



Township of Wellington North

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

Regular Meeting of Council

Monday, December 16, 2013

7:00 p.m.

Municipal Office Council Chambers, Kenilworth

A G E N D A

Page 1 of 4

| AGENDA ITEM | PAGE NO. |
|---|----------|
| <p><u>CALLING THE MEETING TO ORDER</u></p> <p>- Mayor Tout</p> | |
| <p><u>O' CANADA</u></p> | |
| <p><u>PASSING AND ACCEPTANCE OF AGENDA</u></p> | |
| <p><u>DECLARATION OF PECUNIARY INTEREST</u></p> | |
| <p><u>MINUTES</u></p> <p>1. Regular Meeting of Council, December 2, 2013</p> | 01 |
| <p><u>BUSINESS ARISING FROM MINUTES</u></p> | |
| <p><u>DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS</u></p> | |

| AGENDA ITEM | PAGE NO. |
|---|----------------------|
| <u>STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS</u> | |
| 1. Wellington North Fire Service <ul style="list-style-type: none"> - Arthur Station - November 2013 Fire Report - November 2013 Fire Prevention Officer's Report - Mount Forest Station - November 2013 Fire Report - November 2013 Fire Prevention Officer's Report | 11 13 14 15 |
| 2. Report from Jeff Dahms, Fire Chief <ul style="list-style-type: none"> - Wellington North Fire Services Proposed Organizational Chart | 16 |
| 3. Report from Darren Jones, Chief Building Official <ul style="list-style-type: none"> - Building Department Fees and Charges | 39 |
| 4. Report from Michael Givens, Chief Administrative Officer <ul style="list-style-type: none"> - Committee Structure (deferred from November 18, 2013 meeting) | 41 |
| 5. Report from Michael Givens, Chief Administrative Officer <ul style="list-style-type: none"> - Small, Rural and Northern Municipal Infrastructure Fund (SRNMIF) Capital Program | 51 |
| 6. Report from Dale Small, Business Economic Manager <ul style="list-style-type: none"> - Public Art Grant Application: Community Improvement Program | 54 |
| 7. Recreation & Culture Advisory Committee <ul style="list-style-type: none"> - Minutes, December 3, 2013 | 62 |
| <u>CORRESPONDENCE FOR COUNCIL'S INFORMATION AND DIRECTION</u> | |
| 1. Autism Ontario <ul style="list-style-type: none"> Re: Request to Proclaim April 2, 2014 as World Autism Awareness Day | 64 |
| 2. Township of Killaloe, Hagarty and Richards <ul style="list-style-type: none"> Re: Request for support of resolution regarding the Government's desire to limit Industrial Wind Turbine (IWT) Projects | 65 |

| AGENDA ITEM | PAGE NO. |
|--|-----------------|
| <u>CORRESPONDENCE FOR COUNCIL'S INFORMATION AND DIRECTION</u> (continued) | |
| 3. Tay Valley Township Re: Resolution Regarding OPP Billing Reform | 67 |
| 4. Hydro One Network Inc. Re: Hydro One's Proposed Amended Class Environmental Assessment for Minor Transmission Facilities | 69 |
| - Memo to Municipalities for Distribution | 70 |
| - Acknowledgement of Receipt | 72 |
| - Notice of Submission | 73 |
| - Draft Amended Class EA (available in office) | |
| 5. United Counties of Prescott and Russell Re: Resolution Regarding Amendment to the Aggregate Resources Act for peat moss extraction | 75 |
| 6. Frank Vanderloo, B.M. Ross and Associates Limited Re: Eastridge Landing Subdivision (Arthur) – Preliminary & Final Acceptance of various Stages of Phase 1 – Reduction in Securities for Phase 1 | |
| <u>BY-LAWS</u> | |
| 1. 104-13 Being a By-law to Establish the Fees and Charges for various services provided by the Municipality | 77 |
| 2. 105-13 Being a By-law to Appoint a Clerk for The Corporation of the Township of Wellington North. | 96 |
| 3. 106-13 Being a By-law to Appoint a Community Emergency Management Coordinator and Alternate Community Emergency Management Coordinator for the Corporation of the Township of Wellington North. | 97 |
| 4. 107-13 Being a By-law to provide for an Interim Tax Levy on all assessment within specific tax classes and to provide a penalty and interest rate for current taxes in default and tax arrears. | 99 |
| <u>OTHER/NEW BUSINESS</u> | |
| 1. Petition for Drainage Works- Josef Huber Re: East Part Lot 18, Concession 2, former Township of West Luther | 102 |

| AGENDA ITEM | PAGE NO. |
|---|----------|
| <p><u>ITEMS FOR COUNCIL'S INFORMATION</u> (copies available for review in Clerk's Office and at Council Meeting)</p> <p>Cheque Distribution Report dated December 11, 2013</p> <p>Ministry of Citizenship and Immigration - Ontario Medal for Young Volunteers</p> <p>Grand River Conservation Authority - General Membership Meeting Minutes, October 25, 2013</p> <p>Township of Southgate Committee of Adjustment - Notice of Public Hearing for Application of Consent – File #B11/13</p> <p>Ausable Bayfield Maitland Valley Source Protection Region - Notice – Revised Proposed Source Protection Plans</p> | 105 |
| <p><u>NOTICE OF MOTION</u></p> | |
| <p><u>ANNOUNCEMENTS</u></p> | |
| <p><u>CLOSED MEETING SESSION</u></p> <ol style="list-style-type: none">1. "Security of Property" of the municipality (Section 239 (2) (a))2. "Personal matter" about an identifiable individual, including municipal employees (Section 239 (2) (b))3. "Legal matter" regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality (Section 239 (2) (e)) | |
| <p><u>CONFIRMING BY-LAW NO. 108-13 BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL</u></p> | 114 |
| <p><u>ADJOURNMENT</u></p> <p>Catherine More, Deputy Clerk</p> | |

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 2, 2013

Following Committee of Adjustment (7:07 p.m.)

Members Present:

Acting Mayor: Andy Lennox
Councillors: Sherry Burke
Mark Goetz
Dan Yake

Absent:

Mayor: Raymond Tout

Also Present:

Chief Administrative Officer: Michael Givens
Deputy Clerk: Catherine More
Executive Assistant: Cathy Conrad
Director of Public Works: Deb Zehr

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

A. CALLING THE MEETING TO ORDER

Acting Mayor Lennox called the meeting to order.

B. O' CANADA

C. PASSING AND ACCEPTANCE OF AGENDA

Moved by: Councillor Goetz
Seconded by: Councillor Yake

THAT the Agenda for the December 2, 2013 Regular Meeting of Council be accepted and passed.

Resolution Number: 1

Carried

D. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE
THEREOF

None declared.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 2, 2013

Page Two

E. MINUTES

1. Regular Meeting of Council, November 18, 2013

Moved by: Councillor Yake
Seconded by: Councillor Goetz

THAT the minutes of the Regular Meeting of Council held on November 18, 2013 be adopted as circulated.

Resolution Number: 2

Carried

F. BUSINESS ARISING FROM MINUTES

None.

G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS

1. Linda Dickson, Emergency Manager/CEMC
Re: Emergency Management Program Report

Ms. Dickson appeared before Council to present her Emergency Management Program Report which outlined the Township's requirements as set out in the Emergency Management and Civil Protection Act and how the Township has fulfilled these requirements for 2013.

The Programme Committee met on April 15. There were no changes proposed to the Emergency Response Plan in 2013. Training session held in 2013 included the Basic Emergency Management course on April 11 and 12; Scribe training on May 30; and IMS 100 on September 24. An emergency notification exercise was conducted on September 21.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 2, 2013

Page Three

G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS
(continued)

2. Linda Dickson, Emergency Manager/CEMC
Re: Emergency Management Program Report (continued)

The Township participated in an Incident Management System table top exercise on October 24 at the Elora Community Centre with 80 participants, including members of Council, municipal staff and representatives of partner agencies and organizations. This exercise evaluated the Incident Management System in an Emergency Operation Centre and implemented a Common Operating Picture and communication.

The Emergency Management and Civil Protection Act require municipalities to identify facilities and other elements of critical infrastructure that are at risk of being affected by emergencies. The list is reviewed annually and updates as necessary. A County-wide Critical Infrastructure Assurance Program was discussed. The water departments in the County have formed a critical infrastructure working group. Several Public Education promotions and events took place throughout the year. Further enhancements include interoperability; reviewing and revising Hazard Identification and Risk Assessments for all Wellington Municipalities; common operating picture software; suggestions resulting from the April Ice Storm debrief included in the after action report.

Moved by: Councillor Goetz

Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North accept the annual emergency management report dated November 26, 2013 prepared by Linda Dickson, Emergency Manager/CEMC;

AND FURTHER THAT this report serves as the annual review of the Township's Emergency Management Program for 2013.

Resolution Number: 3

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 2, 2013

Page Four

H. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND RECOMMENDATIONS

1. Tree Committee
 - Minutes, June 14, 2013
 - Minutes, November 14, 2013

Moved by: Councillor Yake
Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive and adopt the minutes of the Tree Committee meetings on June 14, 2013 and November 14, 2013.

Resolution Number: 4 **Carried**

2. Report from Michael Givens, Chief Administrative Officer
 - Committee Structure (deferred from November 18, 2013 meeting)

Council discussed the report on Committee Structure. Further discussion will take place during a future Council meeting. No decision on the committee structure has been made by Council. As such committees will continue as is until a decision is made.

3. Report from Michael Givens, Chief Administrative Officer
 - 2014 Ontario Municipal Partnership Fund

Moved by: Councillor Yake
Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive for information the report from the CAO with regard to the 2014 Ontario Municipal Partnership Fund, prepared and recommended by Michael Givens, CAO.

Resolution Number: 5 **Carried**

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 2, 2013

Page Five

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

4. Report from Michael Givens, Chief Administrative Officer
- OPP Training Centre (Kenilworth) Roof Repair Tender

Moved by: Councillor Yake
Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive for information the report from the CAO with regard to the OPP Training Centre (Kenilworth) Roof Repair Tender, prepared and recommended by Michael Givens, CAO.

Resolution Number: 6

Carried

5. Economic Development Committee
- Minutes, November 20, 2013

Moved by: Councillor Burke
Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive and adopt the minutes of the Economic Development Committee meeting held on November 20, 2013.

Resolution Number: 7

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 2, 2013

Page Six

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

6. Report from Deb Zehr, Director of Public Works
 - Road Needs Assessment and Bridges/Culvert Appraisals
 - Director of Public Works indicated that significant discussion and changes related to prioritizing of projects would take place prior to the final report.

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North accept the Draft Road Management Study 2013 and the Draft Bridge Inspection Report 2013 as information, for circulation purposes, and comments be forwarded to the Director of Public Works by December 6, 2013, prepared by Deb Zehr, Director of Public Works and recommended by Michael Givens, CAO.

Resolution Number: 8

Carried

I. CORRESPONDENCE FOR COUNCIL'S INFORMATION AND DIRECTION

1. Township of Seguin
 - Re: Correspondence Requesting Premier Kathleen Wynn to intervene in the OPP new Billing model for Police Services
 - Received as information
2. K. Smart Associates Limited
 - Re: 2014 – 2016 Fess for Drainage Superintendent Services
 - Received as information

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 2, 2013

Page Seven

I. CORRESPONDENCE FOR COUNCIL'S INFORMATION AND DIRECTION (continued)

3. Karen Armstrong, Vice-Chair, Wellington County Active Transportation
Re: Active Transportation Plan Update

Moved by: Councillor Burke
Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North receive for information the Wellington County Active Transportation Plan 2013 Year In Review Report prepared by Karen Armstrong, Vice-Chair, Active Transportation Committee, dated November 6, 2013.

Resolution Number: 9

Carried

J. BY-LAWS

1. 102-13 Being a Provisional Drain Repair By-law to provide for the repair of the Wayne Cole Drainage works

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT By-law Number 102-13 being a provisional drain repair by-law to provide for the repair of the Wayne Cole Drainage Works be read a First, Second time and provisionally adopted.

Resolution Number: 10

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 2, 2013

Page Eight

K. OTHER/NEW BUSINESS

1. Report of Livestock Valuer
Re: Livestock Claims
 - Peter Murray, dated November 5, 2013
 - Peter Murray, dated November 14, 2013

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Council of the Corporation of the Township of Wellington North authorize payment of \$532.00 to Peter Murray for livestock claims dated November 5, 2013 and November 14, 2013.

AND FURTHER THAT Gord Flewwelling be paid \$150.00 for Livestock Valuer fees and \$33.00 for mileage.

Resolution Number: 11

Carried

L. ITEMS FOR COUNCIL'S INFORMATION

Cheque Distribution Report dated November 27, 2013

Ministry of Citizenship and Immigration

- 2014 Volunteer Service Awards

M. NOTICE OF MOTION

None.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 2, 2013

Page Nine

N. CULTURAL MOMENT

THE MOUNT FOREST CARNEGIE LIBRARY CELEBRATES 100 YEARS!

Early 1900's capture of Mount Forest Carnegie Library
Wellington County Museum & Archives Photo 8033

In April 1909, the Mount Forest Library was fortunate to receive a \$10,000 grant to build from Philanthropist Andrew Carnegie, who was making substantial donations towards building public libraries around the world; the branch officially opened in December 1913.

In total, Canada received \$2,556,600 for public library construction. Of the 125 Carnegie libraries built in Canada, 111 were located in Ontario. Wellington County Library is fortunate to have five Carnegie library branches within the system.

The Mount Forest Library was designed by Architect, George Gray and was 4,259 square feet in size. The branch saw \$1,620,000 worth of renovations in 2009 with Architect L. Alan Grinham adding an additional 7,328 square feet to the original building.

On Thursday, December 5, 2013, the Mount Forest Carnegie Library will officially turn 100. To celebrate this occasion, the library will be hosting an Anniversary Open House on December 5 from 2 – 5 pm. At the open house, there will be a chance to browse through old photographs and memorabilia from the library over the past 100 years. A few selections from the community writing expo taking place from September to November will also be read and displayed. The writing expo is centered on the community's "fondest memories of the Mount Forest Library". Refreshments, cake and Wellington North's world famous butter tarts will be served as well. It will be a great afternoon for staff and the community to celebrate 100 years of the Carnegie Legacy in Mount Forest and look forward to many more.

"A library outranks any one thing a community can do to benefit its people. It is a never failing spring in the desert." Andrew Carnegie (1835-1919)

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 2, 2013

Page Ten

O. ANNOUNCEMENTS

Councillor Burke announced that the Water and Sewer Committee meeting and the Works Committee meeting scheduled for December 17 have been cancelled.

Acting Mayor Lennox reminded everyone that the Mount Forest Santa Claus Parade will take place on Friday, December 6.

P. CONFIRMING BY-LAW

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT By-law Number 103-13 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on December 2, 2013 be read a First, Second and Third time and finally passed.

Resolution Number: 12

Carried

Q. ADJOURNMENT

Moved by: Councillor Goetz

Seconded by: Councillor Burke

THAT the Regular Council meeting of December 2, 2013 be adjourned at 8:09 p.m.

Resolution Number: 13

Carried

DEPUTY CLERK

MAYOR



TOWNSHIP OF WELLINGTON NORTH



FIRE SERVICE

7490 Sideroad 7 West, PO Box 125, Kenilworth, Ontario N0G 2E0

ARTHUR FIRE STATION REPORT NOVEMBER 2013

The Arthur Fire Department responded to sixteen calls for assistance during the month of October 2013.

| | |
|-----------------|--|
| Arthur Village | - 2 Alarm Activations - 3 Ambulance Assist - 1 Fire - 1 CO Alarm Activation – no symptoms |
| West Garafraxa | - 1 Alarm Activation |
| Mapleton | - 1 MVC - 1 Fire |
| West Luther | - 1 MVC |
| Arthur Township | - 1 Fire |
| Mutual Aid: | - Centre Wellington – 1 Fire - Drayton – 3 Fires |

There were four practices held during the month of November. On November 6th, Practice #1, thirteen members attended; on November 13th, Practice #2, sixteen members attended; on November 20th, Practice #3, eighteen members attended; and on November 27th, Practice #4, fifteen members attended.

Arthur Station Chief, Jim Morrison, and three Fire Fighters and their spouses attended the Wellington Dufferin Mutual Aid Association Banquet/Meeting in Clifford on November 2nd.

On November 5th the Arthur Station hosted the Wellington Dufferin Mutual Aid Association meeting.

On November 14th two Fire Fighters attended "Ladies Night" at Arthur Home Hardware and had public education materials on hand for an evening of information and demonstrations.

On November 29th Arthur Station Chief J. Morrison, Captain A. Morrison, Wellington North Fire Chief Dahms and Wellington North Fire Prevention/Education Officer Benn took part in the "Shop With A Cop" community event. Students were transported in four of the Arthur Station fire trucks to shop at the local Foodland. All of the groceries were then donated to the local Arthur Food Bank. OPP, EMS and Mayor Tout were also part of the event.

Wellington North Fire Services is in the process of recruiting fire fighters for the Arthur Fire Station.

Arthur Station Chief Jim Morrison, and Fire Fighter David Hodgkinson have achieved their Company Officer Level II from the Ontario Fire College.

Three burn permits were issued for the Arthur Fire Station coverage area. Two burn permits were issued by the Township of Wellington North. The Township of Mapleton issued one burn permit.

Submitted by:
Arthur Station Chief Jim Morrison
CMM III Fire Service Professional

**Fire Prevention Report
Wellington North Fire Service**

**Nov-13
Arthur Station**

| | |
|-------------------------------------|----|
| Evac. Procedures | 0 |
| Telephone Calls | 25 |
| Business/Personal Service | 6 |
| Residential | 3 |
| Assembly Occ. | 2 |
| Misc. | 14 |
| Industrial | 2 |
| Meetings | 5 |
| Complaints | 0 |
| Mercantile | 3 |
| Letter/Reports | 11 |
| Institutional | 0 |
| Burn Permits/info | 1 |
| New Construction/Plan Review | 0 |
| Occupancy Permits | 0 |
| FE Ext. Training/Talks | 0 |
| Emerg. Planning | 0 |
| Inspection Follow Up | 5 |
| Pub. Ed. Lectures/Tours | 2 |
| Pre Incident Planning | 0 |
| Fire Safety Plan Review | 2 |
| Administration | 6 |
| Court/Documents/Serving | 0 |
| Training (OFC/Local) | 1 |
| Investigations | 1 |

Notes:



TOWNSHIP OF WELLINGTON NORTH

FIRE SERVICE



7490 Sideroad 7 West, PO Box 125, Kenilworth, Ontario N0G 2E0

MOUNT FOREST FIRE STATION REPORT NOVEMBER 2013

The Mount Forest Fire Station responded to eleven calls for assistance during the month of November 2013.

- | | |
|----------------------|---|
| 2 in Mount Forest | - 1 Ambulance Assist (1 VSA) |
| | - 1 Smoke Alarm (Alarm Problem) |
| 1 in West Grey | - C.O. Alarm (Chimney Problem) |
| 3 in Arthur Township | - 1 MVC (Car in Ditch - Highway 6 and Sideroad 5) |
| | - 1 Hydro Pole Fire (Highway 89 East of Conn) |
| | - 1 Ambulance Assist (Unconscious Patient) |
| 5 in Southgate | - 1 Attic Fire |
| | - 1 Ambulance Assist (Possible VSA)) |
| | - 3 MVC |
| | - 043892 Southgate Road, truck into tree |
| | - 391794 Grey Road 109, car and horse |
| | - Highway 6 South of Grey Road 9, car and tractor trailer |

There were two meeting/practice sessions held during the month of November 2013. On November 11th, 2013 fourteen members were present and on November 25th, 2013 eighteen members were present.

On November 11th, 2013 several members from the Mount Forest Station took part in the Remembrance Day Service in Mount Forest.

The Mount Forest Station hosted the Grey County Mutual Aid meeting on November 12th, 2013.

Members from the Mount Forest Station attended the Wellington North Christmas Dinner at the Mount Forest Sports Complex on November 29th, 2013; which was very enjoyable.

Respectfully Submitted,
Ron MacEachern
Mount Forest Station Chief

**Fire Prevention Report
Wellington North Fire Services**

**Nov-13
Mount Forest Station**

| | |
|--------------------------------------|----|
| Evac. Procedures | 2 |
| Telephone Calls | 26 |
| Business/Personal Service | 11 |
| Residential | 2 |
| Assembly Occ. | 4 |
| Misc. | 19 |
| Industrial | 3 |
| Meetings | 4 |
| Complaints | 1 |
| Mercantile | 4 |
| Letter/Reports | 9 |
| Institutional | 2 |
| Burn Permits | 2 |
| New Construction/Plan Review | 0 |
| Occupancy Permits | 0 |
| FE Ext. Training/Talks | 0 |
| Emerg. Planning | 0 |
| Inspection Follow Up | 4 |
| Pub. Ed. Lectures/Tours/House | 3 |
| Pre Incident Planning | 1 |
| Fire Safety Plan Review | 3 |
| Administration | 6 |
| Court/Documents/Serving | 0 |
| Training (OFC/Local) | 1 |
| Investigations | 2 |

Notes:



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF December 16, 2013**

**FROM: Jeff Dahms
Fire Chief**

SUBJECT: Wellington North Fire Services Proposed Organizational Chart

RECOMMENDATION

That the Council of the Township of Wellington North supports the proposed changes to the Organizational Chart, Pay Structure and Job Descriptions as itemized by the Fire Chief.

PREVIOUS REPORTS PERTINENT TO THIS MATTER


See attached the proposed organizational chart, pay structure and job descriptions

BACKGROUND

Previous to April 08/2013 the Township of Wellington North Fire Service has functioned under two separate Fire Departments with regards to their operations. Such as each organization having a Fire Chief and Deputy Chief and two different pay systems. As in the flow chart provided there is a Fire Chief and Deputy followed by four captains and one training officer in each station. The pay systems are slightly different however do work on the same principal which is a point system. Mt. Forest fire hall uses a one dot which equals a 30 minute factor where Arthur hall uses a 1 minute factor, regardless of the different factors it is all divided up by a set budget amount and the amount of calls attended which determines each person's pay.

In every volunteer fire department in Ontario there seems to be a common issue with declining attendance to emergency calls during the day, which can affect the way we as a fire service can deliver a service to the public in Wellington North. There may always be fire service however this leads us to ask in what ways it will affect us, if the fire service in Wellington North responds to emergency with limited staff, which would determine how we deal with situation keeping the safety of the fire fighters and the public as our first priority. Our best option is to increasing staff through recruitment and retention by educating employers and the public of the benefits of having a volunteer fire fighter on their staff and becoming a volunteer fire fighter within their community.

Moving forward from the recent hiring of a full time Fire Chief it is necessary that we look at all aspects of how we can run our organization more effectively. After evaluating our existing organizational chart it is my recommendation that Wellington North Fire Service change the current chart to reflect the proposed organizational chart, unify the pay system and accept the revised job descriptions which I have attached.

| | |
|---|--|
| PREPARED BY: | RECOMMENDED BY: |
|  | <i>Mike Givens</i> |
| Jeff Dahms Fire Chief | MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER |

WELLINGTON NORTH FIRE ORGANIZATION CHART

Pay Structure

The existing system that is in place now is:

Arthur Station

1 - Fire Chief - \$12,730.80/yr.
1 - Deputy Chief - \$7,200.00/yr.

1 - Fire Prevention Officer \$32,600/yr.

5 - Officers - \$1,500/yr.

18 - Fire Fighters

No stipend provided however the points per call and practises will apply.

Mt. Forest Station

1 - Fire Chief - \$13,112.72/yr.

1 - Deputy Chief - \$7,987.66/yr.

5 - Officers - \$1,311.30/yr.

18 - Fire Fighters

Proposed:

The current point system will remain in place however the yearly stipend will read as follows.

Arthur Station

1 - Deputy Fire Chief - \$8,000/yr.

1 - Chief Fire Prevention Officer - \$32,600/yr. 24hrs/week

1 - Chief Training Officer - \$4,000/yr.

5 - Officers - \$1,500/yr.

20 - Fire Fighters

Mt. Forest Station

1 - Deputy Fire Chief - \$8,000/yr.

5 - Officers - \$1,500/yr.

20 - Fire Fighters

No stipend provided for fire fighters, however the points per call and practises will apply to all positions.

All job descriptions will be attached to this report detailing each level and the task that goes with it.

As the org chart reads to create a more efficient and streamline organization you will notice the elimination of the Station Chiefs position as the full time Fire Chief has assumed these roles and responsibilities. There will be a competition for any person in each station who has a minimum of 5 years as an officer and has completed level 1 company officer or equivalent qualifications. The candidates will be interviewed by a committee made up of members of council, CAO and the Fire Chief. The Chief Training Officer position will also be a competition for any person in each station who has a minimum of 2 years as an officer and has completed Level 1 company officer and is enrolled in the training officers program or equivalent qualifications. The candidates will be interviewed by a committee made up of members of council, CAO and the Fire Chief.

To meet the needs of Wellington North and the Province I feel that this proposal will best suit the needs of the Wellington North Fire Service to protect and serve the residents of our community.

WELLINGTON NORTH FIRE SERVICE

CHIEF FIRE PREVENTION OFFICER

JOB DESCRIPTION

GENERAL STATEMENTS OF DUTIES:

Provide fire safety code compliance services, inspections and fire/emergency planning education

CHIEF FIRE PREVENTION OFFICERS RESPONSIBILITIES:

- Conducts fire and life safety inspections on all classes of buildings.
- Performs public relations
- Communicates to the public through media
- Evaluates, recommends for approval or approves and enforces fire safety plans
- Reviews and recommends for approval or approves submissions for alternative means of code compliance.
- Evaluates development proposals and applications.
- Examines and documents fire scenes
- Reviews and evaluates submitted building drawings, calculations, documents, plans and specifications
- Provides technical support and training for fire department personnel as required
- Conducts inspections of new or renovated buildings
- Performs administrative duties as required
- Demonstrates a commitment to personal and professional development.
- Collect information and updates building audits and pre-incident plans
- Develops, delivers, evaluates and oversees public education programs
- Initiates and participates in prosecutions
- Prepares and maintains all required records, reports, statistics, correspondence and other material as related to fire inspections / prevention
- Operations.
- Attend meetings and liaison duties with other agencies, departments and organizations.
- Supervises the firefighters involved in fire inspection and prevention activities.

This is a supervisory position involving responsibility for directing the activity of a fire company at an emergency scene or around the fire station. The work assigned is done in accordance with established policies and requires the exercise of good judgment in command until relieved by a senior officer.

You will also:

- Respond to all alarms
- Conduct such operations as assigned by command or Chief and Deputy such as ISO
- Assigns personnel to lay out and connect hose lines and nozzles, turn water on and off, direct hose streams, raise ladders, ventilation buildings, perform salvage, perform rescue operations, stabilize hazardous materials scenes and any other life property saving functions which the department may be involved in
- Inspects the fire scene to prevent re-ignition
- Supervises the cleaning, checking and replacement of tools and equipment after an emergency
- Supervises the work of the fire fighters to ensure that it is done safely and in accordance with established procedures
- Inspects equipment, grounds and station to ensure proper order and condition
- Reports deficiencies to the Chief +/-or Deputy Chief
- Meets on a regular basis with the Chief and Deputy Chief to discuss the overall operation and training of the fire department.
- Any other duties assigned by the Chief and Deputy Chief

TRAINING DIVISION RESPONSIBILITIES

- Responsible for coordinating and directing the activities of all fire training in both the Arthur and Mt. Forest stations to all members of the department. Ensure that all areas of training are covered in a specified time. Liaison with County Training Officer to cover the Ontario Fire College curriculum.
- The training officer meets regularly with the Officers, Deputy Chief and Chief to assist in developing and maintaining a progressive and efficient training program.
- Maintains a record of all training activities.

- Enroll firefighters in external training and prepare pre-course material and equipment.
- Attend conferences and seminars with the approval from the Fire Chief to keep abreast of the changes in equipment, methods of operation and training to ensure that the level of training delivered serves the needs of the municipality.
- Any other duties assigned by the Chief

REQUIRES KNOWLEDGE, SKILL AND ABILITIES:

- Good knowledge of modern fire fighting and fire prevention methods.
- Good knowledge of the municipality and surrounding areas protected by agreements.
- Good knowledge of the type of buildings in the municipality.
- Good knowledge of rescue and first aid procedures
- Good knowledge of safety procedures, rules and equipment
- Must have the ability to supervise fire fighter, maintain discipline, have sound judgment, be resourceful and in good physical condition.
- Level One Company Officer certified

EXPERIENCE AND TRAINING:

Should have at least five years satisfactory experience as a fire fighter and have received additional training at the Ontario Fire College, regional fire schools or educational seminars.

WORKING CONDITIONS:

The Officer will be expected to respond to and work in all types of weather and less than ideal conditions. The Captain may have to enter hazardous atmospheres and area and will be expected to work in a safe manner at all times

WELLINGTON NORTH FIRE SERVICE

CHIEF TRAINING OFFICER

JOB DESCRIPTION

GENERAL STATEMENTS OF DUTIES:

The Officer has the charge of any assigned fire company and does the related work as required.

CHIEF TRAINING OFFICERS RESPONSIBILITIES:

This is a supervisory position involving responsibility for directing the activity of a fire company at an emergency scene or around the fire station. The work assigned is done in accordance with established policies and requires the exercise of good judgment in command until relieved by a senior officer.

You will also:

- Respond to all alarms
- Conduct such operations as assigned by command or Chief and Deputy such as ISO
- Assigns personnel to lay out and connect hose lines and nozzles, turn water on and off, direct hose streams, raise ladders, ventilation buildings, perform salvage, perform rescue operations, stabilize hazardous materials scenes and any other life property saving functions which the department may be involved in
- Inspects the fire scene to prevent re-ignition
- Supervises the cleaning, checking and replacement of tools and equipment after an emergency
- Supervises the work of the fire fighters to ensure that it is done safely and in accordance with established procedures
- Inspects equipment, grounds and station to ensure proper order and condition
- Reports deficiencies to the Chief +/-or Deputy Chief
- Meets on a regular basis with the Chief and Deputy Chief to discuss the overall operation and training of the fire department.
- Any other duties assigned by the Chief and Deputy Chief

TRAINING DIVISION RESPONSIBILITIES

- Responsible for coordinating and directing the activities of all fire training in both the Arthur and Mt. Forest stations to all members of the department. Ensure that all areas of training are covered in a specified time. Liaison with County Training Officer to cover the Ontario Fire College curriculum.
- The training officer meets regularly with the Officers, Deputy Chief and Chief to assist in developing and maintaining a progressive and efficient training program.
- Maintains a record of all training activities.
- Enroll firefighters in external training and prepare pre-course material and equipment.
- Attend conferences and seminars with the approval from the Fire Chief to keep abreast of the changes in equipment, methods of operation and training to ensure that the level of training delivered serves the needs of the municipality.
- Any other duties assigned by the Chief

REQUIRES KNOWLEDGE, SKILL AND ABILITIES:

- Good knowledge of modern fire fighting and fire prevention methods.
- Good knowledge of the municipality and surrounding areas protected by agreements.
- Good knowledge of the type of buildings in the municipality.
- Good knowledge of rescue and first aid procedures
- Good knowledge of safety procedures, rules and equipment
- Must have the ability to supervise fire fighter, maintain discipline, have sound judgment, be resourceful and in good physical condition.
- Level One Company Officer certified

EXPERIENCE AND TRAINING:

Should have at least five years satisfactory experience as a fire fighter and have received additional training at the Ontario Fire College, regional fire schools or educational seminars.

WORKING CONDITIONS:

The Officer will be expected to respond to and work in all types of weather and less than ideal conditions. The Captain may have to enter hazardous atmospheres and area and will be expected to work in a safe manner at all times

WELLINGTON NORTH – FIRE SERVICE

DUTIES AND RESPONSIBILITIES;
OF
DEPUTY CHIEF

1. Responsible for the discipline of personnel and for the proper maintenance of apparatus and equipment, in their station, in accordance with standing orders and Policies of the Wellington North Fire Service at an emergency, unless working under a superior officer, the Deputy Chief is responsible for bringing the emergency to an efficient and safe conclusion. Carries on routine administrative tasks and related clerical duties, referring all policy matters to the Fire Chief if required.
2. Receive and Communicates Orders, Policies, Standard Operating Procedures and rules, regulations and information to the station personal, whether written or oral.
3. Requisition supplies as approved and keep related records.
4. Respond to emergencies and supervise the laying of hose lines, direction of water streams, required pressure of streams and placing of ladders, as well as ventilation of buildings, rescuing of persons, administering of first aid, placing of salvage covers and all other actions of personnel on the emergency scene bringing to a safe conclusion of the emergency.
5. Supervise the overhauling and cleaning up of premises after a fire has been extinguished.
6. Supervise the return of all apparatus and equipment to the fire hall.
7. Assists with the training of personnel in drill evolutions.
8. Compile and keep varied personnel records as required.
9. Perform related work as required.
10. Respond and assist at such emergencies as may be required by their staff or the Fire Chief
11. Prepare operations reports to Fire Chief as required.
12. Prepare insurance reports, accident reports and other reports requested by the Fire Chief
13. Prepare accurate payroll reports for submission
14. Carry out the general administrative duties of the Station.

15. Issue clothing, equipment and cleaning supplies.
16. Maintain the communications systems of fire station.

JOB SPECIFICATIONS

EDUCATION/TRAINING:

Under normal circumstances, 5 years of satisfactory service as a Captain. Graduation from a standard senior high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work. Graduate of the Fire Protection Technology Course at the Ontario Fire College / or willing apply and pass the related courses or equivalent experience.

EXPERIENCE/SKILLS:

1. Thorough knowledge of the operation and maintenance of all apparatus and equipment and methods used in combating, extinguishing and preventing fires, rescue work and first-aid.
2. Thorough knowledge and rules, policies and regulations governing the Fire Services.
3. Knowledge of all Federal and Provincial Acts relative to the activities of the Fire Services.
4. Thorough knowledge of the principles and practices involved in training personnel.
5. Knowledge of hydraulics as applied to fire fighting, building construction and related Codes, Electric Power Codes and location of hazardous occupancies in the Municipality.
6. High degree of mechanical aptitude.
7. Agility and strength to do prolonged and arduous work under adverse conditions.
8. Ability to react quickly and remain calm under duress and strain.
9. Ability to lead personnel effectively, maintain discipline, promote harmony, exercise sound judgement, and to co-operate with other officials.
10. Ability to prepare clear and concise reports.
11. Skill in the operation and maintenance of fire fighting and rescue equipment.
12. Ability to read building plans.

13. Working knowledge of the operation, size and location of water mains or other water static and non-static supply deliver systems. As applied to the fire fighting activities of the Fire Department.
14. To maintain a safe working environment at all times with a high level of understanding of their duties and responsibilities under the Health and Safety Act.
15. The Deputy Chief shall be responsible for all record keeping within the station

WORK ENVIRONMENT:

A Deputy Chief, as a fire fighter, is expected to respond to and work in all types of weather under less than ideal conditions. Monitors all radio communications at all hours and responds to emergency calls when called required. This may involve the entering of hazardous atmospheres and areas at some personal risk.

SUPERVISION GIVEN:

Directs Captains and fire fighters within both Stations and on the fire ground.

TIME PRESSURES:

High degree of pressure associated with emergency situations involving fires, accidents, etc. and for meeting deadlines with respect to reports, etc.

RESPONSIBILITY:

Supervision Received:

Reports directly to the Fire Chief of the Fire Department.

Impact of Errors:

In emergency situations, administration and deployment of personnel, errors are from costly to catastrophic.

FREEDOM:

Considerable freedom to direct the daily operations of the Fire Department, both in station and on the fire ground. Within the Township of Wellington North Fire Service policies.

INTERPERSONAL CONTACTS:

Senior Officers, Fire Marshal's Office adviser, investigators, Police, fire fighters, media, other departmental personal, and as Municipal, Provincial representatives etc.

CREATIVITY:

Ability to prepare briefs, concise reports and has excellent oral and written communication and computer skills.

PHYSICAL DEMANDS:

Must have the ability to endure the mental and physical stress associated with emergency situations, particularly the major incidents which have long-term duration.

ADDITIONAL COMMENTS:

Education and/or acceptable equivalents in training and experience will be an asset.

WELLINGTON NORTH FIRE SERVICE

VOLUNTEER DIVISION

POSITION DESCRIPTION

POSITION TITLE: VOLUNTEER FIREFIGHTER

DEPARTMENT: FIRE DEPARTMENT

SUPERVISOR'S POSITION: CAPTAIN

POSITION SUMMARY: Performs fire fighting duties and other related work as required. This is manual work of a hazardous nature involving the fighting of fires, salvage, and rescue work and first aid, generally under the direct supervision of superior officers. Regular training and maintenance work on the fire station and equipment is required. Fire fighters may be required to make decisions and work without supervision until an officer arrives at the scene.

DUTIES AND RESPONSIBILITIES:

1. Responds to fire, rescue, hazardous materials emergencies and other emergencies assigned to his/her company.
2. Lays and connects hose lines, nozzles and other related appliances.
3. Holds fire hoses and direct fire streams.
4. Operates a pressure pump as assigned.
5. Operates elevating devices as assigned.
6. Drives fire apparatus as assigned.
7. Carries, puts up and climbs ladder.
8. Operates rescue equipment.
9. Performs salvage work at fire and emergency scenes using salvage covers, vacuums, mops, squeegees, etc.
10. Performs ventilation by making openings in buildings, using exhaust fans or fog streams.
11. Enters burning or contaminated buildings, structures and other areas to perform rescues and/or fight fires while wearing required clothing and safety equipment.

12. Provides first aid to the injured.
13. Assists in cleaning and preparing fire-fighting equipment upon return to the station after an emergency call or a practice to in service status.
14. Attends regular training sessions to practice procedures and to learn and fire fighting and rescue methods.
15. Cleans and maintains areas of the fire station used by the members as scheduled.
16. Assists with the fire prevention and public education programs.
17. Other duties as assigned by Fire Chief.

POSITION SPECIFICATIONS

EDUCATION/TRAINING:

Minimum Grade Twelve or equivalent in Training and Experience

EXPERIENCE/SKILLS:

Mental alertness, mechanical aptitude, ability to get along well with others, willingness to perform any task assigned, conscientious and dependable, good physical condition, holder of a valid Class "DZ" license within two years of joining the fire department.

WORK ENVIRONMENT:

The fire fighter will be expected to respond and work in all types of weather and less than ideal conditions. Monitors radio communications at all hours and responds to emergency calls when required. He/she may enter hazardous atmospheres and environments and will be expected to work in a safe manner in accordance with all applicable Acts, Regulations, and Policies.

SUPERVISION GIVEN:

Works under the direction of Captains or Senior Officers.

TIME PRESSURES:

High degree of pressure associated with emergency situations involving major fires, accidents, hazardous materials, medical, etc.

RESPONSIBILITY:

Supervision Received:

Works under the direction of Captains or Senior Officers.

Impact of Errors:

In emergency situations errors may be costly to life threatening.

Freedom:

Limited freedom, however, in the absence of officer functions with a greater degree of freedom.

INTERPERSONAL CONTACTS:

Other fire fighters, Station officers, Senior Officers, Civic employees and the Public.

CREATIVITY:

Ability to communicate effectively verbally and written

PHYSICAL DEMANDS:

Must have the ability to endure mental and physical stress associated with emergency situations in difficult environments.

ADDITIONAL INFORMATION:

A fire fighter is expected to respond to and work in all types of weather under less than ideal conditions. This may involve the entering of hazardous atmospheres and areas at some personal risk.

WELLINGTON NORTH FIRE SERVICE

TRAINING OFFICER

JOB DESCRIPTION

GENERAL STATEMENTS OF DUTIES:

The Officer has the charge of any assigned fire company and does the related work as required.

TRAINING OFFICERS RESPONSIBILITIES:

This is a supervisory position involving responsibility for directing the activity of a fire company at an emergency scene or around the fire station. The work assigned is done in accordance with established policies and requires the exercise of good judgment in command until relieved by a senior officer.

You will also:

- Respond to all alarms
- Conduct such operations as assigned by command or Chief and Deputy such as ISO
- Assigns personnel to lay out and connect hose lines and nozzles, turn water on and off, direct hose streams, raise ladders, ventilation buildings, perform salvage, perform rescue operations, stabilize hazardous materials scenes and any other life property saving functions which the department may be involved in
- Inspects the fire scene to prevent re-ignition
- Supervises the cleaning, checking and replacement of tools and equipment after an emergency
- Supervises the work of the fire fighters to ensure that it is done safely and in accordance with established procedures
- Inspects equipment, grounds and station to ensure proper order and condition
- Reports deficiencies to the Chief +/-or Deputy Chief
- Meets on a regular basis with the Chief and Deputy Chief to discuss the overall operation and training of the fire department.
- Any other duties assigned by the Chief and Deputy Chief

TRAINING DIVISION RESPONSIBILITIES

- Responsible for coordinating and directing the activities of all fire training in the Arthur station to all members of the department. Ensure that all areas of training are covered in a specified time. Liaison with County Training Officer to cover the Ontario Fire College curriculum.
- The training officer meets regularly with the Officers, Deputy Chief and Chief to assist in developing and maintaining a progressive and efficient training program.
- Maintains a record of all training activities.
- Enroll firefighters in external training and prepare pre-course material and equipment.
- Attend conferences and seminars with the approval from the Fire Chief to keep abreast of the changes in equipment, methods of operation and training to ensure that the level of training delivered serves the needs of the municipality.
- Any other duties assigned by the Chief

REQUIRES KNOWLEDGE, SKILL AND ABILITIES:

- Good knowledge of modern fire fighting and fire prevention methods.
- Good knowledge of the municipality and surrounding areas protected by agreements.
- Good knowledge of the type of buildings in the municipality.
- Good knowledge of rescue and first aid procedures
- Good knowledge of safety procedures, rules and equipment
- Must have the ability to supervise fire fighter, maintain discipline, have sound judgment, be resourceful and in good physical condition.
- Level One Company Officer certified

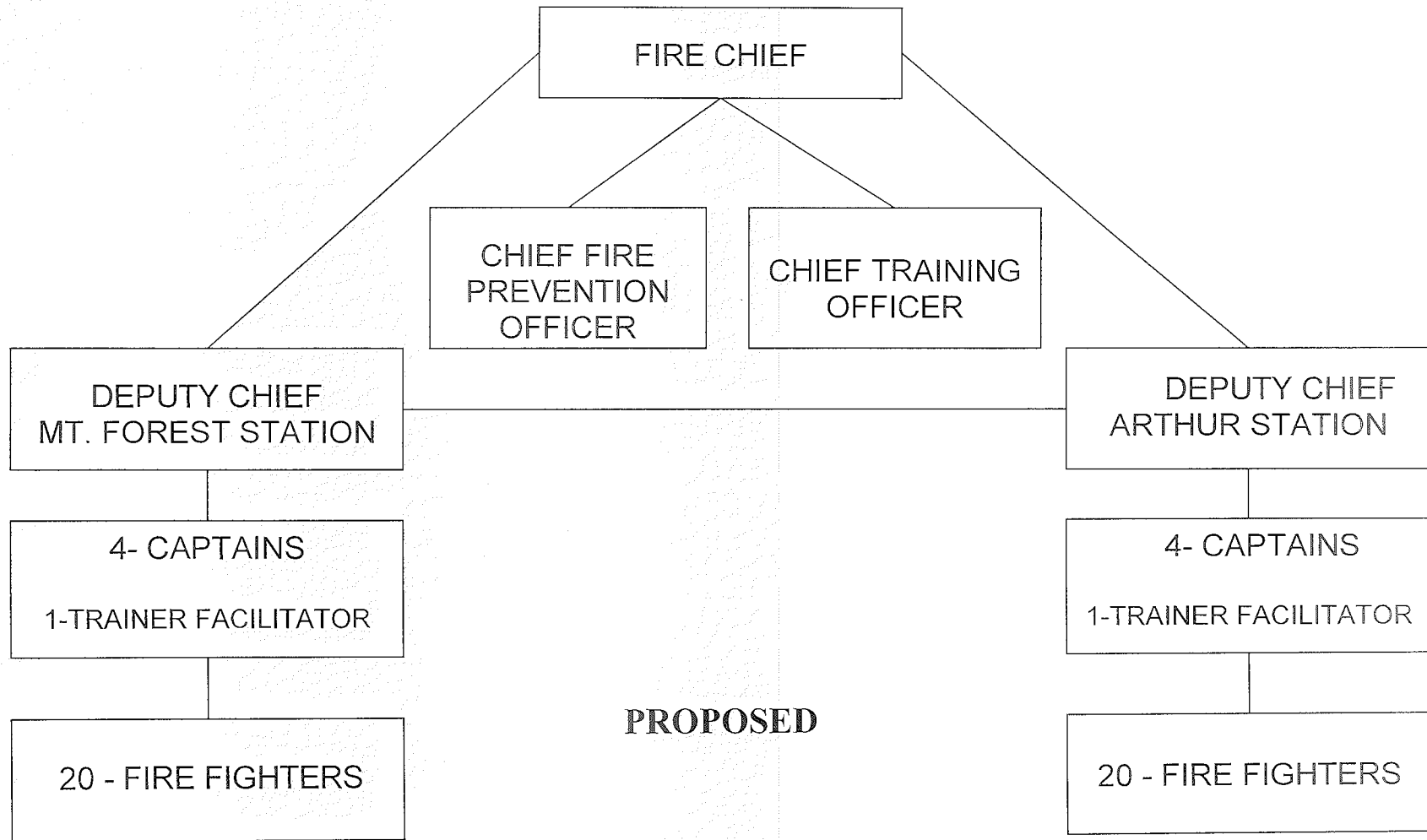
EXPERIENCE AND TRAINING:

Should have at least five years satisfactory experience as a fire fighter and have received additional training at the Ontario Fire College, regional fire schools or educational seminars.

WORKING CONDITIONS:

The Officer will be expected to respond to and work in all types of weather and less than ideal conditions. The Captain may have to enter hazardous atmospheres and area and will be expected to work in a safe manner at all times

WELLINGTON NORTH FIRE SERVICE ORGANIZATIONAL CHART



PROPOSED

WELLINGTON NORTH FIRE SERVICE

DUTIES AND RESPONSIBILITIES OF CAPTAINS AND ACTING CAPTAINS TRAINING FACILITATORS

JOB DESCRIPTION:

This is a task orientated, supervisory position involving the responsibility to care for and direct Firefighters during emergency operations, training, equipment and apparatus inspections, station assignments and other assigned duties. All supervision and work is to be performed as-per Departmental Rules, Regulations, Policies and Procedures, Operating Guidelines, Standing Orders, Occupational Health and Safety Act and all applicable Provincial and Federal regulations. The Captain is required to use good judgement under harsh conditions and at all times consider the safety of his fellow Officers and Firefighters.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the co-ordination of personnel and for the proper maintenance of apparatus and equipment in their assigned station, in accordance with Standing Orders and Policies of the Wellington North Fire Service.
2. Receives and communicates orders of Policy and information to the Station personnel, whether written or oral.
3. Requisition supplies from a Senior Officer and keeps related records.
4. Responds to emergency incidents and performs assigned tasks and operations before, during and after incidents in accordance with best practices of this department. Will complete routine administrative tasks and related clerical duties. Ensures all relevant and pertinent information is recorded when preparing insurance reports, accident reports and other reports and refers all policy matters to a Senior Officer if required.
5. Supervise the return of all apparatus and equipment to the Fire Station. Upon returning after an emergency response or from training, the Captain must supervise and participate in assuring that all equipment is properly put back into service as quickly as possible. In the event that a piece of equipment is damaged, or fails to operate as designed, the Captain shall contact a Senior Officer and make suitable arrangements for the repair or replacement of the equipment or apparatus.
6. Training, if requested the Captain must prepare, instruct, assist and supervise station personnel training under the guidance of a Training Officer.
7. Compile and keep varied personnel records as required.

8. Perform related work as required and fulfils the role of a Senior Office in his absence. In the absence of a Senior Officer at an emergency scene, Captains are responsible for the control and command. This entails the placement of strategies; tactics as well as control of the emergency and understanding they are responsible for the health and safety of all personnel
9. Respond and assist at such emergencies as may be required by their Senior Officer
10. Prepare payroll timesheets ensuring that all times are recorded correctly.
11. Carry out the general administrative duties of the Station as assigned.
12. Each Captain may be assigned to an area of responsibility regarding vehicle maintenance, equipment maintenance, or station maintenance. He shall be accountable for this area of responsibility to ensure that the duties are completed and records kept for follow-up and inventory.
13. The Captain may deal with personnel problems at their level, and act as a confidant to those approaching him or her. If the Captain finds the issues to sensitive or requires guidance, then he or she shall discuss the issue with another Captain or Senior Officer.
14. The Captain is responsible for attending Officer Meetings.

JOB SPECIFICATIONS:

EDUCATION/TRAINING

- Under normal circumstances, 5 years above satisfactory service as a firefighter.
- Graduation from a high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work.
- Certified Ontario Firefighter; Ontario Fire College Company Officer or equivalent experience may be considered.

EXPERIENCE/SKILLS

1. Thorough knowledge of the operation and maintenance of all apparatus and Fire Department equipment and methods used in combating, extinguishing and preventing fires, search and rescue work, first-aid, water rescue, and high angle rope rescue and all other related Fire & Rescue services.
2. Thorough knowledge of rules, policies and regulations governing the Fire Department.
3. Good Interpersonal skills when in contact with Firefighters, Senior Officers, Fire Marshal's Office Adviser, Investigators, Police, media, other departmental personnel, and Municipal, Provincial representatives etc.
4. Good knowledge of the Fire Protection and Prevention Act and other related Federal and

Provincial Acts.

5. Thorough knowledge of the principles and practices involved in training Personnel.
6. Aware of potential hazardous occupancies or areas within the Municipality.
7. High degree of mechanical aptitude.
8. Ability to endure the mental and physical stress associated with emergency situations, particularly the major incidents which have long-term duration.
9. Agility and strength to do prolonged and arduous work under adverse conditions.
10. Ability to react quickly and remain calm under duress and strain.
11. Ability to lead personnel effectively, maintain discipline, promote harmony, exercise sound judgement, and to co-operate with other Officers.
12. Ability to prepare briefs, clear and concise reports and have excellent oral and written communication skills.
13. Ability to read building plans.
14. Maintain a safe working environment at all times with a high level of understanding of Firefighters and Officers duties and responsibilities under the Health and Safety Act.
15. Any other duty assigned by a Senior Officer.

WORK ENVIRONMENT

A Captain is expected to respond to and work in all types of weather and under less than ideal conditions. Monitor all radio communications at all hours and responds to emergency calls when required. This may involve the entering of hazardous atmospheres and areas with some personal risks.

SUPERVISION GIVEN

Directs Firefighters within the Station and when responding to, on-scene and returning from an emergency. The Captain is responsible to all Senior Officers.

TIME PRESSURES

High degree of pressure associated with emergency situations involving fires, accidents, etc. and for meeting deadlines with respect to reports, etc.

IMPACT OF ERRORS

In emergency situations, errors in the administration and deployment of personnel can be costly or catastrophic.

FREEDOMS

Considerable freedom to direct the daily operations of the Fire Department, both in Station and on the fire ground within policies.

SUMMARY:

The position of Captain is that of Manager. They are directly responsible for the supervision and actions of the subordinate firefighters, as well as being responsible and accountable for their own actions to the Senior Officers. They are often the liaison between the two, and for the most part, represent the firefighters and are often their collective voice when communicating with the Senior Officer.

They must maintain a positive attitude as well as encourage high morale within the station and the staff. They are the eyes and ears of the Senior Officers, and can often suggest pro-active measures to increase the department's performance. It is vital that the two work in a co-ordinated effort with mutual respect as the overall objective.

This position requires a commitment to lifelong learning.



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 16, 2013**

**FROM: DARREN JONES
CHIEF BUILDING OFFICIAL**

SUBJECT: BUILDING DEPARTMENT FEES AND CHARGES

RECOMMENDATION

THAT Council of the Township of Wellington North approve the proposed eight percent increase in Building Department fees as part of the proposed By-law to Establish Fees and Charges for Various Services Provided by the Municipality.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

NONE.

BACKGROUND

In 2011 staff reviewed the Building Department Fees and Charges in conjunction with the budget and the requirements of Bill 124 in preparation for the current Fees and Charges By-law. Bill 124 states that amount of the fee shall not exceed that amount of reasonable cost recovery. The previous building permit fee increase was effective December 1, 2008.

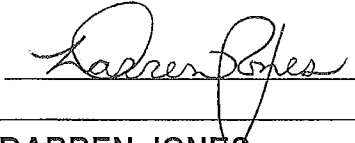
It was determined that a twenty five percent fee increase was required for Building Department cost recovery and elimination of subsidisation from taxes. The twenty five percent fee increase was proposed to the Building and Property Committee where it was determined to increase fees in increments of eight percent. The first increase was effective July 23, 2012 with the second increase effective January 1, 2013. This proposed third increase will complete the Building Department goal of a twenty five percent increase in fees.

The following is a comparison of building permit fees for a typical 2,000 sq.ft. single storey home with a finished basement and a two car attached garage.

| | |
|---|-------------------|
| Centre Wellington - revised 2011 | \$3,599.00 |
| Wellington North - proposed 2014 | \$2,860.00 |
| Wellington North - revised 2013 | \$2,663.00 |
| Minto - revised 2007 | \$1,958.00 |
| Mapleton - revised 2012 | \$1,758.00 |

PREPARED BY:

RECOMMENDED BY:



DARREN JONES
CHIEF BUILDING OFFICIAL

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER



Township of Wellington North

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

**FROM: MICHAEL GIVENS
CAO**

SUBJECT: COMMITTEE STRUCTURE

RECOMMENDATION(S)

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

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

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

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

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

PREVIOUS REPORTS/CORRESPONDENCE PERTINENT TO THIS MATTER

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

BACKGROUND

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

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

Proposed changes-

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

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

Financial Considerations-

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



Township of Wellington North

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

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

PREPARED BY:

RECOMMENDED BY:

Mike Givens

Mike Givens

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

To: Finance and Administration Committee, Wellington North

From: Nigel Bellchamber

Date: October 28, 2013

Subject: Council and Committee Process Recommendations

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

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

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

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

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

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

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

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

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

Nigel

2014 COUNCIL MEETING SCHEDULE

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

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

DATES TO NOTE:

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

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

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

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

ELECTION DAY is Monday October 27, 2014

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

BY-LAW NUMBER 20-13

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

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

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

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

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

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

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

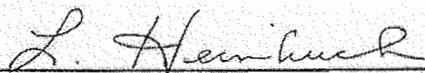
| | |
|------------------|----------|
| Full day meeting | \$150.00 |
| Per meeting | \$ 75.00 |

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

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



RAYMOND TOUT,
MAYOR



LORRAINE HEINBUCH,
CHIEF ADMINISTRATIVE OFFICER/CLERK



Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
MEETING OF DECEMBER 16, 2013**

**FROM: MICHAEL GIVENS
CAO**

**SUBJECT: SMALL, RURAL AND NORTHERN MUNICIPAL
INFRASTRUCTURE FUND (SRNMIF) CAPITAL PROGRAM**

RECOMMENDATION

That the Council of the Township of Wellington North receive for information report from the CAO with regard to the Small, Rural and Northern Municipal Infrastructure Fund-Capital Program.

PREVIOUS REPORTS/CORRESPONDENCE PERTINENT TO THIS MATTER

- CAO Report to Council October 21, 2013
- December 9, 2013 Correspondence from Ministry of Agriculture and Food and Ministry of Rural Affairs

BACKGROUND

On October 31, 2013 the Township of Wellington North as the lead applicant, jointly with the County of Wellington submitted an Expression of Interest related to funding for the Frederick Street (Wellington Road 14) project.

The project calls for the replacement of the sanitary sewer, sanitary forcemain, watermains, repairs to storm sewer, curb repairs and asphalt resurfacing on Frederick Street from George Street to Eliza Street. Additionally, curb repairs and asphalt resurfacing would be completed on Eliza and Charles Streets.

The total Estimated Project Costs are estimated at \$2.2 million. The Township portion of those costs is approximately \$1.6 million (roads-\$270,000, water-\$650,000, sanitary sewer-\$680,000). The Township had applied for Provincial Funding in the amount of \$1.44 million (90%).

On December 9, 2013, the Township received notification that the Frederick Street Project was **not selected** to move forward to the application phase of the SRNMIF Capital Program.

The County of Wellington has deferred their portion of this project for the last few years in order for the Township to arrange for funding of our portion. With yet another unsuccessful funding application it puts the Township in a very difficult position with regard to the 2014 Budget.

The total Roads Capital Budget in 2013 was \$1.1 million which included \$220 thousand in combined Provincial and Federal funding.

The total Water Capital Budget in 2013 was \$650 thousand which included \$150 thousand in combined Provincial and Federal funding.

The total Sanitary Sewer Capital Budget in 2013 was \$740 thousand which included \$300 thousand in combined Provincial and Federal funding.

Proceeding with the Frederick Street project without funding support from the Upper Levels of Government would greatly restrict the number of other needed Capital Project that the Township would be able to complete in 2014.

A copy of this report and details related to the Expression of Interest has been forwarded to Randy Pettapiece, Perth-Wellington MPP.

PREPARED BY:

RECOMMENDED BY:

Mike Givens

Mike Givens

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

Ministry of Agriculture
and Food

Ministère de l'Agriculture et de
l'Alimentation

Ministry of Rural Affairs

Ministère des Affaires rurales

4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 1-877-424-1300
Fax: 519 826-4336

4^e étage
1 Stone Road West
Guelph (Ontario) N1G 4Y2
Tél. : 1-877-424-1300
Télééc. : 519 826-4336



Rural Programs Branch

December 9, 2013

Our File: SRN-CTL-083

Michael Givens, CAO
Township of Wellington North (lead) & County of Wellington
7490 Sideroad 7W, PO BOX 125,
Kenilworth, ON
N0G 2E0
mgivens@wellington-north.com

Re: Small, Rural and Northern Municipal Infrastructure Fund (SRNMIF) Capital Program

Dear Michael Givens:

Thank you for your Expression of Interest (EOI) under the Small, Rural and Northern Municipal Infrastructure Fund (SRNMIF) Capital Program.

Unfortunately, your project proposal has not been selected to move forward to the application phase of the SRNMIF Capital Program.

Nearly 350 EOIs were received. Your EOI did not pass the pre-screen primarily because other applicants with highly critical projects had more challenging economic conditions (as measured by property assessments and incomes).

Should you have any questions, please do not hesitate to call the contact center at 1-877-424-1300 or email new-municipal-infrastructure@ontario.ca.

Thank you for your interest in the SRNMIF Capital Program.

Sincerely,

Jennifer Bousfield
Manager, Program Operations



Good Things
Grow in Ontario
À bonne terre,
bons produits





Township of Wellington North

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

**TO: MAYOR AND MEMBERS OF COUNCIL
WELLINGTON NORTH COUNCIL MEETING DECEMBER 16TH, 2013**

**FROM: DALE SMALL
BUSINESS ECONOMIC MANAGER**

SUBJECT: Public Art Grant Application: Community Improvement Program

RECOMMENDATION

That the Business Economic Manager report dated December 16th, 2013 with regards to the Public Arts Grant Application – Community Improvement Program is received;

AND FURTHER THAT the Council of the Township of Wellington North approve a one-time grant up to \$2,500 under the Public Arts Grant Program to the Arthur Horticultural Society and the Arthur Chamber of Commerce for the purchase of Ten Flower Planters for the downtown area.

AND FURTHER THAT the Council of the Township of Wellington North approve the transfer of funds in the amount of \$5,675 from the 2013 Community Improvement Program to a CIP Reserve Account for utilization in 2014.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Council: August 8th 2012, December 13th 2012; April 22nd 2013; August 12th 2013;

BACKGROUND

The council of the Township of Wellington North approved our **Community Improvement Plan** on May 7th, 2012 and since that time the Economic Development Committee has been actively promoting the program and encouraging applications from Community Groups, Building Owners and Business Owners.

As council is aware the Community Improvement Plan is designed as a ten year program and many communities take years for the Program to gain traction. We have been fortunate in Wellington North that to date ten applications have been submitted and recommended by the Community Improvement Program Review Panel for funding. All have been approved by council and the total dollar value of the overall improvements from these applications totals \$74,632. Of this total, 21.5% (\$16,040) has come from the Community Improvement Program and the remaining 78.5%, (\$58,592) from the applicants. These improvements have had a noticeable positive impact on the Main Streets of our two towns and we look forward to continued progress moving forward.



Township of Wellington North

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

On November 22nd, 2013 an application was received under the Public Arts Grant section of the Community Improvement Plan. The application is a joint initiative between the Arthur Horticultural Society and the Arthur & District Chamber of Commerce to replace the current flower planters in the Arthur Downtown area.

The process to approve Community Improvement Program applications is as follows:

1. **Community Improvement Plan Review Panel** reviews all applications and makes recommendation to the Economic Development Committee/Business Economic Manager.
2. **Business Economic Manager/Economic Development Committee** obtains the Review Panels findings and forwards a report to council to approve or decline the application.
3. **Wellington North Council** will provide final decision.

The Community Improvement Plan Review Panel of April Marshall, Darren Jones and Dale Small met on November 27th and completed the Public Art Grant Application Decision Matrix. A copy of the decision matrix as well as the completed application form is included in this report.

While all previous Public Art Grant funding requests have been for the completion of murals this application was found to be eligible for funding under a different section of the Program. This section includes Street Art as well as Parks & Open Spaces improvements and based on the analysis of the Community Improvement Plan Review Panel is being recommended for approval.

Additionally, at the present time there is \$5,675 in Community Improvement Program funding that will not get spent in 2013. As you are aware funds do not get advanced until the improvements are completed and with this application that will not occur until 2014. As a result, and similar to last year, we are also requesting council approve the transfer of \$5,675 to a CIP reserve account for utilization in 2014.

As the next Economic Development Committee meeting is not until January we did not want to delay the decision process until then. As a result this report is coming to council from the Business Economic Manager on behalf of the review panel.

PREPARED BY:

RECOMMENDED BY:

**DALE SMALL
BUSINESS ECONOMIC MANAGER**

**MIKE GIVENS
CHIEF ADMINISTRATIVE OFFICER**

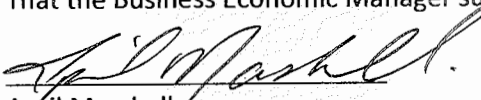
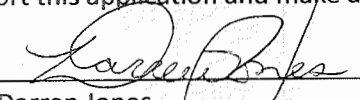
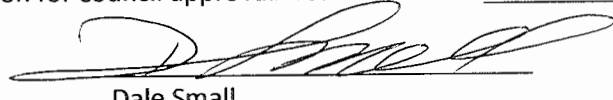
COMMUNITY IMPROVEMENT PLAN : PUBLIC ART GRANT APPLICATION DECISION MATRIX

Applicant: Arthur Horticultural Society & Arthur Chamber of Commerce

Date Received: November 22nd, 2013 Application #: P.A.G. # 4

Amount: \$2,500.00

Date of Community Improvement Plan Review Panel Meeting: November 27th, 2013

| Criteria Number | Criteria | Yes | No | Comments |
|-----------------|--|---|---|---|
| 1 | Is the applicant eligible as per the definition outlined in 4.2.4.2 of the Community Improvement Plan | X | | The Horticultural Society and Chamber of Commerce are both eligible to apply. |
| 2 | Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding | X | | The Public Land will be on George Street between Charles and Frederick. This area is within the CIPA and eligible for funding. |
| 3 | Has the application been properly completed including: <ul style="list-style-type: none"> • Detailed description of proposal • Detailed drawing of the proposed Art • Minimum of two quotes obtained | X X | X | Application has been properly completed and signed by both groups. Two quotes have been obtained for the purposes of this application. (\$2,740 & \$2,300) both excluding HST |
| 4 | Are property taxes and any other Municipal Accounts receivable up to date | X | | |
| 5 | Eligible costs associated with the Public Arts Projects are as follows. Indicate which ones are included: <ul style="list-style-type: none"> • Application fees • Preparation of building/area to receive art installation • Service/product fabrication of art work • Installation charges of proposed art work | X X X | X | |
| 6 | What percentage of the overall costs is being requested from the Public Arts Grant Program. If the overall project costs exceed the grant application how are the remaining costs being covered? | | | 100 % Yes <u>XX</u> No _____ Other % _____ Explanation: Any costs over and above the requested amount of \$2,500 will be covered by the applicant |
| 7 | Will the goods and services to complete the Art work be performed by local businesses/suppliers. | X | | Applicant has also requested a quote from a local supplier and if the application is approved will consider using the local supplier should the cost be consistent with the others. |
| 8 | Is the targeted completion date within 6 months from date of approval or is an extension required? | X | | Completion date is the spring of 2014 |
| 9 | Other comments from the Review Panel | Previous requests under the Public Arts Grant program have been for mural productions. This request qualifies under a different section, Street Art, of the program and the Community Improvement Review Panel are recommending acceptance. | | |
| Recommendation | That the Business Economic Manager support this application and make a motion for council approval: Yes <u>XX</u> No _____ | | | |
| |  April Marshall |  Darren Jones |  Dale Small | |



Township of Wellington North
 7490 Sideroad 7 West,
 Kenilworth, ON N0G 2E0
 Phone: 519-848-3620
 www.wellington-north.com

Public Art Grant Application Form

The purpose of this program is to encourage the inclusion of art programming such as mural work, sidewalk art, commemoration, custom site amenities, etc in the Community Improvement Areas of Arthur and Mount Forest. Grant assistance is provided in the form of a one-time grant for the cost of the art-related work. This program will allow for a grant up to _____ value for works. Please review the specific grant program term and conditions found in the Community Improvement Plan and contact the Business Economic Manager for current limits.

| | |
|---|--------------------------|
| Application Number (assigned by staff): | <i>P.A.G. #4</i> |
| Date Application Received: | <i>NOVEMBER 22, 2013</i> |

| PROPERTY INFORMATION | | | |
|---------------------------------|-------------------------------|---|-----------|
| Municipal Address | Street Num: | Street Name: <i>George St., Village of Arthur</i> | Unit Num: |
| Commercial Name (if applicable) | | | |
| Registered Plan Number: | Registered Plan Lot/Block No. | | |

| OWNER and APPLICANT INFORMATION | | | |
|--|---|---------------------------------|---|
| Property Owner Information (check one) | | Person(s) | Company <input checked="" type="checkbox"/> |
| Registered Land Owner: | Surname: | First name: | |
| Name: | (if Company) <i>Township of Wellington North</i> | | Company Officer |
| Address: | Street No. | Street Name: <i>George St.,</i> | Unit Num: |
| Municipality: | <i>Township of Wellington North - Village of Arthur</i> | | Postal Code: <i>Ontario N0G1A0</i> |
| Telephone: | <i>519-848-3620</i> | Fax: () | Email: |

| Applicant Information (if different than Owner): | | | |
|--|--|---------------------------------|-------------------------------------|
| Application Contact: | Surname: <i>Craig</i> | First name: <i>Faye</i> | |
| Name: | (if Company) <i>Arthur Horticultural Society & Arthur & District Chamber of Commerce</i> | | |
| Address: | Street No. <i>146</i> | Street Name: <i>George St.,</i> | Unit Num: |
| Municipality: | <i>Arthur</i> | Province: <i>Ontario</i> | Postal Code: <i>N0G1A0</i> |
| Telephone: | No: (<i>5198485603</i>) | Fax: () | Email: <i>achamber @wightman.ca</i> |

| | | | |
|---|-------------------|---|--------------------------|
| I hereby make the above application for a Public Art Grant , declaring all the information contained herein is true and correct, and acknowledging the township of Wellington North process the application based on the information provided. | | | |
| Signature: | <i>Faye Craig</i> | Title: <i>Arthur Horticulture Executive</i> | <i>Arthur Chamber</i> |
| Printed Name of Signatory: | <i>Faye Craig</i> | Date: | <i>November 20, 2013</i> |

The personal information on this form is collected under the legal authority of the Planning Act, Section 2. The personal information will be used for determining your eligibility for a grant/loan. If you have any questions about the collection, please contact the Clerk-Administrator at 519-848-3620 ext. 32.

DESCRIPTION OF IMPROVEMENTS

- Please provide a detailed, written description of the proposed improvements. Attach one (1) copy of a prepared sketch showing the proposed improvements.

The Arthur & District Chamber of Commerce had purchased Barrels to be used for flowers on the main street (George St.) of Arthur. The Arthur Horticulture have used those 10 barrels for the last 10 years - However our barrels are needing to be replaced, as they are in bad shape. The Arthur Horticulture Society along with the Arthur & District Chamber of Commerce would like to apply for a grant to purchase 10 new planters for our main street that could be used to display both flowers and perhaps small trees in the downtown area - From George & Charles Street to George & Frederick St. These new planters that we are looking at would be made of either a plastic recycled wood, or an exposed aggregate that would match the flower beds in the cenotaph park.

PHOTOGRAPHS

- Please attach a photograph of the project site and proposed public art.

HEAD OFFICE:
9644 TOWNSEND LINE
KERWOOD, ONTARIO
N0M 2B0
Phone: 519-247-3752
Fax: 519-247-3277
cindyvb@mcfltd.ca



CAN AM

**PRECAST
PRODUCTS LTD.**

PLANT OFFICE:
39983 HURON PARK RD.
CENTRALIA, ONTARIO
N0M 1K0
Phone: 519-228-7520
Fax: 519-228-7522

- **PROPOSED AGREEMENT** -

NAME: Arthur & District Chamber of Commerce
DELIVERY ADDRESS: Town of Arthur

PHONE NUMBER: 519-843-5410
E-MAIL: greysonbunny@hotmail.com

DATE: November 11, 2013

1 – 32" x 32" x 24" exposed aggregate hexagon planter: \$260.00
Delivery to Arthur, ON and set in place: \$250.00
Total: \$510.00

1 – 27" x 27" x 21" exposed aggregate octagon planter: \$265.00
Delivery to Arthur, ON and set in place: \$250.00
Total: \$515.00

10 – 32" x 32" x 24" exposed aggregate hexagon planters: \$2,000.00 (\$200 each)
Delivery to Arthur, ON and set in place: \$700.00
Total: \$2,700.00

10 – 27" x 27" x 21" exposed aggregate octagon planters: \$2,040.00 (\$204 each)
Delivery to Arthur, ON and set in place: \$700.00
Total: \$2,740.00

All prices subject to HST

Thank-you for your interest in Can Am Precast Products and letting us quote your precast concrete needs! If you have any questions or concerns please give me a call!

Sincerely,

A handwritten signature in black ink that reads "CRead".

Cindy Read
Sales Manager

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, PRODUCTS & SPECIFICATIONS ARE HEREBY ACCEPTED. PAYMENT WILL BE MADE AS QUOTED ABOVE

SIGNATURE: _____

DATE OF ACCEPTANCE: _____

WITNESS: _____

*Please forward all cheques and payments to the head office at 9644 Townsend Line, Kerwood, Ontario N0M 2B0

HEAD OFFICE:
 9644 TOWNSEND LINE
 KERWOOD, ONTARIO
 NOM 2B0

Toll Free: 1-877-228-5451

Phone: 519-247-3752

Fax: 519-247-3277



CAN AM

**PRECAST
 PRODUCTS LTD.**

PLANT LOCATION:
 39983 HURON PARK RD.
 CENTRALIA, ONTARIO
 NOM 1K0
 Phone: 519-228-7520

Can Am Precast Products Ltd.

Industrial, Commercial, Institutional (ICI) Decorating

| Residential Planters | L | W | H | Weight (lbs) | List Price | Volume Discount |
|----------------------|-----|-----|-----|--------------|------------|----------------------|
| Window Box | 24" | 8" | 7" | 45 | \$26.00 | 20 or more - \$21.75 |
| Small Residential | 16" | 16" | 15" | 80 | \$43.00 | 16 or more - \$36.00 |
| Large Residential | 33" | 16" | 15" | 200 | \$86.00 | 9 or more - \$72.00 |

| Commercial Planters | L | W | H | Weight (lbs) | List Price | Volume Discount |
|---------------------|-----|-----|-----|--------------|------------|-----------------------|
| Square Planter | 32" | 32" | 24" | 715 | \$330.00 | 10 or more - \$255.00 |
| Hexagon Planter | 32" | 32" | 24" | 650 | \$260.00 | 10 or more - \$200.00 |
| Octagon Planter | 27" | 27" | 21" | 435 | \$265.00 | 10 or more - \$204.00 |

| Waste Receptacles (Complete*) | L | W | H | Weight (lbs) | List Price | Volume Discount |
|-------------------------------|--------|-----|-----|--------------|------------|----------------------|
| Round Containers | 24" ID | | 32" | 435 | \$516.00 | 6 or more - \$413.00 |
| Med Square Containers | 20" | 20" | 32" | 454 | \$396.00 | 6 or more \$317.00 |
| Lg. Square Containers | 24" | 24" | 32" | 575 | \$526.00 | 6 or more - \$420.00 |
| Waste/Snuffer Combo | 14" | 22" | 32" | 495 | \$371.00 | 6 or more - \$297.00 |

*Comes with waste container, lid, & cable tie fastener. Round and 24"x24" square containers also come with basket insert

| Waste Receptacles (Separate) | L | W | H | Weight (lbs) | List Price | Volume Discount |
|------------------------------|--------|-----|-----|--------------|------------|----------------------|
| Round Containers | 24" ID | | 32" | 435 | \$295.00 | 6 or more - \$227.00 |
| Med Square Containers | 20" | 20" | 32" | 454 | \$266.00 | 6 or more - \$205.00 |
| Lg. Square Containers | 24" | 24" | 32" | 575 | \$295.00 | 6 or more - \$227.00 |
| Waste/Snuffer Combo | 14" | 22" | 32" | 480 | \$275.00 | 6 or more - \$212.00 |

| Snuffers | L | W | H | Weight (lbs) | List Price | Volume Discount |
|----------------|--------|-----|-----|--------------|------------|----------------------|
| Round Snuffer | 14" ID | | 24" | 160 | \$160.00 | 4 or more - \$123.00 |
| Square Snuffer | 14" | 14" | 24" | 215 | \$165.00 | 4 or more - \$127.00 |

| Lids and Accessories | L | W | H | | List Price | Volume Discount |
|-----------------------|--------------|-----|---|--|------------|--------------------|
| Round Polymere Lids | 24" Diameter | | | | \$125.00 | 6 or more \$120.00 |
| Square Polymere Lids | 24" | 24" | | | \$135.00 | 6 or more \$130.00 |
| Square Polymere Lids | 20" | 20" | | | \$130.00 | 6 or more \$125.00 |
| Snuffer/Waste Lid | 14" | 14" | | | \$90.00 | 6 or more \$85.00 |
| Round Basket Inserts | | | | | \$90.00 | 6 or more \$85.00 |
| Square Basket Inserts | | | | | \$90.00 | 6 or more \$85.00 |
| Cable Ties | | | | | \$6.00 | 6 or more \$5.75 |
| Black Granite Sand | | | | | \$12.00 | 6 or more \$11.00 |

| Curbs | L | W | H | Weight (lbs) | List Price | Volume Discount |
|----------|----|-----|----|--------------|------------|----------------------|
| 6' Curbs | 6' | 6" | 6" | 200 | \$32.50 | 25 or more - \$29.00 |
| 8' Curbs | 8' | 10" | 6" | 370 | \$45.25 | 25 or more - \$40.50 |
| Pins | | | | | \$2.95 | 25 or more - \$2.85 |



PO Box 57712, STN A
 Toronto, ON M5W 5M5
 p:1-866-538-5848
 f:1-866-532-0156

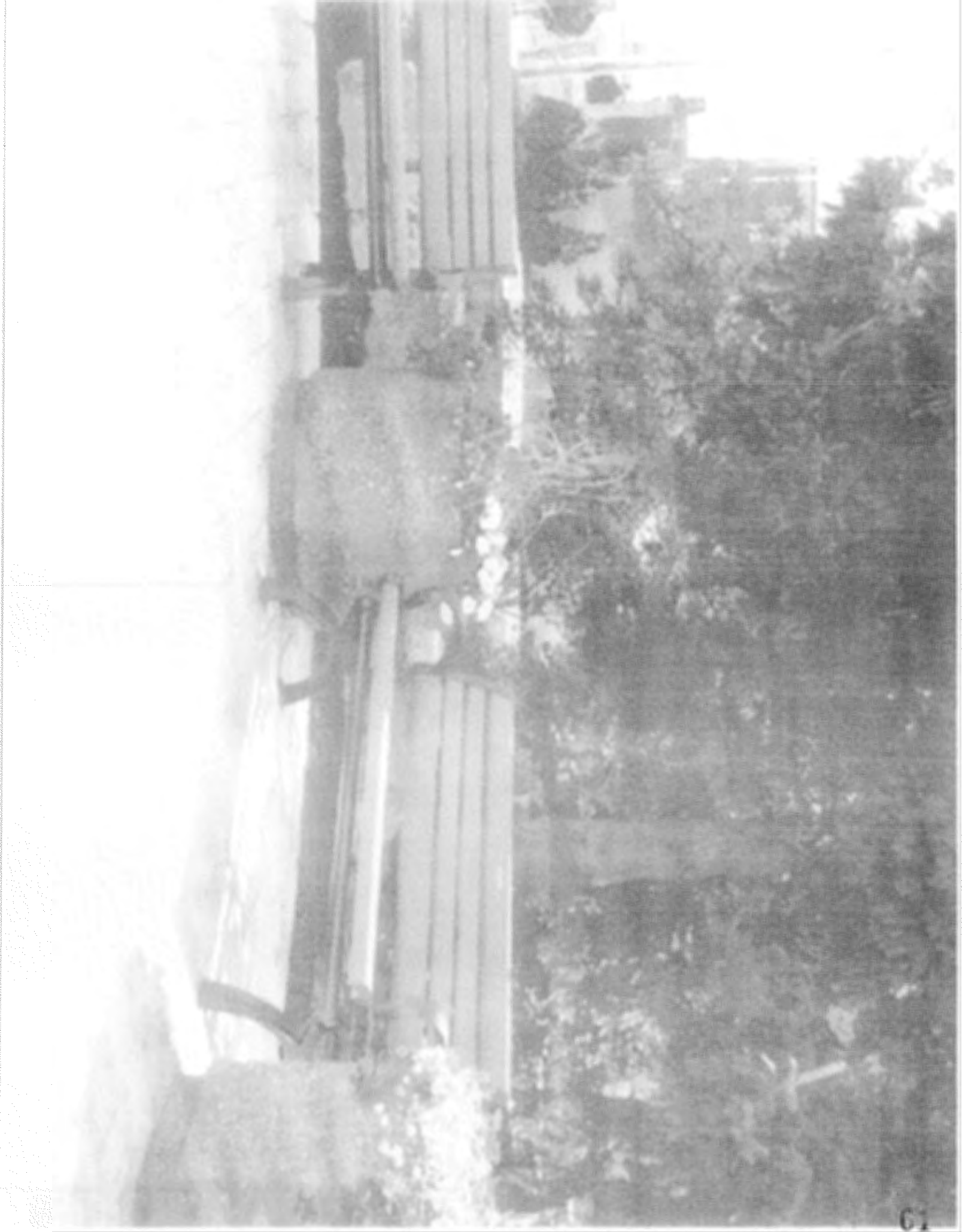
Quote

| | |
|------------|------------|
| Date | Estimate |
| 11/18/2013 | TP10039956 |

GST/HST # - 847917119 RT001
 Export/Import # - 847917119 RM002
www.barcoproducts.ca
info@barcoproducts.ca

| Customer | Shipping Address | Billing Address |
|--|---|---|
| Mary Schmidt Township of Wellington North Phone: 519-848-2665 Email: arthurtravel@hotmail.com | Mary Schmidt Township of Wellington North Elisah St Arthur ON N0G1A0 | Mary Schmidt Township of Wellington North Elisah St Arthur ON N0G1A0 |

| Item | Description | Qty | Rate | U/M | Total |
|---------------------------------|---|-----|--------------|-----|------------------|
| KPL2000 | Ravinia Planter - 25 Gal. Planter Color: Cedar Usually Ships in 3-4 weeks | 10 | \$196.56 | ea | \$1,965.60 |
| Shipping | Shipping Charge | 1 | \$273.51 | | \$276.01 |
| | Handling Charge | 1 | \$2.50 | | \$50.00 |
| | + Lift Gate Charge | 1 | \$50.00 | | |
| <i>*Quote valid for 30 days</i> | | | Subtotal | | \$2291.61 |
| | | | Sales Tax | | \$297.91 |
| | | | Total | | \$2589.52 |



**RECREATION & CULTURE ADVISORY COMMITTEE MEETING
TUESDAY DECEMBER 3, 2013 at 8:30 A.M.
MOUNT FOREST & DISTRICT SPORTS COMPLEX MEETING ROOM**

Members present: Chairperson Councillor Sherry Burke, Councillor Dan Yake, Southgate Councillor Pat Franks, Mark MacKenzie, Mount Forest Facilities Manager, Tom Bowden, Arthur Facilities Manager, and Barry Lavers, Director of Recreation, Parks and Facilities.

Regrets: Mayor Tout

DELEGATIONS:

Fitness Programs (Mt. Forest Family Health Team/Saugeen Fitness)

A delegation from the Mount Forest Family Health Team attended the meeting to discuss Fitness Programs (Healthy You) which are being held at the Mount Forest Sports Complex. A hand out was provided by Linda Thompson who provides instruction for the programs. Discussion was held on rental fees, room availability and concerns with the Walking Track. There was discussion on some classes being moved if the facility is rented out to other groups. Barry will talk to Tammy Pringle who books the facility for further information on cancelled or moved classes and fees charged.

MINUTES:

Moved by: Councillor Yake
Seconded by: Councillor Franks

“THAT the minutes of the November 5, 2013 Recreation meeting be accepted.”

Carried

Resolution Number: 1

BUSINESS FROM MINUTES:

Councillor Franks inquired if the baseball clinics had started at the Arthur Community Centre and Tom indicated that they had.

Councillor Franks inquired if we had heard or received anything back from the Mount Forest Patriots and Barry indicated that we had not.

Councillor Franks inquired for an update on the Upper Room Project at the Mount Forest Complex and Barry indicated work was progressing with painting about to be started.

NEW BUSINESS:

Mount Forest Sports Complex Upper Room

Items were previously discussed.

Proposed Fee Schedule 2015

Barry supplied a Proposed Fee Schedule for 2015. Discussion was held on various rates and charges. There was discussion on the Non prime ice rates from the Facility Managers. A decision on acceptance was deferred to another meeting.

Municipal Recreation Facilities (Holidays)

Discussion was held on determining which Holidays would be designated under the current fee structure. Some Municipal Holidays (Remembrance Day, Easter Monday) are designated as holidays for staff but not the general public. Overtime is paid for all Recreation staff who must work on these days under the Township Personnel Policy as the facilities are open in some cases. Further discussion will be held to determine a designated list of holidays where user groups must pay a premium on rentals.

Councillor Yake left the meeting at 10am.

2014 Operating Budget

Discussion was held on the 2014 Operating Budget. Barry will submit a Preliminary Budget to Mike Givens on December 4, 2013. Council will be discussing the overall budget later this month.

CORRESPONDENCE:

There was none.

REPORTS:

Mark's written report was available for members and discussed. Chairperson Councillor Burke inquired if the Sports organizations had been contacted with regards to the Walking Track issues and Mark indicated he had emailed these groups outlining concerns after the last meeting. Mark indicated that the wind storm had knocked over some trees along the Mount Forest Trail and have been cleared.

Tom's written report was available for members. Tom indicated that Compressor #1 Oil pump had to be overhauled recently. Chairperson Councillor Burke inquired if there was progress with Myrna Hutchinson's request for Mental Health Awareness signage at the Arthur Community Arena and Tom indicated that everything was proceeding. Barry indicated he had been contacted by Myrna Hutchinson to include Mount Forest for signage. Mark was also contacted.

Barry's report for November was available for members and discussed. He indicated the Accessibility Grant Application had been sent to the County for consideration. Recreation staff had attended the Violence in the Workplace training sessions in November.

MEMBER'S PRIVILEGES:

Tom Bowden inquired about Summer Student Grant availability. Barry indicated that grants were applied for each summer. Last year's allowance was reduced. There has been no information received yet for 2014.

NEXT MEETING:

The next meeting will be held Tuesday January 14, 2014 at 8:30 a.m.

ADJOURNMENT:

Meeting was adjourned at 10:40am

November 27, 2013

Cathy More
The Township of Wellington North
7490 Sideroad 7 West, PO Box 125,
Kenilworth, ON N0G 2E0



TWP. OF WELLINGTON NORTH

Dear Cathy More,

April 2, 2014, marks a historic day in Canada for the autism community. For the second year, Canadians will officially recognize World Autism Awareness Day.

As a means of increasing public awareness about Autism Spectrum Disorder (ASD) and the day-to-day issues faced by people with autism and their families, Autism Ontario is inviting municipalities across the province to raise awareness of ASD by participating in our 2014 "Raise the Flag" campaign.

By officially proclaiming April 2, 2014 as World Autism Awareness Day and participating in Autism Ontario's "Raise the Flag" campaign, your message to the people and families affected by ASD living in your community and province-wide is loud and clear that their struggles matter to all Ontarians.

Autism Ontario is the leading source of information on autism and one of the largest collective voices representing the autism community in Ontario. Today, 1 in 94 children are diagnosed with autism in Canada. Through improved public awareness, Autism Ontario strives to increase opportunities and acceptance for over 100 000 people living with Autism Spectrum Disorder in Ontario, ensuring that each person with ASD is provided the means to achieve quality of life as a respected member of society.

If your community is interested in supporting autism awareness by participating in Autism Ontario's "Raise the Flag" campaign on April 2, 2014, please register your municipality at www.raisetheflagforautism.com or email us at Natasha@autismontario.com

For questions regarding participation, please contact Autism Ontario at 1-800-472-7789 and ask to speak with Natasha Bowes (x233) or Shane Cunningham (x223).

Sincerely,

A handwritten signature in black ink that reads "Natasha Bowes".

Natasha Bowes
Fundraising Coordinator



Naturally Spirited

1 John Street, P.O. Box 39
Killaloe, ON K0J 2A0
Telephone: (613)757-2300 – Fax: (613)757-3634
email: info@khrtownship.ca
Web Site: killaloe-hagarty-richards.ca

December 6, 2013

Premier Kathleen Wynne
Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1

Re: Resolution – Limit Industrial Wind Turbine (IWT) Projects

In reference to the above noted matter, please be advised that Council for the Township of Killaloe, Hagarty and Richards passed a resolution at its Regular Meeting held on December 3, 2013 to support the Governments' desire to limit Industrial Wind Turbine (IWT) Projects.

Should you have any questions, please feel free to contact our office.

Yours truly

Susan Sheridan, CMO
Deputy CAO Clerk-Treasurer

SS/dcao

cc: Minister of Environment
Minister of Energy
Minister of Rural Affairs
MP Cheryl Gallant
MPP John Yakabuski
Municipalities in Ontario

Encl:



TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

Date: December 3, 2013

Resolution No.: 13

Moved By:

Isabel O'Keilly

Seconded By:

John H. Jeffrey

WHEREAS the Premier of Ontario has recently conveyed the Government's desire to limit Industrial Wind Turbine (IWT) Projects to communities that are willing hosts;

AND WHEREAS the Council for the Township of Killaloe, Hagarty and Richards has received a clear message from its residents that they are not willing to host IWTs in Killaloe, Hagarty and Richards;

AND WHEREAS the Council for the Township of Killaloe, Hagarty and Richards has taken a consistent position on the issue of IWTs;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Township of Killaloe, Hagarty and Richards applauds the position taken by the Premier and the Government;

AND THAT based on the consistent position of the Council for the Township of Killaloe, Hagarty and Richards and the input received from the community regarding IWTs, the Province of Ontario and specifically the Ministry of Environment be now advised that the Township of Killaloe, Hagarty and Richards is not a "willing host" for IWTs;

AND THAT this resolution be circulated to Premier Kathleen Wynne, as well as to the Minister of Environment, Minister of Energy, Minister of Rural Affairs, MP Cheryl Gallant, MPP John Yakabuski, and to all Ontario municipalities for their support and endorsement.

Carried: _____

Not Carried: _____



Tay Valley Township

December 10th, 2013

Honourable Madeleine Meilleur
Minister of Community Safety and Correctional Services
18th Floor, George Drew Building
25 Grosvenor Street
Toronto, Ontario M7A 1Y6

The Honourable Madeleine Meilleur:

Re: OPP Billing Reform

The Council of the Corporation of Tay Valley Township at its Council meeting on November 26, 2013 adopted the following resolution:

RESOLUTION #C-2013-11-35

"WHEREAS, the Ontario Provincial Police are seeking stakeholder input on a new billing model to be used to charge municipalities for policing services starting in 2015;

AND WHEREAS, the current billing model is a deployment model whereby cost recovery is based on a percentage of detachment workload, actual department staffing levels, wages and benefits, and a cost recovery component for other expenditures, and has been in place for over 15 years;

AND WHEREAS, the proposed billing model would calculate municipal policing bills using a "base" amount plus a charge for service calls, with the base level purported to be 73% of OPP costs and represents \$260 per household regardless of the resources actually consumed by each municipality and the balance (27%) representing reactive calls for service based on the number and type of calls;

AND WHEREAS, crime rates in Ontario generally, and Tay Valley specifically, are in decline;

AND WHEREAS, the proposed model would result in the OPP costs for Tay Valley Township increasing from \$485,000 annually to almost \$1.4 million annually, a staggering increase of 189%, translating into a property tax increase of more than 20%;

AND WHEREAS, the proposed billing model has been endorsed by an exceptionally small percentage (18%) of OPP policed municipalities based on a survey conducted during the summer of 2013;

AND WHEREAS, an almost identical number of survey respondents chose the existing billing model based on the same survey;



Tay Valley Township

AND WHEREAS, the metric used by the OPP to compare costs between municipalities based on costs per household is fundamentally flawed as it implies that only residential taxpayers pay for policing, and does not take into account the greater ability to pay that the urban centres possess because of their larger commercial, industrial and institutional tax bases;

AND WHEREAS, expressing costs on a per household basis effectively exaggerates the unit cost of policing in municipalities with urban centres;

AND WHEREAS, the billing reform process appears to be moving forward completely independent of the Future of Policing Advisory Committee (FPAC) work;

AND WHEREAS, the proposed model is fundamentally flawed, unfair, and inequitable;

THEREFORE BE IT RESOLVED THAT the Township of Tay Valley call on the Province of Ontario, Premier Wynne, and Minister Meilleur to cease the OPP billing reform process until the Future of the Policing Advisory Committee has completed its report and the recommendations therein have been studied, and municipalities have been consulted and afforded an opportunity to comment;

AND FURTHER THAT this resolution be forwarded to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Madeleine Meilleur, Minister of Community Safety & Correctional Services, the Honourable Jeff Leal, Minister of Rural Affairs, Association of Municipalities of Ontario (AMO), and all rural municipalities with a permanent population of 12,000 or less."

Tay Valley Township Council believes the proposed OPP billing reform model is entirely inconsistent with the Province's commitment to strengthen rural Ontario.

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or clerk@tayvalleytwp.ca.

Sincerely,

Amanda Mabo
Clerk

cc: Kathleen Wynne, Premier and Minister of Agriculture and Food
Jeff Leal, Minister of Rural Affairs
Randy Hillier, MPP, Lanark-Frontenac-Lennox and Addington
Association of Municipalities of Ontario
Leslie Drynan, Deputy Clerk, Lanark County
All rural municipalities with a permanent population of 12,000 or less

From: community.relations@HydroOne.com [mailto:community.relations@HydroOne.com]
Sent: December-11-13 1:21 PM
Subject: Hydro One's Proposed Amended Class Environmental Assessment for Minor Transmission Facilities

Attn: planner

Further to my email on July 11, I would like to provide you with an update on Hydro One's proposed amendments to the Class Environmental Assessment for Minor Transmission Facilities (Class EA). Hydro One made available the draft Class EA for a 45 day public review period, which concluded on August 26, 2013. Comments that were received have been included in the updated document, and Hydro One is planning to submit the amended document to the Ministry of the Environment (MOE) for review and decision.

If approved, the amended Class EA will replace the existing 1992 Class EA. As a result of O. Reg. 116/01 (Electricity Projects), the Class EA will apply to all transmission proponents.

Proposed minor or administrative amendments include: updating references to legislation and regulations, removing outdated historical references, and clarifying administrative aspects of the Class EA (e.g., relating to Part II Order requests). It will also include updated information on source water protection and climate change effects. Proposed major amendments include a new section on Aboriginal Consultation and Duty to Consult requirements.

The MOE is now leading a review of the amended Class EA and requesting your feedback on the proposed amended Class EA from your municipality's mandate. Please note that your municipality's comments will be a part of the public record for the proposed amended Class EA, and will be sent to Hydro One for a response.

Please complete and return the attached Acknowledgement of Receipt Form to the MOE. If you are not the appropriate contact person in your agency, please forward this email to the appropriate coordinator and notify the MOE of the change.

Attached to this email are electronic copies of the amended Class EA, Distribution Memorandum, and Notice of Submission describing the project and approval process. The Notice will run in the *Globe and Mail* on Friday, December 13, 2013.

The electronic copy of the amended Class EA is also available via the Hydro One website: www.HydroOne.com/Projects

Please provide your written comments by February 7, 2014 to:

Antonia Testa, Project Officer
Ministry of the Environment
Environmental Assessment and Approvals Branch
2 St. Clair Avenue West, Floor 12A
Toronto, Ontario M4V 1L5
Tel: 416-314-7213/1-800-461-6290
Fax: 416-314-8452
Email: antonia.testa@ontario.ca

We look forward to working with you on this important project. Please feel free to contact me if you have any questions or would like additional information.

Regards,

Olivera Radinovic
Environmental Planner
Hydro One Network Inc.
483 Bay Street, 6th floor
Toronto, ON M5G 2P5
1-877-345-6799

Ministry of
the Environment
Environmental Approvals
Branch
2 St. Clair Avenue West
Floor 12A
Toronto ON M4V 1L5
Tel.: 416 314-8001
Fax: 416 314-8452

Ministère de
l'Environnement
Direction des autorisations
environnementales
2, avenue St. Clair Ouest
Étage 12A
Toronto ON M4V 1L5
Tél : 416 314-8001
Télééc. : 416 314-8452



December 6, 2013

MEMORANDUM

TO: Municipalities Distribution List

FROM: Antonia Testa
Project Officer
Environmental Approvals Branch

RE: Hydro One Networks Incorporated's Proposed Amended Class Environmental
Assessment for Minor Transmission Facilities
PROJECT NO. 05070

Hydro One Networks Incorporated (Hydro One) is submitting a proposed amended Class Environmental Assessment for Minor Transmission Facilities (Class EA) document to the Ministry of the Environment (MOE) for review and decision. In accordance with its approved Terms of Reference (2004), Hydro One has amended the Class EA to align it with the MOE's Codes of Practice for Preparing, Reviewing and Using Class Environmental Assessments in Ontario (2009) and Ontario Regulation 116/01 (Electricity Projects).

Hydro One is following the environmental planning and approval process for class environmental assessments in accordance with the requirements of the *Environmental Assessment Act* (EAA). Subsection 13(1) of the EAA allows a person to apply to the Minister of the Environment to approve a class environmental assessment with respect to a class of undertakings. The application consists of the development of a proposed Terms of Reference and subsequently a Class EA.

If approved, the amended Class EA would replace the existing 1992 Class EA. The existing 1992 Class EA was developed by Hydro One according to its own specific corporate and regulatory requirements. As a result of O. Reg. 116/01 (Electricity Projects), many projects implemented by private sector transmission proponents are now also subject to the EAA. References in Hydro One's Class EA to private sector proponents are now required because the existing Class EA does not take into account the planning and operational needs of potential private sector transmission proponents. Hydro One determined that a new Terms of Reference was needed and they developed an amended Class EA on behalf of all potential transmission proponents.

Proposed minor or administrative amendments to the Class EA include: updating references to legislation and regulation, removing historical references that no longer apply to Hydro One operations, and adding text about administrative aspects of the Class EA, and how Part II Order requests, source water protection and climate change effects will be addressed.

Proposed major amendments to the Class EA include adding text regarding Aboriginal Consultation and Duty to Consult requirements.

The MOE is now leading a review of the amended Class EA. I am therefore requesting your feedback on the proposed amended Class EA from your municipality's mandate. It is important that if your municipality has concerns with the proposed amended Class EA, that this information is clearly identified in your response. **Please provide your written and signed comments to me no later than February 7, 2014.** Please note that your municipality's comments will be a part of the public record for the proposed amended Class EA, and will be sent to Hydro One for a response.

At the end of the comment period, the EAA requires that a Government Review of the amended Class EA be prepared. The purpose of the Review is to evaluate the amended Class EA with respect to the requirements of the EAA.

Please complete and return the attached Acknowledgement of Receipt Form. If you are not the appropriate contact person in your municipality, please forward immediately to the appropriate coordinator and notify me of the change.

An electronic copy of the amended Class EA is available via the Hydro One website: www.hydroone.com/Projects. If you would like a hard copy of the amended Class EA, please contact me immediately and a copy will be provided.

Should you have any questions, or if I can assist you in the review process, please contact me at 416-314-7213 or by e-mail at antonia.testa@ontario.ca.



Antonia Testa

Attachments

- Acknowledgement of Receipt Form

ACKNOWLEDGEMENT OF RECEIPT
For the Hydro One Networks Incorporated's Proposed Amended Class Environmental Assessment for Minor Transmission Facilities

UPON RECEIPT, PLEASE COMPLETE BOXES/BLANK LINES AND RETURN BY FAX TO:

| |
|----------------------|
| Date Received |
|----------------------|

Ministry of the Environment
 Environmental Approvals Branch
Attn: Antonia Testa
 Project Officer
 2 St. Clair Avenue West, Floor 12A
 Toronto ON M4V 1L5

TEL.: (416) 314-7213
 FAX: (416) 314-8452
 EMAIL: antonia.testa@ontario.ca

Proponent: Hydro One Networks Incorporated

Title: Hydro One Networks Incorporated's Proposed Amended Class Environmental Assessment for Minor Transmission Facilities

Project No.: 05070

| | |
|----------------------|--|
| Municipality: | |
| Reviewer: | |
| Tel. No.: | |
| FAX No.: | |

Please check the appropriate box:

- We will be able to provide comments to the Environmental Approvals Branch by: **February 7, 2014** (Comments received after this date may not be considered in the approval process).
- We are satisfied with the amended Class EA and we have no comments.

Signature: _____

NOTICE OF SUBMISSION

PROPOSED AMENDED CLASS ENVIRONMENTAL ASSESSMENT FOR MINOR TRANSMISSION FACILITIES HYDRO ONE NETWORKS INC.

Hydro One Networks Inc. (Hydro One) has completed its proposed amended Class Environmental Assessment for Minor Transmission Facilities (Class EA). As required under section 6.2(1) of the *Environmental Assessment Act* and according to the Terms of Reference (ToR) approved by the Minister of the Environment on February 17, 2004, Hydro One has submitted its proposed amended Class EA to the Ministry of the Environment (MOE) for review and decision.

The proposed amended Class EA was developed in accordance with the approved ToR (2004), including aligning the Class EA with the Electricity Project Regulation (O. Reg. 116/01), other applicable legislation that came into force after 2004 and the MOE's Code of Practice for Preparing, Reviewing and Using Class Environmental Assessments in Ontario (2009).

If approved, the amended Class EA would replace the existing 1992 Class EA. The existing 1992 Class EA was developed by Hydro One according to its own specific corporate and regulatory requirements. As a result of the Electricity Project Regulation (O. Reg. 116/01), many projects implemented by private sector transmission proponents are now also subject to the *Environmental Assessment Act*. References in Hydro One's Class EA to private sector proponents are now required because the existing Class EA does not take into account the planning and operational needs of potential private sector transmission proponents. Hydro One determined that a new ToR was needed and they developed an amended Class EA on behalf of all potential transmission proponents.

The proposed amendments to the Class EA include: adding text regarding Aboriginal Consultation and Duty to Consult requirements in accordance with the Code of Practice and to reflect current MOE practice and procedures, updating references to legislation and regulation, removing historical references that no longer apply to Hydro One operations, adding text about administrative aspects of the Class EA, and how Part II Order requests, source water protection and climate change effects will be addressed.

As required under the *Environmental Assessment Act*, the proposed amended Class EA will be available for public review and comment from December 13, 2013 to February 7, 2014.

The proposed amended Class EA can be accessed from Hydro One's website:
www.HydroOne.com/Projects

A hard copy is available for viewing during normal business hours at the following MOE locations:

Ministry of the Environment
Environmental Approvals Branch
2 St. Clair Avenue West, Floor 12A
Toronto, ON M4V 1L5
416-314-8001/1-800-461-6290

Ministry of the Environment
Central Region
5775 Yonge Street, 8th Floor
Toronto, ON M2M 4J1
416-326-6700/1-800-810-8048

Ministry of the Environment
Eastern Region
1259 Gardiners Road, Unit 3
Kingston, ON K7P 3J6
613-549-4000/1-800-267-0974

Ministry of the Environment
Northern Region
435 James Street South, Suite 331
Thunder Bay, ON P7E 6S7
807-475-1205/1-800-875-7772

Ministry of the Environment
West Central Region
119 King Street West, 12th Floor
Hamilton, ON L8P 4Y7
905-521-7640/1-800-668-4557



Partners in Powerful Communities

NOTICE OF SUBMISSION

PROPOSED AMENDED CLASS ENVIRONMENTAL ASSESSMENT FOR MINOR TRANSMISSION FACILITIES HYDRO ONE NETWORKS INC.

Ministry of the Environment
Southwestern Region
733 Exeter Road, 2nd Floor
London, ON N6E 1L3
519-873-5000/1-800-265-7672

Ministry of the Environment
Barrie District Office
54 Cedar Pointe Drive, Unit 1203
Barrie, ON L4N 5R7
705-739-6441/1-800-890-8511

Ministry of the Environment
Peterborough District Office
300 Water Street, 2nd Floor
Peterborough, ON K9J 8M5
705-755-4300/1-800-558-0595

Ministry of the Environment
Sudbury District Office
199 Larch Street, Suite 1101
Sudbury, ON P3E 5P9
705-564-3237/1-800-890-8516

Ministry of the Environment
Ottawa District Office
2430 Don Reid Drive
Ottawa, ON K1H 1E1
613-521-3450/1-800-860-2195

Anyone wishing to provide comments on the proposed amended Class EA must submit their comments in writing and/or by fax to the Ministry of the Environment by February 7, 2014. All comments must be submitted to:

Antonia Testa, Project Officer
Ministry of the Environment
Environmental Assessment and Approvals Branch
2 St. Clair Avenue West, Floor 12A
Toronto, Ontario M4V 1L5
Tel: 416-314-7213/1-800-461-6290
Fax: 416-314-8452

A copy of all comments will be forwarded to Hydro One for its consideration. If you have any questions or need further information about this project, please contact:

Olivera Radinovic
Environmental Planner
Environmental Engineering and Project Support
Hydro One Networks Inc.
483 Bay Street, 6th Floor, South Tower
Toronto, ON, M5G 2P5
Tel 1-877-345-6799
Fax: 416 345 6919
Email: Community.Relations@HydroOne.com

All personal information included in a submission – such as name, address, telephone number and property location – is collected, maintained and disclosed by the Ministry of the Environment for the purpose of transparency and consultation. The information is collected under the authority of the *Environmental Assessment Act* or is collected and maintained for the purpose of creating a record that is available to the general public as described in s.37 of the Freedom of Information and Protection of Privacy Act (FIPPA). Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential.

For more information, please contact the Ministry of the Environment's Freedom of Information and Privacy Coordinator at 416-327-1434.

December 13, 2013



Partners in Powerful Communities

L'Original, December 10, 2013

The Honorable David Oraziotti
Minister of Natural Resources
Suite 6630, 6th Floor, Whitney Block
99 Wellesley Street West
Toronto, Ontario M7A 1W3

Re: Amendment to the Aggregate Resources Act for peat moss extraction

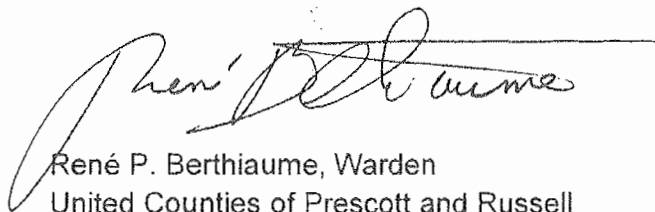
Dear Minister,

The Council of the United Counties of Prescott and Russell, at its meeting of November 27, 2013, discussed a proposal from one of its local municipalities regarding an amendment to the Aggregate Resources Act for the extraction of peat moss – a resource that is significant and abundant in our region, but of which its extractors are not subject to annual fees.

Given that heavy trucks carrying this peat moss contribute to the deterioration of our roads and infrastructures, and that the Act provides that every licensee or holder of an aggregate permit shall pay an annual fee to municipalities – which in turn must ensure the protection of the road network – our Council subsequently adopted a resolution requesting the Ministry of Natural Resources to amend the Aggregate Resources Act to ensure that peat-moss extractors are subject to the same criteria as other aggregate extractors.

I am pleased to enclose a certified true copy of our Resolution 2013/208 for your consideration, in hoping the Ministry of Natural Resources may be of further assistance in this file and consider this amendment to the Aggregate Resources Act. Your opinion on the matter would also be greatly appreciated, as our Council believes this to be an issue facing many municipalities across the province.

Please accept, Minister, my sincere regards,



René P. Berthiaume, Warden
United Counties of Prescott and Russell



Proposé / Moved By : François St-Amour

Date: 27 novembre / November 27, 2013

Appuyé / Seconded by : Marcel Guibord

Numéro / Number 2013/208

RE: Modification de la législation portant sur l'extraction de la tourbe
Amendment to the legislation regarding peat-moss extraction

ATTENDU que la Loi sur les ressources en agrégats surveille et réglemente l'exploitation des agrégats sur les terres de la Couronne et les terrains privés;

WHEREAS the Aggregate Resources Act controls and regulates aggregate operations on Crown and private lands;

ET ATTENDU que la loi exige que les titulaires de permis ou de licence d'extraction en agrégats versent des droits annuels aux municipalités locales;

AND WHEREAS the Act provides that every licensee or holder of an aggregate permit shall pay an annual fee to local municipalities;

ET ATTENDU que les extracteurs de tourbe ne sont pas assujettis à des droits annuels;

AND WHEREAS peat-moss extractors are not subjected to annual fees;

ET ATTENDU que dans la loi, la définition du mot «terre» exclut le sol arable et la tourbe;

AND WHEREAS in the Act, the word "earth" does not include topsoil and peat moss;

ET ATTENDU que les municipalités doivent assurer la protection du réseau routier mais la circulation des camions lourds transportant de la tourbe contribue à la dégradation des routes;

AND WHEREAS municipalities must ensure the protection of the road network as heavy trucks carrying peat moss contribute to the deterioration of roads and infrastructures;

QU'IL SOIT RÉSOLU que le Conseil pétitionne le ministère des Richesses naturelles de modifier la Loi sur les ressources en agrégats pour assurer que les opérateurs d'extraction de la tourbe soient assujettis aux mêmes exigences que les exploitants d'agrégats.

BE IT RESOLVED that Council petition the Ministry of Natural Resources to amend the Aggregate Resources Act to ensure that peat-moss extractors are subject to the same criteria as other aggregate extractors.

Adoptée

Carried

COPIE CERTIFIÉE CONFORME/ CERTIFIED TRUE COPY

Je, Andrée Latreille, greffière adjointe de la Corporation des Comtés unis de Prescott et Russell, atteste que la présente est une copie certifiée de la résolution adoptée par le Conseil le 27^e jour du mois de novembre 2013. / I, Andrée Latreille, Deputy Clerk of the United Counties of Prescott and Russell hereby certify that the foregoing is a true copy of a Resolution adopted by County Council on the 27th day of November, 2013.

Andrée Latreille, Greffière adjointe

B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
Box 1179, 206 Industrial Drive
Mount Forest, ON, Canada N0G 2L0
p. (519) 323-2945 • f. (519) 323-3551
www.bmross.net

File No. 05114

December 12, 2013

Township of Wellington North
7490 Sideroad 7 W, P.O. Box 125
Kenilworth, ON
N0G 2E0

Attention: Mike Givens, CAO

**RE: Eastridge Landing Subdivision (Arthur)
-- Preliminary & Final Acceptance of various Stages of Phase 1 --
-- Reduction in Securities for Phase 1 --**

Preliminary & Final Acceptance of various Stages of Phase 1

By resolution at the May 16, 2011, Council meeting, the following has already been approved by the Township for Phase 1 of this subdivision (*see Term 4.1 of the Subdivision Agreement for the definition of the Stages of Construction and Services*):

- Preliminary Acceptance for Stages 1 & 2, effective October 1, 2007.
- Preliminary Acceptance for Stage 3, effective March 13, 2008.
- Final Acceptance for Stage 1.

Since that time, the Developer has completed additional work as confirmed in K. J. Behm & Associates attached January 21, 2013, and October 14, 2013, letters. In addition, the maintenance periods have expired and deficiencies have been addressed by the Developer for Stages 2 & 3, except for the following:

- Cut/stolen electrical service cables (Stage 3).
- Boulevard restoration (Stage 4).
- Items associated with unsecured Builder deposits for vacant lots (Stage 4).
- OLS property bar certification (Township road allowances and easements).

Therefore, based on our discussions with Township staff, it is our opinion that the Township could grant to the Developer the following additional Acceptances subject to the Township accepting securities for the remaining deficiencies:

- Preliminary Acceptance for Stage 4, effective September 17, 2013.

- Final Acceptance for Stage 2.
- Final Acceptance for Stage 3, subject to a holdback for repairing damaged electrical service cables.

There will be a two-year maintenance period for the Stage 4 works which will end on the latter of September 17, 2015, or the date all deficiencies have been addressed by the Developer to the satisfaction of the Township.

Securities for Phase 1

The Developer has requested a reduction in securities and their Engineer has submitted the enclosed securities estimate summary. We have reviewed this estimate with Township staff and have modified it as shown. Therefore, it is our opinion that the value of securities for Phase 1 can be reduced from its current value of \$193,652.62 to a new value of \$48,620.50.

We enclose a copy of the Developer's Statutory Declaration Re: Payment of Accounts, for your records. The Developer is forwarding the original to the Township's office.

Summary

Based on available information provided to us by the Developer's Engineer, it is our opinion that the Township could pass the following resolution:

THAT the Council of the Corporation of the Township of Wellington North grant 2073022 Ontario Inc. (Dave Martin and James Coffey), for the Eastridge Landing Subdivision in the community of Arthur, Preliminary Acceptance for Stage 4 of Phase 1, effective September 17, 2013, and Final Acceptance for Stage 2 and Stage 3 of Phase 1.

AND FURTHER that the Corporation of the Township of Wellington North grant 2073022 Ontario Inc. (Dave Martin and James Coffey,) for the Eastridge Landing Subdivision in the community of Arthur, a reduction in the Phase 1 securities to the amount of \$48,620.50.

If you have any questions, please contact us.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

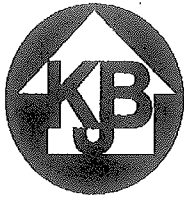
Per



Frank C. Vanderloo, P. Eng.

FCV:fcv

cc: Ken Behm, Jim Coffey, Gil Deverell, Mike Givens, and Darren Jones (all by email)



K. J. BEHM & ASSOCIATES INC.
CONSULTING ENGINEERS

55 Erb Street East, Suite 320
Waterloo, Ontario N2J 4K8

Phone: (519) 742-3510
Fax: (519) 742-3462

January 21, 2013

Mr. Frank Vanderloo, P.Eng.,
B. M. Ross & Associates Limited
206 Industrial Drive
P.O. Box 1179
Mount Forest, Ontario
N0G 2L0

RECEIVED

FEB 4 2013

B. M. ROSS & ASSOC. LTD.

**Re: Plan of Subdivision 23T-89010
Township of Wellington North
Eastridge Landing Subdivision, Phase I
2073022 Ontario Inc.**

Dear Mr. Vanderloo;

We herein certify to the best of our knowledge and based on previous inspections, that the underground sewers and watermains and service connections, curbs, road base, road base asphalt, sidewalks, boulevards, and boulevard trees in the above-noted project have been constructed to date in general accordance with the approved plans.

Yours Truly
K. J. BEHM & ASSOCIATES INC.

Kenneth J. Behm, P.Eng.

c.c. Mr. Jim Coffey, 2073022 Ontario Inc.



K. J. BEHM & ASSOCIATES INC.
CONSULTING ENGINEERS

55 Erb Street East, Suite 320
Waterloo, Ontario N2J 4K8

Phone: (519) 742-3510
Fax: (519) 742-3462

October 14, 2013

RECEIVED

OCT 17 2013

B. M. ROSS & ASSOC. LTD.

Mr. Frank Vanderloo, P.Eng.,
B. M. Ross & Associates Limited
206 Industrial Drive
P.O. Box 1179
Mount Forest, Ontario
N0G 2L0

**Re: Plan of Subdivision 23T-89010
Township of Wellington North
Eastridge Landing Subdivision, Phase I
2073022 Ontario Inc.**

Dear Mr. Vanderloo;

We herein confirm that the Surface Asphalt was placed in Phase I on September 17, 2013. Attached is the Material and Compaction Testing Results from CMT Engineering Inc.

We also confirm that the concrete sidewalk has now been completed in Phase I. Attached is the concrete strength test results for the concrete used for the curb repairs and the balance of the sidewalk.

On behalf of the Developer, we herein request that Preliminary Acceptance be granted for the Surface Asphalt in Phase I. We also request that Final Acceptance be granted for the Sidewalk in Phase I.

Also attached is the updated Costs to Complete Sheet and Bonding Sheet for the reduction in the current security with the Township.

Yours Truly
K. J. BEHM & ASSOCIATES INC.

Kenneth J. Behm, P.Eng.

c.c. Mr. Jim Coffey, 2073022 Ontario Inc.

| ITEMIZED BREAKDOWN FOR BONDING REQUIREMENTS WITH THE TOWNSHIP OF WELLINGTON NORTH | | | | |
|--|--|--------------------------------|------------------------------------|-------------------|
| EASTRIDGE LANDING SUBDIVISION, PHASE 1, ARTHUR 23T-89010 Developer - 2073022 Ontario Inc. | | | | |
| Date: October 14, 2013 | | | | |
| Description | Value Off Maintenance | Value Accepted for Maintenance | Value of Work Not Accepted to Date | Original Estimate |
| 1. Site Works | \$ 12,500.00 | | | \$ 12,500.00 |
| 2. SWM Facility | \$ 72,875.00 | | | \$ 72,875.00 |
| 3. Sanitary Sewers | \$ 85,237.50 | | | \$ 85,237.50 |
| 4. Storm Sewers | \$ 274,871.00 | | | \$274,871.00 |
| 5. Watermains | \$ 93,450.00 | | | \$ 93,450.00 |
| 6. Stage I Roadworks | \$ 135,270.00 | | | \$135,270.00 |
| 7. Stage II Roadworks | \$ 165,228.00 | 104,474 | | \$165,228.00 |
| 8. Stage III Roadworks | \$ 24,474.00 | \$ 80,000.00 | | \$104,474.00 |
| 8. Contingencies | \$ 64,985.00 | \$ 6,000.00 | | \$ 70,985.00 |
| 9. Electrical Distribution and Streetlighting | \$117,000.00 | | | \$117,000.00 |
| 10. Street signs/stop signs | \$ 400.00 | | | \$400.00 |
| 11. SWM Landscaping | \$35,000.00 | NIL | | \$35,000.00 |
| Subtotals | 1,056,816.50 | \$86,000.00 | \$NIL | \$1,167,290.50 |
| 12. Engineering Fees | \$ 69,000.00 | \$ 12,000.00 | | \$ 81,000.00 |
| 13. Boulevard Trees | \$ 15,300.00 | NIL 15,300 | | \$ 15,300.00 |
| Subtotals | 1,125,816.50 | \$98,000.00 | 137,774 \$NIL | \$1,263,590.50 |
| 13% H.S.T. | 146,356 | \$ 12,740.00 | 17,910 \$NIL | \$ 164,267.00 |
| Totals | 1,272,172.50 | \$110,740.00 | 155,684 \$NIL | \$1,427,857.50 |
| % Bonding Required | 0% | 10% | 100% | |
| Value of Bonding | \$ 0.00 | \$ 11,074.00 | 15,568 \$NIL | |
| Total Bonding Required | | \$ 11,074.00 | | |
| Remarks | 1. 15,568.00 PLUS the balance as per discussions with Darren Jones | | | |
| MIN. \$30,000 per stage required except \$0 for those stages that have been granted Final Acceptance | | | | |

2. Vacant lot builder deposits: \$2,000/lot x 7 lots = \$14,000

3. Blvd lawn restoration: \$750/lot x (7 + 4) lots = \$8,250
 ↑ "other" vacant

- Raise buried Carroll St. water valve: \$1,000 allowance

OLS survey bar certification (Twp Row + easements + parkland + SWM + any other lands that were transferred to Twp) \$5,000 allowance

Engineering (e.g. final site renewal certification) \$1,000

HST on items 2 to 6 \$3,802.50

TOTAL Items 1 to 8 \$48,620.50 > MIN. \$30,000

STATUTORY DECLARATION RE PAYMENT OF ACCOUNTS

DOMINION OF CANADA (IN THE MATTER of a contract, known as Subdivision Agreement
 (entered into between The Township
 (of Wellington North the Municipality
) AND
 (2073022 Ontario Inc. the Owner
 (dated April 24th, 2007
 (for the servicing of EAST RIDGE LANDING
 (Subdivision
 (in the Village of Arthur, Ontario.

TO WIT:

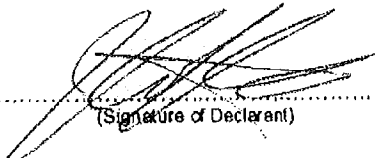
I, JAMES COFFAY of Arthur in the
 Province of Ontario, do solemnly declare:

1. That I am President of 2073022 Ontario Inc. X of the
 (President, Secretary, Treasurer, a Partner, etc.)
 Owner named in the Agreement above-mentioned and as such have personal knowledge of
 the facts hereunder declared.
2. That the said Owner has complied with the terms of the Construction Lien Act, 1983, and
 amendments thereto
3. That with the exception of accounts listed below, all liabilities (including payment due to all
 staff, contractors, suppliers, Workers' Compensation Board, insurance companies) incurred
 by the said Owner arising out of work performed, have been discharged.

| Name & Address of Creditor | Service Rendered | Amount Outstanding | Total |
|--|------------------|--------------------|-------|
| <u>NONE</u> | | | |
| (If there are no accounts, enter "NONE" above) | | | |

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true, and knowing that it
 is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me in the
Township of Wellington North
 (City/Town)
 In the province of Ontario
 this 13th day of Dec, 2007


 (Signature of Declarant)

 (Notary public, Commissioner of Oaths, etc)

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

BY-LAW NUMBER 104-13

**BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES
FOR VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY**

WHEREAS Section 391. (1) of *the Municipal Act*, 2001 S.O. Chapter 25 as amended (hereinafter called "the Act") permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

WHEREAS pursuant to Section 69 of *The Planning Act*, R.S.O. 1990, as amended, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters.

WHEREAS pursuant to Section 7, *Building Code Act*, S.O. 1992, c25, as amended, provides that a Council of a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits.

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

1. **THAT** the fees and charges for various municipal services are established as shown in the Schedules attached hereto and forming part of this By-law:

| | | |
|--------------|---|-------------------------|
| Schedule "A" | - | Administration |
| Schedule "B" | - | Building Department |
| Schedule "C" | - | Cemeteries |
| Schedule "D" | - | Fire/Rescue |
| Schedule "E" | - | Licensing and Lotteries |
| Schedule "F" | - | Planning Department |
| Schedule "G" | - | Recreation |
| Schedule "H" | - | Public Works |
| Schedule "I" | - | Water & Sewer Rates |

2. **THAT** the effective date of the fees and charges are set out in Schedules "A" to "I" inclusive attached hereto.

3. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Provincial Sales Tax (P.S.T.), Goods and Services Tax (G.S.T.) and Harmonized Sales Tax (H.S.T.)].
4. **THAT** all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with Section 398 *Municipal Act*, 2001 S.O. Chapter 25 as amended.
5. **THAT** this by-law shall be known as the "Fees and Charges By-law".
6. **THAT** this by-law shall come into force upon the date of its final passing and By-law Number 49-12 is hereby repealed in its entirety.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 16TH DAY OF DECEMBER, 2013.**

**RAYMOND TOUT,
MAYOR**

**CATHERINE MORE,
DEPUTY CLERK**

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "A"
ADMINISTRATION**

Effective January 1, 2014

| DESCRIPTION | FEE |
|--|---|
| Marriage Licence | \$100.00 |
| Birth Confirmation Letter (Temporary – for out of country travel) | \$10.00 per letter |
| Certification of Documents | \$10.00 per document |
| Commissioning of Documents (Municipal Use Only) | No Charge |
| Commissioning of Documents (Other, if permitted) | \$25.00 per document |
| Commissioning of Vehicle Transfers | \$15.00 |
| Completion of Pension Forms (resident only) | No Charge |
| Fax Charges | \$1.00 per page local \$2.00 per page long distance |
| Flags • Wellington North • Canada | \$120.00 \$ 45.00 |
| Freedom of Information Requests (legislated fees) | \$5.00 application fee plus disbursements (i.e. photocopying) plus Record Preparation at \$7.50 per quarter hour |
| NSF Cheque Charge | \$30.00 |
| Photocopies (8½ x 11) | Black and White \$0.25 per page Colour \$1.50 per page |
| Tax Certificate (no water & wastewater) | \$50.00 |
| Tax Certificate (including water & wastewater) | \$75.00 |
| Tax Sale Proceedings | \$250.00 Administration Fee Plus Cost recovery of fees and disbursements as charged by consultants and solicitors |
| Burial Permit | Out of Municipality \$15.00 Within Municipality \$10.00 |
| Township Pins | \$3.00 |
| Interest on Accounts Receivable | 1.25% (15% per annum) |
| Tax Arrears Penalties & Interest | Refer to current Tax Rates By-law |
| Civic Addressing 911 Replacement Sign 911 Replacement Post | \$25.00 \$15.00 |

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "B"
BUILDING DEPARTMENT**

Effective January 1, 2014 – December 31, 2014

| SECTION NO. | DESCRIPTION | FEE | |
|-------------|---|-------------|------------|
| | | Per Sq. Ft. | Admin. Fee |
| 1.1 | Assembly and Institutional Occupancies (Group A & B) | .88 | \$252.00 |
| | a) New construction | .00 | \$126.00 |
| | b) Renovation/alteration less than 500 Sq. Ft. | .44 | \$126.00 |
| | c) Renovation/alteration greater than 500 Sq. Ft. | | |
| 1.2 | Residential Occupancies (Group C) | | |
| | a) New construction | .88 | \$252.00 |
| | b) Basement with ceiling height of 6'-11" (2,100 mm) or greater | .31 | \$252.00 |
| | | .00 | \$252.00 |
| | c) Renovation/alteration less than 250 Sq. Ft. | .31 | \$252.00 |
| | d) Renovation/alteration greater than 250 Sq. Ft. | .38 | \$126.00 |
| | e) Attached garage or carport | .38 | \$126.00 |
| | f) Detached garage or carport | .19 | \$126.00 |
| | g) Accessory building | .19 | \$126.00 |
| | h) Deck/porch/veranda | | |
| 1.3 | Business and Mercantile Occupancies (Group D & E) | | |
| | a) New construction | .88 | \$252.00 |
| | b) Restaurants | .88 | \$252.00 |
| | c) Renovation/alteration less than 500 Sq. Ft. | .00 | \$126.00 |
| | d) Renovation/alteration greater than 500 Sq. Ft. | .38 | \$126.00 |
| 1.4 | Industrial Occupancies (Group F) | | |
| | a) New construction | .50 | \$252.00 |
| | b) Renovation/alteration less than 500 Sq. Ft. | .00 | \$126.00 |
| | c) Renovation/alteration greater than 500 Sq. Ft. | .38 | \$126.00 |
| 1.5 | Agricultural and Farm Building | | |
| | a) New livestock buildings and additions | | |
| | -First 10,000 Sq. Ft. | .25 | \$126.00 |
| | -Over 10,000 Sq. Ft. | .20 | \$126.00 |
| | b) Livestock renovations | .02 | \$126.00 |
| | c) Sheds/shops | .17 | \$126.00 |
| | d) Quonset/economy structure | .12 | \$126.00 |
| | e) Silos/grain bins | .05 | \$126.00 |
| | f) Manure storage or Pit silos | | |
| | -Uncovered | .05 | \$126.00 |
| -Covered | .12 | \$126.00 | |
| | -Roof over existing | .07 | \$126.00 |
| 1.6 | Temporary Structure | | |
| | a) Portable building (portables, meteorological towers, etc.) | | \$252.00 |
| | b) Special occasion tent | | \$126.00 |

THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13

SCHEDULE "B" (CONTINUED)
BUILDING DEPARTMENT

Effective January 1, 2014 – December 31, 2014

| SECTION NO. | DESCRIPTION | FEE | |
|-------------|---|--|----------------------------------|
| | | Per Sq. Ft. | Admin. Fee |
| 1.7 | Septic Systems a) All classes, new or replacement b) Tank replacement c) Leaching bed replacement | | \$504.00 \$126.00 \$378.00 |
| 1.8 | Commercial Wind Turbines | \$252 admin. plus \$58 per \$1,000 of const. value | |
| 1.9 | Buildings or Structures that do not fit elsewhere in this Schedule | \$252 admin. plus \$13 per \$1,000 of const. value | |
| 2.0 | Demolition Permit a) Class "A" b) Class "B" | | \$126.00 \$252.00 |
| 3.0 | Conditional Permit Full permit fee as calculated under Section 1 Additional permit security may be required Designated Structure the same as Section 1 | | \$252.00 |
| 4.0 | Transfer permit | | \$252.00 |
| 5.0 | Change of Use (no construction) | | \$126.00 |
| 6.0 | Reapplication | | \$126.00 |
| 7.0 | Inspection of wood burning appliance installation | | \$126.00 |
| 8.0 | Pool Enclosure Fence | | \$126.00 |
| 9.0 | L.L.B.O. inspections and letters for occupant loads | | \$126.00 |
| 10.0 | Certificate of Compliance - Building | | \$94.00 |

NOTE TO SCHEDULE

An investigation fee equal to the applicable building permit fee shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee to be charged when permit is issued, at the discretion of the CBO.

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "C"
CEMETERIES**

MOUNT FOREST CEMETERY

Rates filed in accordance with The Cemeteries Act – effective July 1, 2012

| DESCRIPTION | FEE |
|--|------------|
| <u>SALE OF PLOTS</u> | |
| Single Grave 3 ½ feet x 10 feet (Care and Maintenance Fund included) (40% of selling price – minimum – \$280.00) | \$800.00 |
| <u>INTERMENT CHARGES</u> (Opening and closing) | |
| a) Adult | \$500.00 |
| b) Infant without device and dressing | \$150.00 |
| c) Cremated remains | \$250.00 |
| d) Double depth charge – extra | \$150.00 |
| e) Surcharge - Saturday funerals until 12 noon & holidays -standard | \$300.00 |
| f) Surcharge - Saturday funerals until 12 noon & holidays - cremated | \$200.00 |
| g) Surcharge for Burials that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri | \$100.00 |
| <u>DISINTERMENT CHARGES</u> | |
| Disinterment, including reburial at another location in the same cemetery | \$300.00 |
| Disinterment, including lowering remains at the same location | \$250.00 |
| Disinterment, only for reburial in another cemetery | \$250.00 |
| Disinterment, as in (a) above from double depth | \$350.00 |
| Disinterment, as in (c) above from double depth | \$250.00 |
| <u>VAULT STORAGE</u> | |
| a) Non-resident | \$150.00 |
| b) Resident | Nil |
| <u>GENERAL</u> | |
| Transfer of Interment Right | \$25.00 |
| <u>COLUMBARIUM RATES</u> | |
| Single niche to accommodate two urns (care and maintenance fund included) | \$1,000.00 |
| Interment (opening & sealing compartment) | \$150.00 |

NOTE: Amendments subject to approval from Ministry of Consumer Services – Cemetery Regulation Unit

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "D"
FIRE/RESCUE**

Effective January 1, 2014

| DESCRIPTION | FEE |
|---|--|
| Inspections: | |
| Single Residence | \$100.00 |
| Institution / Industrial / Commercial | \$100.00 |
| Apartments / Condominiums | \$100.00 plus \$10.00 per unit |
| Fire Search Fees / Approvals | |
| Fire Reports | \$100.00 |
| Motor Vehicle Incidents: | |
| Owners of motor vehicles which are involved in a motor vehicle accident within the municipal boundary of the Township of Wellington North that require the Fire / Rescue to respond to the scene, will be invoiced firstly to the owner's insurance provider. In the case where there is no insurance payable, the owner shall be billed directly | \$410.00 per response unit for first hour and \$205.00 per response unit for each half hour thereafter |
| Administration & Enforcement: | |
| Spills Act and Transportation of Dangerous Goods Act: The cleanup of hazardous material spills | Current MTO Rates \$410.00 per vehicle per hour |
| Open Air Burning: Where burn is in contravention with Open Air Burn By-law and/or Fire Prevention and Protection Act | Clean up costs to cover materials used Plus Administration Fee of \$50.00 per hour |
| Securing of Premises: | |
| Securing of premises after a fire | \$50.00 per hour per man |
| False Alarms: The following procedures and fees shall apply only when it has been determined at the discretion of the responding officer of the Township of Wellington North Fire Department that the false alarms were preventable. The totals shall be calculated within each calendar year with each year being considered separately. | |
| First False Alarm - Warning | n/c |
| Second False Alarm | \$50.00 |
| Third False Alarm | \$100.00 |
| Four or More False Alarms | \$200.00 or at the discretion of the Fire Chief |
| Fire Alarm Monitoring | \$100.00 |

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "E"
LICENCING AND LOTTERIES**

Effective January 1, 2014

| DESCRIPTION | FEE |
|---|---|
| Animal Control | |
| Kennel Licence | \$150.00 plus \$75.00 inspection fee |
| Dog Tags | |
| • First Dog | \$15.00 |
| • Second Dog | \$25.00 |
| • Third Dog | \$35.00 |
| • Fourth Dog | \$45.00 |
| • Fifth Dog | \$55.00 |
| • Additional dogs shall be previous Licence Fee plus additional fee of (Licence fee is escalated) | \$15.00 |
| Replacement Tag | \$10.00 |
| Additional Charges may apply that are recoverable from the dog owner and payable to the Animal Control Officer as the result of enforcement of the Township's Animal Control By-law. These charges are set out in the Animal Control Agreement and may include but are not limited to impounding fees – boarding, service call, disposal and quarantine fees. | |
| Transient Trader Annual Fees | |
| Refreshment & Food Vehicle or Stand | \$75.00 |
| Transient Trader (Annual) | \$300.00 |

| DESCRIPTION | FEE |
|-------------------------|-----------------|
| Lottery Licences | |
| • Raffle | \$20.00 |
| • Blanket | \$20.00 |
| • Bingo | \$20.00 |
| • Other | \$20.00 |
| Break Open Tickets | \$10.00 per box |

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "F"
PLANNING
Effective January 1, 2014**

| DESCRIPTION | FEE |
|---|--|
| Disbursements | Are recovered at cost and may include but are not limited to: postage, laminating, registration of documents |
| Recovery of Third Party Fees | Third Party Fees including but not limited to planners, engineers, solicitors, advertising of notices, etc. shall be recovered at cost |
| Committee of Adjustment – Minor Variance | \$750.00 |
| Zoning Amendment | \$1,500.00 |
| Holding Zone Removal By-law | \$500.00 |
| Plan of Subdivision or Condominium – New or Amendment including conditions of approvals to both Wellington North and County of Wellington | \$10,000.00 Deposit Required to cover: Administration Fee of \$3,000.00 plus Disbursements and Third Party Fees |
| Site Plan Control Approval and Agreement including amendments | |
| • Minor | \$3,500.00 Deposit Required to cover: Administration Fee - \$1,000.00 plus Disbursements and Third Party Fees |
| • Complex | \$6,000.00 Deposit Required to cover: Administration Fee - \$1,500.00 plus Disbursements and Third Party Fees |
| Lot Grading/surface Works Security Deposit | \$2,000.00 Deposit Required to cover: Administration Fee \$100.00 plus Third Party Fees |
| Development Agreement | \$5,000.00 Deposit Required to cover: Administration Fee - \$1,500.00 plus disbursements and third Party Fees |
| Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement | \$1,000.00 |
| Certificate of Compliance – Zoning By-law | \$75.00 |
| Certificate of Compliance Plan of Subdivision/Condominium, Site Plan and Development Agreements | \$125.00 |
| Part Lot Control | \$500.00 |
| Severances | |
| Clearances for Severance Conditions | \$100.00 |
| Cash in Lieu of Parkland (severances) to be used for existing parks and recreation maintenance and development | \$500.00 per lot |
| Fee for services provided by Municipal employees | \$25.00 (per hour, per employee) |
| Copy of Zoning By-law | \$30.00 |

DEPOSITS

1. Every applicant for a planning matter referred to in Schedule "F" hereof shall make an application on forms provided by the Municipality and in addition shall sign a deposit agreement in the prescribed form and pay any applicable deposit to the Municipality.
2. The Clerk/Deputy Clerk and/or Treasurer/Deputy Treasurer are hereby authorized to execute the deposit agreement on behalf of the Township.

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "G"
RECREATION**

**RENTAL FEES & CHARGES
Effective January 1, 2014**

(applicable HST not included)

ARTHUR AND AREA COMMUNITY CENTRE

| ARTHUR & AREA COMMUNITY CENTRE 150 Domville St. | JANUARY 1ST, 2014 | MUNICIPAL STATUTORY HOLIDAY RATES |
|--|----------------------|--|
| LOWER HALL | | |
| Stag & Doe | \$757.00 | \$909.00 |
| Friday & Saturday & Municipal Holidays | \$576.00 | \$571.00 |
| Sunday to Thursday | \$322.00 | \$375.00 |
| Hourly Rates (Special Events Min. 3 Hours) | \$58.00 | \$67.00 |
| Tournament Rates (Minor Sports) | \$227.00 | \$264.00 |
| Extra Set Up & Clean Up Time/Hour | \$51.50 | \$60.00 |
| UPPER HALL | | |
| Friday & Saturday & Municipal Holidays | \$261.00 | \$303.00 |
| Sunday to Thursday | \$187.50 | \$218.50 |
| Hourly Rates (Special Events Min. 3 Hours) | \$34.00 | \$40.00 |
| Tournament Rates (Minor Sports) | \$187.50 | \$218.50 |
| Local User Groups (Meeting Space when staff available) | | |
| PAVILION | | |
| One day event | \$203.00 | \$237.00 |
| Evening Event 5 pm – 1 am | \$114.50 | \$132.00 |
| Hourly Rate – Minimum of 3 Hours | \$29.00 | \$34.00 |
| CAMPING (Special Events Only) | | |
| Daily Rate | \$29.00 | \$34.00 |
| BALL DIAMONDS | | |
| Local Minor Ball per Game – No Lights | \$34.00 | \$40.00 |
| Adult Rates per Game – No Lights | \$42.00 | \$49.50 |
| Local Evening Tournament | \$87.50 | \$102.00 |
| Tournaments per Day | \$136.00 | \$159.00 |
| Lights per Game | \$14.00 | \$16.50 |

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "G" (continued)
RECREATION**

ARTHUR AND AREA COMMUNITY CENTRE

| ARTHUR & AREA COMMUNITY CENTRE 150 Domville St. | JANUARY 1ST, 2014 | MUNICIPAL STATUTORY HOLIDAY RATES |
|--|-------------------------|--|
| ARENA FLOOR | | |
| Minor Sports per Hour | \$45.50 | \$52.50 |
| Local Adults per Hour | \$56.00 | \$65.00 |
| Prime – Friday and Saturday | \$620.00 | \$722.00 |
| Non Prime – Sunday to Thursday | \$435.00 | \$506.00 |
| Non Resident per Hour | \$63.00 | \$73.00 |
| ARENA ICE (Prices go up effective June 1st annually) | | |
| Minor Sports per Hour | \$99.00 | \$115.50 |
| Local Adults per Hour | \$117.00 | \$135.00 |
| Non Resident per Hour | \$135.00 | \$158.00 |
| Non-Prime (Monday to Friday - 7 a.m. to 4 p.m.) | \$80.00 | \$93.00 |
| School Rates | \$34.00 | |
| POOL RENTALS | | |
| Arthur & Area Aquatic Centre per Hour | \$108.00 | \$126.00 |
| School Rates (All Facilities) Hourly | \$46.50 | |
| CONN PAVILION | | |
| Day Rate (includes a \$5.00 donation) | \$78.00 | |
| DAMASCUS HALL Bookings done by Betsy Benham 519-848-3120 | | |
| Day Rate | \$80.00 | |
| WALL & BOARD ADVERTISING (Both Arenas) | | |
| Wall Advertising per 4' x 8' Ad & 4' x 4' | \$226.50 | |
| Board Advertising per 4' x 8' Ad & 4' x 6' | \$339.00 *\$550.00 | * Lexan included (new customers) |
| Board Advertising per 4' x 8' Ad – both arenas | \$592.00 *\$1,000.00 | * Lexan included (new customers) |
| CORKAGE (Both Arenas) | | |
| 7 oz Plastic Cup | \$0.13 | |
| 14 oz. Plastic Cup | \$0.18 | |
| Bag of Ice | \$3.25 | |
| 2L Bottle of Pop | \$3.10 | |
| Wrist Bands | \$0.27 | |

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "G" (continued)
RECREATION**

MOUNT FOREST & DISTRICT SPORTS COMPLEX

| MOUNT FOREST & DISTRICT SPORTS COMPLEX 850 Princess St. | | JANUARY 1ST, 2014 | MUNICIPAL STATUTORY HOLIDAY RATES |
|--|--|------------------------------|--|
| COMMUNITY HALL | | | |
| Stag & Doe | | \$757.00 | \$909.00 |
| Friday and Saturday | | \$576.00 | \$671.00 |
| Sunday to Thursday | | \$322.00 | \$375.00 |
| Hourly Rates (Special Events Min. 3 Hours) | | \$58.00 | \$67.00 |
| Tournament Rates (Minor Sports) | | \$227.00 | \$264.00 |
| Lions Club Bingo | | \$170.00 | \$198.00 |
| Seniors Club | | \$14.00/hour | \$16.00 |
| Shuffle Board | | \$14.00/hour | |
| Karate | | \$14.00/hour | |
| Blood Donor Clinic | | \$160.00 | |
| Extra Set Up Time/Hour | | \$51.50 | \$60.00 |
| PLUME ROOM | | | |
| Day Rate | | \$203.00 | \$237.00 |
| LEISURE HALL | | | |
| Day Rate | | \$203.00 | \$237.00 |
| LEISURE HALL AND PLUME ROOM – HOURLY RATE | | | |
| Hourly Rate | | \$34.00 | \$40.00 |
| MEETING ROOM | | | |
| Local User Groups (when staff available) | | | |
| All others Rented by Hour | | \$29.00 | \$34.00 |
| WALKING TRACK | | | |
| Cost per Use | | \$2.00 | |
| Cost per Month | | \$15.00 | |

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "G" (continued)
RECREATION**

MOUNT FOREST & DISTRICT SPORTS COMPLEX

| MOUNT FOREST & DISTRICT SPORTS COMPLEX 850 Princess St. | JANUARY 1ST, 2014 | MUNICIPAL STATUTORY HOLIDAY RATES |
|--|----------------------|--|
| CORK STREET PAVILION/CONCESSION | | |
| Evening Event (5:00 p.m. – 1 a.m.) | \$114.50 | \$134.00 |
| One Day Event | \$203.00 | \$237.00 |
| Hourly Rate | \$29.00 | \$34.00 |
| SOCCER FIELDS | | |
| Hourly Rate | \$26.00 | \$30.00 |
| Season Rate for Minor Soccer | \$5854.00 | Review |
| Lights on – Charge per Game | \$17.00 | |
| BALL DIAMONDS | | |
| Local Minor Ball per Game – No Lights | \$34.00 | \$40.00 |
| Adult Rates per Game – No Lights | \$42.00 | \$49.50 |
| ½ Day Tournament Rates | \$87.50 | \$102.00 |
| Tournaments per Day | \$136.00 | \$159.00 |
| Lights per Game | \$14.00 | \$16.00 |
| ARENA FLOOR | | |
| Minor Sports per Hour | \$45.50 | \$52.50 |
| Local Adults per Hour | \$56.00 | \$65.00 |
| Prime – Friday and Saturday | \$620.00 | \$722.00 |
| Non Prime – Sunday to Thursday | \$435.00 | \$506.00 |
| Non Resident per Hour | \$63.00 | \$73.00 |
| ARENA ICE (Prices go up effective June 1st annually) | | |
| Minor Sports per Hour | \$99.00 | \$117.00 |
| Local Adults per Hour | \$117.00 | \$135.00 |
| Non Resident per Hour | \$135.00 | \$158.00 |
| Non-Prime (Monday to Friday - 7 a.m. to 4 p.m.) | \$80.00 | \$93.00 |
| School Rates | \$34.00 | |
| SUMMER ICE | \$128.00 | |

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "G" (continued)
RECREATION**

MOUNT FOREST & DISTRICT SPORTS COMPLEX

| MOUNT FOREST & DISTRICT SPORTS COMPLEX 850 Princess St. | JANUARY 1ST, 2014 | MUNICIPAL STATUTORY HOLIDAY RATES |
|--|------------------------------|--|
| STORAGE SPACE | | |
| Small | \$227.00 | |
| Large | \$282.00 | |
| Jr. C – Club Room | \$563.50 | |

| POOL RENTALS | | |
|---|----------|----------|
| Mount Forest Lion Roy Grant Pool per Hour | \$108.00 | \$126.00 |
| SCHOOL RATES (All Facilities) Hourly | \$46.50 | |

| MOUNT FOREST LION ROY GRANT POOL AND ARTHUR & AREA AQUATIC CENTRE | JANUARY 1ST, 2014 |
|--|------------------------------|
| PROGRAM | |
| Adult & Tot | \$59.00 |
| Sea Turtle | \$59.00 |
| Sea Otter | \$59.00 |
| Salamander | \$59.00 |
| Sunfish | \$59.00 |
| Level 1 | \$59.00 |
| Level 2 | \$59.00 |
| Level 3 | \$59.00 |
| Level 4 | \$59.00 |
| Level 5 | \$64.00 |
| Level 6 | \$64.00 |
| Level 7 | \$64.00 |
| Level 8 | \$69.00 |
| Level 9 | \$69.00 |
| Level 10 | \$69.00 |
| 1/2 Hour Private Lesson (Min. of 5 purchases in advance) | \$25.00 |
| 1/2 Hour Semi-Private Lesson (Min. of 5 purchased in advance) (Max. 3 Students) | \$18.00 |

THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13

SCHEDULE "G" (continued)
RECREATION

| | |
|--|----------|
| Bronze Medallion & Emergency 1st Aid with CPR B | \$169.00 |
| Bronze Cross with CPR C | \$169.00 |
| Swim Team (Non Res Fee does not apply) Min of 18 to run program | \$64.00 |
| GENERAL ADMISSION (HST Included) | |
| Children Under 5 – 1 Visit | \$2.00 |
| Children Under 5 – 20 Visit Pass | \$29.00 |
| Children Under 5 – Season Pass | \$43.25 |
| Individual 5 years and over – 1 Visit | \$3.50 |
| Individual 5 years and over – 20 Visit Pass | \$58.00 |
| Individual 5 years and over – Season Pass | \$85.50 |
| Family – 1 Visit | \$11.25 |
| Family 20 Visit Pass | \$187.50 |
| Family Season Pass | \$212.00 |

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "H"
PUBLIC WORKS**

Effective January 1, 2014

| DESCRIPTION | FEE |
|--|------------|
| Inspection Fee | \$100.00 |
| Urban/Rural Damage Deposit Fee including inspection fee | \$2,000.00 |
| Rural/Semi-Urban Entrance Installations | |
| a) Requires a 9m culvert (up to and including 600mm) including inspection fee | \$1,700.00 |
| b) Entrance that does not require a culvert including inspection fee | \$1,200.00 |
| c) Cost of hidden driveway sign installed | \$100.00 |
| The applicant would be responsible for all costs to supply a culvert over 600 mm in diameter and/or to supply over 12 meters of culvert and/or to upgrade an existing entrance. Costs would be charged at the current rates. | |
| Damage Deposit Fees shall be collected when a Building Permit is issued. | |
| Water/Sewer Servicing Charges | |
| Water: Up to and including 1" service | |
| Paved road with curb and/or sidewalk | \$3,000.00 |
| Paved road only | \$2,500.00 |
| Gravel road only | \$2,200.00 |
| Note: Services over 1" add the following to the above rates: | |
| 1 ½" up to and including 4" service | \$1,200.00 |
| 6" service | \$1,700.00 |
| Water Account Setup (WNP) | \$25.00 |
| Sewer Account Setup (WNP) | \$25.00 |
| Sanitary Sewer: Up to and including 6" service | |
| Paved road with curb and/or sidewalk | \$3,600.00 |
| Paved road only | \$3,100.00 |
| Gravel road only | \$2,700.00 |
| Note: Services over 6" add the following to the above rates: | |
| 8" or larger | \$400.00 |

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

SCHEDULE "H" (continued)

PUBLIC WORKS

| | |
|--|------------|
| Exceptions & Special Circumstances: | |
| 1. The following rates apply when the service connection exists at property line or if the connection is made in the boulevard and does not involve disturbing asphalt/sidewalk or curb. | |
| Note: Extra charges for large services apply. | |
| Water | \$2,100.00 |
| Sanitary Sewer | \$2,600.00 |
| Subdivision Agreements: | |
| Mount Forest *Bye Subdivision | \$700.00 |
| - Except Lots 35 - 39 | \$900.00 |
| *VandenBroek Subdivision, single family dwelling | \$700.00 |
| - Semi Detached dwelling | \$1,400.00 |
| <u>ADDITIONAL COSTS</u> | |
| At the discretion of the Director of Public Works, additional charges will apply to the installation of services that require extra equipment/materials to be used due to material availability or weather related road conditions. These extra charges will be in addition to the normal fees charged and will reflect the actual costs billed to the Township. | |

**THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13**

**SCHEDULE "H" (continued)
PUBLIC WORKS**

Water and Sewer Rates

Effective January 1, 2014

| DESCRIPTION | FEE |
|--|----------|
| <p>Swimming Pool Rate: In addition to the charges for water, being the Residential Rate or the General Service Rate in Arthur and Mount Forest hereinbefore set out, there shall be a separate water rate of \$75.00 payable annually to the Township by the landowner for each swimming pool located on a parcel of land during each year or part thereof. For the purposes of this paragraph a swimming pool shall be an inground or aboveground swimming pool containing 8,000 gallons of water or more.</p> | \$75.00 |
| <p>Bulk Water Pick-Up or Supply: Persons wanting bulk water pick-up or supply must contact the Township Office Monday to Friday between the hours of 8:30 A.M. and 4:30 P.M. to schedule the pick-up or supply. A member of the Township's Water Department must be present when any water is loaded. Unauthorized opening of any Township hydrant is an offence that will have legal implications. The cost for a bulk load or equivalent of water is \$150.00.</p> | \$150.00 |
| <p>Disconnection/Reconnection of Water and Sewer services will only be allowed if the electrical service is also disconnected or reconnected for the same period of time. The charge for either of these services is \$75.00.</p> | \$75.00 |
| <p>Customer Request for Service Interruption: a customer requesting a water service interruption will be charged \$75.00 for this service.</p> | \$75.00 |
| <p>Service Call Request any property owner requesting a service call will be charged a minimum \$75.00 fee if the problem is found to be on the landowner's property. Any involvement by the Township in the repair of services on private property shall be billed to the property owner on a time and material basis.</p> | \$75.00 |
| <p>Connection Fees: must be paid to the Township prior to connection to the distribution system. The installation must be inspected by the Township's Building Department. It is illegal to connect to the Township's Water and Sewage Systems without proper approval. The current Connection Fee information is available at the Township of Wellington North office in Kenilworth.</p> | |
| <p>Monthly Minimum Rate: metered residential properties shall pay the greater of either the current metered rate or the current flat residential rate for both water and sewer.</p> | |

THE TOWNSHIP OF WELLINGTON NORTH
BY-LAW NO. 104-13

SCHEDULE "I"

WATER & SEWER RATES

| DESCRIPTION | JANUARY 1 st , 2014 |
|---|-----------------------------------|
| Water | |
| Residential (flat rate) | |
| Residential - monthly | \$45.67 |
| Residential - annually | \$548.00 |
| Non-residential Customers – Annual Flat Rate | \$657.00 |
| Non-residential | |
| Rate per cubic metre | \$2.01 |
| Wastewater (Sewer) | |
| Residential (flat rate) | |
| Residential - monthly | \$56.17 |
| Residential - annually | \$674.00 |
| Non-residential Customers – Annual Flat Rate | \$808.00 |
| Non-residential | |
| Rate per cubic metre | \$2.47 |

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

BY-LAW NUMBER 105-13

**BEING A BY-LAW TO APPOINT A CLERK FOR THE
CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH.**

AUTHORITY: Municipal Act, 2001, S.O. 2001, c.25, as amended,
Sections 5(3) and 228.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents and its powers shall be exercised by by-law.

AND WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 228 provides that a municipality shall appoint a Clerk to carry out the statutory duties as required under this Act or under any other Act.

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

1. That Michael Givens is hereby appointed as Clerk of The Corporation of the Township of Wellington North, effective December 17, 2013.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 16TH DAY OF DECEMBER, 2013.**

RAYMOND TOUT, MAYOR

CATHERINE MORE, DEPUTY CLERK

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 106-13

**BEING A BY-LAW TO APPOINT A COMMUNITY EMERGENCY
MANAGEMENT COORDINATOR AND ALTERNATE COMMUNITY
EMERGENCY MANAGEMENT COORDINATOR FOR THE
CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH.**

AUTHORITY: Emergency Management and Civil Protection Act, R.S.O. 1990, as amended

WHEREAS the Emergency Management and Civil Protection Act, R.S.O. 1990, Section 2.1, states that every municipality shall develop and implement an emergency management program and 10.1 of Ontario Regulation 380/04 states that every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator;

AND WHEREAS the Council of the Corporation of the Township of Wellington North is desirous to appoint a Community Emergency Management Coordinator (CEMC) and an Alternate Community Emergency Management Coordinator (CEMC);

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

1. **THAT** Linda Dickson is hereby appointed the Community Emergency Management Co-ordinator for the Township of Wellington North.
2. **THAT** Denise Boyd-Dunlop is hereby appointed Alternate Community Emergency Management Co-ordinator for the Township of Wellington North.
3. **THAT** Michael Givens is hereby appointed Alternate Community Emergency Management Co-ordinator for the Township of Wellington North.
4. **THAT** this by-law shall come into force upon the date of its final passing and By-law Number 64-03 is hereby repealed in its entirety.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 16TH DAY OF DECEMBER, 2013.

RAYMOND TOUT, MAYOR

CATHERINE MORE, DEPUTY CLERK

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 107-13

BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY ON ALL ASSESSMENT WITHIN SPECIFIC TAX CLASSES AND TO PROVIDE A PENALTY AND INTEREST RATE FOR CURRENT TAXES IN DEFAULT AND TAX ARREARS

AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Sections 317, 345, 346 and 347.

WHEREAS Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may, before the adoption of the estimates for the year pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes, including pipeline, conservation lands, managed forest, residential/farm, farmland, commercial, industrial and multi-residential assessments in the local municipality;

AND WHEREAS Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, provides that the amount levied on a property shall not exceed 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

AND WHEREAS Section 346 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council may require the payment of taxes to be made into the office of the Treasurer by any day or days to be named herein, in bulk or by installments;

AND WHEREAS Section 345 of the Municipal Act, 2001 S.O. 2001, c.25, as amended, provides that the Council of a local municipality may impose late payment charges for the non-payment of taxes or any installment by the due date, a percentage charge, not to exceed 1 1/4 per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default. and on the first day of each calendar month thereafter in which default continues, but not after the end of the year in which the taxes are levied;

AND WHEREAS Section 347 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of any municipality may authorize the Treasurer to accept part payment on account of taxes due and to give a receipt for such part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectable under Subsection (3) in respect of non-payment of any taxes or any class of taxes or of any installment thereof;

AND WHEREAS Section 345 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may require that the Treasurer, add to the amount of all taxes due and unpaid, interest at such rate not exceeding 15 per cent per annum as the Council determines, from the 31st day of December in the year in which the taxes were levied until the taxes are paid;

NOW THEREFORE the Council of the Corporation of the Township of Wellington North (hereinafter called the Corporation) hereby enacts as follows:

1. **THAT** for the year 2014, 50 per cent of the total amount of taxes for the previous year shall be levied, raised and collected on all real property taxable within the pipeline, conservation lands, managed forest, residential/farm, farmland, commercial, industrial and multi-residential classes, and liable to pay the same according to the last revised assessment roll:
2. **THAT** the said interim tax levy shall be due and payable in two installments at the Township of Wellington North Municipal Office and most chartered banks and financial institutions as designated by the Municipality, on or before the following dates:

| | | |
|-----|--------------------|-------------------|
| i. | First Installment | February 28, 2014 |
| ii. | Second Installment | April 25, 2014 |
3. **THAT** the Treasurer mail or cause same to be sent by first class mail to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable, due dates and penalty and interest rates to be applied upon default.
4. **THAT** failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment does not affect the timing of default or the date from which penalty shall be imposed.

5. **THAT** penalty of 1.25 per cent will be added to current taxes with installment due dates which are in default, in accordance with Section 2 of this By-law, as of the 1st day of March 2014 and the 1st day of May 2014 respectively to each installment due date, and thereafter a further penalty of 1.25 per cent will be added on the 1st day of each month and every month the default continues until December 31st, 2014.
6. **THAT** interest of 1.25 per cent on the amount of any taxes due and unpaid after December 31, 2014, shall be charged on the 1st day of each calendar month thereafter in which the default continues.
7. **THAT** the Treasurer be authorized to accept partial payment for taxes, from time to time, as long as it does not affect the collection of taxes registered for tax collection.
8. **THAT** the Treasurer be required to apply all payments received to the outstanding penalty and/or interest on the taxes that have been in arrears for the greatest period of time.
9. **THAT** the taxes shall be payable at par at the Corporation of the Township of Wellington North Municipal Office, or by mail to the Municipal mailing address, or through the telephone banking systems of most chartered banks and financial institutions, or over the counter at most chartered banks and financial institutions.
10. **THAT** this by-law shall be deemed to come into force and effect on January 1, 2014 and shall apply to all tax classes.
11. **THAT** in the event that any provision or section of this by-law is found by a court of competent jurisdiction to be ultra vires the powers of the Council of the Corporation, only such provision or section, as the case may be, shall be inoperative and all other provisions and sections of this by-law shall remain in full force and effect.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
16TH DAY OF DECEMBER, 2013.**

**RAYMOND TOUT,
MAYOR**

**CATHERINE MORE,
DEPUTY CLERK**



Petition for Drainage Works by Owners
Form 1

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Township of Wellington North

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)
East Part Lot 18, Concession 2, Geographical Township of West Luther.

RECEIVED

NOV 29 2013

TWP. OF WELLINGTON NORTH

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

| | | |
|-------------------------------------|------------------------|---------------------------------------|
| Contact Person (Last Name) Huber | (First Name) Joseph | Telephone Number 519 928-9608 ext. |
|-------------------------------------|------------------------|---------------------------------------|

| | |
|------------------------------|--|
| Address | |
| Road/Street Number 241010 | Road/Street Name Concession Road 2-3, Grand Valley, L0N 1G0 |

| | | | |
|---------------------|-----------------|----------------------------------|--|
| Location of Project | | | |
| Lot East Part 18 | Concession 2 | Municipality Wellington North | Former Municipality (if applicable) West Luther |

What work do you require? (Check all appropriate boxes)

- Construction of new open channel
- Construction of new tile drain
- Deepening or widening of existing watercourse (not currently a municipal drain)
- Enclosure of existing watercourse (not currently a municipal drain)
- Other (provide description ▼)

Improvement of existing municipal tile and waterway

Name of watercourse (if known)
Mainland Drainage Works

Estimated length of project
500 meters

General description of soils in the area
Clay loam

What is the purpose of the proposed work? (Check appropriate box)

- Tile drainage only
- Surface water drainage only
- Both

Petition filed this 29 day of Nov., 2013

| | |
|---|--------------------------------|
| Name of Clerk (Last, first name) <u>Cathy More</u> | Signature <u>Cathy More</u> |
|---|--------------------------------|

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

| | |
|--------|---|
| Number | Property Description |
| One | Part East Half Lot 18, Concession 2, Wellington North |

| | |
|-----------------------------|--------------------|
| Ward or Geographic Township | Parcel Roll Number |
| West Luther | 14-06800 |

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

| | | |
|--|------------|-------------------|
| Owner Name (Last, First Name) (Type/Print) | Signature | Date (yyyy/mm/dd) |
| Huber Josef | Jos. Huber | 2013/11/27 |

Partnership (Each partner in the ownership of the property must sign the petition form)

| | | |
|--|-----------|-------------------|
| Owner Name (Last, First Name) (Type/Print) | Signature | Date (yyyy/mm/dd) |
| | | |
| | | |
| | | |

Corporation (The individual with authority to bind the corporation must sign the petition)

| | |
|---|---|
| Name of Signing Officer (Last, First Name) (Type/Print) | Signature |
| Township of Wellington North | Lorely Prose |
| Name of Corporation | I have the authority to bind the Corporation. |
| Cathy More, Deputy Clerk | Date (yyyy/mm/dd) |
| Position Title | 2013/11/29 |

| | |
|--------|----------------------|
| Number | Property Description |
| | E 1/2 Lot 18, Conc 2 |

| | |
|---------------------------------------|--------------------------|
| Ward or Geographic Township | Parcel Roll Number |
| Wellington North (Former West Luther) | 23 49 000 014 06800 0000 |

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

| | | |
|--|-----------|-------------------|
| Owner Name (Last, First Name) (Type/Print) | Signature | Date (yyyy/mm/dd) |
| | | |

Partnership (Each partner in the ownership of the property must sign the petition form)

| | | |
|--|-----------|-------------------|
| Owner Name (Last, First Name) (Type/Print) | Signature | Date (yyyy/mm/dd) |
| | | |
| | | |
| | | |

Corporation (The individual with authority to bind the corporation must sign the petition)

| | |
|---|---|
| Name of Signing Officer (Last, First Name) (Type/Print) | Signature |
| | |
| Name of Corporation | I have the authority to bind the Corporation. |
| Position Title | Date (yyyy/mm/dd) |

Check here if additional sheets are attached

Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 8(1).*
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 10(4).*
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act, R.S.O. 1990, c. D. 17 s. 43.*
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act, R.S.O. 1990, c. D. 17 s. 61.*

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act, R.S.O. 1990, c. D.17* and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

RECEIVED

OCT 31 2013

TWP. OF WELLINGTON NORTH

Josef Huber
241010 conc 2-3
Grand Valley, ON L9W 0R7

October 31, 2013

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

To Whom It May Concern:

RE: Request for Drain Improvement

In October 2013, I, Josef Huber, became the legal owner of the property located at east half of lot 18 concession 2 of the former township of West Luther. The property contains the Mainland drain, a 12" concrete tile approximately 620' (189m) in length running under a grassy water way, which runs diagonally through the cash crop land. This current system is over 40 years old.

After a heavy rainfall, 42mm, I observed that the water was only running in the designated channel for one quarter of its length and then finds its way through the crop field. Since, the water way has to be redone, I ask the township to consider putting in a larger underground tile as a long term solution to the problem.

Thank you for considering this request for drainage improvement.

Sincerely,

Josef Huber



P.H. # 226-486-1270

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

BY-LAW NUMBER 108-13

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON
DECEMBER 16, 2013.**

AUTHORITY: Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5(3) and 130.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents and its powers shall be exercised by by-law.

AND WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law.

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

1. That the action of the Council at its Regular Meeting held on December 16, 2013 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.
2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Ontario Municipal Board Act, R.S.O. 1990, Chapter 0.28, shall not take effect until the approval of the Ontario Municipal Board with respect thereto, required under such subsection, has been obtained.
4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 16TH DAY OF DECEMBER, 2013.**

**RAYMOND TOUT
MAYOR**

**CATHERINE MORE
DEPUTY CLERK**

MEETINGS, NOTICES, ANNOUNCEMENTS

| | | |
|-----------------------------|---|--------------------------|
| Tuesday, January 7, 2014 | Recreation & Culture Advisory Committee | 8:30 a.m. |
| Monday, January 13, 2014 | Public Meeting | 7:00 p.m. |
| Monday, January 13, 2014 | Regular Council Meeting | Following Public Meeting |
| Wednesday, January 15, 2014 | Building/Property Committee | 9:00 a.m. |
| Wednesday, January 15, 2014 | Economic Development Committee | 4:30 p.m. |
| Tuesday, January 21, 2014 | Public Works Committee | 8:30 a.m. |
| Monday, January 27, 2014 | 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 – 1-800-668-5815

Documents in alternate forms – CNIB – 1-866-797-1312