts and Agreements – L04.</p>	<p>E+6</p>	<p>E= Termination of right</p> <p>After completion of development open an L04 and move all agreements, contracts and drawing to L04</p>
D16	<p>Encroachments</p> <p><u>Includes:</u> All records regarding private properties encroaching on municipal lands. Also includes surveys and any other related documentation.</p> <p><u>Excludes:</u> Original Agreements – See Contracts and Agreements – L04; Original Encroachments By-Laws - See By-Laws – C01.</p>	<p>E+6</p>	<p>E= Termination of right</p> <p>After completion of development open an L04 and move all agreements, contracts and drawing to L04</p>

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D17	Annexation/Amalgamation <u>Includes:</u> All records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. May include studies on county restructuring. <u>Excludes:</u> Wellington North Amalgamation – D24	P	
D18	Community Improvement Projects / Programs <u>Includes:</u> Records, studies, statistics and any required background information on community development programs and job creation programs, such as Workfare. Examples of community development programs include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, i.e. RRAP, CMHC. <u>Excludes:</u> Economic Development – D02.	E+6	E= Completion of project
D19	Municipal Addressing <u>Includes:</u> Records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings and copies of related by-laws. 911 Numbering	S+10 C+1	County information
D20	Reference Plans <u>Includes:</u> Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence. <u>Excludes:</u> Original drawings and plans for municipal facilities, plants, pumping stations, etc. – O01.	P	File in property roll file
D21	Industrial Development <u>Includes:</u> Records regarding promotion and development of industry. Records include studies, statistics, projections, etc.	C+10	
D22	Commercial Development <u>Includes:</u> Records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc	C+10	
D23	Agriculture Development <u>Includes:</u> Records regarding promotion and development of agriculture industry. May include correspondence with Ont. Fed. of Agriculture, reports and studies.	C+10	
D24	Wellington North Amalgamation <u>Includes:</u> All records relating to the amalgamation, County govt. review, county study, Transition Board, restructuring correspondence	E+10	Archival Selection Event is date of amalgamation
D25	Transportation / Traffic Planning <u>Includes:</u> In-house and external studies relating to the planning of the county's transportation network including working papers, technical reports and plans. Also includes development files and traffic studies.	E+6	

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D28	Combined Applications	*	See individual classifications to determine retention
D29	Community Strategic Plan Broad based plan with a vision of viewing WN as a whole.	S	
D30	Corporate Plan Operations and Business Plans of an individual organization.	S	

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Environmental Services			
Class Code	Secondary Heading	Total Ret.	Remarks
E00-A	Environmental Services <u>Includes:</u> Records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	C+1	
E00-B	<u>Includes:</u> Records of Water Dept on-call schedule	C+2	MOECC Inspection Record
E00-C	<u>Includes:</u> Records of Water Dept operator's training	C+5	O.Reg. 128/04
E00-D	<u>Includes:</u> Records regarding DWQMS Operational plans, documents and records	C+10	MOECC Director's Direction
E01	Sanitary Sewers <u>Includes:</u> Records regarding the design, construction and maintenance of sanitary sewers. <u>Excludes:</u> Waste Management - E07; Storm Sewers - E02; Treatment Plants - E03.	C+5 E+5	Specifications E E=Life of sewer
E02	Storm Sewers <u>Includes:</u> Records regarding the design, construction and maintenance of storm sewers. Also includes sewer connection cards. <u>Excludes:</u> Waste Management - E07; Storm Sewers - E02; Treatment Plants - E03.	C+5 E+5	Specifications E E=Life of sewer
E03	Treatment Plants <u>Includes:</u> Records regarding the operation of treatment and pumping stations and lagoons. <u>Excludes:</u> Water Pumping Stations – See Water Works - E08.	C+5 E+5	Specifications E. E= Life of facility
E03-A	<u>Includes:</u> Records regarding the design, construction & maintenance of treatment plants, pumping stations and lagoons <u>Excludes:</u> Water Pumping Stations See water Works E08	E+5	Specifications E E= Life of facility
E03-B	<u>Includes:</u> Records regarding the operation of treatment plants, pumping stations and lagoons <u>Excludes:</u> Water Pumping Stations See water Works E08	C+5	
E04	Trees <u>Includes:</u> Records of tree removal, planting, trimming, pruning and preservation.	C+5	
E05-A	Environmental Monitoring <u>Includes:</u> Records regarding the routine monitoring of water quality , specifically: continuous chlorine residual testing; distribution chlorine residual testing; turbidity testing; microbiological sampling, testing and corrective actions; laboratory services notifications. <u>Excludes:</u> By-law enforcement P01 ; complaints and enquiries M04	C+10 C+2	O. Reg. 170/03

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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Environmental Services			
Class Code	Secondary Heading	Total Ret.	Remarks
E05-B	Environmental Monitoring <u>Includes:</u> Records regarding small systems sampling and maintenance. <u>Excludes:</u> By-law enforcement P01 ; complaints and enquiries M04	C+5	O.Reg 319/08
E05-C	Environmental Monitoring <u>Includes:</u> Records regarding the routine monitoring of water quality, specifically: Schedule 23 inorganics sampling and testing; Schedule 24 organics sampling and testing; trihalomethanes sampling and testing; haloacetic acids sampling and testing; nitrate and nitrite sampling and testing; Schedule 15.1 lead sampling and testing; any corrective actions relating to the above sampling and testing. Records regarding the Drinking Water System Annual and Summary Reports. <u>Excludes:</u> By-law enforcement P01 ; complaints and enquiries M04	C+6	O. Reg. 170/03
E05-D	Environmental Monitoring <u>Includes:</u> Records regarding the routine monitoring of water quantity, specifically Permit to Take Water (PTTW) records which include: flow measurement and recording data; calibration of flow measuring devices, MOECC water taking reporting system data submissions; SCADA daily, monthly and yearly reports. Also Log Book Records regarding information concerning the operation of the subsystem which include: wellhouse/SCADA maintenance records; wellhouse check records; alarm testing records and calibration of pocket colorimeter records. <u>Excludes:</u> By-law enforcement P01 ; complaints and enquiries M04	C+10	PTTW is valid for 10 years. As per O.Reg. 128/04 Log Books are only required to be kept for at least 5 years. As the Log Books are supporting records for the PTTW, we chose to keep them at the same retention time as the PTTW.
E05-E	Environmental Monitoring <u>Includes:</u> Records regarding the routine monitoring of water quality, specifically: sodium sampling, testing and any corrective actions; fluoride sampling and testing; raw water assessment reports; engineering evaluation reports; any other reports relating to the water system's raw water supply. Also records regarding air quality monitoring and monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. <u>Excludes:</u> By-law enforcement P01 ; complaints and enquiries M04	C+15	O.Reg. 170/03 (Water Quality only)
E06	Utilities <u>Includes:</u> Records regarding utility services provided to residents. Includes telephone lines, gas mains, power lines, and water meters. <u>Excludes:</u> Site plans - D11.	C+5	
E07	Waste Management <u>Includes:</u> Records regarding the collection and disposal of waste. Includes site records, recycling, energy from waste, source separation, collection services and composting	E+2	E= Disposal or replacement of facility

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Primary Heading: Environmental Services			
Class Code	Secondary Heading	Total Ret.	Remarks
	<u>Excludes:</u> Sanitary Sewers - E01; Environment Planning - D03.		
E08-A	Water Works <u>Includes:</u> Records regarding Municipal Drinking Water License (MDWL) records which include: Drinking Water Works Permits (DWWP); operations and maintenance manuals revisions; financial plans; process and instrumentation diagram revisions; hydrant flushing and inspections; main valve inspections; generator testing records.	C+5	MDWL
E08-B	Water Works <u>Includes:</u> Records regarding MOECC form 1, 2, 3 and director notifications; MOECC inspection reports; backflow prevention.	C+10	MDWL
E08-C	Water Works <u>Includes:</u> Records regarding the MOECC Drinking Water System Profile.	C+15	O.Reg. 170/03
E08-D	Water Works <u>Includes:</u> Records regarding the design, construction and maintenance of watermains, tanks, pipelines and related facilities and equipment.	E+5	Specifications E E=Life of watermain, tank, pipeline, facility or equipment
E08-E	Water Works <u>Includes:</u> Well Drilling and Well Abandonment Records	P	Historical records
E09	Nutrient Management Plans	P	

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SCHEDULE "A"
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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Finance and Accounting			
Class Code	Secondary Heading	Total Ret.	Remarks
F00	Finance and Accounting - General <u>Includes:</u> Records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	C+1 C+6	Do not file accounting records required for tax purposes
F01	Accounts Payable <u>Includes:</u> Records documenting funds payable by the municipality, such as paid invoices, rebates, levies payable, reports, membership fees, and telephone bills.	C+6	
F02	Accounts Receivable <u>Includes:</u> Records documenting funds owing to the municipality, such as invoices, billing listings, and recoveries reports. Includes tax, water and rent receivables. Also includes subsidy claims. <u>Excludes:</u> Write-Offs - F23.	C+6	
F03	Audits <u>Includes:</u> Records regarding internal and external financial audits of accounts. <u>Excludes:</u> Operation Audits - See Relevant subject.; Audited Financial Statements - See Financial Statements - F10.	C+6	
F04	Banking <u>Includes:</u> Records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliations and deposit records.	C+6	E+7 for ambulance banking records
F05	Budgets and Estimates <u>Includes:</u> Departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	C+6	
F06	Assets <u>Includes:</u> Records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, disposal and assesment notices. <u>Excludes:</u> Land Acquisition and Sale - L07.	E+6	E= Disposal of asset
F07	Returned Cheques <u>Includes:</u> All cancelled cheques issued such as payroll and payables. Also includes cheque requisitions, cheque listings, and supporting documents sued to authorize issuance of cheques. <u>Excludes:</u> Banking - F04.	C+6	E+7 for ambulance service cheques

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F08	<p>Debentures and Bonds</p> <p><u>Includes:</u> Records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond, as well as all records of payments made to investors. Also includes cancelled / surrendered debentures.</p> <p><u>Excludes:</u> Debenture Registers - See Subsidiary Ledgers, Registers and Journals - F14.</p>	E+6	E= Debentures surrendered for exchange/cancellation
F09	<p>Employee and Council Expenses</p> <p><u>Includes:</u> Travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate expense claims.</p>	C+6	
F10	<p>Financial Statements</p> <p><u>Includes:</u> The Balance Sheet, Income Statement and Statement of Source and Application of Funds.</p> <p><u>Excludes:</u> All working notes, calculations and background documentation - F30.</p>	P	
F11	<p>Grants and Loans</p> <p><u>Includes:</u> Records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also include submissions, acknowledgements, and reports. Examples are road and transit subsidies, capital works program grants.</p>	C+6	
F12	<p>Investments</p> <p><u>Includes:</u> Records regarding the municipality's investments, term deposits, and promissory notes.</p>	E+6	E= Closure of account
F13	<p>Journal Vouchers</p> <p><u>Includes:</u> Completed journal voucher forms, input forms, and all background documentation. Used to substantiate journal entries.</p>	C+6	E+7 for vouchers related to ambulance service
F14	<p>Subsidiary Ledgers, Registers, and Journals</p> <p><u>Includes:</u> All subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals and Debenture Registers.</p> <p><u>Excludes:</u> Documents and vouchers used to support entries - See relevant subject in this Primary.</p>	C+6	
F15	<p>General Ledger</p> <p><u>Includes:</u> All records in the Books of Original Entry.</p>	P	Archival
F16	<p>Payroll</p> <p><u>Includes:</u> All records of payment of salary, wages and deductions to employees. Includes pay lists, T4 Slips, OMERS yearly reports and Statistics Canada reports. Also includes honoraria and fees to Council.</p>	C+6	

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	<u>Excludes:</u> Payroll Registers - See Subsidiary Ledgers, Registers and Journals - F14; Time Sheets - See Timesheets / Overtime Sheets - F26.		
F17	Purchase Orders and Requisitions <u>Includes:</u> Purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. <u>Excludes:</u> Quotations and Tenders – F18.	C+6	E+7 for p.o.'s and requisitions related to ambulance service
F18	Quotations and Tenders <u>Includes:</u> Records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposals, Invitations to Tender, Proposals, Tender Submissions, Prequalifications, and all documentation regarding the selection process. <u>Excludes:</u> Successful quotations and tenders - See Contracts and Agreements - L04.	C+6	
F19	Receipts <u>Includes:</u> Receipts issued for payment of items such as parking tickets, licenses, rentals and taxes.	C+6	E+7 for ambulance service receipts
F20	Reserve Funds <u>Includes:</u> Records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	C+6	
F21	Revenues <u>Includes:</u> Records regarding the generation of revenues other than assessment taxes and water receivables, such as fees from applications for severance, parking tickets, lot levies and development charges. <u>Excludes:</u> Accounts Receivable - F02.	C+6	
F22	Tax Rolls and Records <u>Includes:</u> Taxation records of long term importance, such as assessment rolls, arrears register cards and tax collector's rolls. <u>Excludes:</u> Accounts Receivable - F02.and Tax Sale F32	P	
F23	Write Offs <u>Includes:</u> Accounts receivable that have been written-off as uncollectable. Also includes records of bankruptcies. <u>Excludes:</u> Accounts Receivable - F02.	C+6	
F24	Trust Funds <u>Includes:</u> Records regarding funds established by the municipality for money held in trust, such as bequests and Ontario Home Renewal Program.	E+6	E= Closure of account
F25	Security Deposit	E+6	E= Closure of account

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	<u>Includes:</u> Development deposits, letter of credit, proof of insurance when required and records of monies held as security (i.e. bonds).		
F26	Timesheets / Overtime Sheets <u>Includes:</u> Records include timesheets, overtime sheets, part-time sheets and time cards.	C+6	
F27	Mortgage Files <u>Includes:</u> Tax bills, mortgage listings and correspondence	C+6	
F29	Tax Certificates <u>Includes:</u> Requests for tax certificates, reconciliations and copies of tax certificates	C+6	
F30	Working Papers <u>Includes:</u> Records such as Monthly Trial Balance, etc.	E+1	E= After completion of audit
F31	Budget Preparation <u>Includes:</u> all working notes, calculations and background documentation. Also includes Budget Variances. <u>Excludes:</u> Final Budget Document F05	C+7	
F32	Tax Sale <u>Includes:</u> Tax sale records, tax sale deeds and related correspondence <u>Excludes:</u> Tax roll and records F22	P	
F33	Business Plans <u>Includes:</u> Records of Business Plans of internal departments of the Municipality.	S	Rough notes remain with originating dep't, Final copy to Budget
F34	Performance Measurement <u>Includes:</u> Review of Goals and Objectives of Business Plans and related reports.	15	

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Human Resources			
Class Code	Secondary Heading	Total Ret.	Remarks
H00	Human Resources - General <u>Includes:</u> Records regarding Human Resources which cannot be classified elsewhere. Use only if no other heading is available.	S+3	
H01	Attendance and Scheduling <u>Includes:</u> Records regarding employment attendance, shift scheduling, vacation schedules, hours of work, etc. <u>Excludes:</u> Payroll - F16; Timesheets. - See Timesheets / Overtime Sheets - F26	E + 8	E = Termination of Employment
H02	Benefits <u>Includes:</u> Brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on OMERS . <u>Excludes:</u> Payroll - F16; Pension Records - H10.	S +3	
H03	Employee Records <u>Includes:</u> Records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, change of address notifications, and employee assistance. Includes part-time and student employees. May include grievances. <u>Excludes:</u> Payroll Information –F16	P	
H04	Health and Safety <u>Includes:</u> Records regarding the occupational health and safety of staff. Includes accident reports, Workers' Compensation reports, MSDS sheets and information on health and safety programs for staff. <u>Excludes:</u> Health and Safety Education - See Training and Development - H12; WCB Claims - see WCB Claims / Rehabilitation - H14; Accidents of the Public - See Incident /Accident Reports - P05.	S+3	
H05	Human Resource Planning <u>Includes:</u> Records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/ promotion targets, recruitment freezes, employment equity, performance management, and related records. <u>Excludes:</u> Employee Records - H03.	S+3	
H06	Job Descriptions <u>Includes:</u> Job descriptions and specifications, as well as background information used in their preparation or amendment. Also includes physical demands analysis.	S+3	

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

H07	<p>Labour Relations</p> <p><u>Includes:</u> Records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions, and negotiations.</p> <p><u>Excludes:</u> Grievances - H13; Collective Agreement – See Contracts and Agreements - L04.</p>	E+10	E= Expiry of contract period
H08	<p>Organization</p> <p><u>Includes:</u> Records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</p> <p><u>Excludes:</u> Job Descriptions - H06.</p>	S+3	
H09	<p>Salary Planning</p> <p><u>Includes:</u> Records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity.</p> <p><u>Excludes:</u> Employee Records - H03.</p>	S+3	
H10	<p>Pension Records</p> <p><u>Includes:</u> Records detailing pension obligations due to individuals under OMERS.</p> <p><u>Excludes:</u> Deductions - See Payroll - F16; General information on Pensions - See Benefits - H02; Payments made to OMERS - See Accounts Payable - F01.</p>	E + 8	<p>E= Death of employee and the end of all pension benefits.</p> <p>Pension plans, annual information returns P</p>
H11	<p>Recruitment</p> <p><u>Includes:</u> Records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p>	5	
H12	<p>Training and Development</p> <p><u>Includes:</u> Records regarding courses offered to employees, such as health and safety, and information on career and professional development programs. Also includes orientation materials.</p> <p><u>Excludes:</u> Employee Records - H03.</p>	S+3	Only courses developed and presented by the Municipality are subject to archival selection
H13	<p>Grievances and Arbitrations</p> <p><u>Includes:</u> Copy of grievance, correspondence, legal, union costings, notes and decisions.</p>	E+9	<p>E= Resolution of Claim</p> <p>E= Termination of employment and the end of all pension benefits</p>
H14	<p>WCB Claims / Rehabilitation</p> <p><u>Includes:</u> Attending physician reports, benefits history, current injury / accident details, accident investigation reports, WCB reports, correspondence and return to work certifications.</p>	P	

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SCHEDULE "A"
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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

H15	Human Rights	S+3	
H16	Department Journals	E +3	Event = year of journal
H17	Health & Safety Committee Minutes/Agenda	C+10	

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Justice			
Class Code	Secondary Heading	Total Ret.	Remarks
J00	Justice – General <u>Includes:</u> Court and P.O.A. records which cannot be classified elsewhere. Use if no other heading is available.	C+1	
J01	Appeals – Provincial Offences <u>Includes:</u> Correspondence and records of appeals related only to Provincial Offences <u>Excludes:</u> Appeals and Hearings (Municipal) – L01	C+1	

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Legal Affairs			
Class Code	Secondary Heading	Total Ret.	Remarks
L00	Legal Affairs - General <u>Includes:</u> Records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	C+1	
L01	Appeals and Hearings <u>Includes:</u> All transcripts and related documentation regarding appeals, hearings and legal proceedings. Includes final judgements. Includes zoning appeals, official plan appeals and Committee of Adjustment appeals. Also includes orders issued by regulatory bodies and boards. <u>Excludes:</u> Litigation - See Claims - L02, L03.	P E+10	E= Resolution of appeal
L02	Claims Against the Municipality <u>Includes:</u> All claims made by other parties against the municipality. <u>Excludes:</u> Appeals and Hearings - L01.	E+1	E= Resolution of claim and all appeals
L03	Claims By the Municipality <u>Includes:</u> All claims made against other parties by the municipality. <u>Excludes:</u> Appeals and Hearings - L01.	E+1	E= Resolution of claims and all appeals
L04	Contracts and Agreements - Under Seal <u>Includes:</u> All agreements entered into by the municipality. Includes construction contracts, collective agreements, purchase of service and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways. <u>Excludes:</u> Office Equipment Maintenance Agreements - L14; Contracts regarding Land - L07; Insurance Policies - L06.	E+10	E= Termination of agreement
L04A	Agreements and easements registered on title Site Plan Agreements, Easements, Development Agreements, Subdivision Agreements, Deferral Agreements, Part Lot Control, Inter-Connected Servicing Agreements	P	
L05	Insurance Appraisals <u>Includes:</u> Appraisals of municipal property for insurance purposes.	S	
L06	Insurance Policies <u>Includes:</u> Municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. <u>Excludes:</u> Employee Group Insurance - See Benefits - H02; Third Party Contracts - See Contract And Agreements - L04.	E+20	E= Expiry of policy

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SCHEDULE "A"
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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

L07	Land Acquisition and Sale <u>Includes:</u> Records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	P	
L08	Opinions and Briefs <u>Includes:</u> Copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	S C+5	
L09	Precedents <u>Includes:</u> Records regarding judgements and decisions which may affect the municipality's position in actual or potential legal matters.	S C+5	
L10	Federal Legislation <u>Includes:</u> Records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	S	Can obtain electronically
L11	Provincial Legislation <u>Includes:</u> Records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	S	
L12	Vital Statistics <u>Includes:</u> Registers of births, deaths and marriages. <u>Excludes:</u> Population Statistics - See Demographic Studies - D01.	P	Marriage licences 2 years Burial permits E+2
L13	Prosecutions <u>Includes:</u> Records regarding prosecutions to enforce by-laws and federal and provincial legislation. <u>Excludes:</u> By-Law Enforcement - P01; Appeals and Hearings - L01; Warrants - P12.	E+7	E= Delivery of judgement
L14	Contracts and Agreements - Simple <u>Includes:</u> Contacts and agreements not under corporate seal, such as equipment rental and service contracts and vehicle lease and purchase agreements.	E+6	E= Expiry of contract

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Media and Public Relations			
Class Code	Secondary Heading	Total Ret.	Remarks
M00	Media and Public Relations - General <u>Includes:</u> Records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	C+1	
M01	Advertising <u>Includes:</u> Records regarding public advertising in magazines, newspapers radio, television, and transit. <u>Excludes:</u> News Releases- M06; Recruitment - H11; Elections - C07.	C+1	Archival Selection
M02	Ceremonies and Events <u>Includes:</u> Records regarding participation in special events, openings, and anniversaries, such as Remembrance Day . Also includes records regarding the set-up and running of special events.	C+5	Archival Selection
M03	Charitable Campaigns/Fund Raising <u>Includes:</u> Records regarding the raising of funds and donations for the municipality, for municipality-run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. <u>Excludes:</u> Receipts - F19.	C+1	
M04	Complaints, Commendations and Inquiries <u>Includes:</u> Records regarding complaints, commendations, requests for information, and very general types of inquiries. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. <u>Excludes:</u> Accessibility of Records (Freedom of Information) - A17.	C+1	
M05	News Clippings <u>Includes:</u> Clippings from newspapers, information from journals and other printed media. <u>Excludes:</u> Clippings used as reference material - See relevant subject.	C+1	
M06	News Releases <u>Includes:</u> Background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	C+1	Archival Selection

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Media and Public Relations			
Class Code	Secondary Heading	Total Ret.	Remarks
M07	Publications <u>Includes:</u> Typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature.	S C+1	Archival Selection
M08	Speeches and Presentations <u>Includes:</u> Background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. <u>Excludes:</u> Media coverage of speeches/presentations - See News Clippings - M05; News Releases - M06.	C+3	Archival Selection
M09	Visual Identity and Insignia <u>Includes:</u> Records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	S+5	Archival Selection
M10	Website & Social Media Content <u>May include:</u> documentation relating to the development of website, intranet and extranet content. May include documentation relating to the development of content for corporate and departmental social media sites such as Facebook and Twitter.	C+2	FB & Twitter online
M11	Public Relations & Public Awareness Campaigns Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters and any records and correspondence related to public relations.	C+3	

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Operations			
Class Code	Secondary Heading	Total Ret.	Remarks
O00	Operations - General <u>Includes:</u> Records regarding operations which cannot be classified elsewhere. Use only if no other heading is available.	C+1	
O01	Drawings / Plans <u>Includes:</u> Original drawings for county and municipal contracts, subdivisions, intersections, facilities, plants, pumping stations, culverts, bridges and mapping.	S	S Final constructed drawings kept by Engineering
O02	Property Files <u>Includes:</u> Building permits, violations, zoning reviews, copies of plans, etc.	C+6 P	Archival Selection
O03	Facilities Construction and Renovations <u>Includes:</u> Records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultants' reports, and cost reports. Also includes architectural and engineering drawings.	E+6	E= Completion of project Specifications permanent
O04	Building and Property Maintenance <u>Includes:</u> Records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, airports, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning. <u>Excludes:</u> Parks Management - R04; Recreational Facilities - R05.	C+6	
O05	Drainage Files <u>Includes:</u> Records regarding the design, construction and maintenance of rural drains. Also includes engineer reports, petitions, assessments, general specifications, manuals and correspondence. May include convenience copies of tenders, by-laws, grants and Drainage Board Hearings Tribunal.	E	E= By-law is repealed or replaced
O06	Tile Loans <u>Includes:</u> Original application, copy of the by-law, map of the tiled area and copy of the inspection completion certificate.	P E+7	E= date loan paid in full
O08	Field Books <u>Includes:</u> Field Books containing notes made by engineers and surveyors.	E+6	E= Date of last entry in book Archival Selection

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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

O09	<p>Road Construction</p> <p><u>Includes:</u> Records and studies regarding construction projects on road. Includes the construction of new roads and major improvements to existing roads such as resurfacing, widening, bridges, etc.</p> <p><u>Excludes:</u> Design and planning - O10; Routine maintenance and minor improvements to road systems - See Road Maintenance - O11.</p>	E+6	E= Completion of project Specifications P
O10	<p>Road Design and Planning</p> <p><u>Includes:</u> Estimates studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycleways, footpaths, walkways, etc.</p>	E+6	E= Completion of project Specifications P
O11	<p>Road Maintenance</p> <p><u>Includes:</u> Records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycleways, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads and snow removal and cleaning.</p>	E+6	E= Completion of project Specifications P

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Protection and Enforcement Services			
Class Code	Secondary Heading	Total Ret.	Remarks
P00	Protection & Enforcement Services - General <u>Includes:</u> Records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	C+1	
P01	By-law Enforcement <u>Includes:</u> Records of municipal efforts to enforce by-laws, such as parking infractions, pest control, fence viewing, etc. <u>Excludes:</u> Inspections - P07, P08; Environmental Monitoring - E05; Prosecutions - L13.	C+6	
P02	Daily Occurrence Logs <u>Includes:</u> Logs maintained of daily occurrences such as fire assistance calls.	C+5	
P03	Emergency Planning <u>Includes:</u> Records regarding the planning and rehearsal of emergency measures.	S	
P04	Hazardous Materials <u>Includes:</u> Information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. <u>Excludes:</u> Staff Safety Training - See Health and Safety, H04.	S	E+5 years for PCB material storage records after PCB removed from site
P05	Incident/Accident Reports <u>Includes:</u> Vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. <u>Excludes:</u> Security - A18; Accidents or Municipal Staff - See Health and Safety, H04; Vehicle Accidents - T05.	E+2	E= Cause of action or age of majority

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SCHEDULE "A"
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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

P06	<p>Building and Structural Inspections</p> <p><u>Includes:</u> Inspection reports such as building, plumbing, fire prevention, and other structural inspections. Includes fire inspections for Day Nurseries and Homes for the Aged.</p> <p><u>Excludes:</u> By-Law Enforcement - P01.</p>	S	E+2 for inspections, maintenance and testing related to the fire code
P08	<p>Investigations</p> <p><u>Includes:</u> Records of investigations pertaining to law enforcement, traffic accidents and firefighting activities.</p> <p><u>Excludes:</u> By-Law Enforcement - P01.</p>	C+10	
P09	<p>Licences</p> <p><u>Includes:</u> Records regarding licenses administered by or required by the municipality or required by the province, such as licensing for taxis, dogs, liquor, businesses, lotteries and quarries, etc.</p> <p><u>Excludes:</u> Marriage Licenses - Vital Statistics - L12.</p>	E+2	E= Expiry of licence
P10	<p>Building Permits</p> <p><u>Includes:</u> Permits issued to builders, contractors, and residents, giving them permission to build or renovate.</p>	P	5 years off-site for residential permits
P11	<p>Permits, Other</p> <p><u>Includes:</u> Applications, permits and consents that the municipality issues, giving permission to hold special events, transport oversize loads, erect signs, park on the street, and other purposes.</p> <p><u>Excludes:</u> Building Permits - P10.</p>	E+2	E= Expiry of permit
P13	<p>Criminal Records</p> <p><u>Includes:</u> All documentation related to individuals with a history of criminal activity.</p> <p><u>Excludes:</u> Investigations - P08; Prosecutions - L13.</p>	E+5	E= Occurrence investigation closed or disposition of charge
P14	<p>Animal Control</p> <p><u>Includes:</u> Records regarding the control of household pets, strays, livestock and wildlife. Also includes animal control officers reports.</p> <p><u>Excludes:</u> Dog Licenses - See Licenses - P09.</p>	C+5	
P15	<p>Community Protection Programs</p> <p><u>Includes:</u> Records on community protection and crime prevention such as Neighbourhood Watch and Block Parents, etc. Records include correspondence and brochures.</p>	S+2	
P16	Emergency Services	C+2	

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Recreation and Culture			
Class Code	Secondary Heading	Total Ret.	Remarks
R00	Recreation and Culture - General <u>Includes:</u> Records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	C+1	
R01	Heritage Preservation <u>Includes:</u> Records regarding heritage and historical development, including designations of buildings, districts, and cemeteries. <u>Excludes:</u> Original By-Laws - See By-Laws - C01.	E	E= Removal of designation Archival Selection
R02	Library Services <u>Includes:</u> Circulation, lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries.	C+5	
R03	Archival Services <u>Includes:</u> Registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information, and related records. <u>Excludes:</u> Records Centre Operations - See Records Management - A10; Records of archival value - See appropriate subject.	C+5	Archival Selections
R04	Parks Management <u>Includes:</u> Correspondence, descriptions, reports and other records dealing with the management, design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Other specific information is filed by subject. <u>Excludes:</u> Building and Property Maintenance - A20.	C+5	
R05	Recreational Facilities <u>Includes:</u> Correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. More specific information is filed by subject. <u>Excludes:</u> Facilities Construction - See Facilities Construction and Renovations - O03; Building and Property Maintenance - O04; Original Drawings architectural and engineering drawings. / Plans - O01.	C+5	

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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Recreation and Culture			
Class Code	Secondary Heading	Total Ret.	Remarks
R06	Recreational Programming <u>Includes:</u> Correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community, such as youth, sport and fitness, adult education, crafts and other programs.	C+5	
R07	Recreation Volunteer Committees <u>Includes:</u> Correspondence, reports, minutes, terms of reference and general information regarding the business and administration of the Recreation Volunteer Committees	C+5	

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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Transporation			
Class Code	Secondary Heading	Total Ret.	Remarks
T00	Transportation - General <u>Includes:</u> Records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	C+1	
T01	Street Lighting <u>Includes:</u> Records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	E+6	E= Completion of project specifications P
T02	Parking <u>Includes:</u> Records and studies regarding municipal parking issues, such as handicapped parking, lot and garage operations, fire routes, and employee parking.	E+6	E= Closure of lot or space
T04	Signs and Signals <u>Includes:</u> Records and studies regarding the manufacture and installation of signs and signals. <u>Excludes:</u> Visual Identity Program - M09.	E+6	E= Removal of sign/signal
T05	Traffic <u>Includes:</u> Records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, traffic accident and incident reports, accident statistics and related records.	C+10	
T06	Roads and Lanes Closures <u>Includes:</u> Records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. <u>Excludes:</u> Temporary road closures - See Traffic - T05; Land Sales - See Land Acquisition and Sale - L07; Road Closing By-Laws - C01.	P	Temporary closures 2 years
T50	Snow Fence <u>Includes:</u> Requests for snow fence and set up of same. Also includes areas of concern.	5	
T52	Railway and Road Intersecting Crossings <u>Includes:</u> Correspondence regarding intersections of municipal roads and railway systems	C+10	

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SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

T56	Newsletters <u>Includes:</u> Newsletters and other professional publications	2	
T60	Ministry of Transportation <u>Includes:</u> Correspondence to and from M.T.O.	C + 6	
T61	Directives <u>Includes:</u> Directives set out by M.T.O.	C + 6 P	
T63	Transportation Services <u>Includes:</u> Records regarding transfers of roads and transportation related responsibilities from Province to municipalities	C + 6 P	
T65	Transportation Studies <u>Includes :</u> Road studies conducted province wide regarding transportation network, policy and planning cross boundary info, etc.	C + 6 C+10	

Legend: **C** = Current Year; **P**= Permanent; * = Maximum Copy Retention; **S** = Superseded;
E = Event Required before Calculating Retention; **Archival Selection** = Key records retained, not entire file;
Archival = Retain all records.

SCHEDULE "A"
TO BY-LAW NO. 092- 17
THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Primary Heading: Vehicles and Equipment			
Class Code	Secondary Heading	Total Ret.	Remarks
V00	Vehicles and Equipment - General <u>Includes:</u> Records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	C+1	
V01	Fleet Management <u>Includes:</u> Records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal. Records include inspection reports, odometer readings, fuel and oil distribution reports and daily road inspections. <u>Excludes:</u> Insurance Policies - L06. - See Accident Claims - L02, L03.	E+6	E+7 for ambulance service fleet records.
V02	Mobile Equipment <u>Includes:</u> Records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snowblower, sanders, etc.	E+6	
V03	Transportable Equipment <u>Includes:</u> Records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers hoses, weed eaters, drills, and rescue equipment.	E+6	
V04	Protective Equipment <u>Includes:</u> Records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc. <u>Excludes:</u> - Uniforms and Clothing - A14.	E+6	

Legend: **C** = Current Year; **P**= Permanent; * = Maximum Copy Retention; **S** = Superseded;
E = Event Required before Calculating Retention; **Archival Selection** = Key records retained, not entire file;
Archival = Retain all records.



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SCHEDULE B

131

Plan to
Simply Explore.

www.simplyexplore.ca

INFORMATION MANAGEMENT AND RECORDS RETENTION POLICY

DEPARTMENT	CLERK	POLICY NUMBER	09-17
EFFECTIVE DATE		LEGISLATIVE AUTHORITY	<i>Municipal Act, 2001 Municipal Freedom of Information and Protection of Privacy Act</i>
APPROVED BY:	BY-LAW OR RESOLUTION OR DEPARTMENT HEAD		

1. POLICY STATEMENT

This policy is designed to ensure:

- fair and equitable access to corporate information/records in the custody and control of the municipality;
- the accountability and transparency of the operations of the municipality, its employees, Council, committees and local boards.

2. SCOPE

This policy applies to Members of Council, municipal employees, committees and local board, as defined in the *Municipal Act, 2001*

This policy shall apply to all records in the custody and control of Council and its committees, City administration and local boards of the municipality.

3. PURPOSE

The purpose of the Information Management and Retention Policy shall be:

- 3.1** To ensure that information/records, regardless of their physical medium, are organized, secure, retrievable, retained under appropriate environmental conditions and managed efficiently throughout the active, semi-active and inactive states of their life cycle.
- 3.2** To provide guidelines to manage the creation, security, use, receipt, access, maintenance, retention period and disposition of records regardless of their physical medium, and to establish and define accountability, responsibility and roles for the

program. Final disposition of records shall be pursuant to the provisions of the Township of Wellington North's Records Retention Schedule.

- 3.3 To ensure that all records in the custody and control of the municipality and its local boards, regardless of their physical medium, are the property of the municipality and are subject to its control, contingent on existing legislation and by-laws.
- 3.4 Where records are in the possession of an outside agency, such records will be under the municipality's control when:
 - 3.4.1 the record is specified in a contract as being under the control of the municipality
 - 3.4.2 the content of the record relates to the municipality's mandate and functions
 - 3.4.3 the municipality has the authority to regulate the records use and disposition
 - 3.4.4 the outside agency is a consultant and the record was created for the public body; or
 - 3.4.5 the contract permits the municipality to inspect, review, or copy the records produced, received or acquired.
- 3.5 To ensure that records, regardless of their physical medium, are managed in compliance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

4. **DEFINITIONS**

- 4.1 **Information:** A record –see 4.3
- 4.2 **Official Record:** Recorded information in any format or medium that documents the township's business activities, rights, obligations, or responsibilities or recorded information that was created, received, distributed or maintained by the Township of Wellington North.
- 4.3 **Record:** Any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including, but not limited to, correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and includes Official Records and Temporary Records. (Note Record is interchangeable with Information)
- 4.4 **Retention Period:** means the period of time during which records must be kept by the Township before they may be disposed of in accordance with the Township's current Record Retention By- law.
- 4.5 **Temporary Record:** Record kept solely for convenience or reference and of limited value in documenting the planning or implementation of municipal policy or programs such as:
 - 4.5.1 Copies of miscellaneous notices or memos concerning routine administrative matters or other minor issues;
 - 4.5.2 Copies of widely distributed materials, such as minutes, agendas, and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
 - 4.5.3 Preliminary drafts of letters, memos or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;

- 4.5.4 Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
- 4.5.5 Voice-mail messages that have not been appended to a corporate file in keeping with the Township's current Record Retention Schedule;
- 4.5.6 E-mail messages and other communications that do not relate to Township business;
- 4.5.7 Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
- 4.5.8 Duplicate stocks of obsolete publications, pamphlets or blank forms; and;
- 4.5.9 Unsolicited advertising materials, including brochures, company profiles and price lists.

5. IMPLEMENTATION

The Township of Wellington North and its local boards shall:

- 5.1 Provide information/record keeping systems and services that efficiently maintain and retrieve information.
- 5.2 Provide efficient and prompt disposal of information/records in accordance with the retention schedule.
- 5.3 Standardize the type of equipment and supplies utilized in maintaining information/records within the municipality.
- 5.4 Prevent the creation of unnecessary records, including forms, directives and reports.
- 5.5 Prevent the retention and storage of temporary records, either written or electronic.
- 5.6 Provide for the storage and retrieval of inactive records.
- 5.7 Provide specific protection to vital and archival records.
- 5.8 Provide for transfer of those records of historical value to the County of Wellington archives.
- 5.9 Ensure that the records program shall be subject to current by-laws and legislation.

6. MEMBERS OF COUNCIL ACCESS TO INFORMATION/RECORDS

Members of Council are entitled to the same information as members of public. Members of Council are not entitled to confidential employee information, or any information that a member of the public would not be entitled to receive.

7. ACCESS TO INFORMATION/RECORDS DURING AN ELECTION PERIOD

- 7.1.1 All requests for information/records to assist a candidate's campaign in a municipal election shall be directed in writing to the Clerk or Deputy Clerk.
- 7.1.2 Access to records is subject to payment of applicable fees in accordance with the fees and charges by-law;
- 7.1.3 All requested records will be provided to the requestor as well as to all registered candidates and sitting members of Council.
- 7.1.4 Where the information/records requested are not public record, the request will be denied and the requester may decide to proceed with a request under a Freedom of Information Request.

SCHEDULE C

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A02 Associations and Organizations and other municipalities/regions	D01 Demographics
A03 Associations and Organizations Federal & provincial	D02 Economic Development
A04 Staff and Committee Meetings	D03 Environmental Planning
A05 Computer Information Systems	D04 Residential Development
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C09 Motions and Resolutions	E00 Environmental Services
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C11 Reports to Council	E02 Storm Sewers
C12 Appointments to Boards and Committees	E03 Treatment Plants
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F17 Purchase Orders and Requisitions	L02 Claims against the municipality
F18 Quotes and Tenders	L03 Claims by the municipality
F19 Receipts	L04 Contracts
F20 Reserve Funds	L04A Site Plan Agreements
F21 Revenues	L05 Insurance appraisals
F22 Tax Rolls and Records	L06 Insurance Policies
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F24 Trust Funds	L08 Opinions and briefs
F25 Security Deposit	L09 Precedents
F26 Time sheets	L10 Federal Legislation
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F30 Working Papers	L13 Prosecutions
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SCHEDULE C

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O00 Operations General	T01 Street Lighting
O01 Drawings/Plans	T02 Parking
O02 Property Files	T03 Public Transit
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SCHEDULE D

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**PRIMARY CLASSIFICATIONS AND DESCRIPTIONS

A ADMINISTRATION

Includes records regarding routine administration and office services and functions.

C COUNCIL, BOARDS AND BY-LAWS

Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.

D DEVELOPMENT AND PLANNING

Includes records regarding municipal development and planning. Includes general studies, as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.

E ENVIRONMENTAL SERVICES

Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.

F FINANCE AND ACCOUNTING

Includes the records regarding the management of funds.

H HUMAN RESOURCES

Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs, as well as information on specific employees.

J JUSTICE

Includes records of proceedings of Provincial Offences Court. Also includes records of payment and collection of fines and court costs.

L LEGAL

Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.

M MEDIASOCIAL MEDIA, WEBSITE AND PUBLIC RELATIONS

Includes records regarding the municipality's relationship with the media and the general public.

O OPERATIONS

Includes records regarding facilities construction and renovations, building and property maintenance, drainage and property files, road design and planning, and construction and maintenance, and original drawings and plans.

P PROTECTION AND ENFORCEMENT SERVICES

Includes records regarding the operational functions of law enforcement, licensing, public Protection, fire prevention within the community and fenceviewers.

R RECREATION AND CULTURE

Includes records regarding the provision of recreational and cultural services to the community .

S SOCIAL SERVICES

Includes records regarding social services. cemeteries, hospitals, and ambulance.

T TRANSPORTATION SERVICES

Includes records regarding the development and improvement of transportation systems, such as parking, street lighting, signals and signs, road closures and traffic management.

V VEHICLES AND EQUIPMENT

Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 093-17

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

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

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

1. **DEFINITIONS**

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

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

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

1.19 "Quorum" means a majority of the whole number of members of council, or committee, or if legislation such as the Municipal Conflict of Interest Act provides otherwise.

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

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

1.22 "Special Meeting" means a meeting not scheduled in accordance with the approved schedule of meetings, and duly called within the authority of the Act, or other legislation.

2. **RULES OF ORDER**

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

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

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

4. **INAUGURAL MEETING OF COUNCIL**

4.1 The 2018 Inaugural meeting of council shall be held on the first Monday in December in the Council Chambers of the Township of Wellington North office building, Kenilworth, Ontario following a regular municipal election.

4.2 The Inaugural meeting of council after 2018 shall be held on the first Monday that falls after November 15, in the Council Chambers of the Township of Wellington North office building, Kenilworth, Ontario following a regular municipal election.

4.3 The inaugural agenda shall include:

- Declaration of Office in accordance with the provisions of the Act.
- Address by the Mayor

- Confirmatory By-law

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

DUTIES OF THE CHAIR

4.4 The Chair shall:

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

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

Acting Head of Council

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

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

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

Ex Officio

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

Alternate Upper Tier Member

- 4.9 The members, once a term shall select an alternate to the Mayor who may attend upper tier Council meetings in the absence of the Mayor by Requesting a members to put their name forward. If only one member puts their name forward that member shall be approved by Council. If more than one member puts their name forward, the decision will be made by secret ballot during an open meeting of Council.
- 4.10 If the member selected to sit as an alternate to the Mayor ceases to sit on local Council, another alternate will be chosen in the manner as set out in Section 4.9 after the local member's position has been filled by appointment or by election.

Points of Order and Privilege

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

5. MEETING PROCEDURES

Quorum

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

Open and closed meetings

- 5.3 Council may convene, in open session, and adopt a motion to move into closed session ½ hour prior to a regularly scheduled open Council meeting.
- 5.4 All meetings or part of a meeting shall be open to the public unless the subject matter being considered is:
- (a) the security of the property of the municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act
 - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- (l) If the meeting is held for the purpose of educating or training the members AND at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee

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

- a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman or investigator referred to in the Act.

5.6 Voting is not permitted in a closed meeting, unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or persons retained by or under contract with the municipality.

5.7 A resolution shall be passed in open session stating the general nature of the matter to be considered at the closed session.

5.8 A resolution shall be passed to adjourn the closed session.

5.9 In the event discussion in closed session concludes prior to the open session, Council shall rise from closed and adopt a motion to recess and reconvene at the beginning of the regularly scheduled open meeting.

5.10 If closed session items are not completed before the scheduled time for the open meeting, Council may:

- a) consider a motion to defer the closed session items not addressed to a future scheduled closed session meeting; or
- b) consider a motion to recess and reconvene at the end of the regularly scheduled open Council meeting to conclude discussion; or
- c) proceed in closed session until all the agenda items have been

considered.

- 5.11 Council may convene in a Special Council meeting, on a date other than a regularly scheduled Council for the purpose of going into closed session.

Motions

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

Notice of Motion

- 5.20 A member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda at which the member

introducing the motion is in attendance for discussion. There shall be no debate or discussion on the motion until it appears on an agenda.

- 5.21 At the meeting, the notice of motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.

Reconsideration

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

Manner of Voting and Rules of Debate

- 5.24 On an unrecorded vote, a show of hands shall determine the decision of council.
- 5.25 Every member present at a meeting when the vote is called shall vote unless prohibited by interest or otherwise.
- 5.26 If member refuses to vote, where not prohibited by interest or otherwise, that member shall be considered to have voted no.
- 5.27 Any question in which there is a tie vote shall be deemed to be defeated.
- 5.28 Every member shall request acknowledgment from the Chair, prior to speaking to any question or motion. When two or more members wish to speak, the Chair will determine which member requested to speak first and they shall have the floor.
- 5.29 When a member is speaking, no other member shall interrupt him or her except to raise a point of order.
- 5.30 Members shall not speak more than once to the same question without the consent of the Chair. A member, in speaking to a

question shall be limited to ten minutes, unless an extension of a further five minutes is approved by motion of council.

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

Curfew

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

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

Decorum

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

6.31 Persons attending a meeting shall not:

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

6. VIDEO AND AUDIO RECORDING

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

7. **PROCEDURES FOR AGENDAS, MINUTES, AND SUPPORTING MATERIAL**

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

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

- u) By-laws
- v) Cultural Moment (first meeting of the month)
- w) Confirmatory by-law
- x) Adjournment

- 7.2 The Clerk shall ensure that the minutes of the last council meeting, and all special, committee, ad hoc minutes held more than seven business days prior to a regular meeting are included in the agenda package.
- 7.3 All reports, supporting material, delegation/presentation/award requests shall be submitted to the Clerk's office by 12 noon on the Tuesday preceding the council meetings scheduled for 2:00 p.m. and 12 noon on the Wednesday preceding the council meetings scheduled for 7:00 p.m., unless extenuating circumstances arise
- 7.4 As far as practical the agenda and all attachments will be made available to the members by 4.30 p.m. on the Wednesday preceding the 2 p.m. council meeting, and by 4:30 p.m. on the Thursday preceding the 7:00 p.m. council meeting, unless extenuating circumstances arise
- 7.5 a) The order of business of the council shall be in the order in which it stands on the agenda unless the Chair decides verbally to amend the order.
- b) An item of business or matter not listed on the agenda shall not be introduced for consideration at the same meeting, unless not dealing with the items of business or matter would be detrimental to the Township of Wellington North.
- c) A majority vote of council shall be passed prior to any consideration or discussion of an item of business or matter not listed on the agenda.

Awards/Recognitions

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

Presentations

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

Deputations

- 7.9 Any individual or group making a deputation to council shall be limited to a maximum of ten (10) minutes for its address, unless an extension of no more than a further five (5) minutes is approved by resolution of council.
- 7.10 The number of deputations shall be limited to three (3) at any meeting.
- 7.11 An individual or group who has already made a deputation on a subject shall not make another deputation within a 12 month period on the same subject unless there is new information to be provided or a new council is in place as a result of a municipal election unless council passes a motion in favour of having the individual or group make another deputation.
- 7.12 An individual or group may make a deputation on a particular subject to either council or committee but shall not be permitted to make a deputation to both council and committee on the same subject.
- 7.13 No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or council and committee.
- 7.14 Members and staff shall only ask questions seeking information or clarification from the delegation with all questions addressed through the Chair.
- 7.15 When the subject matter of a deputation is such that a decision of council is requested, appropriate resolutions or direction to staff may be considered. When a deputation's request has a financial implication, council shall direct that a staff report be brought to a meeting.
- 7.16 Where Council is of the opinion that a report from staff is not necessary and there are no financial implications involved with the

deputant's request, Council may move a motion to support the deputation's request.

Minutes

7.17 The Clerk may make minor deletions, additions or other changes to minutes before they are signed.

7.18 Minutes of meetings shall be taken without note or comment and shall contain the following information:

- a) The place, date and time of the meeting;
- b) The name of the Chair and record of the attendance of the members;
- c) Adoption of the minutes of previous meeting(s);
- d) All other proceedings of the meeting.

By-laws

7.19 Every by-law when introduced shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete with the exception of the number and date thereof.

7.20 Every by-law shall have three readings prior to being passed, and said readings may be held at the same meeting, and may be entertained in one, two or three separate motions.

7.21 The Chair will read only the title of the by-law, unless a member requests a full reading of a specific by-law.

7.22 The Clerk shall set out on all by-laws enacted the date(s) of the reading or readings, shall set out on all by-laws the date(s) of the reading or readings of the, the by-law number and shall seal the by-law with the seal of the Corporation and signed by the Clerk and the Mayor and shall be deposited with the Clerk for safekeeping.

7.23 The Clerk may make minor deletions, additions or other changes to any by-law before it is signed and sealed.

7.24 A by-law shall be passed to confirm all actions taken by council at a meeting.

8. **MEETING LOCATION DATES AND TIMES**

Change of Date, Location or Time

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

Location of Meetings

8.2 All meetings of council shall be held in the Council Chambers at the Township Municipal Office, located at 7490 Sideroad 7 West, Kenilworth.

8.3 Meetings may be held at other locations within the township as deemed necessary from time to time shall be provided in accordance with notice provisions in this by-law.

8.4 In the case of a declared emergency, a meeting of council may be held at another location within or outside of the boundaries of the municipality and notice shall be provided in accordance with notice provisions in this by-law.

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

Date and Time of Regular Meetings of Council

8.6 Council meetings shall be held the second Monday of each month at 2:00 pm and the fourth Monday of each month at 7:00 pm.

8.7 If a public or statutory holiday falls on the Monday designated for holding a council meeting, council will meet on the day set out in the posted meeting schedule as in section 9.8.

Public Notice of Meetings

8.8 In December of each year, the schedule of regular council meetings shall be posted on the municipal website following adoption by council.

8.9 The agenda, and supporting documentation for all council meetings will be posted on the municipal website no later than 12 noon on the Thursday prior to a 2:00 p.m. meeting date, and no later than 12 noon on the Friday prior to a 7:00 p.m. meeting date.

8.10 Notice of a closed session shall be published in the regular council agenda.

8.11 If a special meeting of council is called, notice shall be provided by posting on the Township's website a minimum 24 hours prior to the date of the meeting.

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

9. **CONFIDENTIAL INFORMATION**

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

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

10. **SPECIAL MEETINGS OF COUNCIL**

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

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

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

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

11. **SUSPENSION OF RULES**

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

12. **REVIEW OF BY-LAW**

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

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

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

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

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

**READ A FIRST, SECOND, THIRD TIME AND
FINALLY PASSED THIS 4th DAY OF DECEMBER 2017**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 094-17

**BEING A BY-LAW TO AMEND THE EMERGENCY RESPONSE PLAN
FOR THE COUNTY OF WELLINGTON AND MEMBER MUNICIPALITIES**

WHEREAS, the Township of Wellington North passed by-law 37-10 being a by-law to adopt an Emergency Response Plan for the County and member municipalities;

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

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

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

1. THAT the Amendment No. 4 to the Emergency Response Plan as set out in Schedule “A” attached, is hereby adopted.
2. THAT this by-law shall come into force and effect on the day of final passing thereof.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 4TH DAY
OF DECEMBER 2017.***

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

SCHEDULE “A”**BY-LAW NUMBER 094-17****Amendment No. 4 to the Emergency Response Plan for Wellington County and Member Municipalities**

The Emergency Response Plan is amended as follows:

1. That Section 4.2 Municipal Emergency Notification Procedures is amended by deleting the second bullet and replacing with the following:
 - **Centre Wellington – Infrastructure Call Centre**
2. That Section 4.2 Municipal Emergency Notification Procedures is amended by deleting the eighth bullet and replacing with the following:
 - **Wellington North – CAO or alternate**
3. That Section 6.1 is deleted and replaced with the following:

“The following subsections list the members of the Municipal Emergency Control Group (MECG) and their individual roles and responsibilities during an emergency. The Members of the MECG may, from time to time, delegate a member of their staff to represent them during an emergency response.”
4. That the word “**Alternate**” is removed from the headings of Section 6.1.1 through to 6.1.13 inclusive.
5. That Section 6.1.2 Senior Administrative Municipal Official item ii) is deleted in its entirety and replace with the following:

“ii) May fulfill the role of Command/EOC Director.”
6. That Section 6.1.6 Wellington OPP, Section 6.1.7 Guelph Wellington Paramedic Services, Section 6.1.8 Medical Officer Health and Section 6.1.9 Local Hydro Utility are removed from Section 6.1 and added to the beginning of Section 6.1.15 after the first paragraph and beginning with number 6.1.15.1. The remainder of Sections 6.1 and 6.1.15 are renumbered in entirety.

7. That Section 6.1.14.6 i) is amended by replacing the word “Operations” with “Logistics” so that the Section now reads

“i) Is a member of the Logistics Section of IMS.”

8. That Section 7 is amended by deleting all references to Command and replacing with **Command/EOC Director**.
9. Section 7.5 Incident Management System Flow Chart is amended by inserting **/EOC Director** after Command in the Command Box and further that the first paragraph in this section is amended by removing the third sentence in its entirety so that it now reads

“The following diagram represents the basic Incident Management System Structure that may be used in an Emergency Operation Centre during simple to complex emergency situations. This model may be used with or without the declaration of an emergency. In the Emergency Operation Centre, the Head of Council and/or their alternates may fill the role of Command/EOC Director or may appoint an appropriate designate such as the CAO.

10. That Section 7.6 Enhanced Incident Management System is amended as follows:
- a. The follow chart box for Command is deleted and replaced with **Command/EOC Director**.
 - b. The flow chart box for Emergency Information Officer – County Communications and Wellington OPP is deleted and replace with **Emergency Information Officer**.
 - c. The flow Chart box CAO/Command Advisory Team is deleted and replaced with **Command Advisory Team**.

11. That Section 7.9.1 is amended by deleting the last two sentences so that this Section now reads as follows:

“The Emergency Information Officer is responsible for ensuring the timely dissemination of information to the media. The details of the emergency information processes are outlined in Section 8.2 – Emergency Information Plan.”

12. That Section 8.2.2.1, first paragraph, is deleted and replaced with the following:

**“The Emergency Information Officer(s) (EIO) are as follows:
Centre Wellington – Communications Coordinator/alternate**

**Erin, Guelph/Eramosa, Mapleton, Puslinch and Wellington County -
Communications Manager, County of Wellington/alternate**

Minto – CAO/Clerk/alternate

Wellington North – CAO/alternate

**Wellington County OPP Media officers are designated and trained as
Emergency Information Officers and are available to assist County and
Member Municipalities during emergency events as requested.**

The EIO has the following responsibilities:”



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

Our Cultural Moment this month celebrates Christmas Parades

Santa Claus parades or Christmas parades are held in some countries to celebrate the official opening of the Christmas season with the arrival of Santa Claus who always appears in the last float.

Peoria, Illinois has the longest running Parade in the U.S.A. The first one in 1887 consisted of boats and derricks sailing down the river as part of a new bridge construction. One of the largest is the Toronto Santa Claus Parade, started in 1905, by the Eaton's department store. That year Santa arrived on a train and met Mr. and Mrs. Timothy Eaton, then walked to the Eaton's Downtown store. The first float was introduced in 1908 and today the Toronto Santa Claus Parade is the longest running children's parade in the world and is broadcast in several countries.

Wellington North's Downtowns in Arthur and Mount Forest fill each year with residents and visitors as each community officially open the Christmas season with the arrival of Santa Claus. The streets shine from the lights of themed floats, dancing and marching groups and bands playing Christmas songs. Sponsored by local business and community groups, the time is used to recognize and thank these organizations and causes during the important Christmas season.

This year Wellington North has once again had two very successful parades and a special thank you goes out to the Arthur Opti-Mrs and the Mount Forest Lions for their continued support in sponsoring and organizing these parades for our community.

On behalf of the Council and staff of the Township of Wellington North I would like to wish everyone a very Safe and Happy Christmas.

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

BY-LAW NUMBER 095-17

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON DECEMBER 4, 2017.

WHEREAS Section 5 of the Municipal Act, S.O. 2001 c.25 (hereinafter called "the Act") provides that the powers of a Municipal Corporation shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Act states, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

NOW THEREFORE the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on December 4, 2017 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 4TH DAY OF DECEMBER, 2017.**

**ANDREW LENNOX
MAYOR**

**KARREN WALLACE
CLERK**