



Township of Wellington North

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

Regular Meeting of Council

Monday, December 17, 2012

Following Public Meeting

Municipal Office Council Chambers, Kenilworth

A G E N D A

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<u>CALLING THE MEETING TO ORDER</u>	
- Mayor Tout	
<u>O' CANADA</u>	
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<u>DECLARATION OF PECUNIARY INTEREST</u>	
<u>MINUTES</u>	
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<u>BUSINESS ARISING FROM MINUTES</u>	

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2. Presentation of Masters Certificate in Municipal Leadership from York University to Lorraine Heinbuch, Chief Administrative Officer/Clerk	
3. Dave Stack and Ian Turner, Arthur Walking Trail Sub Committee - Presentation Regarding Arthur Walking Trail	
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THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 3, 2012

7:00 p.m.

Members Present:

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

Also Present:

Deputy Clerk: Cathy More
Executive Assistant: Cathy Conrad

Absent:

Chief Administrative Officer/Clerk: Lorraine Heinbuch

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

A. CALLING THE MEETING TO ORDER

Mayor Tout called the meeting to order.

B. O' CANADA

C. PASSING AND ACCEPTANCE OF AGENDA

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT the Agenda for the December 3, 2012 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 3, 2012

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E. MINUTES

1. Public Meeting, November 19, 2012
2. Regular Meeting of Council, November 19, 2012

Moved by: Councillor Yake

Seconded by: Councillor Lennox

THAT the minutes of the Public Meeting and the Regular Meeting of Council held on November 19, 2012 be adopted as circulated.

Resolution Number: 2

Carried

F. BUSINESS ARISING FROM MINUTES

None.

G. DELEGATIONS, DEPUTATIONS, PETITIONS, PRESENTATIONS

1. Warden White and representatives from the County of Wellington

Scott Wilson, CAO, County of Wellington, introduced the various department heads from the County.

Gary Cousins – Director of Planning and Development

The Planning Department looks at all planning applications within the County. They work to ensure that the municipalities have land for new homes and development. Mark Van Patter and Linda Redmond work with Council to review the applications. Mr. Cousins is in charge of the Green Legacy Programme. There is a new nursery in Wellington North where 30,000 trees were grown this year. The Programme hopes to grow 50,000 trees next year. This year 680 elementary students visited from various schools in the County and many schools have inquired about visiting next year.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 3, 2012

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

1. Warden White and representatives from the County of Wellington
(continued)

Peter Barnes - Home for the Aged Administrator

Wellington Terrace in Aboyne is a long term care home with 176 beds, Approximately 230 – 240 individuals were cared for throughout the year. There are 275 staff, including full time, part time and casual employees. Most residents have multiple diagnoses that include dementia. Wellington Terrace is becoming well know for specializing in dementia care. They are able to offer some services that would be offered in a hospital setting such as tube feeding, IV's and dialysis. Wellington Terrace has recently received a Service Award for Geriatric Excellence (SAGE Award).

Gordon Ough – County Engineer

Mr. Ough is with Public Works. He works with roads and transportation studies and Solid Waste Services. The County is working with Wellington North on a joint project for Eliza Street, Arthur. Mr. Ough is hoping to do a joint application for that project. He has worked with MTO on guidelines regarding what qualified as a County road. Rationalizing of roads has been discussed in the past but there are concerns with all municipalities being treated equally when roads are taken up by the County.

Janice Hindley – Wellington Place Administrator

Ms. Hindley oversees the museum, archives and poor house. She provided Council with a brochure and newsletter from the Museum and Archives. The Museum tells the story of Wellington County. The 200 acre site is also home to the OPP and Wellington Terrace. The Archives has a 10,000 sq. ft. vault, research rooms, free Wi-Fi connection, computer work stations and access to Ancestry.ca.

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REGULAR MEETING OF COUNCIL

Monday, December 3, 2012

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

1. Warden White and representatives from the County of Wellington
(continued)

Andrea Lawson – Human Resources Administrator

The Human Resources Department handles recruitment, selection and retention. Over 5,000 resumes were received this year. There has been a lot of internal movement and some retirements. The County has very little staff turnover. Ms. Lawson handles pension and retirement as well as Health and Safety and Accessibility. The County has 70 managers who attend managers meetings four times a year. The Human Resources Department develops all policies and procedures, some of which are legislated. Job evaluations are completed as part of pay equity. The department maintains organization charts and job descriptions. The County has competitive compensation policies and remains competitive with other areas. The Human Resources Department is happy to share information and offer assistance to the lower tier municipalities.

Eddie Alton – Social Services Administrator

Social Services offer three main programs – Child Care, Housing and Ontario Works. Child Care includes directly operated facilities and home child care providers. They work to ensure standards are met. There are 64 properties throughout the Wellington County service area that provide housing. Changes are coming to the Ontario Works program. Currently the caseload is less than 1% of the population. Social Services is involved with immigration and employment programs and also plays a key role in emergencies.

Murray McCabe – Chief Librarian

Mr. McCabe stated that Wellington County is proud of its library system. There are 14 libraries with 6 staff in each library. Last year 1 million items were circulated. This year 21,000 e-books have been downloaded. Arthur has a tremendous system and he constantly receives comments regarding the beautiful library in Mount Forest. Electronic use is growing by leaps and bounds.

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REGULAR MEETING OF COUNCIL

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

1. Warden White and representatives from the County of Wellington
(continued)

Ken DeHart, County Treasurer

Mr. DeHart was not able to attend. Mr. Wilson briefly reviewed the budget expenditures and property tax requirement for 2012.

Lynda White, County Councillor

Ms. White is the Chair of the Police Services Board. She has worked for the people of Wellington for four terms. She expressed her gratitude to the department heads for their knowledge and assistance.

Gary Williamson, County Councillor

Mr. Williamson is on the Roads Committee, as well as the Chair of the Safe Communities Initiative. Mr. Williamson agreed that the department heads are very knowledgeable and a resource for all municipalities.

Jana Reichert – Economic Development Officer

Ms. Reichert provided a presentation regarding Economic Development. Following some background information about herself she presented information regarding Economic Development in Wellington County. Economic Development involves using resources and working with the people. County Council recently adopted an Economic Development Strategic Plan. They hope to create a regional profile and leverage Economic Development activities already underway. Wellington North has many activities, such as the Fireworks Festival and Butter Tart Trail. Wellington has an aging population that is growing faster than the rest of province. Wellington has an educated, mobile labour force working in mainly small and medium enterprises. She is looking at implementing a comprehensive business directory for Wellington involving:

- cultural assessment mapping and plan;
- business retention, expansion and attraction;
- community investment profile;
- marketing strategy;
- Wellington Economic Development online; and
- signage

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TOWNSHIP OF WELLINGTON NORTH

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

1. Warden White and representatives from the County of Wellington
(continued)

Warden Chris White arrived at 8:20 p.m. following a Township of Guelph Eramosa Council meeting. Typically he would attend these meetings with the County staff; however, Wellington North's meetings are held on the same night at Guelph Eramosa. The Warden initiated the visits to municipalities earlier this year to put some faces to the names and look at ways for everyone to work together. Economic Development has been a good start. This goodwill road tour gives you an idea of what the County does. The County is open to discussions at any time and looks forward to input from the municipalities.

2. Jens Dam, request to appear as delegation

Mr. Dam appeared before Council regarding independent legal opinion to be obtained regarding refunds

Mayor Tout responded that the Township's Development Charges By-law is currently before the Ontario Municipal Board. A full hearing is scheduled to commence here on Tuesday, January 22nd, 2013, at 11:00 AM. Since this matter is before the OMB, these matters are best left to that body to hear and determine the proper outcome of this dispute. The Township has in fact retained independent legal counsel and independent land economists to fully defend the development charges by-law before the OMB. Mr. Dam also has the right to fully support his appeal. The OMB shall determine this dispute. Despite this process, the Appellant has decided to make wide and varied accusations against myself, this Council, Township staff, and now apparently, the integrity of its retained professionals. Such allegations are as false as they are fanciful. Although the Appellant may disagree with the development charge process, the allegations he freely makes are inappropriate. Once these matters are concluded before the OMB, this Council shall consider any and all avenues available to it. Council takes opposition to the significant allegations that Mr. Dam makes, which may give rise to recourse at a later date.

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H. STANDING COMMITTEE, STAFF REPORTS, MINUTES AND
RECOMMENDATIONS

1. Economic Development Committee
- Minutes, November 21, 2012

Moved by: Councillor Yake
Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Economic Development Committee meeting held on November 21, 2012.

Resolution Number: 3

Carried

2. Water/Sewer Committee
- Minutes, November 27, 2012
- Process Compliance Analyst Monthly Report
- Foreman Report

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Water/Sewer Committee meeting held on November 27, 2012.

Resolution Number: 4

Carried

- DWQMS – Management Review Meeting Minutes

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the DWQMS – Management Review meeting held on November 27, 2012.

Resolution Number: 5

Carried

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

3. Works Committee
- Minutes, November 27, 2012

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Works Committee meeting held on November 27, 2012.

Resolution Number: 6

Carried

4. Fire Committee
- Minutes, November 27, 2012

Moved by: Councillor Yake
Seconded by: Councillor Lennox

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Fire Committee meeting held on November 27, 2012.

Resolution Number: 7

Carried

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TOWNSHIP OF WELLINGTON NORTH

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

4. Fire Committee
- Minutes, November 27, 2012 (continued)

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North direct that a letter be sent to Mapleton Council in regard to setting up a meeting prior to January 31st, 2013 to discuss up-dating the fire agreement with respect to assessment and operating costs for services provided by Wellington North Fire Services;

AND FURTHER THAT a letter be sent to West Grey Council in regard to setting up a meeting prior to January 31st, 2013 to discuss reviewing current assessment area, any additions required and operating costs for services provided by Wellington North Fire Services, as recommended by the Fire Committee.

Resolution Number: 8

Carried

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North award the tender for Mobile Water Supply Fire Apparatus (tanker) to Dependable Emergency Vehicles as tendered for the purchase of two new tankers at a cost of \$220,575.00 each plus HST - 2013 Capital Budget as recommended by the Fire Committee and Tender Review Committee.

Resolution Number: 9

Carried

THE CORPORATION OF THE
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I. CORRESPONDENCE FOR COUNCIL'S INFORMATION

1. Warden Chris White, County of Wellington
Re: Revised Federal Electoral Boundaries Proposal Affecting
Wellington County
- received as information

2. Barika Gada, Sponsored Employee, United Way of Greater Toronto
Re: Request for Letter of No Objection to Approve the Selling of
Raffle Tickets in the Township of Wellington North sponsored by
RBC Royal Bank

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Council of The Corporation of the Township of Wellington North have no objection to extending the sale of lottery tickets to within the Township of Wellington North in respect to the Lottery Licence held by the United Way of Greater Toronto.

Resolution Number: 10

Carried

J. BY-LAW

1. 98-12 Being a By-law to Authorize the Execution of an Agreement between the Corporation of the Township of Southgate and the Corporation of the Township of Wellington North

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT By-law Number 98-12 being a by-law to authorize the execution of an agreement between the Corporation of the Township of Southgate and the Corporation of the Township of Wellington North be read a First, Second and Third time and finally passed. (Recreation Services)

Resolution Number: 11

Carried

/11

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

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K. OTHER/NEW BUSINESS

1. Report of Livestock Valuer
Re: Livestock Claim
- Paul Spark, dated November 12, 2012

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North authorize payment of \$500.00 to Paul Spark for a livestock claim dated November 12, 2012.

AND FURTHER THAT Gord Flewwelling be paid \$75.00 for Livestock Valuer fees and \$19.00 for mileage.

Resolution Number: 12

Carried

2. County of Wellington, Planning and Land Division Committee
Re: Comments for Consent Application
- B129/12, Brian O'Donnell

Council supported the application with the following conditions:

- That the Owner satisfy all the requirements of the local municipality, financially and otherwise which the local municipality may deem to be necessary at the time of the issuance of the Certificate of Consent for the proper and orderly development of the subject lands.
- That Sideroad 7 be constructed to Township standards to the severed parcel at the owners expense.
- That the owner satisfy the requirements of the local municipality in reference to parkland dedication.
- That sheds on the severed parcel are to be demolished

3. 2013 Council Meeting Schedule

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 3, 2012

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L. ITEMS FOR COUNCIL'S INFORMATION

Cheque Distribution Report dated November 28, 2012

Corporation of the Municipality of West Grey

- Notice of Decision and Right to Appeal, Municipality of West Grey
Committee of Adjustment

R.J. Clevely, Senior Vice President, Retail Operations Division, LCBO

- Mount Forest location opening Sunday, December 23rd

Corporation of the Town of Grand Valley

- Notice of the Adoption of an Official Plan Amendment

M. NOTICE OF MOTION

None.

N. CULTURAL MOMENT

A Collage of Santa Claus Parades Past

Wellington North's Downtowns in Arthur and Mount Forest fill each year with residents and visitors as each community officially open the Christmas season with the arrival of Santa Claus.

The streets shine from the lights of themed floats, dancing or marching groups and bands playing Christmas songs. Often sponsored by local business and community groups, the time is used to recognize these organizations and causes during the important Christmas shopping season.

Arthur Opti-Mrs. Santa Claus Parade -- Last Saturday in November, 7pm

Mount Forest and Area Lion's Club Santa Claus Parade -- First Friday in December, 7pm.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

REGULAR MEETING OF COUNCIL

Monday, December 3, 2012

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O. ANNOUNCEMENTS

Mayor Tout attended the ground breaking for the OPP centre at Teviotdale earlier in the day. The Mount Forest Santa Claus parade will be held on Friday, December 7, 2012.

P. CONFIRMING BY-LAW

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT By-law Number 99-12 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 3, 2012 be read a First, Second and Third time and finally passed.

Resolution Number: 13

Carried

Q. ADJOURNMENT

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Regular Council meeting of December 3, 2012 be adjourned at 8:26 p.m.

Resolution Number: 14

Carried

C.A.O./CLERK

MAYOR



Arthur Area Fire Department

103 Smith Street, P.O. Box 99, Arthur, Ontario N0G 1A0
Ph: 519-848-3500 • Fax: 519-848-6656

ARTHUR FIRE DEPARTMENT REPORT FOR NOVEMBER 2012

The Arthur Fire Department responded to ten calls for assistance during the month of November 2012.

- 2 in Arthur Township - 1 CO Alarm Activation
- 1 Unauthorized Burn
- 3 in Arthur - 1 CO Alarm Activation
- 1 Ambulance Assist (VSA)
- 1 Assist to OPP (possible suicide)
- 3 in West Garafraxa - 2 MVC
- 1 Ambulance Assist
- 2 in Mapleton - 1 Car Fire
- 1 CO Alarm Activation

There were four practices held in November. On November 7th Practice #1, fourteen firefighters attended; on November 14th Practice #2, sixteen members attended; on November 21st, Practice #3, eleven members attended and on November 28th, Practice #4, nineteen members attended.

On November 10th, Fire Chief Morrison and his wife attended the Arthur Legion Remembrance Day Dinner on behalf of the Wellington North Fire Service, Arthur Station.

Fire Chief Morrison, Deputy Chief Lawlor and eleven firefighters took part in the Remembrance Day Parade and Ceremonies on November 11th in Arthur.

On November 14th Fire Chief Morrison attended the opening of the tanker truck tenders at the Kenilworth Township Office.

On November 20th Fire Chief Morrison met with Councillor Mark Goetz and Fire Chief Ron MacEachern to make recommendations on the Tanker Truck Tenders.

Fire Chief Morrison met in Fergus with Wellington County Training Officer J. Karn on November 20th.

On November 20th to 22nd Fire Chief Morrison and Deputy Chief Lawlor attended the Ontario Association of Fire Chief's Midterm Conference and meetings held in Collingwood.

Five Fire Trucks led the Arthur Opti-Mrs. Santa Claus Parade on November 24th. Santa and the Fire Department greeted the Community and served hot dogs, hot chocolate and Timbits. Santa also indulged the children with a candy bag. Approximately 300 people were at the Fire Hall and 240 hot dogs were served.

On November 26th the Public Education Committee conducted a tour of the Fire Station for the Scouts. Fire Prevention information and education materials were discussed and handed out.

On November 27th Fire Chief Morrison and Deputy Chief Lawlor attended the Fire Committee meeting held in Kenilworth.

The total number of Burn Permits issued by the Township for the Arthur Fire area in the month of October was seven, plus 1 burn permit for Mapleton was issued by Mapleton Township for the Arthur Fire Department.

Submitted by:
Fire Chief Jim Morrison
CMMIII Fire Service Professional

**Fire Prevention Report
Wellington North Fire Service**

**Nov-12
Arthur Station**

Evac. Procedures	0
Telephone Calls	42
Business/Personal Service	9
Residential	2
Assembly Occ.	1
Misc.	14
Industrial	1
Meetings	2
Complaints	3
Mercantile	5
Letter/Reports	6
Institutional	0
Burn Permits/info	5
New Construction/Plan Review	2
Occupancy Permits	0
FE Ext. Training/Talks	1
Emerg. Planning	0
Inspection Follow Up	4
Pub. Ed. Lectures/Tours	0
Pre Incident Planning	0
Fire Safety Plan Review	1
Administration	13
Court/Documents/Serving	0
Training (OFC/Local)	1

Notes:



MOUNT FOREST FIRE DEPARTMENT

Township of Wellington North

WELLINGTON NORTH FIRE SERVICES

MOUNT FOREST FIRE STATION REPORT NOVEMBER 2012

The Mount Forest Fire Station responded to four calls for assistance during the month of November 2012

- | | |
|----------------------|------------------------------------|
| 3 in Mount Forest | - 1 CO Alarm |
| | - 1 Car Fire |
| | - 1 Ambulance Assist (Lift Assist) |
| 1 in Arthur Township | - 1 Ambulance Assist (VSA) |

There were two meeting/practice sessions held during the month of November 2012. On November 5th, 2012 fourteen members were present and on November 19th, 2012 nineteen members were present.

Sixteen members took part in the Remembrance Day Parade and Ceremony in Mount Forest on November 11th, 2012.

On November 13th, 2012 two members attended the Grey County Mutual Aid meeting in Markdale.

The Chief and the Deputy Chief attended the Tender opening for the new Tanker Trucks on November 14th, 2012 in Kenilworth.

On November 20th, 2012 Chief MacEachern, Chief Morrison and Councillor Goetz reviewed the Tenders for the new Tanker Trucks in Kenilworth.

On November 24th, 2012 two members were at Foodland in Mount Forest with a fire truck for the "Stuff a Fire Truck" event for the Christmas Bureau. The event was once again very successful.

The Chief and Deputy Chief attended the Fire Committee Meeting in Kenilworth on November 27th, 2012.

On November 28th, 2012 the Chief attended the Grey County Fire Chiefs Meeting in Markdale.

The Chief also made an on-site visit to check a water supply on Highway #89; and another on-site visit for a Burn Permit regarding the burning of a vacant, old house in Arthur Township.

Respectfully Submitted,
Ron MacEachern
Mount Forest Fire Chief

**Fire Prevention Report
Wellington North Fire Services**

**Nov 12
Mount Forest Station**

Evac. Procedures	0
Telephone Calls	39
Business/Personal Service	4
Residential	2
Assembly Occ.	2
Misc.	11
Industrial	3
Meetings	3
Complaints	0
Mercantile	2
Letter/Reports	8
Institutional	2
Burn Permits	2
New Construction/Plan Review	2
Occupancy Permits	0
FE Ext. Training/Talks	4
Emerg. Planning	0
Inspection Follow Up	3
Pub. Ed. Lectures/Tours/House	2
Pre Incident Planning	1
Fire Safety Plan Review	2
Administration	9
Court/Documents/Serving	0
Training (OFC/Local)	1

Notes:



Township of Wellington North

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Business Economic Manager Report

TO: Mayor and Members of Council

FROM: Dale Small, Business Economic Manager

Date: December 7th, 2012

RE: Request for Municipal Site Specific Resolution for FIT Solar PV System

BACKGROUND:

The updated F.I.T., (Feed-In-Tariff) 2.0 program was released in August 2012 and as part of this update the OPA will now rank eligible applications based on the following factors:

- **Points:** Applications with more Priority Points will receive a higher ranking
- **Time Stamp:** If Priority Points are the same the date received will be ranked higher

Following the above ranking of applications the next assessment is based on whether there is availability on the applicable system/grid for the Project

Solar Energy Firms/local owners can accumulate Priority Points by obtaining the following:

- **Municipal Council Support Resolution** 2 points
- Aboriginal Support resolution 2 points
- Project Readiness 2 points
- Education or Health Host 2 points
- System Benefit 1 point

Municipalities across the province are being asked to provide either a *blanket resolution* to cover all Solar Roof Top and Ground Mount projects or to provide a *site specific resolution* as they are received. The resolutions sole purpose is to enable the participants in the FIT program to receive priority points under the FIT program and cannot be used for the purpose of any other form of municipal approval in relation to the Application or Projects or any other purpose. In other words the normal process and due diligence including building permits, etc still needs to be completed.

At our September 26th Economic Development Committee meeting the committee reviewed and discussed the first request for a **Municipal Council Support Resolution** from Certified Solar, an Ontario based engineering and project development company with offices throughout Ontario. The Economic Development Committee recommended that Council



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provide a site specific Municipal Council Support Resolution and this was approved by Council at the October 15th Wellington North Council Meeting.

The Economic Development Committee also requested that the Municipal solicitor should review and provide comments back to the committee prior to council considering the approval of a blanket resolution. This review is currently underway and when received will be discussed and presented to the Economic Development Committee for action.

On October 19th the second request for a Municipal Council Support Resolution was received. This request came from Solar Power Network who had entered into an agreement with a Wellington North Landowner. The Business Economic Manager recommended that Council provide a site specific Municipal Council Support Resolution and this was approved by council at the November 19th Wellington North Council Meeting.

OVERVIEW OF CURRENT RECOMMENDATION:

On Dec. 4th our third request for a Municipal Support Resolution was received. This request is once again from Certified Solar who have entered into an agreement with a Wellington North Landowner at 7321 Sideroad 5 East, Mount Forest. (Dario & Paula Kahles)

As our next Economic Development Committee meeting is not until January 23rd I did not want to delay the decision process until then as we understand the OPA will once again start accepting applications on December 14th. Should this be the case delaying our decision could potentially penalize our Wellington North Landowner. As a result I have reviewed the information received from Certified Solar and support providing a resolution similar to the ones previously approved by council.

RECOMMENDATION

That the Business Economic Manager report dated December 5th, 2012 with regards to the Request for a Municipal Site Specific Resolution is received;

AND FURTHER THAT the Council of the Township of Wellington North supports, subject to final review by staff, the construction and operation of a 500.0 KW Ground Mount Solar PV Project to be located at 7321 Sideroad 5 East, Mount Forest as described in the document received from Certified Solar.

This resolutions sole purpose is to enable the participant in the FIT program to receive priority points under the FIT program and may not be used for the purposes of any other form of municipal approval in relation to the application or Projects or any other purpose.



Confidential Information

OPA (Ontario Power Authority) FIT Solar PV Participation Summary

Memorandum of Understanding (MOU)

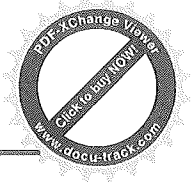
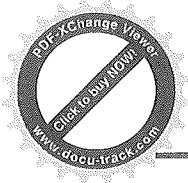
For LEASE or PURCHASE AGREEMENT

Between Dario & Paula Kahles (the "Client")

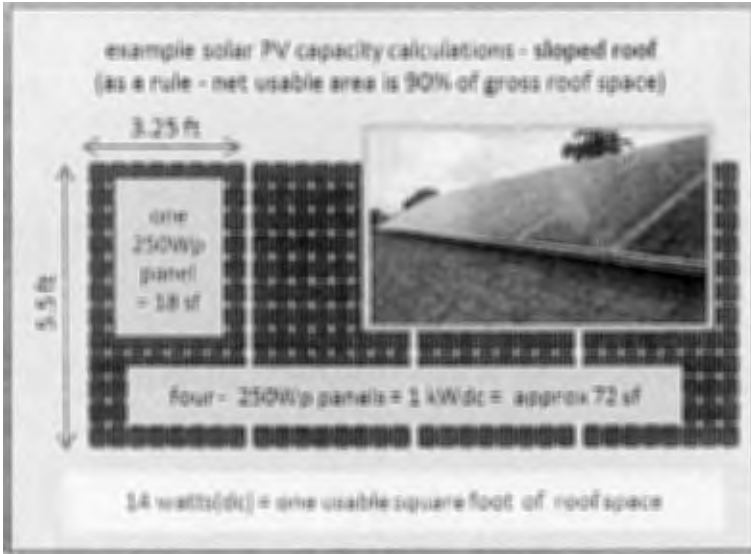
and 2318190 Ontario Limited.

Summary of key terms (pursuant to Lease or Purchase Agreement):

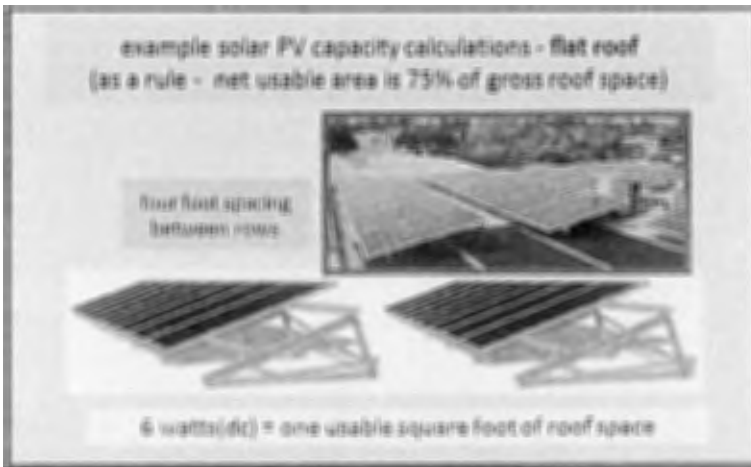
1. Property: 7321 Sideroad 5 East , Mount Forest, Ontario, N0G 2L0.
2. Estimated Project Size: Contract Capacity to be determined after site survey.
3. Term: 20 year initial Term, based on OPA Feed-in-Tariff Contract. Additional Terms may be optional, if Power Purchase Agreements are available.
4. Lease: The parties shall enter into a lease agreement within ten (10) days.
5. Generation Revenue Payment Terms: [i] Lease Option - Client receives 49% of Net Income. Net Income equals Gross Income minus annual FIMA [Finance, Insurance, Maintenance, Administration] costs and Equity disbursements; [ii] Purchase Option - Client receives 100% of Gross Generation Revenue.
6. Legal documents: the Property Deed/Transfer stating the correct Property Identification Number (PIN) and legal registered owner of the Property will be submitted within ten (10) days of this MOU being signed as it is required to be submitted with the OPA application and is necessary for OPA application acceptance, LDC approval and the issuance of the Offer to Connect.
7. Authorized Signing Officer: the person(s) this MOU represents and confirms that he/she/they/it has/have the requisite power and authority to enter into agreements and dealings pertaining to the Property and to bind the owner of the Property.
8. Project Cost: [i] Lease Option - Full Project Cost funded by 2318190 Ontario Limited. [ii] Purchase Option - Full Project Cost funded by Client.
9. Management of Facilities: [i] Lease Option - Ownership, Operation, and Maintenance of Solar PV System shall be by 2318190 Ontario Limited for duration of 20 year OPA contract term. Within 180 days prior to the end of any Term, notice shall be given by 2318190 Ontario Limited for the following options: [1] at no expense to the Client, removal of the Solar PV System at the end of the Term in effect, or [2] transfer of Solar PV System ownership, at fair market value, to the Client, at the end of the Term in effect. [ii] Purchase Option - Ownership, Operation, and Maintenance of Solar PV System shall be by Client for duration of 20 year OPA contract term.



Confidential Information



PV Panels - Flush Mount



PV Panels - Tilted Mount

- Profit Share Lease option available for System Sizes greater than 100kWdc or multiple property portfolios comprised of smaller projects that are registered under a single property owner/entity.
- System Size (kWdc) determined by site survey conducted after acceptance of required documentation and submission of signed MOU Agreement.
- Page 5 chart indicates guidelines for approximate System Sizes relative to suitable and usable roof space.

Presented To:

[Dario & Paula Kahles]

October 18th, 2012

System Cost & Generation Revenue

- Profit Sharing Option: System cost funded by 2318190 Ontario Limited. Client receives 49% of Net Income.
- Purchase Option: System cost funded by Client. Client receives 100% of Generation Revenue.

Generation Site Property Address:

Property Address:

7321 Sideroad 5 East
 Mount Forest, Ontario N0G 2L0

Assumptions:

1. Roof or Land surface suitable for solar PV system.
2. Generation Revenue based on governing OPA contract rates.
3. Inverter capacity exceeded by no more than 20% of rated power.
4. Structural Analysis to verify adequate load capacity of roof for Rooftop Systems; or, Land Survey to satisfy OPA requirements for Ground Mount Systems.



Confidential Information

2318190 Ontario Limited proposed the following:

1. To develop and construct a Roof Mount Solar PV Embedded Generating Facility, within the property limits of the site referenced above. Occupancy of land maintained status quo by its current owners/tenants.
2. 2318190 Ontario Limited will have reasonable and free access to the Facility to operate and maintain the Solar PV System.

Project Timelines are shown below for illustrative purposes



Time Frame	90-180 Days	60-90 Days	80-120 Days	60-120 Days
Activities	• LDC consultation	• Obtain site data	• Material procurement	• Facility construction
	• Connection Impact Assessment	• Site Assessment	• Construction Plan	• ESA Approval
	• Obtain Building Permits	• Structural Analysis	• Insurance Policies	• LDC Commissioning
	• Determine Infrastructure Costs	• System Design 1. Inverter 2. Grounding	• Operation Maintenance Plan	• Operational Plan
	• OPA Contract Management	• Energy Monitoring	• Ontario Content	• Revenue Reporting

Deliverables	✓ OPA Communication ✓ CIA Report ✓ Building Permit ✓ Notice to Proceed	✓ Single Line Diagram ✓ System Layout ✓ Structural Report	✓ Pricing Agreement ✓ Component Delivery ✓ Compliance Documentation	✓ Commercial Operation Playbook ✓ Revenue Reporting System
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Project Phases, Timelines, Activities, Milestones and Deliveries - based on OPA guidelines

annual revenue	
1	\$134,750
2	\$134,076
3	\$133,406
4	\$132,739
5	\$132,075
6	\$131,415
7	\$130,758
8	\$130,104
9	\$129,453
10	\$128,806

Calculations / Notes / Assumptions	
Revenue = Rate * Irradiation * System Size	
(estimated costs & revenue)	0.5% degradation
average annual revenue	\$128,537
total generation revenue	\$2,570,700
FIMA costs	\$77,130
Net Revenue	\$51,407
49% Profit Share	\$25,200
20yr Profit Share	\$504,000

Example of Profit Share Revenues for 200 kWac PV Solar Generation Facility



Solar PhotoVoltaic Generation Facility Project - MOU
 Dario & Paula Kahles (170105)
 7321 Sideroad 5 East , Mount Forest, Ontario

Confidential Information

AUTHORIZATION TO PROCEED

Date: Oct 18, 2012

Subject: Authorization to Proceed with OPA Application


Dario & Paula Kahles, (the "Client") and the property owner for:

Generation Site Property Address: 7321 Sideroad 5 East, Mount Forest, Ontario, N0G 2L0

In accordance with this Memorandum of Understanding, the Client hereby authorizes 2318190 Ontario Limited, on behalf of the Client to:

1. Conduct a detailed site evaluation to verify conditions and suitable space and thereby determine the optimal system size (Contract Capacity) to request in an application to the OPA for a Feed-in-Tariff contract;
2. Prepare all required documents to submit an application for a FIT contract to the Ontario Power Authority;
3. For Profit Share Lease Projects, pay for any application fees, and/or security deposits;
4. Act as Project Developer, and;
5. To proceed with the Engineering, Procurement and Construction of the Solar PV System as described in this proposal document.

I have the authority to bind the corporation or represent the property owner:

Signature: 

Name: Dario Kahles

Title: Owner

Signature: 

Name: Paula Kahles

Title: Owner

Initial 



Township of Wellington North

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

Business Economic Manager Report

TO: Mayor and Members of Council

FROM: Dale Small, Business Economic Manager

Date: December 13th, 2012

RE: Facade Improvement Grant Applications :
Community Improvement Program

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.

On July 30th we received the first application under the **Public Arts Grant Program** and with councils approval we were able to partner with the Arthur Mural Committee and Farm Credit Canada Agri-Spirit Fund on the Canada's Most Patriotic Village mural in Arthur.

Recently three applications have been received under the **Facade Improvement Loan & Grant Program**. All three applications have been signed by the Building Owners, who in two of the applications are also the Business Owners, of the following locations:

- 149 Main Street South, Mount Forest (Application received November 27th, 2012)
- 153 Main Street South, Mount Forest (Application received November 27th, 2012)
- 178 Main Street South, Mount Forest (Application received December 11th, 2012)

The process to approve 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. **Economic Development Committee/Business Economic Manager** obtains the Review Panels findings and forwards a motion/report to council to approve or decline the application.
3. **Wellington North Council** will provide final decision.



Township of Wellington North

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

On Dec. 11th and again on Dec 12th the Community Improvement Plan Review Panel of April Marshall, Darren Jones and Dale Small reviewed the application and completed the Decision Matrix. (copies are attached) The recommendation of the Review Panel is to support all three applications. It should also be noted that sufficient funding is available in the 2012 Community Improvement Program budget to cover all three applications.

Under the Facade Improvement Program, however, funds do not get advanced until the improvements are completed. As this will not occur until the spring of 2013 it is important that we ensure sufficient funds are set aside from this year's Program to cover the grants when they are payable next year. A discussion was held with the Municipal Treasurer on how to best handle this situation. It was agreed that the best way to cover it off was through a motion to council and this has been included in the following recommendations.

As our next Economic Development Committee meeting is not until January 23rd, 2013 we did not want to delay the decision process until that time. As a result, as Business Economic Manager and on behalf of the Community Improvement Program Review Panel we are providing the following recommendations to council.

RECOMMENDATION

That the Business Economic Manager report dated December 13th, 2012 with regards to the Facade Improvement Grant Applications – 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 Facade Improvement Grant Program to be paid upon completion of the proposed improvements to 149 Main Street South in Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North approve a one-time grant up to \$2,500 under the Facade Improvement Grant Program to be paid upon completion of the proposed improvements to 153 Main Street South in Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North approve a one-time grant up to \$2,215 under the Facade Improvement Grant Program to be paid upon completion of the proposed improvements to 178 Main Street South in Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North approve the transfer of funds in the amount of \$7,215 (\$2,500 + \$2,500 + \$2,215) from the 2012 Community Improvement Program to a CIP Reserve Account for utilization in 2013.

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

Applicant: **Padfield Nelson Insurance Brokers**

Date Received: **November 27th, 2012**

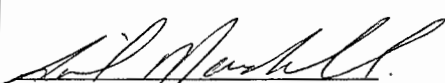
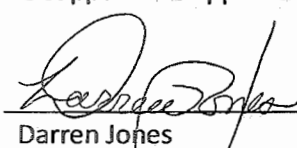

Application #: **F.I.L. & G. # 3**

Amount: **\$2,500 Grant**

Date of Community Improvement Plan Review Panel Meeting: **December 11th, 2012**

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		Applicant is the building owner as well as business owner.
2	Is the applicant applying for: a) Facade Improvement Grant b) Facade Improvement Interest Free Loan c) Both	X	X	Application is for a \$2,500 Facade Improvement Grant only. (Refer email confirmation dated December 7th, 2012)
3	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		Property is located at 149 Main Street South Mount Forest which is within the approved CIPA boundary
4	Has the application been properly completed including: • Detailed description of improvements • Facade Improvement Checklist • Detailed sketch of the proposed change • Minimum of two quotes obtained	X X X	X	While a detailed sketch was not provided information was received from the building owner indicating the type of change that is to be made using other Main Street facades as examples.
5	Are property taxes and any other Municipal Accounts receivable up to date	X		All accounts are up to date.
6	Eligible costs associated with Facade Improvement Projects are as follows. Indicate which ones are included: • Repainting or cleaning of the facade • Restoration of facade masonry, brickwork, etc. • Replacement or Repair of cornices, eaves, parapets, etc • Replacement or Repair of Windows • Entrance-way modifications • Redesign of the store front • Removal of signage and installation of new signage	X X X X X X		The design of this project is to be coordinated with upgrades to the adjacent building in order to enhance the Century Old building and to help recapture the original character of the building. The front of the building is to be refaced and will include new sign, new energy efficient windows and door, general repair to brick and siding replacement.

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

	<ul style="list-style-type: none"> • Restoration of original facade appearance • Replacement or Repair of canopies and awnings • Installation or repair of exterior lighting • Other similar improvements approved by CIPRP 	X X	
7	Facade Improvement Grant amount available is 50% of eligible costs up to a maximum of \$2,500. What amount is being requested and what is the percentage of the overall.		<p>Overall Cost of improvements: \$6,200 - \$6,400</p> <p>Grant Amount being requested: \$2,500</p> <p>Percentage of overall Costs: 39% - 40%</p>
8	Facade Improvement Loan amount available is an interest free loan up to a maximum \$2,500. This loan must be paid off in equal installments with a maximum amortization of five years. What amount is being requested and what is the amortization period?		<p>Loan Amount being requested: N/A</p> <p>Amortization Period: N/A</p>
9	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X	Both estimates are from local suppliers and applicant has indicated work will be completed by local suppliers
10	Is the targeted completion date within 8 months from date of approval or is an extension required?	X	Targeted completion date is the Spring of 2013 which is within the CIP guidelines.
11	Other comments from the Review Panel		<p>As the next Economic Development Committee meeting is not until January 23rd 2013 it is recommended that the Business Economic Manager prepare a report to council for decision at the December 17th council meeting.</p> <p>This report should also include a request for council to approve the transfer of funds from the 2012 CIP to a CIP Reserve account for utilization in 2013. This will ensure CIP funds are available to cover the expenditures when completed in 2013. This suggestion has been discussed with the Municipal Treasurer.</p>
Recommendation	That the Economic Development Committee support this application and make a motion for council approval: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	 April Marshall	 Darren Jones	 Dale Small

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

Applicant: WIN Realty Inc.

Date Received: November 27th, 2012

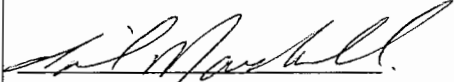
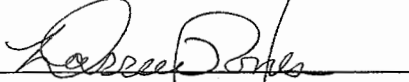

Application #: F.I.L. & G. # 4

Amount: \$2,500 Grant

Date of Community Improvement Plan Review Panel Meeting: December 11th, 2012

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		Applicant is the building owner.
2	Is the applicant applying for: a) Facade Improvement Grant b) Facade Improvement Interest Free Loan c) Both	X	X	Application is for a \$2,500 Facade Improvement Grant only. (Refer email confirmation dated December 7th, 2012)
3	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		Property is located at 153 Main Street South Mount Forest which is within the approved CIPA boundary.
4	Has the application been properly completed including: • Detailed description of improvements • Facade Improvement Checklist • Detailed sketch of the proposed change • Minimum of two quotes obtained	X X X	X	While a detailed sketch was not provided information was received from the building owner indicating the type of change that is to be made using other Main Street facades as examples.
5	Are property taxes and any other Municipal Accounts receivable up to date	X		All accounts are up to date.
6	Eligible costs associated with Facade Improvement Projects are as follows. Indicate which ones are included: • Repainting or cleaning of the facade • Restoration of facade masonry, brickwork, etc. • Replacement or Repair of cornices, eaves, parapets, etc • Replacement or Repair of Windows • Entrance-way modifications • Redesign of the store front • Removal of signage and installation of new signage	X X X X X X		The design of this project is to be coordinated with upgrades to the adjacent building in order to enhance the Century Old building and to help recapture the original character of the building. The front of the building is to be refaced and will include new sign, new energy efficient windows and door, general repair to brick-work , caulking of windows, etc.

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

	<ul style="list-style-type: none"> • Restoration of original facade appearance • Replacement or Repair of canopies and awnings • Installation or repair of exterior lighting • Other similar improvements approved by CIPRP 	X X	Enhancements also include functionality to ensure Wheel Chair accessibility.
7	Facade Improvement Grant amount available is 50% of eligible costs up to a maximum of \$2,500. What amount is being requested and what is the percentage of the overall.		<p>Overall Cost of improvements: \$5,600 - \$7,006</p> <p>Grant Amount being requested: \$2,500</p> <p>Percentage of overall Costs: 35% - 45%</p>
8	Facade Improvement Loan amount available is an interest free loan up to a maximum \$2,500. This loan must be paid off in equal installments with a maximum amortization of five years. What amount is being requested and what is the amortization period?		<p>Loan Amount being requested: N/A</p> <p>Amortization Period: N/A</p>
9	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X	Both estimates are from local suppliers and applicant has indicated work will be completed by local suppliers
10	Is the targeted completion date within 8 months from date of approval or is an extension required?	X	Targeted completion date is the Spring of 2013 which is within the CIP guidelines.
11	Other comments from the Review Panel		<p>As the next Economic Development Committee meeting is not until January 23rd 2013 it is recommended that the Business Economic Manager prepare a report to council for decision at the December 17th council meeting.</p> <p>This report should also include a request for council to approve the transfer of funds from the 2012 CIP to a CIP Reserve account for utilization in 2013. This will ensure CIP funds are available to cover the expenditures when completed in 2013. This suggestion has been discussed with the Municipal Treasurer.</p>
Recommendation	That the Economic Development Committee support this application and make a motion for council approval: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	 April Marshall	 Darren Jones	 Dale Small

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

Applicant: **Along The Picket Fence**

Date Received: **December 11th, 2012**

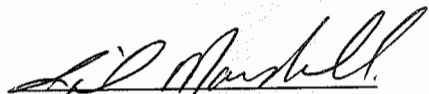
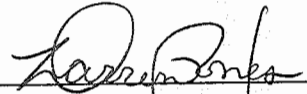

Application #: **F.I.L. & G. # 5**

Amount: **\$2,500 Grant**

Date of Community Improvement Plan Review Panel Meeting: **December 13th, 2012**

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		Applicant is the building owner as well as business owner.
2	Is the applicant applying for: a) Facade Improvement Grant b) Facade Improvement Interest Free Loan c) Both	X	X	Application is for a \$2,500 or 50% (whichever is lower) Facade Improvement Grant only. (Refer email confirmation dated December 12th, 2012)
3	Is the Property and/or adjacent Public Land within the CIPA boundaries and eligible for funding	X		Property is located at 178 Main Street South Mount Forest which is within the approved CIPA boundary
4	Has the application been properly completed including: • Detailed description of improvements • Facade Improvement Checklist • Detailed sketch of the proposed change • Minimum of two quotes obtained	X X X X		Sketch of the proposed change has been incorporated into one of the vendor quotes
5	Are property taxes and any other Municipal Accounts receivable up to date	X		All accounts are up to date.
6	Eligible costs associated with Facade Improvement Projects are as follows. Indicate which ones are included: • Repainting or cleaning of the facade • Restoration of facade masonry, brickwork, etc. • Replacement or Repair of cornices, eaves, parapets, etc • Replacement or Repair of Windows • Entrance-way modifications • Redesign of the store front • Removal of signage and installation of new signage	X X		The Business Owner intends to upgrade the building with larger clearer display windows. This work will align with the existing façade and will provide a more energy efficient as well as identifiable Business appearance and entrance.

COMMUNITY IMPROVEMENT PLAN : FACADE IMPROVEMENT GRANT & LOAN APPLICATION DECISION MATRIX

	<ul style="list-style-type: none"> • Restoration of original facade appearance • Replacement or Repair of canopies and awnings • Installation or repair of exterior lighting • Other similar improvements approved by CIPRP 	X		
7	Facade Improvement Grant amount available is 50% of eligible costs up to a maximum of \$2,500. What amount is being requested and what is the percentage of the overall.			<p>Overall Cost of improvements: \$4,430 - \$6,400</p> <p>Grant Amount being requested: \$2,215 - \$2,500</p> <p>Percentage of overall Costs: 39% - 50%</p>
8	Facade Improvement Loan amount available is an interest free loan up to a maximum \$2,500. This loan must be paid off in equal installments with a maximum amortization of five years. What amount is being requested and what is the amortization period?			<p>Loan Amount being requested: N/A</p> <p>Amortization Period: N/A</p>
9	Will the goods and services to complete the required work be performed by local businesses/suppliers.	X		Estimates are from suppliers located in Fergus and Owen Sound.
10	Is the targeted completion date within 8 months from date of approval or is an extension required?	X		Targeted completion date is the Spring of 2013 which is within the CIP guidelines.
11	Other comments from the Review Panel			<p>As the next Economic Development Committee meeting is not until January 23rd 2013 it is recommended that the Business Economic Manager prepare a report to council for decision at the December 17th council meeting.</p> <p>This report should also include a request for council to approve the transfer of funds from the 2012 CIP to a CIP Reserve account for utilization in 2013. This will ensure CIP funds are available to cover the expenditures when completed in 2013. This suggestion has been discussed with the Municipal Treasurer.</p>
Recommendation	That the Economic Development Committee support this application and make a motion for council approval: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
	 April Marshall	 Darren Jones	 Dale Small	

Dale Small

From: jlewis@wightman.ca
Sent: December-12-12 1:01 AM
To: Dale Small
Subject: Re: Facade Improvement Application

Under the Community Improvement Program you are eligible to apply for a **Grant** in the amount of \$2,215 which is 50% of the lowest estimate you have. If approved these funds get advanced to you upon proof of payment and completion of the improvements. Please confirm you are in agreement with this amount and that you understand the process for advancing funds.

Yes I am in agreement,

The completion date also needs to be within 8 months of the approval date. My guess is you will be having the work done as soon as possible however I just need to confirm that you are also okay with this

The work will commence in the NewYear,

Thank-you Dale,
Have a wonderful celebration season, I am off to Texas for the weekend,

Janice L. Lewis Trinchi
Mount Forest Tearoom
www.afternoon-hightea.com

----- Original Message -----

From: Dale Small
To: jlewis@wightman.ca
Sent: Wednesday, December 12, 2012 6:55 AM
Subject: Facade Improvement Application

Hi Janice.

I have a couple of questions/clarification with your application that I need to get answered before I meet with the Community Improvement Review Panel, (April Marshall, Darren Jones and myself) to review your application. The process is the panel reviews all applications and makes a recommendation that goes to council for decision. Unfortunately if I don't get this to council on December 17th the next council meeting is not until January 14th, 2013 so a quick response would be appreciated.

- Under the Community Improvement Program you are eligible to apply for a **Grant** in the amount of \$2,215 which is 50% of the lowest estimate you have. If approved these funds get advanced to you upon proof of payment and completion of the improvements. Please confirm you are in agreement with this amount and that you understand the process for advancing funds.
- The completion date also needs to be within 8 months of the approval date. My guess is you will be having the work done as soon as possible however I just need to confirm that you are also okay with this.

Once I receive your confirmation back I will try and get the Review Panel together.

Dale

RECREATION & CULTURE ADVISORY COMMITTEE MEETING
TUESDAY, DECEMBER 4, 2012
MOUNT FOREST & DISTRICT SPORTS COMPLEX

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

Also present: Linda Spahr, Recording Secretary.

DELEGATION:

Stuart Husk an executive with the Mount Forest Patriots attended the meeting. He stated that the Patriot Hockey Team was struggling financially and also with regards to recruiting and maintaining volunteers. A discussion was held by the Committee with several suggestions being presented to help the team with fundraising and sponsorship initiatives.

MINUTES:

Moved by: Mayor Tout

Seconded by: Councillor Franks

THAT the minutes of the November 6, 2012 meeting be accepted.

Resolution Number: 1

Carried

BUSINESS ARISING FROM MINUTES:

Mark reported that the phone system in the complex has been switched to Wightman which should help eliminate earlier problems. Barry is investigating the possibility of a wireless fax machine for the staff room as previously discussed. Barry also reported that he is still investigating costs for preliminary work for the upper room at the Complex. He has contacted Darren Jones, CBO and will report progress made.

NEW BUSINESS:

Dave Fletcher of Dave's Auto Body has contacted us with regards to painting the Olympia at the Mount Forest Complex in a similar proposal done at the Arthur Arena this year.

Moved by: Mayor Tout

Seconded by: Councillor Franks

THAT we allow Dave Fletcher from Dave's Auto Body a five-year advertising sponsorship on the Mount Forest Olympia for custom painting the Olympia Wellington North colors.

Resolution Number: 2

Carried

Budget 2013

Barry reported that the Recreation Department was requesting a 0% reduction in the operating budget for 2013 with preliminary budget discussions to be held. After discussion it was felt by the Committee that we propose this to the Finance Committee for consideration. The preliminary operating budget will reflect this when presented. There was also a Fee Schedule presented by Barry with proposed rate increases for the Committee to study and comment on for the next meeting.

Tenders

Snowplowing tender for this season will remain status quo. Grass tenders will be discussed in early 2013. Purchasing equipment to cut the grass in Arthur is an option being looked into for next spring/summer. Snowplowing tenders will be considered for next season.

CORRESPONDENCE:

No correspondence tabled.

ARTHUR WALKING TRAIL SUBCOMMITTEE:

The Arthur Walking Trail Subcommittee minutes held November 8, 2012 were presented to members for discussion.

Moved by: Councillor Yake

Seconded by: Mayor Tout

THAT the minutes of the Arthur Walking Trail Subcommittee be accepted.

Resolution Number: 3

Carried

REPORTS:

Mark MacKenzie reported the pull down screens were installed at the Leisure Hall and Auditorium and have been well accepted by user groups. He also indicated that Pepsi has still not contacted him for service on the vending machines. Barry indicated he had spoken to the Area Rep and was told they would be in contact. Mark call again. There was discussion with regards to glycol bleeding through the Arena floor which has been a past problem and will have to be monitored. Cimco Refrigeration will be called. Mayor Tout has asked that Canadian and Township flags be displayed within the Complex and entrance ways.

Barry Lavers indicated that the Trillium project is in the closing stages as fence work was recently completed. The project will be completed well before the March 2013 deadline.

MEMBER'S PRIVILEGE:

Councillor Franks – Inquired about the Recreation Agreement with Southgate. Mayor Tout advised that By-Law 98-12 was signed at council on December 3, 2012.

Mayor Tout – Complimented the staff on an event he had attended at the Mount Forest & District Sports Complex last week.

CLOSED MEETING SESSION

1. "Personnel" matter

Moved by: Councillor Yake

Seconded by: Mayor Tout

THAT Council go into a meeting at 10:25 a.m. that is closed to the public under subsections 239 (2) (d) (b) of the Municipal Act, 2001

- *to consider labour relations*
- *to consider personal matters about an identifiable individual*

Resolution No. 4

Carried

Moved by: Mayor Tout

Seconded by: Councillor Yake

THAT Council rise from a closed meeting session at 11:05a.m. with staff being given direction.

Resolution Number: 5

Carried

NEXT MEETING:

The next meeting will be held January 15, 2013.

ADJOURNMENT:

The meeting adjourned 11:05 a.m.

RECREATION & CULTURE COMMITTEE MEETING
Arthur Walking Trail Sub Committee
THURSDAY NOV.8, 2012 430 P.M.
KENILWORTH MUNICIPAL OFFICE

Present were: Chairperson Councillor Sherry Burke, Councillor Dan Yake, Member Dave Stack, Member Ian Turner & Barry Lavers, Director of Recreation, Parks and Facilities.

NEW BUSINESS:

The purpose of the meeting was for initial discussions for the Arthur Walking Trail Sub Committee.

Members Dave Stack and Ian Turner had a slide show of the proposed walking trail in Arthur. A similar presentation was done back in March 2012 for the Recreation Committee. Discussion was held about the proposed trail including trail makeup, map routes, landowners, etc. An application was sent in to the Great Lakes Guardian Fund in October 2012 for consideration for funding.

Councillor Yake asked if there was a scheduled plan in place for the project and the following first steps were discussed:

- Minutes of this meeting to Recreation Committee for approval at Dec 5, 2012 meeting.
- Acceptance of the Trail concept including trail location, map routes, etc. to be approved by Committee.
- Presentation to Council at Dec 17, 2012 meeting by Dave and Ian with resolution to Council approving Trail concept.
- Legal agreement for easement from private landowners drafted by Township.
- Signatures from landowners accepting legal agreement as presented.
- Preliminary Construction phase to be discussed at subcommittee for approval.
- Approval for funding from the Great Lakes Guardian Fund could be announced at any time

This would complete the first stages of the pre construction phase of the project. Further meetings and discussions would proceed with a defined time frame for construction phase provided to the Township from the working group.

ADJOURN:

Meeting adjourned 5:40 p.m.

TREE COMMITTEE

Township of Wellington North

Friday, November 23, 2012 7.30AM

Chaired by Councillor Yake

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

Regrets: Andy Morrison, Township Foreman - Arthur

Meeting Minutes

1. The meeting was called to order by Councillor Yake at 7:30AM.
2. There was a discussion regarding the tree trimming and removal activities during Q2, Q3 2012. To summarize:
 - a. Tree trimming and removal activities have occurred on an as needed basis in Arthur and Mount Forest during the spring, summer and fall 2012.
3. There was a discussion regarding the tree trimming and removal activities planned for Q4 2012 and Q1 2013:
 - a. Within Arthur there are 5-7 trees planned for removal during the winter months. The reason for these removals concerns (1) the condition of the tree (i.e. dead or rotting), (2) customer requests or (3) proximity to overhead power lines.
 - b. Within Mount Forest there are 10-12 trees planned for removal during the winter months. The reason for these removals concerns (1) condition of the tree (i.e. dead or rotting), (2) customer requests or (3) proximity to overhead power lines.
 - c. A general discussion was had concerning tree trimming activities, which largely occur on an as needed basis to address immediate concerns.
4. It was noted that the Township of Wellington North is responsible for the maintenance of trees located within the public right-of-way and any costs resulting for tree's debris represent an expense for the Township. This fact makes proper tree management very important.

5. There was a discussion around the notice letter that is distributed to customers prior to most tree trimming activities.
6. There was a discussion around the health and safety concerned with tree trimming and removal activities.
 - a. Work and traffic plan documentation and its importance.
 - b. The use of personal protective equipment to protect workers from injury.
7. The Township of Wellington North is looking into Chainsaw Operator training in 2013. Wellington North Power completed Chainsaw Operator training with Infrastructure Health and Safety in 2012.
8. There was a discussion around the process of having two members of the tree committee sign-off on tree trimming and removal activities. It was agreed this was a good process and will continue.
9. Tree planting in 2012 was moved to the fall and a decision was made to purchase potted trees as opposed to "dry root" trees, which was previously the norm within the Township. It is expected that potted trees will be more successful making it to maturity than "dry root" trees have been in the past.
10. The meeting was adjourned by Councillor Dan Yake at 8:15AM.

DRAFT

=====
Signature

=====
Dated

Minutes recorded by Matthew Aston

=====
Signature

=====
Dated

Meeting chaired by Councillor Yake

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, December 10, 2012

7:00 p.m.

Members Present:

Chair: Mayor Raymond Tout
Councillors: Dan Yake, Andy Lennox,
Mark Goetz, Sherry Burke
CAO/Clerk: Lori Heinbuch

Also Present:

Executive Assistant: Cathy Conrad

A. CALLING THE MEETING TO ORDER

Mayor Tout called the meeting to order.

B. PASSING AND ACCEPTANCE OF AGENDA

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Agenda for the December 10, 2012 Administration Committee Meeting be accepted and passed with the addition of a personnel matter to the Closed Meeting Session.

Resolution No. 1

Carried

C. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None declared.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, December 10, 2012

Page Two

D. ITEMS FOR COMMITTEES REVIEW, DISCUSSION & RECOMMENDATION

- a) Fire Chief Hiring Process – Appointment of Interview Committee (Fire Committee Chair Mark Goetz, Fire Committee Member Dan Yake, Chief Administrative Officer Lori Heinbuch)

The Committee discussed including external fire officials on the interview committee.

Moved by: Councillor Goetz
Seconded by: Councillor Burke

THAT the Administration Committee recommend to Council that Fire Committee Chair Mark Goetz, Fire Committee Member Dan Yake and Chief Administrative Officer Lori Heinbuch be appointed as the Interview Committee for the Fire Chief Hiring Process.

Resolution No. 2

Carried

Moved by: Councillor Lennox
Seconded by: Councillor Goetz

That two external fire officials be added to the Interview Committee for the Fire Chief Hiring Process.

Resolution No. 3

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, December 10, 2012

Page Three

D. ITEMS FOR COMMITTEES REVIEW, DISCUSSION & RECOMMENDATION (continued)

- b) Reports deferred from previous meetings as prepared by L. Heinbuch, Chief Administrative Officer/Clerk regarding:
- i) CAO Supplementary Report 12/12 – Customer Service Training for all Employees – further information regarding the FISH Philosophy Training Program.

Moved by: Councillor Burke

Seconded by: Councillor Goetz

THAT the Administration Committee recommend to Council the purchase of the FISH! Philosophy training and the FISH! Leader training packages at an approximate cost of \$3,000.00, plus additional cost of \$400.00 - \$500.00 for training workbooks to be utilized for customer service and to develop teamwork, accountability, creativity and quality of work in our employees;

AND FURTHER THAT funds be allocated from Training and Development 2012 Administration Operating Budget for this purchase.

AND FURTHER THAT County of Wellington Human Resources Department be requested to perform the initial training of staff for the FISH! program.

Resolution No. 4

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, December 10, 2012

Page Four

D. ITEMS FOR COMMITTEES REVIEW, DISCUSSION & RECOMMENDATION (continued)

- b) Reports deferred from previous meetings as prepared by L. Heinbuch, Chief Administrative Officer/Clerk regarding: (continued)
 - ii) Report and Recommendation Outlining an Appropriate “Accountability and Transparency” Draft Policy in accordance with Section 270 of the Municipal Act.

Councillor Lennox questioned how the policy will spell out to people how Wellington North is going to be transparent and accountable and what is appropriate to our municipality. The policy should address accessibility; i.e. presenting information in plain language so it is understandable to the average person. If we have a policy saying we are going to be accountable and transparent we should have something showing how we are going to do it.

Lori Heinbuch, Chief Administrative Officer/Clerk, explained that this is the policy; Council establish and adopt policies by by-law then staff prepare the procedures to implement the policy, separate from the by-law adopting the policy. The policy could be adopted by by-law with the procedures as a schedule to the policy. The schedule of procedures would require an amendment to the by-law. The majority of procedures for implementation of this policy are currently addressed with by-laws (policies) and legislation

Councillor Lennox inquired if a reference to procedures should be included in the policy. Perhaps including a statement that we will establish procedure to act upon. We need to be specific about what we are going to do and how we are going to do it.

Lori Heinbuch, Chief Administrative Officer/Clerk and staff will prepare procedures as a schedule to the policy and adopting by-law and bring them back to the Committee.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, December 10, 2012

Page Five

D. ITEMS FOR COMMITTEES REVIEW, DISCUSSION & RECOMMENDATION (continued)

b) Reports deferred from previous meetings as prepared by L. Heinbuch, Chief Administrative Officer/Clerk regarding: (continued)

iii) Draft Municipal Code of Conduct Council

Mayor Tout suggested changing the wording regarding pecuniary interest on the agenda to pecuniary and conflict of interest.

Committee inquired about the appointment of an Integrity Commissioner. Lori Heinbuch, Chief Administrative Officer/Clerk, stated that some municipalities appoint their solicitor or their meeting investigator to this position. Committee will consider adoption of the Draft Municipal Code of Conduct Council at the same time as the Accountability and Transparency Policy is adopted.

iv) Council/Staff Roles and Responsibilities

Committee reviewed the Council/Staff Roles and Responsibilities and will consider adoption at the same time as the Accountability and Transparency Policy is adopted.

E. CLOSED MEETING SESSION

a) "Personnel and Legal" Matters

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT Council go into a meeting at 8:04 p.m. that is closed to the public under subsections 239 (2) (d) (b) of the Municipal Act, 2001

- *to consider labour relations*

- *to consider personal matters about an identifiable individual*

Resolution No. 5

Carried

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, December 10, 2012

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Moved by: Councillor Yake
Seconded by: Councillor Lennox

THAT the Administration Committee rise from a closed meeting session at 9:41 p.m. with staff being given direction.

Resolution No. 6 Carried

b) Recommendations from Closed Meeting Session

Moved by: Councillor
Seconded by: Councillor

That Council of the Township of Wellington North approve and post the Non Union Employees of the Township of Wellington North Amended Pay Equity Plan as recommended by the Administration Committee.

Resolution No. 7 Carried

F. ADJOURNMENT

Moved by: Councillor Lennox
Seconded by: Councillor Yake

THAT the Administration Committee meeting of December 10, 2012 be adjourned at 9:45 p.m.

Resolution No. 8 Carried

MEMORANDUM

Date: December 12, 2012

From: Administration Committee Meeting – December 10, 2012

Prepared by: L. Heinbuch, Chief Administrative Officer/Clerk

Recommendation: Amendment to Township of Wellington North Personnel Policy and Guidelines

Section – General Conditions/Policies – “Performance Reviews”

The Department Head shall conduct performance reviews for all full-time and part-time staff, and the Chief Administrative Officer/Clerk shall conduct performance reviews for all Department Heads:

- a) Prior to the end of the probationary period*
- and*
- b) On an annual basis*

A copy of the performance review shall be submitted to the Chief Administrative Officer/Clerk and included in the employee’s personnel file.

be amended to read as follows:

The Department Head shall conduct performance reviews for all full-time and part-time staff, and the Chief Administrative Officer/Clerk shall conduct performance reviews for all Department Heads:

- a) Prior to the end of the probationary period*
- and*
- b) On an annual basis*

All merit or remuneration/wage adjustments will be determined and based on satisfactory individual annual Employee Performance Review.

A copy of the Employee Performance Review shall be submitted to the Chief Administrative Officer/Clerk and included in the employee’s personnel file.

Township of Wellington North

Finance Committee

Monday, December 10, 2012

5:00 P.M.

Minutes

Present: Andy Lennox, Chairman
 Ray Tout, Mayor
 Dan Yake, Councillor
 Mark Goetz, Councillor
 Sherry Burke, Councillor
 Lori Heinbuch, CAO/Clerk
 Mike Givens, Treasurer
 Paula Epoch, Bookkeeper

1. Declaration of pecuniary interest.
None declared.

2. Approval of Minutes

Moved By: Sherry Burke
Seconded By: Ray Tout

THAT the Finance Committee Minutes of the September 17, 2012 meeting be accepted and approved as presented.

Carried.

3. Business Arising From Minutes
No business arising from Minutes.

4. 2013 Assessment Information
 - Matthew Stubbs- Municipal Relations Representative (MPAC)
 - i. PowerPoint Presentation
 - 2012-2013 Assessment Comparison-Tax Breakdown (2 reports)

Discussion, questions and answers followed the presentation, with Mr. Stubbs being thanked by the committee and excusing himself at 5:20 p.m.

5. 2013 Ontario Municipal Partnership Fund (OMPF)-Allocation Notice
- TR2012-09

Moved By: Lori Heinbuch
Seconded By: Mark Goetz

THAT Report TR2012-09 dated December 10, 2012 with regards to the 2013 allocation of the Ontario Municipal Partnership Fund be received and filed for information.

Carried.

6. Audit services RFP-recommendation
- TR2012-10

Moved By: Lori Heinbuch
Seconded By: Sherry Burke

THAT report TR2012-10 dated December 10, 2012 with regards to External Auditing Services be received;

AND FURTHER THAT the Finance Committee supports the Treasurer recommendation to appoint RLB LLP as the Township Auditor for the fiscal years 2012 through 2016;

AND FURTHER THAT the Finance Committee direct staff to prepare the necessary Auditor Appointment By-law per Section 296 of The Municipal Act (S.O. 2001) to be presented at the next scheduled meeting of Council.

Carried.

7. MIII-Grant Allocations update
- TR2012-11

Moved By: Mark Goetz
Seconded By: Dan Yake

THAT report TR2012-11 dated December 10, 2012 with regards to Municipal Infrastructure Investment Initiative-Grant Allocations be received and filed for information.

Carried.

8. Wellington North - Year to Date Financials
- TR2012-12

Moved By: Mark Goetz
Seconded By: Dan Yake

THAT report TR2012-12 dated December 10, 2012 with regards to Financial Information to November 30, 2012 be received and filed for information.

Carried.

9. Review purchasing policy
- Copies of the existing policy to be provided for review
- TR2012-13

Discussion took place regarding the items to be considered as additions as outlined in report TR2012-13. An amended Purchasing Policy By-law 52-06 will be presented for consideration at the January 14, 2013 Council Meeting.

Moved By: Ray Tout
Seconded By: Sherry Burke

THAT report TR2012-13 dated December 10, 2012 with regards to Purchasing Policy Review be received;

AND FURTHER THAT the Finance Committee supports updating the current Purchasing Policy with above listed "Additions".

Carried.

10. Tangible Capital Asset policy
- Deferred, will collaborate with Township Auditors
No action taken.

11. Fire Dept.
- Operating cost review (2 reports)

Discussion took place regarding the variances between the two fire stations, with Fire Department representative Mark Goetz commenting on areas that he was familiar with.

Moved By: Ray Tout
Seconded By: Sherry Burke

THAT the Operating Revenues/Expenses Comparison 2011 to 2009 Report be received and accepted as presented;

AND FURTHER THAT the Fire Chiefs be requested to provide detailed explanation of the salaries and wages being budgeted for in 2013; i.e. volunteer hours, call volume, standby time.

Carried.

Treasurer Mike Givens explained the second report titled "Fire Department Comparison" as provided, mentioning that Wellington North is in line with other municipalities.

Moved By: Mark Goetz
Seconded By: Sherry Burke

THAT the Fire Department Comparison" Report be received and accepted as presented.

Carried.

12. 2013 Budget
- Update from the Treasurer

Treasurer Mike Givens provided a verbal update as to the progress of the budget process, working papers, and responses received. Timing of a preliminary budget presentation with all Department Heads present at a future Finance Committee Meeting was discussed and the date set for such presentations is January 21, 2013 beginning at 4:00 p.m.

13. Next Meeting Date

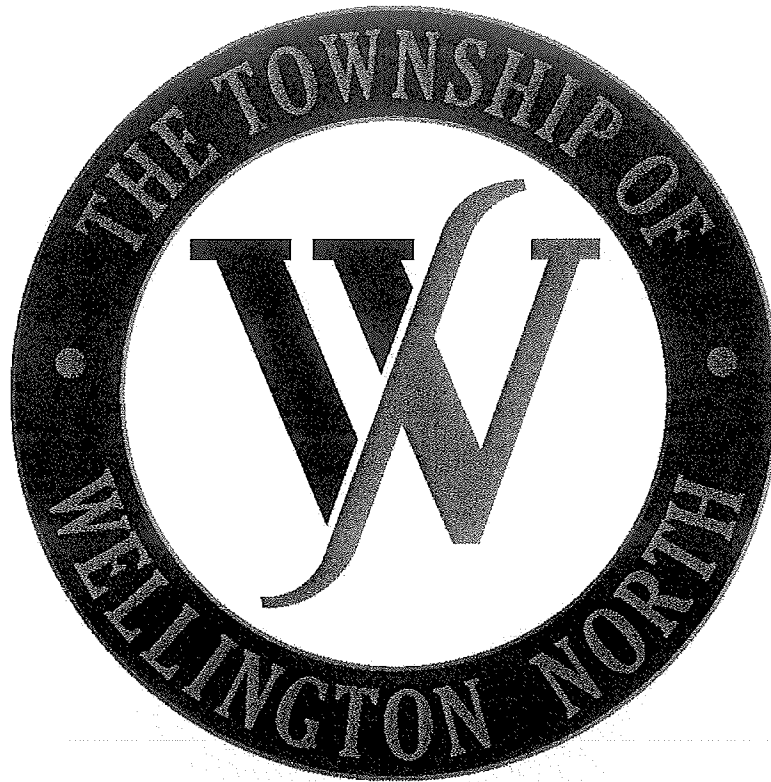
The next Finance Committee Meeting has been set for January 21, 2013 at 4:00 p.m.

14. Adjournment

Moved By: Mark Goetz
Seconded By: Sherry Burke

That the Finance Committee adjourn at 6:30 p.m.

Carried



MULTI-YEAR ACCESSIBILITY PLAN

**The Corporation of the
Township of Wellington North**

**L. Heinbuch,
November, 2012**

MULTI-YEAR ACCESSIBILITY PLAN

The Corporation of the Township of Wellington North

COMMITMENT

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

This Multi-Year Accessibility Plan outlines our approach to ensuring an inclusive workplace and ensuring that our services are provided in an accessible manner for the public.

Our goal is to ensure accessibility for our employees and the public in our services and facilities.

OBLIGATIONS

The Multi-Year Plan is based upon requirements under the Accessibility for Ontarians with Disabilities Act (AODA). The AODA sets out the roadmap for an accessible Ontario by 2025. It contains standards in the following five areas:

- ◊ Customer Service
- ◊ Information and Communications
- ◊ Employment
- ◊ Transportation and;
- ◊ Built Environment

The Accessible Customer Service Standard came into effect in 2008. In 2011, under the Integrated Accessibility Regulation, the Province combined Information and Communications, Employment and Transportation into an additional standard under the AODA.

Timeline and Deliverables

Outcomes

- ◊ People with disabilities will have access to accessible services.
- ◊ People with disabilities will have access to alternate formats and communication supports.
- ◊ A barrier-free recruitment process.
- ◊ Greater accessibility in Township-owned facilities.

Approach

- ◊ Develop policies and procedures.
- ◊ Incorporate accessibility into planning processes.
- ◊ Train staff.
- ◊ Engage the public in feedback.
- ◊ Work to remove barriers to employment.
- ◊ Continue to make facilities accessible.
- ◊ Ensure there is access to information and communications.

Deliverables and Timelines

2011- 2013

- ◊ Update current Accessible Customer Service policy to reflect new Integrated Accessibility Standard.
- ◊ Review Township procurement policies to incorporate accessibility criteria and features, where practicable.
- ◊ Continued Accessibility training for staff and volunteers.
- ◊ Review processes to receive feedback from the public.
- ◊ Create accessible communications and plain language resources and booklets for staff.
- ◊ Information available in alternate formats.
- ◊ Accessible website developed and accessible web content available.
- ◊ Training on accessible documents for staff.
- ◊ Create an Accommodation Policy and review employment processes for removal of barriers.
- ◊ Continue to use the County of Wellington Facility Accessibility Design Manual (FADM) for construction projects.

2014-2016

- ◊ Continue to use FADM for construction projects.
- ◊ Continue to review feedback processes
- ◊ Continue to provide and improve accessible formats and communication supports

ACCESSIBLE CUSTOMER SERVICE

The Township of Wellington North is committed to ensuring that all customers receive services in a timely and accessible manner. Members of the public will receive customer service in a manner that will meet their needs and ensures integration, independence, dignity and equal opportunity. The Township will achieve this by:

- ◊ Reviewing and updating policies to ensure high quality, accessible service.
- ◊ Embedding accessibility requirements into staff training and orientation materials.
- ◊ Reviewing customer feedback and taking appropriate action.

Progress

- ◊ Review and amend Accessible Customer Service Policy (2009) to include the Integrated Accessibility Standard requirements.
- ◊ Set up internal processes for staff to request a communication support or alternate format.
- ◊ Continue to make alternate formats available through the Township Clerk
- ◊ Continue to provide Accessible Customer Service Training to all staff, new employees and volunteers
- ◊ Continue to review and update policies to ensure consideration of people with disabilities.
- ◊ Continue to review and improve current processes to receive feedback from the public.
- ◊ Continue to review and improve current processes on how public can request an alternate format.

INFORMATION AND COMMUNICATIONS

Information and communications are an important part of the Township of Wellington North operations and service provision. It is important to the Township that information and communications are created in a way that considers accessibility.

The Township will follow universal design principles and best practices when developing, implementing and maintaining information and communications strategies and products. This will include: websites, intranet sites, print communications materials as well as face-to-face interactions.

The Township is committed to ensuring that information and communications are available and accessible to people with disabilities. We will do this by:

- ◇ Achieving compliance with the Web Content Accessibility Guidelines to ensure that both internal and external websites are accessible to people with disabilities.
- ◇ Developing resource materials for creating accessible documents for common software programs such as MS Word, Excel and PowerPoint.
- ◇ Developing a training strategy to ensure that staff has the knowledge, tools and technical advice to create accessible materials.

Progress

- ◇ (2010) Website Redesign in accordance with WCAG 2.0
- ◇ (2012-2013) Create a Plain Language Booklet for Staff
- ◇ (2012-2013) Create a Accessible Communications Booklet for Staff
- ◇ (2012) Create Accessible Documents Training (Word and PDF)
 - Provide resource material to staff
 - Ensure resource material is readily available to staff
 - Training specific staff on how to verify and repair PDF's
- ◇ (On-going) Ensure documents are available in an alternate format, upon request.
- ◇ (On-going) Review information and communications processes and products to improve accessibility.

EMPLOYMENT

The Township of Wellington North is committed to ensuring that the process of finding, getting and keeping a job is as inclusive as possible in order to build an effective workforce. Staff will receive training in order to meet compliance under the Integrated Accessibility Regulation. It is expected that training will cover a variety of topics, including:

- ◊ Understanding employer obligations to provide employment accommodations.
- ◊ How to identify and remove barriers in the workplace.
- ◊ Enhancing workplace emergency responses through individualized emergency response information and assistance as required.
- ◊ Revising individual work plans and developing a manager's guide, tools and templates to remove barriers from the recruitment process.

Progress

- ◊ (2012-2013) Create an Accommodations Policy for employment.
- ◊ (2012-2013) Review and improve recruitment process to remove barriers from the hiring process.
 - Review job advertisements and descriptions on a go-forward basis.
 - Remove barriers from the selection process. All applicants invited to interviews are asked if they require accommodations in order to participate.
- ◊ (Ongoing) Job advertisements are currently posted in a variety of newspapers and websites. Job advertisements and descriptions are available in an alternate format upon request.

TRANSPORTATION

The majority of the Transportation standard does not apply to the Township of Wellington North, as the Township does not have public transit systems.

With regard to the accessibility requirements for taxicabs, the Township of Wellington North entered into a reciprocal agreement in 2009 with the County of Wellington. This agreement delegates the authority of the Township to the County for the licensing and regulation of taxicabs, accessible taxicabs and limousine services. In December 2011, the County of Wellington amended Taxi By-Law 5266-11 to reflect the requirements in the Integrated Accessibility Regulation.

ACCESSIBLE BUILT ENVIRONMENT

The Ministry of Community and Social Services is continuing work on the fifth and final standard, which is the Accessible Built Environment standard. This standard will help remove barriers in buildings and open spaces for people with disabilities by its focus on new construction and extensive renovation projects.

While the provincial requirements are being developed, the Township of Wellington North has adopted the County of Wellington Facility Accessibility Design Manual (FADM). The FADM is a manual that addresses accessibility requirements for the design and construction of new facilities, as well as the retrofit, alteration and addition to existing facilities. It incorporates the belief in universal design, which recognizes the broad diversity of people who use Township facilities. Currently, the FADM exceeds the Barrier-Free section of the Ontario Building Code.

The Township of Wellington North will strive to ensure that new facilities and extensive renovations are designed and built in accordance with the FADM. Once the Accessible Built Environment Standard has been enacted by the Province of Ontario, the Township will ensure that compliance is met or exceeded.

Accessibility improvements have been or will be increased in to the following buildings and open spaces:

- ◊ Mount Forest Archives former Municipal Office (2006) Barrier Free Washroom and outside ramp
- ◊ Mount Forest and District Sport Complex (2009) new facility fully accessible
- ◊ Arthur Community Center/Arena (2010) Accessible elevator, barrier free washroom upper level, and accessible Kitchen in Upper Hall
- ◊ New Lions Park Mount Forest (2012) accessible equipment (full handicap swing and ride – on spring toy.
- ◊ Lion Roy Grant Pool Park, Mount Forest (2012) accessible equipment upgrade (ride-on spring toy)
- ◊ Arthur Lions Park, Arthur (2012) accessible equipment upgrade (ride-on spring toy)
- ◊ Arthur Optimist Park (Arthur Arena) accessible equipment upgrade (1 ride-on spring toy)
- ◊ Arthur former Municipal Office (2012-2013) – Accessibility upgrade outside ramp
- ◊ Municipal Administration Building (2012-2013) – Accessibility upgrades for public and staff areas

All renovation and construction projects moving forward will comply with the FADM.

Contact Information

The Township of Wellington North is committed to removing barriers for people with disabilities and providing accessible services for our residents. As we strive to be more accessible, we would like your input. Do you have any thoughts or feedback on what we have accomplished so far? Or do you have ideas on how our projects or policies could be improved? Please contact us with your questions and ideas.

Phone 519.848.3620 x32

Toll Free 1-866-848-3630

Mail Lorraine Heinbuch, Chief Administrative Officer/ Clerk
Township of Wellington North
7790 Sideroad 7 West, P. O. Box 125, KENILWORTH, ON N0G 2E0

Email lheinbuch@wellington-north.com

This document is available in alternate formats.

CAO/Clerk Report 12/12

TO: Mayor and Members of Council
FROM: Lori Heinbuch, Chief Administrative Officer/Clerk
DATE: December 7, 2012

RE: Review Council/Committee Structures - Strengths and Weaknesses

Background

Resolution of Council – November 5, 2012:

THAT the Council of the Corporation of the Township of Wellington North request staff to prepare a report to be presented at a regular meeting of Council outlining strengths and weaknesses of different Council/Committee structures suited to a municipality like Wellington North by December 17, 2012

Review

Local Government Structure

COUNCIL – COMMITTEE STRUCTURE

The following section will outline different Council-Committee Structures being used by various municipalities. These structures, as well as variations of both, have generally evolved over time and are a reflection of what works best for a particular municipality.

Councils are empowered to appoint committees (standing committees, ad hoc committees, boards and commissions). The particular committee structure a municipality wishes to follow could be outlined in its Procedural By-Law or by resolution specifying composition, terms and procedures. Committees of Council can be an effective mechanism through which pertinent information can be gathered and reviewed before the matters are discussed at regular Council meetings. *Municipal Act, 2001*

COUNCIL STANDING COMMITTEE SYSTEM

In the Council-Standing Committee system, a Councillor would serve as Chair of a committee having responsibility for a department or a particular aspect of municipal operations (i.e. finance, public works, and recreation). The appointment to Chair a standing committee is usually recommended by the Mayor and should be ratified by the Council, with position and length of term clearly stipulated in the by-law or resolution.

A department head would be in attendance at their respective committee meeting, providing advice and information to the Chair, committee members and CAO, so that well-informed and rational policy decisions can ultimately be forwarded for Council consideration at a regular Council meeting. During the Council meeting the appointed Chair would provide any further explanations or answer any questions relating to the departmental report.

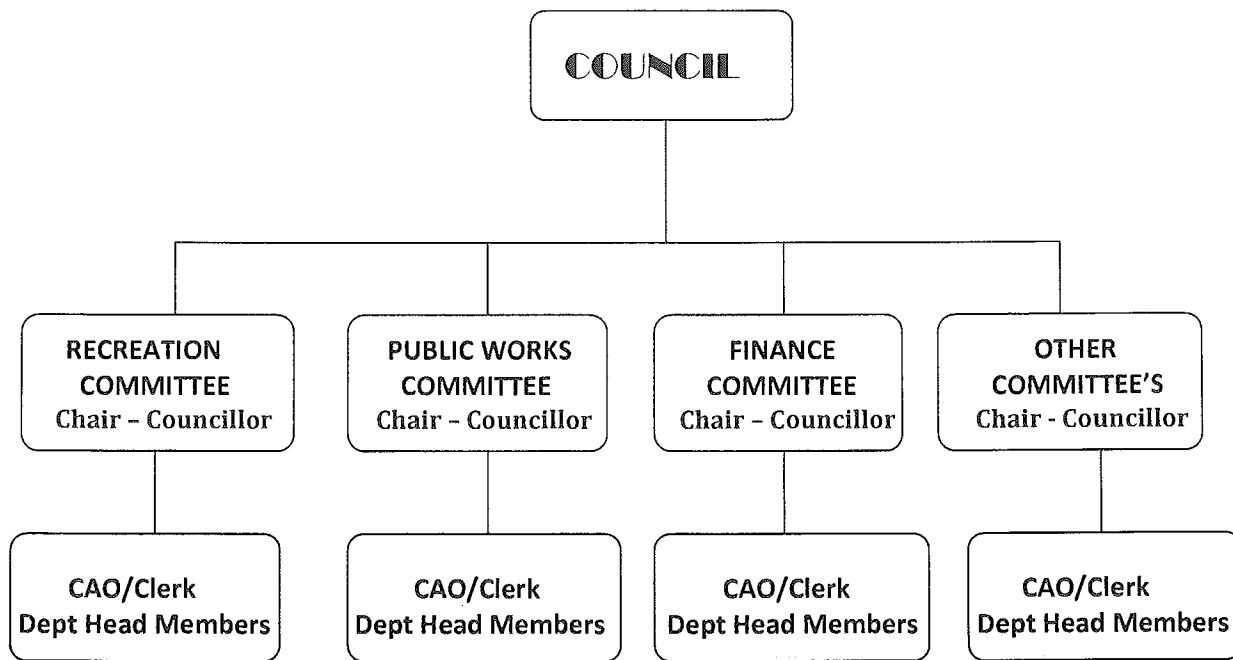
Standing Committees of Council are generally comprised of elected and appointed officials as well as the respective department heads. In some cases, there could be involvement of the general public.

Members of subcommittees, ad hoc committees and commissions of Council are usually recruited from the general public based upon citizen interest and expertise.

Several methods of recruitment include: newspaper advertisements, prospective candidates are nominated from the committee members themselves or by members of the Council. The appointment is usually for a specific term and sanctioned by resolution of Council.

The Mayor would normally participate as an ex-officio of all standing committees. This particular type of Council-committee system or similar variations is in practice in a majority of the cities, towns and townships (upper and lower tier governments).

The following organizational chart illustrates what a Council-Committee structure might look like, though it should be emphasized that this model would vary in municipalities across Ontario.



This type of structure tends to allow for the bulk of discussion and debate of pertinent issues at the committee level, with all recommendations forwarded to Council for consideration and final decision-making. Municipal staff may also spend considerable time preparing for the various committees, sometimes at the expense of the overall administration of their respective departments.

It is important to note that the CAO/Clerk should be the individual through which Council's decisions or directives are acted upon. Committee chairs giving direction or "guidance" to municipal staff could become problematic and may lead to role confusion.

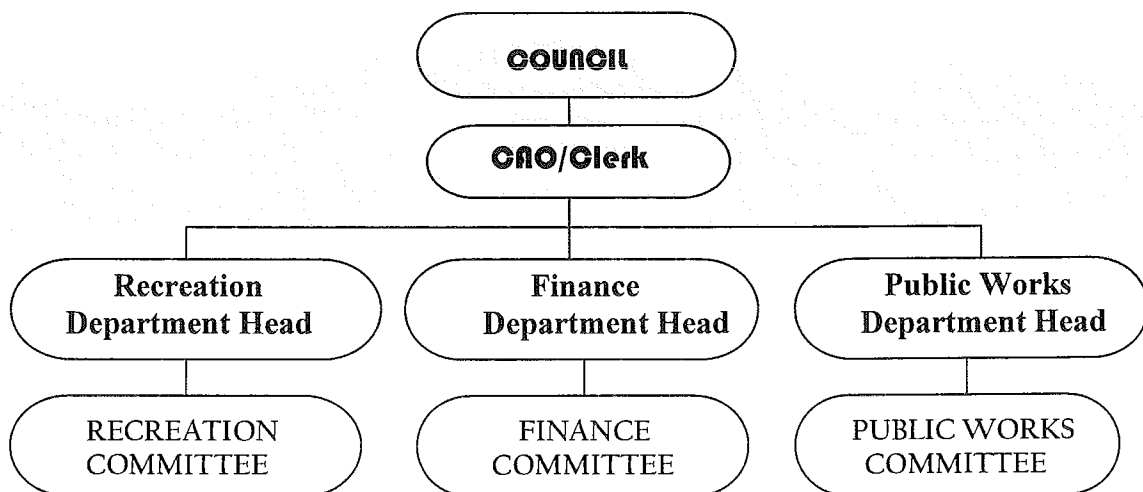
COUNCIL-CHIEF ADMINISTRATIVE OFFICER (CAO) SYSTEM

The Council-Chief Administrative Officer System is based upon the principle of separation of policy from administration. In general terms, a Council is responsible for setting policy, while staff, through the Chief Administrative Officer/Clerk, is responsible for administration. Council should not be involved in the day-to-day administrative operations of the municipality. The Chief Administrative Officer of a municipality is expected to:

- Ensure that Council policies and decisions are adhered to and carried out
- Supervise the department heads/staff
- Co-ordinate, develop and implement hiring practices
- Co-ordinate the various branches of the administration
- Oversee the preparation of annual estimates for Council's budget deliberations
- Oversee the administration and enforcement of by-laws
- Prepare and present reports to Council
- Keep Council apprised of all matters of importance in the community.
- Keep Council apprised of all matters of importance regarding administration.

The following organization chart illustrates the typical structure associated with the Council-Chief Administrative Officer System. Again, this organizational chart may vary among municipalities.

COUNCIL-CHIEF ADMINISTRATIVE OFFICER SYSTEM



All recommendations to Council flow from the department head through the Chief Administrative Officer to Council. Committees with a committee Chair do exist in this system, but their function is primarily to examine policy alternatives, to seek the views of the public and to provide advice to Council. They have no direct role in the supervision or management of any municipal department or service. The department head would forward the minutes of the monthly committee meetings to the Chief Administrative Officer. Any recommendations from these minutes would be forwarded to Council for review and consideration at the regular Council meetings.

Some local governments may have a structure that is very similar to the Council/Committee or Council-CAO system as previously described. However, in many cases, municipalities have adopted variations of the two models, and/or combined elements of both structures.

Advantages and Disadvantages of the Different Systems:

ADVANTAGES	DISADVANTAGES
Smaller, interest-based focus group may lead to more Committee business being discussed	Some issues could be stalled at Committee level due to personal biases and/or outside influences
As Committee is more interest based this could lead to more insightful recommendations for Council	Potential for many current and past recommendations to be dealt with (i.e. Council tables and sends back to committee for further recommendations
Citizens and interest groups more likely to address concerns, presentations at committee level than in regular Council	Members of Committee could become emotionally involved on issues where the details are dealt with on a face to face basis
As Chair of standing committee there is a level of accountability and expectation, along with a higher profile in the community in regards to your Committee's mandate	As Chair of a standing Committee you are accountable for both the positive and negative outcomes stemming from recommendations of your respective Committee.

COUNCIL-CHIEF ADMINISTRATIVE OFFICER SYSTEM

ADVANTAGES	DISADVANTAGES
Council less involved in the day-to-day administrative operations of the municipality, and more focused on policy-making as set out in the Municipal Act, leaving CAO responsible and accountable for all municipal administration	As an item does not get thoroughly discussed at a Committee level, a CAO could use his/her “take” or influence on an issue to sway decision-making
Having an experienced, professional Chief Administration Officer at the helm providing sound advice and ensuring that Council policies, decisions are adhered to and carried out, could provide less stress for Council members the CAO would be the “point person” for residents with issues or concerns	Less room for initial discussion/input and debate amongst committee members before recommendation goes to Council

COUNCIL “AT LARGE” SITTING ON ALL STANDING COMMITTEES

ADVANTAGES	DISADVANTAGES
This system affords all members of Council to debate issues respective to all standing committees of Council so there is some sense of consensus of the outcome before final decision-making occurs at the regular Council meeting	Lengthy meetings as all Council has a chance to question, debate committee issues and recommendations
Number of monthly committee meetings could be fewer as a number of committees or all could potentially be dealt with in one or two sessions	More paper work generated as all members of Council have to be copied

ENTIRE COUNCIL MEMBERS SITTING IN STANDING COMMITTEE

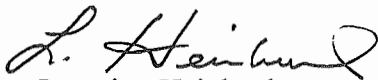
In some cases, municipalities have the entire membership of Council sit on every standing Committee. In this instance, a Councillor could be appointed by the Mayor to serve as Chair of the Committee and as such, could be responsible to preside over his or her Committee meeting. The Chief Administrative Officer or Clerk (and possibly other staff members, depending on the issue at hand) would be in attendance at the Committee meetings, providing advice, options and suggested recommendations particular to that Committee before bringing the matter forward to a regular meeting for decision-making by Council.

It may also be the case that members of Council would sit on any sub-committees of the standing committees, relative to the particular department or service. (i.e. Recreation Chairman would sit on a Recreation Advisory Committee)

AD HOC COMMITTEES

Ad hoc committees in a municipality serve in an advisory capacity to Council and are usually created and sanctioned by the Council. Examples of ad hoc committees could be a youth advisory committee, a senior's advisory committee, a heritage preservation committee and so on. These committees, usually involving community-minded volunteers, are created as needs are identified and specific advice, research and recommendations are required for Council to make well-informed decisions. Generally the mandate and terms for ad hoc committees are not identified in a municipality's procedural by-law, unlike the standing committees of Council.

Respectfully submitted for Council's information.



Lorraine Heinbuch,
Chief Administrative Officer/Clerk

Ministry of Agriculture,
Food and Rural Affairs

Ministère de l'Agriculture,
de l'Alimentation et
des Affaires rurales



Office of the Deputy Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416 326-3101
Fax: 416 326-3106

Bureau de la sous-ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3101
Télééc. : 416 326-3106

December 3, 2012

Dear CAO/Clerk/Treasurer:

I am writing to share news with you regarding the 2013 Premier's Award for Agri-Food Innovation Excellence program and to encourage you to share this information in your municipality.

The Premier's Award for Agri-Food Innovation Excellence program was created to recognize and foster the spirit of innovation that thrives in Ontario's agricultural sector. It encourages the development of rural communities, farms, agri-food processors and agri-food organizations by adding value to existing products, creating jobs and driving economic growth.

Each year the program recognizes up to 45 award winning innovations across the province valued at \$5,000 each. In addition, there is a Premier's Award valued at up to \$75,000, a Minister's Award valued at up to \$50,000, and three Leaders in Innovation awards valued at \$25,000 each. All award recipients receive a plaque, a gate sign and various promotional materials.

Primary producers, processors or agri-food organizations are invited to submit applications. Details on eligibility, innovation categories, assessment criteria, application process and selection process can be found in the enclosed 2013 Program Guidebook and Application Form or at www.ontario.ca/agrifoodinnovation.

I ask that you encourage outstanding agriculture and agri-food innovators to submit an application by the deadline of **5 p.m. on January 18, 2013**. Should you require additional resources, please contact the Agricultural Information Contact Centre at 1-877-424-1300 or ag.info.omafra@ontario.ca.

I am also pleased to enclose a copy of a brochure that highlights the recipients of the last program for the Premier's Award for Agri-Food Innovation Excellence.

I look forward to learning about agri-food innovations in your municipality.

Sincerely,

Karen Chan
Deputy Minister (A)

Enclosure

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 100-12
RATING BY-LAW

BEING A BY-LAW IMPOSING SPECIAL ANNUAL DRAINAGE RATES
UPON LAND IN RESPECT OF WHICH MONEY IS BORROWED UNDER
THE *TILE DRAINAGE ACT*.

AUTHORITY: *Tile Drainage Act, R.S.O. 1990, Chapter T.8, Section 8*

WHEREAS owners of land in the municipality have applied to the Council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the Council has, upon their application, lent the owners the total sum of \$100,000.00 to be repaid with interest by means of rates hereinafter imposed;

BE IT THEREFORE ENACTED by the Council:

1. That annual rates as set out in the Schedule 'A' attached hereby imposed upon such land as described for a period of ten years, such rates to be levied and collected in the same manner as taxes.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17TH DAY OF DECEMBER, 2012.

RAYMOND TOUT,
MAYOR

LORRAINE HEINBUCH,
CHIEF ADMINISTRATIVE OFFICER/CLERK

The Corporation of the Township of Wellington North

Schedule 'A' to By-law Number 100-12

Name and address of owner			Description of land drained				Proposed date of loan (YYYY-MM-DD)	Sum to be loaned \$	Annual rate to be imposed \$
R & R Poultry Limited			Lot: S Pt 11		Con: 4 N		2013-Jan-01	\$ 50,000.00	\$ 6,793.40
9133 Concession 4 N, R. R. #4	Kenilworth	ONT	Roll #:	2349 000 008 10600					
Paul Culp			Lot: 3		Con: 10		2013-Jan-01	\$ 50,000.00	\$ 6,793.40
R.R. #4, 8186 Line 8	Kenilworth	ONT	Roll:	2349 000 015 17700					
* Total principal of debenture and total sum shown on by-law							TOTAL *	\$ 100,000.00	\$ 13,586.80

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 101-12

A BY-LAW APPOINTING AND CONFIRMING THE APPOINTMENT
OF AUDITORS OF THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH

AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25 as amended, Section 296.

WHEREAS the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 296, provides that a municipality shall appoint an auditor licensed under the Public Accountancy Act;

AND WHEREAS s 296 (3) of the Municipal Act, 2001 allows that an auditor of a municipality shall not be appointed for a term exceeding five years;

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

1. **THAT** RLB LLP, Fergus be appointed auditors of the Corporation of the Township of Wellington North.
2. **THAT** the term of this appointment be for the audit years 2012, 2013, 2014, 2015 and 2016.
3. **THAT** this by-law will take effect on the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 17TH DAY OF DECEMBER, 2012.**

RAYMOND TOUT,
MAYOR

LORRAINE HEINBUCH,
CHIEF ADMINISTRATIVE OFFICER/CLERK

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

BY-LAW NUMBER 102-12

**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 17, 2012.**

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 17, 2012 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 17TH DAY OF DECEMBER, 2012.**

**RAYMOND TOUT
MAYOR**

**LORRAINE HEINBUCH
CHIEF ADMINISTRATIVE OFFICER/CLERK**

MEETINGS, NOTICES, ANNOUNCEMENTS

Monday, January 14, 2013	Regular Meeting of Council	7:00 p.m.
Tuesday, January 15, 2013	Water/Sewer Committee	8:30 a.m.
Tuesday, January 15, 2013	Works Committee	Following Water/Sewer Committee
Tuesday, January 15, 2013	Recreation & Culture Committee	8:30 a.m.
Tuesday, January 15, 2013	Fire Committee	7:00 p.m.
Wednesday, January 16, 2013	Building & Property Committee	9:00 a.m.
Monday, January 21, 2013	Finance Committee	4:00 p.m.
Wednesday, January 23, 2013	Economic Development Committee	6:00 p.m.
Monday, January 28, 2013	Regular Meeting of Council	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