

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF REGULAR COUNCIL MEETING – DECEMBER 13, 2021 AT 2:00 P.M.  
CLOSED SESSION TO FOLLOW OPEN SESSION  
VIA WEB CONFERENCING <https://www.youtube.com/watch?v=kuPkCVg66no>

**Members Present:**

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

**Staff Present:**

<b>Chief Administrative Officer:</b>	<b>Michael Givens</b>
<b>Director of Legislative Services/Clerk:</b>	<b>Karren Wallace</b>
<b>Deputy Clerk:</b>	<b>Catherine Conrad</b>
<b>Director of Finance:</b>	<b>Adam McNabb</b>
<b>Director of Operations:</b>	<b>Matthew Aston</b>
<b>Manager of Environment and Development Services:</b>	<b>Corey Schmidt</b>
<b>Compliance Analyst:</b>	<b>Sara McDougall</b>
<b>Manager of Transportation Services:</b>	<b>Dale Clark</b>
<b>Community Recreation Coordinator:</b>	<b>Mandy Jones</b>
<b>Manager of Recreation Services:</b>	<b>Tom Bowden</b>
<b>Chief Building Official:</b>	<b>Darren Jones</b>
<b>Economic Development Officer:</b>	<b>Dale Small</b>
<b>Human Resources Manager:</b>	<b>Chanda Riggi</b>
<b>Director of Fire Services:</b>	<b>Chris Harrow</b>
<b>Senior Planner:</b>	<b>Mathieu Daoust</b>

**CALLING TO ORDER**

Mayor Lennox called the meeting to order.

**ADOPTION OF THE AGENDA**

RESOLUTION: 2021-397

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Agenda for the December 13, 2021 Regular Meeting of Council be accepted and passed.*

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest disclosed.

**PRESENTATIONS**

1. Grand River Conservation Authority
  - Bruce Whale, Municipal Representative
  - Samantha Lawson, Chief Administrative Officer
  - Sonja Radoja, Manager of Corporate Services
    - 2022 Draft Budget

Mr. Whale, Ms. Lawson and Ms. Radoja appeared before Council and presented information including the Grand River Watershed statistics, 2022 budget challenges, new regulations that are provincially led vs. municipally led or other, uncertainty of the impact of COVID, and

the 2021 Budget vs. the 2022 Draft Budget. The general municipal levy will increase by 2.5%. Because of apportionment and how the government allocated that levy amongst the municipalities Wellington North's levy will increase by 2.8%. The GRCA will continue to deliver programs and services that are currently in place.

2. Adam McNabb, Director of Finance
  - 2022 Budget Overview

The 2022 budget overview included:

- 2022 proposed tax levy increase (operating only)
- Operating budget comparison 2021 vs 2022
- Operating budget summary analysis by segment
- Reserves/Reserve Funds – Net Transfers (preliminary)
- Municipal Taxes on Typical Property Types (estimates)
- Tax Rate Trend
- Draft Capital Program - 2022

Council directed staff to bring back another iteration of the budget reflecting a 2% increase at the January 10, 2022 Regular Council Meeting for adoption.

#### **RECESS TO MOVE INTO PUBLIC MEETING**

RESOLUTION: 2021-398

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North recess the December 13, 2021 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:*

- 2574574 Ontario Inc. – Minor Variance
- Elvin and Ruthetta Martin – Zoning By-law Amendment

CARRIED

#### **RESUME REGULAR MEETING OF COUNCIL**

RESOLUTION: 2021-399

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North resume the December 13, 2021 Regular Meeting of Council at 3:48 p.m..*

CARRIED

#### **PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING**

- a. By-law Number 121-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Div 3 to 4 Pt Lot 18 EOSR; Div 1 Pt Lot 19 EOSR, with civic address of 9217 Highway 6, Kenilworth)

RESOLUTION: 2021-400

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT By-law Number 121-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (Div 3 to 4 Pt Lot 18 EOSR; Div 1 Pt Lot 19 EOSR, with civic address of 9217 Highway 6, Kenilworth)*

CARRIED

## **ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING**

1. Regular Meeting of Council, November 22, 2021
2. Special Meeting of Council, November 30, 2021

RESOLUTION: 2021-401

Moved: Councillor Burke

Seconded: Councillor Hern

*THAT the minutes of the Regular Meeting of Council held on November 22, 2021 and the Special Meeting of Council held on November 30, 2021 be adopted as circulated.*

CARRIED

## **BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

No business arising from previous meetings of Council.

## **IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

1d, 1g ii, 1g iv, 3a, 5c, 7a

## **ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

RESOLUTION: 2021-402

Moved: Councillor Hern

Seconded: Councillor McCabe

*THAT all items listed under Items For Consideration on the December 13, 2021 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority October 21, 2021 Authority Meeting.*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority Board of Directors Meeting #9-21 held on October 20, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Summary of the General Membership Meeting held on November 26, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Association Annual General Meeting held on November 17, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Aquatics Ad-Hoc Advisory Committee meeting held on November 9, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee meeting held on December 7, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North direct staff to implement the public consultation program detailed within Report RPL 2021-022 with the aim for Committee to approve a preferred design concept at the May RPL Meeting, as recommended by the Recreation, Parks and Leisure Committee.*

*THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Recreation, Parks and Leisure Committee, direct staff to bring a by-law to a future meeting of Council to adopt the Hours of Operation-Outdoor Parks and Trails Policy; AND FURTHER THAT Council direct staff to bring a by-law to amend By-law 046-99 to establish certain rules and regulations regarding the maintenance, operations and management of all parklands; AND FURTHER THAT Council authorize the Mayor and Clerk to sign the by-laws.*

*THAT the Council of the Corporation of the Township of Wellington North receive the Township of Southgate Notice of Virtual Open House concerning a new Official Plan for the Township of Southgate.*

*THAT the Council of the Corporation of the Township of Wellington North receive correspondence from Shawn Aitken, Marlanna Homes, request to name the new road being constructed by Marlanna Homes on the property Part Lot Two South of King Street, File Number 23T-17001, 400 King Street East as Newfoundland Street; AND FURTHER THAT the Council of the Township of Wellington North approves of the street name Newfoundland Street.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-16 being the Building Permit Review for the period ending October 31st, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-17 being the Building Permit Review for the period ending November 30th, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-031 being a report on the Mount Forest and Arthur Business Improvement Associations,*

*AND FURTHER THAT Council approve the 2022 workplan, budget and tax levy for the Arthur BIA as presented and approved at the Nov. 17, 2021, Annual General Meeting, AND FURTHER THAT Council approve the 2022 workplan, budget and tax levy for the Mount Forest BIA as presented and approved at the Nov. 17, 2021, Annual General Meeting,*

*AND FURTHER THAT Council approve the appointment of Kathleen Delchiaro as a voting member and Jayme Hewson as a non-voting member to the Board of Directors of the Mount Forest BIA as recommended by the Board at the Nov. 17, 2021, Annual General Meeting.*

*THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated December 2, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2021-20 being a report on the external auditor's (RLB LLP) audit plan for the 2021 calendar year;*

*AND FURTHER THAT Council direct staff to execute the agreement (engagement letter) to confirm the mutual understanding of the terms of the engagement with RLB for the purposes of auditing the consolidated statements of the Township of Wellington North.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-043 being a report on the Township's Drinking Water Quality Management System (DWQMS) – 2021 Management Review Meeting Minutes.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-042 being a report on how to declare a significant weather event in Wellington North;*

*AND FURTHER THAT Council delegate the authority to declare a significant weather event with respect to Ontario's Minimum Maintenance Standards for Municipal Highways to the Director of Operations or their designate;*

*AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law for a policy for the declaration of a significant weather event.*

*THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Frank Vanderloo, P. Eng., B.M. Ross and Associates Limited, dated December 2, 2021, regarding Eastridge Landing Subdivision (Arthur) – Draft Plan 23T-13001, Phase 3 (Walsh Street, Lots 1 to 29) Preliminary Acceptance for Stage 3;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North grant 2073022 Ontario Inc. (James Coffey) Preliminary Acceptance for Stage 3 of Phase 3 (Walsh Street, Lots 1 to 29) of the Eastridge Landing Subdivision (Draft Plan 23T-13001) effective June 28, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Frank Vanderloo, P. Eng., B.M. Ross and Associates Limited, dated December 8, 2021, regarding Mt. Forest Developments Inc. Subdivision (Jefferey Way, Mount Forest), Draft Plan 23T-18001 – Preliminary Acceptance for Stage 1 & Stage 2 – Securities Reduction;*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North grant Mt. Forest Developments Inc. (Brad Wilson), for the Jefferey Way Subdivision (Draft Plan 23T-18001) in the community of Mount Forest:*

- 1. Preliminary Acceptance for Stage 1 and for Stage 2, subject to and effective from the date the Township CBO receives from the Developer proof of registration of all required easements, a letter acknowledging all outstanding utilities will be installed within 6 weeks, and confirmation that all Jefferey Way traffic signage has been installed.*
- 2. A reduction in securities to the amount of \$309,773.52, subject to the submission of a Statutory Declaration re: Payment of Accounts by the Developer to the Township CBO.*

*THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Report number GM-11-21-80, dated November 26, 2021 regarding Draft Transition Plan – Requirement under Ontario Regulation 687/21.*

CARRIED

#### **CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION**

RESOLUTION: 2021-403

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association Annual General Meeting held on November 17, 2021.*

CARRIED

RESOLUTION: 2021-404

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North endorse the implementation of the fundraising committee guidelines as laid out in Report CAO 2021-008 Fundraising Committee Guidelines, as recommended by the Recreation, Parks and Leisure Committee.*

CARRIED

RESOLUTION: 2021-405

Moved: Councillor Hern

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Recreation, Parks and Leisure Committee, direct staff to amend the fees and charges by-law to include a "cash in lieu of parkland" fee per the following schedule: (Report RLP 2021-023)*

2022	\$2,000
2023	\$4,000
2024	\$7,500
2025	<i>Proceed with land valuation appraisal review</i>

*AND FURTHER THAT Council direct staff to bring a by-law to require the conveyance of land for park or other public recreational purposes, as a condition of the development or redevelopment of land, in the Township of Wellington North to a future meeting of Council;*

*AND FURTHER THAT Council authorize the Mayor and Clerk to sign the by-law.*

DEFERRED

RESOLUTION: 2021-406

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report TR2021-19 being a report on 2022 fees and charges by-law updates (various services);*

*AND FURTHER THAT Council direct staff to proceed with the updates to reflect the changes outlined herein for the 2022 calendar year.*

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

CARRIED

RESOLUTION: 2021-407

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-15 being a report on the City of Guelph By-law Enforcement Services – PILOT;*

*AND FURTHER THAT the Council of the Township of Wellington North authorizes the Mayor and Clerk to enter into an agreement with the City of Guelph for the purposes of providing By-law Enforcement Services to the Township of Wellington North.*

CARRIED

RESOLUTION: 2021-408

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the report CLK 2021-035 being a report on the delegation of authority policy;*

*AND FURTHER THAT the Mayor and the Clerk are authorized to sign the Delegation of Authority By-law;*

*AND FURTHER THAT the by-law will become effective January 1, 2022.*

*AND FURTHER THAT Policy 33.15 be replaced with Policy 003-22 in By-law 116-21.*

CARRIED

## NOTICE OF MOTION

No notice of motion tabled.

## COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Hern (Ward 3):

- Arthur Chamber of Commerce met last week. Stacey Stevenson is the new administrator.
- Mount Forest Chamber of Commerce will meet on December 14, 2021
- Cultural Roundtable Christmas meeting December 16, 2021

## BY-LAWS

- By-law Number 111-21 being a procedure by-law for governing the calling, place and proceedings of meetings of Council and its Committees and to repeal By-law 024-19
- By-law Number 112-21 being a procedure by-law for completion of an automatic recount in a municipal election in accordance with the Municipal Elections Act and to repeal By-law 089-17
- By-law Number 113-21 being a procedure by-law for use of Corporate Resources during a municipal election
- By-law Number 114-21 being a by-law to repeal by-law 023-05 being a by-law to delegate the powers and duties of the municipality in respect of filing complaints with the Ontario Assessment Review Board
- By-law Number 115-21 being a by-law to require the conveyance of land for park or other public recreational purposes, as a condition of the development or redevelopment of land in the Township of Wellington North
- By-law Number 116-21 being a procedure bylaw for the Delegation of Authority Policy
- By-law Number 117-21 being a by-law to establish the fees and charges for various services provided by the municipality
- By-law Number 118-21 being a by-law to adopt a policy for the hours of operation – outdoor parks and trails
- By-law Number 119-21 being a by-law to adopt a policy for the declaration of a significant weather event
- By-law Number 120-21 being a by-law to establish fees and charges for water and sewer services provided by the municipality and to repeal By-law 114-19
- By-law Number 122-21 being a by-law to authorize an agreement for By-law Compliance Services

RESOLUTION: 2021-409

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT By-law Number 111-21, 112-21, 113-21, 114-21, 116-21, 118-21, 119-21, 120-21 and 122-21 be read a First, Second and Third time and enacted.

CARRIED

RESOLUTION: 2021-410

Moved: Councillor Burke

Seconded: Councillor Yake

THAT By-law 117-21, Schedule F, item cash in lieu of parkland be amended from \$7,500.00 to \$1,000.00 per lot until a legal opinion has been received.

CARRIED

## CLOSED MEETING SESSION

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

- (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;

RESOLUTION: 2021-411

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 4:34 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:*

- (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;*

CARRIED

### 1. REPORTS

- a. EDO 2021-032 Industrial Land Sale 237 Industrial Drive, Mount Forest
- b. Cannabis-Notice of Application 565 Perth St MF Verbal Report Patrick Kraemer, LLP
  - December 13, 2021 Executive Summary for information
- c. Council initiated COVID 19 Policy
- d. RPL 2021-024 being a report on concession booths at the Mount Forest and Arthur Arenas
- e. RPL 2021-026 being a report on the Arthur Senior Centre



2. REVIEW OF CLOSED SESSION MINUTES

- November 8, 2021 Regular Council Meeting
- December 7, 2021 Recreation, Parks and Leisure Committee

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2021-412

Moved: Councillor McCabe

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 6:09 p.m.*

CARRIED

RESOLUTION: 2021-413

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-032 Industrial Land Sale 237 Industrial Drive, Mount Forest;*

*AND FURTHER THAT Council approve the confidential direction to staff.*

CARRIED

RESOLUTION: 2021-414

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive the verbal report regarding Cannabis-Notice of Application 565 Perth Street, Mount Forest – December 13, 2021 Executive Summary for information;*

*AND FURTHER THAT Council approve the confidential direction to staff.*

CARRIED

RESOLUTION: 2021-415

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North receive the verbal discussion regarding Council initiated COVIC 19 Policy;*

*AND FURTHER THAT Council approve the confidential direction to staff.*

CARRIED

RESOLUTION: 2021-416

Moved: Councillor Yake

Seconded: Councillor Hern

*THAT Council of the Corporation of the Township of Wellington North receive for information Report RPL 2021-024 being a report on concession booths at the Mount Forest and Arthur Arenas.*

*AND FURTHER that Council direct staff to not reopen the concession stands for the 2022 winter season.*

CARRIED

RESOLUTION: 2021-417

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT Council of the Corporation of the Township of Wellington North receive for information report RPL 2021-026 being a report on the Arthur Seniors Centre.

AND FURTHER THAT Council direct staff to notify the Arthur Seniors Centre user group that the hall will not reopen at this time, subject to all public health restrictions.

AND FURTHER THAT Council direct staff to notify the Damascus Hall committee to not take any further bookings at this time, subject to all public health restrictions

CARRIED

RESOLUTION: 2021-418

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the November 8, 2021 Regular Council Meeting and the December 7, 2021 Recreation, Parks and Leisure Committee Meeting.*

CARRIED

#### **CONFIRMING BY-LAW**

RESOLUTION: 2021-419

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT By-law Number 123-21 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on December 13, 2021 be read a First, Second and Third time and enacted.*

CARRIED

#### **ADJOURNMENT**

RESOLUTION: 2021-420

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Regular Council meeting of December 13, 2021 be adjourned at 6:14 p.m.*

CARRIED

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CLERK

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MAYOR