

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – JANUARY 16, 2023 AT 2:00 P.M.
CLOSED SESSION PRIOR TO OPEN SESSION AT 1:30 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING WITH COUNCIL IN PERSON AND VIA WEB CONFERENCING**

HOW TO JOIN

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/84419893667>

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**PAGE
NUMBER**

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the January 16, 2022 Regular Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

CLOSED MEETING SESSION

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

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Recommendation:

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

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.

2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

1. REPORTS

- a) Report TR 2023-01 Council Orientation on Township's Budget and Budgeting
- b) Lottery Licensing Presentation

2. REVIEW OF CLOSED SESSION MINUTES

- December 19, 2022

3. RISE AND REPORT FROM CLOSED MEETING SESSION

Recommendation:

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

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2023-01 Council Orientation on Township's Budget and Budgeting presentation and Lottery Licensing presentation.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the December 19, 2022 Council Meeting.

PRESENTATION

Darren Jones – Eugene McAdam Memorial Award

- Presented by Tara Davis, CBO South Bruce Peninsula and Terry Kuipers, CBO Town of Minto on behalf of the Bluewater Chapter of the Ontario Building Officials Association recognizing outstanding work through the association and community

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- | | |
|--|-----|
| 1. Regular Meeting of Council, December 19, 2022 | 001 |
| 2. Public Meeting, December 19, 2022 | 012 |

Recommendation:

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on December 19, 2022 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

ITEMS FOR CONSIDERATION

1. MINUTES

- a. Mount Forest Business Improvement Area, Association Meeting December 13, 2022 025

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Area, Association Meeting held on December 1, 2022.

- b. Arthur Chamber of Commerce, Directors Meeting December 14, 2022 028

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Chamber of Commerce Directors Meeting held on December 14, 2022

- c. Saugeen Valley Conservation Authority Meeting October 20, 2022 031

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority Meeting held on October 20, 2022.

2. PLANNING

- a. Report DC 2023-001, Consent Application B147-22 Schill Land Holdings Inc. 037

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-001 being a report on Consent Application (Severance) B147-22 known as Part Lots 14 & 15, Concession 3 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B147-22 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;

- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- THAT driveway access can be provided to the retained lands to the satisfaction of the Township of Wellington North;
- THAT a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department;
- THAT zoning compliance for the drive shed on the severed parcel is achieved to the satisfaction of the Township

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

b. Report DC 2023-002, Consent Application B148-22 Larry Schill

043

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-002 being a report on Consent Application (Severance) B148-22 known as Part Lot 12, Concession 13 in the former Township of West Luther.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B148-22 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for

the Drainage Superintendent's review of the application to determine status of any drain;

- THAT driveway access can be provided to the retained lands to the satisfaction of the Township of Wellington North;
- THAT the barn foundation labeled as "Remnants of Barn" in the application be demolished and the site left in a graded level condition to the satisfaction of the Township;
- THAT the retained lands be rezoned to restrict residential development to the satisfaction of the County of Wellington;
- THAT zoning compliance be achieved for the structure located on the severed lands to the satisfaction of the Township;

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

3. BUILDING

- a. Report CBO 2023-01 Building Permit Review Period Ending December 31, 2022 050

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-01 being the Building Permit Review for the period ending December 31, 2022.

- b. Report CBO 2023-02 – Sewage Allocation, Mount Forest Infill 052

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-02 being a report on Sewage Allocation, Mount Forest Infill.

AND FURTHER THAT the Council of the Township of Wellington North allocate twenty sewage units to Mount Forest Infill.

4. FINANCE

- a. Vendor Cheque Register Report, January 9, 2023 054

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated January 9, 2023

- b. Report TR2023-02 Being a report on the 2023 Municipal Insurance Renewal 058

Recommendation:
THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2023-02 being a report on the 2023 Municipal Insurance Renewal.

AND FURTHER THAT Council endorses the staff recommendation to modify coverage value for the three identified properties to current value with depreciation.

AND FURTHER THAT Council accepts December 19, 2022 renewal proposal for the year beginning January 31, 2023, with the recommended modifications.

- c. 2022 Reserve Funds Status, dated November 30, 2022 061

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the 2022 Reserve Funds Status dated November 30, 2022.

5. OPERATIONS

- a. Report OPS 2023-001 being a report on the proposed work plan for the Mount Forest Outdoor Pool and Aquatics Centre 064

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2023-001 being a report on the proposed work plan for the Mount Forest Outdoor Pool and Aquatics Centre for information;

AND FURTHER THAT Council approve, in principle, the work plan as presented within this report.

- b. Report OPS 2023-002 being a report on intersections investigated pedestrian crossing infrastructure 098

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-002 being a report on intersections investigated for pedestrian crossing infrastructure;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law in support of pedestrian crossings, to be submitted to the Ministry of Transportation (MTO), at the following intersections:

- Main Street and Durham Street West;
- Smith Street and Conestoga Street; and
- Queen Street East and Fergus Street South/Parkside Drive

AND FURTHER THAT Council direct staff to bring pedestrian crossing infrastructure projects, once approved by MTO, forward as part of the current or future budget discussion.

6. ADMINISTRATION

- a. Report CLK 2023-001 Report on a revised Council meeting schedule for 2023 156

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive or information Report CLK 2023-001 being a report on a revised Council meeting schedule for 2023.

AND FURTHER THAT Council approves the revised Council meeting schedule for 2023.

- b. Report CLK 2023-002 Report on the appointment of members to the Property Standards Committee 159

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-002 being a report on the appointment of members to the Property Standards Committee;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign a by-law to appoint the following members to the Property Standards Committee for the 2022-2026 Term of Council:

James Craig
Ross Kirkpatrick
Robert Mason
Councillor Steve McCabe
Steven Kim McKenzie

- c. Report CLK 2022-003 being a report on Clerk's Department 2022 year-end review 161

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2022-003 being a report on Clerk's Department 2022 year-end report.

- d. Report CAO 2023-001 Wellington North Power Board of Director Appointments 165

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-001 being a Report on Wellington North Power Board of Director Appointments for information;

AND FURTHER THAT Council, as the primary shareholder of Wellington North Power Inc. (WNP), appoint the following representatives to the Board of Directors of WNP:

- Karl Ellis
- Nicholas Epoch

AND FURTHER THAT the appointments shall be in force January 17, 2023 and effective for a four year term ending December 31, 2026;

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

- e. Report CLK 2023-004 Report on appointment of an alternate Upper Tier member of Council 168

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-004 Report on appointment of an alternate Upper Tier member of Council;

AND FURTHER THAT Steve McCabe be appointed as the Alternate Member to sit at the County of Wellington meetings in the event of an absence by the Mayor.

- f. Report JHSC 2023-01 being the 2022 Annual Report on the Activities of the Wellington North Joint Health & Safety Committee 173

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report JHSC 2023-01 being the 2022 Annual Report on the Activities of the Wellington North Joint Health & Safety Committee.

7. COUNCIL

- a. Grand River Conservation Authority
 - Report number GM-12-22-99, dated December 16, 2022, Progress Report #3 – Ontario Regulation 687/21 177
 - Report number GM-12-22-100, dated December 16, 2022, Updated Inventory of Programs and Services – Requirement under O.Reg.687/21 179

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Grand River Conservation Authority Report number GM-12-22-99, dated December 16, 2022, Progress Report #3 – Ontario Regulation 687/21, and Report number GM-12-22-100, dated December 16, 2022, Updated Inventory of Programs and Services – Requirement under O.Reg.687/21

- b. Steve Clark, Minister, Ministry of Municipal Affairs and Housing correspondence dated December 16, 2022 regarding Greenbelt Amendments and Revocation of the Central Pickering Development Plan and O.Reg 154/03 199

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information the correspondence dated December 16, 2022 from Steve Clark, Minister, Ministry of Municipal Affairs and Housing regarding Greenbelt Amendments and Revocation of the Central Pickering Development Plan and O.Reg 154/03.

- c. Aldo L. Salis, Director, Planning and Development Department, County of Wellington, correspondence dated December 15, 2022 regarding County Official Plan Amendment #121 – County File No.: OP-2022-02 County of Wellington – Development Approval Updates, Notice of Complete Application and Public Meeting 201

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information the correspondence dated December 15, 2022 from Aldo L. Salis, Director, Planning and Development Department, County of Wellington regarding County Official Plan Amendment #121 – County File No.: OP-2022-02 County of Wellington – Development Approval Updates, Notice of Complete Application and Public Meeting.

- d. Crime Stoppers Guelph Wellington, Winter 2022/23 Newsletter 215

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information the Crime Stoppers Guelph Wellington, Winter 2022/23 Newsletter.

- e. Ontario Municipal Water Association, Presidents Message, December 2022 217

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information the Ontario Municipal Water Association, Presidents Message, December 2022.

- f. Steve Clark, Minister, Ministry of Municipal Affairs and Housing correspondence dated January 4, 2023 regarding enhancements to the Qualification Program or Ontario’s Building Practitioners 218

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information the correspondence dated January 4, 2023 from Steve Clark, Minister, Ministry of Municipal Affairs and Housing regarding enhancements to the Qualification Program or Ontario’s Building Practitioners.

- g. James Pearson, Flood Forecasting and Warning Coordinator, Saugeen Conservation, correspondence dated January 9, 2023 regarding new Flood Watch reporting program 220

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information the correspondence dated January 9, 2023 from James Pearson, Flood Forecasting and Warning Coordinator, Saugeen Conservation regarding new Flood Watch reporting program.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

THAT all items listed under Items For Consideration on the January 16, 2023 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Renken (Ward 1):

- Committee of Adjustment
- Recreation, Parks and Leisure Committee
- Wellington North Cultural Roundtable
- Upper Grand Trailway Wellington Sub Committee
- Mount Forest Aquatic Ad Hoc Advisory Committee

Councillor Burke (Ward 2):

- Committee of Adjustment
- Mount Forest Business Improvement Area
- North Wellington Health Care Corporation Louise Marshall Hospital Board of Directors
- Mount Forest Aquatic Ad Hoc Advisory Committee
- Mount Forest Fireworks Festival Committee
- Lynes Blacksmith Shop Committee

Councillor Hern (Ward 3):

- Committee of Adjustment
- Mount Forest & District Chamber of Commerce
- Arthur & District Chamber of Commerce
- Arthur Business Improvement Area
- Grand River Conservation Authority

Councillor McCabe (Ward 4):

- Committee of Adjustment
- Recreation, Parks and Leisure Committee
- Wellington County Farm Safety Committee
- Saugeen Valley Conservation Authority
- Wellington North Health Professional Recruitment Committee
- Upper Grand Trailway Wellington Sub Committee

Mayor Lennox:

- Committee of Adjustment
- Wellington North Power
Ex Officio on all committees

BY-LAWS

- a. By-law Number 001-23 being a by-law to appoint members to the Property Standards Committee for the Township of Wellington North and repeal By-law 082-18 221

- b. By-law Number 002-23 being a by-law to appoint a member to Wellington North Power Inc. Board of Directors 222

Recommendation:

THAT By-law Number 001-23 and 002-23 be read a First, Second and Third time and enacted.

CULTURAL MOMENT

- Celebrating Sylvia Cadesky 223

CONFIRMING BY-LAW

224

Recommendation:

THAT By-law Number 003-23 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 January 16, 2023 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of January 16, 2023 be adjourned at __: p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Mount Forest BIA Directors Meeting, Mount Forest Sports Complex, Meeting Room	Tuesday, January 17, 2023	8:00 a.m.
Arthur BIA Directors Meeting	Wednesday, January 18, 2023	7:30 p.m.
Wellington North Cultural Roundtable, Council Chambers, Kenilworth	Thursday, January 19, 2023	12:00 p.m.
ROMA 2023 Conference	Sunday, January 22 – Tuesday, January 24, 2023	
Regular Council Meeting	Monday, February 6, 2023	2:00 p.m.
Recreation, Parks and Leisure Committee, via video conferencing	Tuesday, February 7, 2023	4:00 p.m.
Regular Council Meeting	Tuesday, February 21, 2023	7:00 p.m.

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

**Sign Language Services – Canadian Hearing Society – 1-877-347-3427
- Kitchener location – 1-855-656-3748**

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

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF REGULAR COUNCIL MEETING – DECEMBER 19, 2022 AT 6:30 P.M.
CLOSED SESSION PRIOR TO COUNCIL MEETING AND FOLLOWING OPEN SESSION
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING WITH COUNCIL IN PERSON AND VIA WEB CONFERENCING**

Members Present:

Mayor: Andrew Lennox
Councillors: Sherry Burke
Lisa Hern
Steve McCabe
Penny Renken

Staff Present:

Chief Administrative Officer: Brooke Lambert
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Human Resources Manager: Amy Tollefson
Chief Building Official: Darren Jones
Director of Operations: Matthew Aston
Director of Finance: Farhad Hossain
Economic Development Officer: Dale Small
Senior Planner: Matthieu Daoust
Manager of Development Planning: Curtis Marshall

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2022-401

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the agenda and the supplementary agenda for the December 19, 2022 Regular Meeting of Council be accepted and passed with the following:

- Addition of By-laws 142-22, 143-22 and 144-22
- Change number of Confirming By-law to 145-22

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

None

CLOSED MEETING SESSION

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

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.

RESOLUTION: 2022-402

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 6:32 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

CARRIED

REPORTS

- Education and training sessions
- Procedure By-law
- Lottery Licensing DEFERRED due to time
- Council Staff relations
- Council Code of Conduct

RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2022-403

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 6:58 p.m.

CARRIED

RESOLUTION: 2022-404

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the Education and Training Sessions, Procedure By-law, Council Staff relations, and Council Code of Conduct.

CARRIED

COUNTY COUNCIL UPDATE

Steve O'Neill, Ward 4 County Councillor

Councillor O'Neill sent his regrets.

PRESENTATIONS

1. Andrew Coburn, Coburn Insurance Brokers Ltd., Broker of Record
Colin Smith, Intact Public Entities, Regional Manager

Mr. Coburn presented the Township of Wellington North 2023/2024 insurance and risk management. He reviewed the state of the insurance industry, municipal property insurance factors, municipal casualty insurance, cyber insurance, and the Township's

municipal insurance program, Intact public entity proposal, factors behind the increase, year over year comparison, and the Intact review.

RESOLUTION: 2022-405

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North accept the proposed insurance coverage for the Township of Wellington North for the insurance renewal year beginning January 1/February 1, 2023 as applicable to the policies.

CARRIED

Council directed staff to bring a report regarding the proposal and options for reducing the premium to a future Council meeting.

RECESS TO MOVE INTO PUBLIC MEETING

RESOLUTION: 2022-406

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North recess the December 19, 2022 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:

- Mctrach Capital & 427 Management Service, Zoning By-law Amendment
- Paul & Wendy Levine, Parry Levine & Lindsay Ellis Zoning By-law Amendment

CARRIED

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2022-407

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North resume the December 19, 2022 Regular Meeting of Council at 8:33 p.m.

CARRIED

PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- a. By-law Number 140-22 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Part Park Lot 1 & 2 N/S Macauley St., Arthur, Paul and Wendy Levine)

RESOLUTION: 2022-408

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT By-law Number 140-22 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (Part Park Lot 1 & 2 N/S Macauley St., Arthur, Paul and Wendy Levine and Parry Levine and Lindsay Ellis)

DEFEATED

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Regular Meeting of Council, December 5, 2022, 2022
2. Special Meeting of Council, December 13, 2022

RESOLUTION: 2022-409

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the minutes of the Regular Meeting of Council held on December 5, 2022 and the Special Meeting of Council held on December 13, 2022 be adopted as circulated.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

No business arising from previous meetings.

IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

3b, 3c, 4a, 6c, 6e

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2022-410

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT all items listed under Items for Consideration on the December 19, 2022 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the of the Wellington North Cultural Roundtable Committee meeting held on December 7, 2022.

THAT the Council of the Corporation of the Township of Wellington North approve the Wellington North Cultural Roundtable Committee Terms of Reference and Mandate 2022 – 2026.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DC 2022-051 regarding the Final Approval of the Good's Realty Inc. Site Plan Agreement.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2022-15 being the Building Permit Review for the period ending November 30, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated December 9, 2022

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2022-06 being a report on Bill 23' (More Homes Built Faster Act, 2022) impact on Township's Development Charges rates and reserves.

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2022-007 being a report Service Level Agreement with Wellington North Power Inc for the Provision of Water and Sewer Billing and Collection Services.

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the by-law to enter into a Service Level Agreement with Wellington North Power Inc. for the provision of Water and Sewer Billing and Collection Services.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2022-009 being the proposed strategic planning process (2022-2026) term of Council.

AND THAT Council approve a budget of \$40,000 for the 2022-2026 Strategic Plan to be included in the 2023 Budget Process, including the procurement of consultant resources as needed.

AND FURTHER THAT Council endorse staff to conduct a Township of Wellington North Community Satisfaction Survey as part of the strategic planning process in early 2023.

THAT Council of the Township of Wellington North receive report HR 2022-016 being a report on the revised Overtime/Lieu Time Policy;

AND FURTHER THAT Council approves the revised policy changes as follows:

Revisions to lieu time include:

- All union and non-union employees of the Corporation are eligible to participate.
- Elimination of Holiday shutdown hours program for Kenilworth office employees; to be combined with revised policy.
- Employees who work 35 hours/week, eligible to accrue maximum of 14 hours of lieu time at one time.
- Employees who work a regular 40 hour/week, eligible to accrue maximum of 16 hours of lieu time at one time.
- Lieu time banked for holiday shutdown hours will be accrued to a maximum based on the office holiday shutdown schedule each year, as holiday shutdown hours may vary year over year.
- Lieu time can be accrued continuously throughout the year, January 1 to December 31. Upon maximum lieu being taken, employees may begin to accrue again during the year.

AND FURTHER THAT policy be approved for an effective date of January 1, 2023.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2022-411

Moved: Councillor Burke

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2022-16 being a report on Lease Extension Minister of Infrastructure (9135 Highway 6);

AND FURTHER THAT the Council of the Township of Wellington North authorizes the Mayor and Clerk to enter into the Fourth Lease Extension and Amending Agreement with His Majesty the King in right of Ontario as represented by the Minister of Infrastructure.

CARRIED

RESOLUTION: 2022-412

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2022-17 being a report on Development Department Compliance with Bill 109 and Bill 23

AND THAT the Mayor and Clerk be authorized to sign the associated By-laws.

CARRIED

RESOLUTION: 2022-413

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022-032 being a report on the grant request from the Seniors Centre of Excellence;

AND FURTHER THAT Council provide direction to staff as it relates to the Seniors Centre of Excellence presentation to council on December 5th and request for \$10,000 in grant funding to support the ACE (Active, Connected, Engaged) Coordinator position.

CARRIED

Staff were directed to adjust the budget to include the \$10,000.00 as requested and to investigate other options to minimize the impact.

RESOLUTION: 2022-414

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2022-010 regarding File No. ZBA 14/22, Holding Provision Removal.

AND THAT Council of the Corporation of the Township of Wellington North approve the removal of the Holding (H) provision for Zoning By-law Amendment, File No. ZBA 14/22,

AND FURTHER THAT the corresponding by-law should be passed;

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

CARRIED

RESOLUTION: 2022-415

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2022-023 being a report on the 2022 Municipal and School Board election.

CARRIED

It was noted that in the Report, Councillor Burke's name did not indicate that she had won her seat in her Ward.

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Renken (Ward 1):

- Cultural Roundtable. 2 founding members left the committee and 4 new members in the last year with each member bringing their own talent to the committee.

Councillor Burke (Ward 2):

- The Mount Forest Curling Club application for a \$146,400 Trillium Grant was successful and will assist with converting and transforming their 1960 ice plant into a more modern system.
- Northern Wellington are residents getting an MRI machine in the Palmerston District Hospital which will provide local access and reduce wait times.

Councillor Hern (Ward 3):

- Attended her last cultural roundtable and said goodbye.
- Chamber meetings last week and discussed strategies for upcoming year.
- GRCA has reached out and sent a lot of information for review.

Councillor McCabe (Ward 4):

- SVCA next meeting in January and the CAO was invited to attend

Mayor Lennox:

- Mount Forest Curling club will be a host community for the Strathcona Cup, Canada Scotland exchange tournament that happens two years.
- Kay Ayres organized an event to recognize the signs of fraud with upwards of 150 people attended. She has agreed to provide advice to other communities on how to host a similar event.

BY-LAWS

- a. By-law Number 133-22 being a by-law to authorize the execution of a Service Level Agreement between The Corporation of The Township of Wellington

North and Wellington North Power Inc. for the provision of water and sewer billing and collection services

- b. By-law Number 134-22 being a by-law to appoint members to the Arthur Business Improvement Area Board of Directors
- c. By-law Number 135-22 being a by-law to appoint members to the Mount Forest Business Improvement Area Board of Directors
- d. By-law Number 136-22 being a by-law to appoint members to the Wellington North Cultural Roundtable
- e. By-law Number 137-22 being a by-law to authorize a Fourth Lease Extension and Amending Agreement (Kenilworth/OPP)
- f. By-law Number 138-22 being a by-law to establish the fees and charges for water and sewer services provided by the municipality and to repeal By-law 120-21
- g. By-law Number 139-22 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Part of Lot 23, Concession B Peel Parts 1 and Plan 61R-10173 and is part of the property with a civic address of 7970 Wellington Road12 , G & L White Farms – County Garage)
- h. By-law Number 141-22 being a by-law to appoint member to Wellington North Power Inc. Board of Directors and to repeal By-law 040-20
- i. By-law Number 142 being a by-law under the Building Code Act respecting permits and related matters
- j. By-law Number 143-22 being a by-law to require development applicants to consult with the municipality prior to submission of development applications (“pre-consultation”)
- k. By-law Number 144-22 being a by-law to establish Site Plan Control within the Township of Wellington North and to repeal By-law 027-15

RESOLUTION: 2022-416

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 133-22, 134-22, 135-22, 136-22, 137-22, 138-22, 139-22, 141-22, 142-22, 143-22 and 144-22 be read a First, Second and Third time and enacted.

CARRIED

CULTURAL MOMENT

- Celebrating John Walsh

John Walsh, who was laid to rest on December 3rd, 2022, exemplified the finest values of his community.

Through the years John has been a vital figure in Arthur village life and farther afield. His naval service in World War II on the minesweeper HMCS Wallaceburg and his profession as a pharmacist greatly influenced his commitment to community service.

His faith and his love for his family sustained him throughout his life. His wife, Mary Teresa, was by his side through the decades.

Walsh's Pharmacy, established in 1952, remains essential to the health of local citizens.

John Walsh was "Coach" to many Arthur hockey teams over 21 years and will always hold that title for those he guided in the game and in life.

John's contributions to Arthur village's life are too many to describe fully here. However, his part in the founding of the Arthur and Area Historical Society is one of his greatest community legacies. Along with several enthusiastic local history lovers, John initiated the plan to gather documents, objects, and any other artifacts illuminating community life. Everyone was urged to contribute. If someone was closing a business, clearing a house, or simply eager to preserve treasured items their contributions were welcomed. Not only did John take on the role of collector, but he also catalogued each donation, identifying its use, the donor, and its location in the Rooms.

In 2003, John saw the opening of the Historical Society Rooms in the old Post Office and Township building. In the years following, donations filled the designated rooms. It's pretty certain that, in typical John Walsh fashion, he's the one who convinced the powers that be to oust the OPP from their office in favour of Historical's need to expand. Good luck trying to keep him from promoting his community.

Naturally, John's particular love was for the military history illustrating why Arthur was designated as "Canada's Most Patriotic Village" by the Toronto Star in 1942. The "Military Room" is filled with photos, medals, uniforms, and various items reflecting the village's response to the call to duty.

As part of his outreach as historian and veteran, John was key to the community's move to restore the cenotaph, established by the women of Arthur in 1923 to commemorate World War I veterans. As later names have been added, it and the park around it are the heart of the village.

The Historical Society was a vital partner in the creation of the historical murals round Arthur. And John's figure saluting Ottawa War Memorial veterans and the Canadian flag is a fitting tribute to him.

John himself cannot be seen anymore at home, at church, at Historical, or all the other places in Arthur that were invigorated by his knowledge, his humour, and his love of community. Now, to see the legacy of John Walsh, just stand in any spot in Arthur, and look around.

Submitted by Gail Donald Wellington North Cultural Roundtable

CLOSED MEETING SESSION

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

- (a) the security of the property of the municipality or local board;

(c) a proposed or pending acquisition or disposition of land by the municipality or local board

RESOLUTION: 2022-417

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 9:23 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

(a) the security of the property of the municipality or local board;

(c) a proposed or pending acquisition or disposition of land by the municipality or local board

CARRIED

1. REPORTS

- EDO 2022-031 Municipal Land Sale, Part Lot 13, Concession WOSR, Divisions 1 & 2, Part 12, 61R8621, Highway 6, Riverstown Ontario
- EDO 2022-033 IT Services Update

2. REVIEW OF CLOSED SESSION MINUTES

- December 5, 2022
- December 13, 2022

3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2022-418

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 9:42 p.m.

CARRIED

RESOLUTION: 2022-419

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022-031 Municipal Land Sale, Part Lot 13, Concession WOSR, Divisions 1 & 2, Part 12, 61R8621, Highway 6, Riverstown Ontario;

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2022-420

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2022-033 IT Services Update;

AND FURTHER THAT Council approve the confidential direction to staff.

CARRIED

RESOLUTION: 2022-421

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the December 5, 2022 and December 13, 2022 Council Meetings.

CARRIED

CONFIRMING BY-LAW

RESOLUTION: 2022-422

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 145-22 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 19, 2022 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2022-423

Moved: Councillor Renken

Seconded: Councillor Burke

THAT the Regular Council meeting of December 19, 2022 be adjourned at 9:46 p.m.

CARRIED

MAYOR

CLERK

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
PUBLIC MEETING MINUTES – DECEMBER 19, 2022 AT 7:00 P.M.
VIA WEB CONFERENCING**

Members Present:

Mayor: Andrew Lennox
Councillors: Sherry Burke
Lisa Hern
Steve McCabe
Penny Renken

Staff Present:

Chief Administrative Officer: Brooke Lambert
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Human Resources Manager: Amy Tollefson
Chief Building Official: Darren Jones
Director of Operations: Matthew Aston
Director of Finance: Farhad Hossain
Economic Development Officer: Dale Small
Senior Planner: Matthieu Daoust
Manager of Development Planning: Curtis Marshall

CALLING TO ORDER - Mayor Lennox

Mayor Lennox called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

OWNERS/APPLICANT

Mctrach Capital & 427 Management Service Inc.

LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is described as Pt Park Lot 3 RP 60R2483; Part 1 & 2 and known Municipally as 425-427 King St E. The property is 0.62 ha (1.53 ac) in size and is currently vacant.

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed amendment is to rezone the subject lands from Residential (R2) Zone to Residential (R3) Zone to facilitate the construction of an 18-unit cluster townhouse development. Additional relief may be considered at this meeting.

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on November 25th, 2022.

PRESENTATIONS

Matthieu Daoust, Senior Planner, County of Wellington, Township of Wellington North

- Planning Report dated December 19, 2022

Planning Opinion

The purpose of this zoning amendment is to rezone the subject lands from Residential (R2) zone to Residential (R3) to permit the construction of an 18-unit cluster townhouse development.

The purpose of this report is to provide the Township with an overview of the proposed zone amendment application and facilitate the public meeting. Further, this statutory public meeting will provide the opportunity for the community and area residents to ask questions and seek more information from the applicant. It will also provide an opportunity for the applicant to address some of the concerns that have been raised through the notification process.

Planning Staff note that site plan approval will be required for the proposed development which will finalize details relating to landscaping, buffering, fencing, snow storage etc. and address compatibility of the building with the adjacent properties.

Following the public meeting, Planning Staff will consider any comments that are received and will prepare a final report and By-law for Councils consideration.

INTRODUCTION

The property subject to the proposed amendment is described as Part Park Lot 3, RP 60R2483 Pt 1 & 2 and Municipally known as 425 & 427 King St E, Geographic Town of Mount Forest. The subject property is 0.62 ha (1.53 ac) in size and is currently vacant.

PROPOSAL

The purpose of this zoning amendment is to rezone the subject lands from Residential (R2) zone to Residential (R3) zone to permit the construction of an 18-unit cluster townhouse development. The proposed development will include one vehicular access located on King St E, a total of 18 parking spaces at each dwelling, four visitor parking and one accessible parking spaces and an outdoor amenity area to be used by the area residents.

SUPPORTING STUDIES

The applicant has completed the following technical reports and studies in support of the proposed application:

- A Hydrant Flow Test Report prepared by Bruce Fire Engineering
- A Traffic Impact letter prepared by IBI Group
- A Storm Water Management and Sanitary Concept Report prepared by AM Engineering
- A Planning Justification Report prepared by ARDPROBE Inc

PROVINCIAL POLICY STATEMENT (PPS)

The subject property is located within the settlement area of Mount Forest. Section 1.1.3.1 of the PPS states that “settlement areas shall be the focus of growth and their

vitality and regeneration shall be promoted.” Settlement areas are encouraged to include a mix of densities and land uses.

A PLACE TO GROW

The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019.

The Provincial Growth Plan directs the majority of growth to settlement areas as a better use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfields. The vast majority of growth will be directed to settlement areas that have a delineated built boundary.

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are designated RESIDENTIAL in the Urban Centre of Mount Forest. The property is located within the defined “built boundary”.

Intensification

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further seeks to identify and promote opportunities for growth in the built up areas of urban centres through intensification and redevelopment where this can be accommodated, taking into account small town scale and historic streetscapes.

Section 3.3.1 identifies targets and states “by the year 2015 and for each year thereafter, a minimum of 20 percent of all residential development occurring annually will be within the built-up area”. This application is located within the build boundary and will continue to support this target.

Urban Centres

Section 7.5.1 of the County Official Plan provides details on land use compatibility in Urban Centres “Urban Centres are expected to provide a full range of land use opportunities. Residential uses of various types and densities, commercial, industrial and institutional uses as well as parks and open space uses will be permitted where compatible and where services are available.”.

Residential Designation

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

The policies of Section 8.3.11 of the Official Plan encourage development of “vacant or under-utilized properties for residential uses which are compatible with surrounding uses in terms of dwelling type, building form, site coverage and setbacks”.

WELLINGTON NORTH COMMUNITY GROWTH PLAN

The following relevant Growth Management Goals have been identified:

- To direct and focus development to the urban areas of Arthur and Mount Forest as the primary centres and complete communities with a mix of land uses, housing, jobs and services.
- To plan and promote orderly, compact development within the urban areas, based on phasing to align with planning for infrastructure, transportation, facilities and services.
- Intensification Goals – To encourage intensification generally to achieve the desired urban structure.

WELLINGTON NORTH ZONING BY-LAW

The subject lands are zoned Residential (R2). The applicant is seeking to rezone to Residential (R3) to permit the construction of an 18-unit cluster townhouse development.

PLANNING DISCUSSION

Medium Density Development

Section 8.3.5 of the County Official Plan identifies that medium density development such as townhouses may be allowed in areas designated RESIDENTIAL subject to the requirements of the zoning by-law and further provided that the following criteria are satisfactorily met:

Policy Requirement:	Response:
a) Development should not exceed 35 units per hectare (14 units per acre) for townhouses	The proposed townhouse development is to be built with a total of 18 units on a 0.62 ha (1.53 ac) (12 units per ac). The proposed density is under the maximum units per hectare for medium density. The maximum density as stated in the County Official Plan is 35 units per hectare (14 units per acre) identified for townhouses.
b) The design is compatible with existing or future development on adjacent properties	Adjacent land uses include residential and institutional uses along King St E. The surrounding properties include low low/medium density residential. Site design, landscaping, fencing etc. will be reviewed as part of the site plan application and will consider compatibility with adjacent uses.
c) The site has a suitable size and shape to accommodate the development and required infrastructure	The subject lands are 0.62 ac (1.53 ac) in size which is suitable in size and shape for the townhouse development. Site design, grading, drainage, landscaping etc. will be reviewed as part of the site plan application.
d) Adequate services are available	Township Staff have confirmed adequate services are available for the proposed development.

<p>e) In the built boundary, medium density townhouses are encouraged to locate on major roadways and arterial roads</p>	<p>The property is located on King St E in Mount Forest. Although King St E is not considered an arterial road, it does have direct access to Main St/Highway 6.</p> <p>A Traffic Impact Letter was submitted by the applicant which indicated “that the amount of weekday peak hour trips generated is considered minimal and unlikely to present notable traffic impacts to the adjacent roadway.” This letter will be reviewed by Township Staff.</p>
<p>f) Appropriate zoning is provided</p>	<p>The property is proposed to be zoned Residential (R3) which provides standards for cluster townhouses.</p>

Site Plan Approval

The proposed development will be subject to Site Plan Review by the Township. Site design, grading, servicing, stormwater management, landscaping, parking, fencing etc. will be reviewed as part of the site plan review.

NEXT STEPS

Following the public meeting, Planning Staff will consider any comments that are received and will prepare a final report and By-law for Councils consideration.

CORRESPONDENCE FOR COUNCIL’S REVIEW

Danielle Walker, Source Protection Coordinator, Wellington Source Water Protection

- Email dated November 29th, 2022 (No Objections)

Michael Oberle, Environmental Planning Coordinator, Saugeen Conservation

- Letter dated December 12, 2011 (No Objections)

Raymond Petersen, Wellington North Power Inc.

- Letter dated December 16, 2022 (Concerns and Recommended Conditions)

Rachel and Gyula Kery, 421 King St. E., Mount Forest

- Letter (Objections)

Dwight Rundle, 455 Wellington St. E., Mount Forest

- Email dated December 19, 2022 (Objections)

Janet Harrop, Wellington Federation of Agriculture President

- Letter dated December 13, 2022 (Support Application)

REQUEST FOR NOTICE OF DECISION

The by-law will be considered at a future council meeting. Persons wishing notice of the passing of the by-law must submit a written request.

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

Maaz Khan and Farhan Mahmood, owners and applicants, advised their families are planning to move into this development and their intent is to increase housing in the Town of Mount Forest. They noted there are townhouses in the back and front of the property and their goal is to conform to what is already there.

Rachel Kéry, 421 King St. E., Mount Forest, raised concerns regarding increased traffic, the number of existing townhouses in the area, and the density of development in this area. Her concerns also included garbage pickup that has been an ongoing issue, loss of green space, increased light and sound pollution, and problems with trespassing on their property. She noted if this development is approved many properties would back onto their property.

Mr. Khan explained that their goal is to satisfy the municipal requirements, address concerns and make everything extremely habitable, stating the units will be set up as condo townhouses and garbage pickup will be private.

Usama Kashaf stated that a traffic assessment report was completed, and they are in line as far as the street traffic is concerned. They don't intend to completely intensify the property.

Barry Gingrich, 423 King St E., Mount Forest, inquired about drainage, roadways, curbing, parking, setbacks, sitelines, timing of the project and snow removal. He is concerned about loss of trees and commented that this is a swamp area that is the end of an underground river that has flooded the area for 50 years. This development will affect the sale price of his property. Mr. Khan stated that part of the application addresses Mr. Gingrich's concerns. New homes generally lift the price of existing homes. They do not intend to remove trees. Fencing of a certain size will be used for privacy. Mr. Mahmood commented that they have been in touch with the neighbour at 429 King St. who will be doing most of the foundation work.

Darren Jones, CBO, outlined the process and advised there is information on the notice to contact the Clerk to review the full size drawings and the development. The municipal Planner and staff will take the comments from the meeting and work on a by-law to come back to a future Council meeting. Following that staff will review the developer's technical submissions for site plan approval. They will look at compliance with Municipal Servicing Standards that deals with servicing, and especially storm water management, and the zoning by-law that deals with setbacks, buffering, landscaping, etc. This is the start of the process and there is still lots of work to do

HB Kéry, son of Rachel Kéry, stated that what is being discussed is what is legal and following the by-laws; but wondered what is preferable to the landowners and the home owners in the area. How is culture, environment and atmosphere of the neighbourhood going to be factored into the process to strike a balance between homeowners and the developer's desires? CBO Jones commented that this Public Meeting is the only public process. Those on the call will get written notice when Council is going to consider the by-law. There will be a draft by-law available on the website and those wanting to comment can make a deputation to Council. After the zoning by-law is approved the site plan approval is a staff procedure. Mayor Lennox

stated that the developer is willing to meet with residents and work at reaching an agreement. When these matters come to Council they have to determine if that fits within our planning legal policies and is appropriate for development. The onus is on the property owner developer to make those kinds of modifications based on the feedback they receive.

Rachel Kéry, inquired if this development is happening or will their comments be considered. Councillor Burke asked if they are opposed to the development or density of the development. The Kéry's stated that they are concerned about the density. Mathieu Daoust, Planner, explained that the R2 Zone would permit a maximum 4-unit street townhouse, or perhaps a fourplex. The R3 includes street townhouses, apartments, and cluster townhouses. The Official Plan highlights a density maximum of 35 units per hectare/14 per acre. This development would yield 12 per acre so they are under the maximum and they meet the standards of the R3 Zone. Ms. Kéry and H.B. Kéry inquired what leverage neighbours have to say they would prefer to have an R2 Zone rather than an R3 Zone. What comfort is there that their concerns will be addressed. Mayor Lennox stated that this will not be decided tonight. There will be further refinements and revisions before it comes back to Council before approval.

Mr. Khan asked if there is a process to meet with neighbours and iron out concerns and review the plan. They would like to make sure everyone is content with what is taking place. Mr. Daoust explained that the next step will be asking the applicant to provide a comment matrix on how to address the concerns of Council and the public that will be included as an appendix to his report.

COMMENTS/QUESTIONS FROM COUNCIL

Councillor Renken inquired about parking within the development. Mr. Khan clarified that these will be three-bedroom units with one parking space inside a garage and two outside. There will be over 30 feet of space to give themselves and the neighbours privacy.

Councillor Burke asked if there is a possibility to have access staggered or reconfigure the units as the access is close to the entrance of 440 King St. Mr. Khan stated that the traffic study has been completed and they meet the requirements. They have considered emergency vehicles entering and people leaving. There is ample space for snow. The goal is to have a safe community. Raed Al Rawi, Project Engineer, commented that one of the features designed was the entrance and exits and was verified by the traffic study. They are trying to make sure there is minimum impact on neighbours.

Councillor Renken inquired about the discrepancy in height between the neighbours land and the new development and asked if the developer will be responsible for ensuring there will be no flooding onto neighbouring properties. Mr. Khan commented that grading is a major aspect of the plan for a sustainable development. The ample space in the backyards will help with this.

Mayor Lennox requested clarification that the intent is that the access road would be a private road. Mr. Khan confirmed that the access road would be a private road.

Mayor Lennox reminded Council that this will come back with some potential revisions before they deal with the by-law.

OWNERS/APPLICANT

Paul & Wendy Levine, Parry Levine & Lindsay Ellis

LOCATION OF THE SUBJECT LAND

The lands subject to the proposed amendment is described as Part Park Lot 1, Park Lot 2 N/S Macauley St. The property is 1.26 ha (3.11 ac) in size and is currently vacant.

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed amendment is to rezone the subject lands from Future Residential (FD) Zone to Site Specific Future Residential (FD-9) Zone to facilitate the construction of a single detached dwelling on private services. Additional relief may be considered at this meeting.

NOTICE

Notices were mailed to property owners within 120 m of the subject property as well as the applicable agencies and posted on the subject property on November 25th, 2022.

PRESENTATIONS

Matthieu Daoust, Senior Planner, County of Wellington, Township of Wellington North

- Planning Report dated December 19, 2022

Planning Opinion

The purpose of this zoning amendment is to rezone the subject lands from Future Development (FD) Zone to Site Specific Future Development (FD) Zone to permit a single detached dwelling on private services on the property.

This rezoning is a condition of severance application B32/21, that was granted provisional consent by the Wellington County Land Division Committee in July 2022. The consent will sever a 1.2 ha (2.96 ac) vacant lot in Arthur from the retained 17.2 ha (42.5 ac) vacant parcel.

Planning Staff have prepared a draft Zoning By-law for Councils consideration. Council should be satisfied the proposal is consistent with the Provincial Policy Statement and conforms to the Official Plan policies.

INTRODUCTION

The property subject to the proposed amendment is described as Part Park Lot 1 & 2 N/S Macauley St, Arthur. The portion of the property subject to the proposed amendment is approximately 1.2 ha (2.96 ac) in size and is currently vacant.

PROPOSAL

The purpose and effect of the proposed amendment is to rezone a portion of the subject lands from Future Development (FD) to Site Specific Future Development (FD-9) to permit a single detached dwelling on private services on the property.

PROVINCIAL POLICY STATEMENT (PPS)

The subject property is located within the settlement area of Arthur. Section 1.1.3.1 of the Provincial Policy Statement states that “settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.” Settlement areas are encouraged to include a mix of densities and land uses.

With respect to servicing, the PPS states under Section 1.6.6.4 that, “where municipal sewage services and water services or private communal sewage services and private communal water services are not provided, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, these services may only be used for infilling and minor rounding out of existing development.”

WELLINGTON COUNTY OFFICIAL PLAN

The property is within the Arthur Urban Centre and is designated Future Development and Core Greenlands. The objectives for areas designated Future Development are as follows:

- a) to provide for the orderly future development of the unbuilt areas of the Urban Centre;
- b) to limit development of such lands until an Official Plan Amendment including a proper site plan or concept plan for future uses has been submitted and approved;
- c) to prohibit any major development of these lands until the necessary municipal services can be made available to such areas.

The permitted uses within areas designated FUTURE DEVELOPMENT as illustrated on Schedule “A” of the Plan shall be limited to existing uses and the growing of crops including nursery and horticultural crops but does not include greenhouses.

Consideration may be given to the creation of a new lot by consent provided such development is in accordance with the policies of this plan.

In regards to the Core Greenlands area, the comments of the Grand River Conservation Area should be considered by Council.

The proposed severed lot is to be serviced by private well and septic. Section 11.2.4 h) states that “where municipal and private communal services are not available in an urban centre and it is not reasonable to anticipate these services, individual on-site sewage and water services may be used in accordance with a servicing options assessment.” Planning Staff understand that municipal services are not anticipated in the foreseeable future for this area.

WELLINGTON NORTH ZONING BY-LAW

The subject property is currently zoned Future Development (FD). The Future Development Zone does not permit any new development.

Draft Zoning By-law Amendment

A draft Zoning By-law amendment has been prepared for public review and Council’s consideration and is attached to this report. The proposed site-specific zoning permits

the construction of a single detached dwelling and related accessory uses (including accessory residential units (ARU's)).

CORRESPONDENCE FOR COUNCIL'S REVIEW

Grand River Conservation Authority

- Email dated December 19, 2022 (No Concerns)

Raymond Petersen, Wellington North Power

- Letter dated December 16, 2022 - WNP noted the property is in the extremity of the service territory of Wellington North Power with a significant span from their services. From a planning and servicing viewpoint, it would be much more advantageous if this property was zoned for higher density development.

REQUEST FOR NOTICE OF DECISION

The by-law will be considered at the regular council meeting following the public meeting. Persons wishing notice of the passing of the by-law must submit a written request.

MAYOR OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

Parry Lavine and Lindsay Ellis, Applicants, stated that this is a property that has been in the family for fifty years. It is on the furthest point of the urban development and is separated by GRCA greenspace. Services will not be available until at least 2051 and they asked for support of the application.

COMMENTS/QUESTIONS FROM COUNCIL

Mayor Lennox questioned what the impacts of MDS are on the adjacent agricultural lands. Matthieu Daoust, Planner, stated that the zoning has a blanket zoning of A-1 which limits agricultural operations to existing operations within 1 km. There can't be any new barns or manure storage. CBO Jones provided that the adjacent farms are already limited more by urban boundary rather than this dwelling. The urban boundary distance, or type B land use, is double what that would be for a house. If any of those farms wanted to substantially expand they would need relief for the type B land use.

Mayor Lennox asked if this is appropriate to keep this in the urban center if this is the outcome. Curtis Marshall, Manager of Development Planning stated that this concern was raised initially with the severance application as it was in the urban boundary and designated for future development. However, the application has been approved by the Land Division Committee. Now we are dealing with the zoning to zone it to an appropriate zone to permit the dwelling on private services. Right now, it is in the boundary of Arthur. It would have to be removed from Arthur through the review of the Official Plan, if that is what is suggested.

Mayor Lennox expressed concern with a private well. The Township recently received a report on a new well on the corner of McCauley Street and Wells Street. Through the study process there was a neighbour's well that had noticeable affect during the pumping testing process. This property lies in an almost direct line between those two properties and I'm concerned about potential impact of a new water service when we are working on a water well and what the future impact on that well might be. Matthew

Aston, Director of Operations, discussed the possibility of a private well in this location with the Township Engineer. The odds of it being disruptive to the plans for McCauley Street and Wells Street are low. The applicant is agreeable with the Township Engineer be involved with how their new well is constructed and that will further mitigate the risk. The well location will provide a location for further testing of the water for the Township.

ADJOURNMENT

RESOLUTION: 011-2022

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Public Meeting of December 19, 2022 be adjourned at 8:32 pm.

CARRIED

MAYOR

CLERK

From: Elaine Rundle <derundle81@gmail.com>
Sent: December 19, 2022 12:18 PM
To: Karren Wallace <KWallace@wellington-north.com>
Subject: Application ZBA3/22 McTrach Capital & 427 Management Service Inc.

Hi Karren

I would like to voice my strong opposition to this proposal. The traffic on Wellington St. E will be hugely impacted by the construction of this complex. Contrary to what is stated on Pg. 4 section (e) in the info package I read, King St. E (at this location) does NOT have direct access to Main St/Hwy 6 (unless they are going right through the middle of the soccer fields) Which means anyone wanting to go downtown would be doing so via Wellington St. E by way of either Newfoundland St. or London Road. Wellington St. has already seen drastic increase of traffic due to new construction there.

I am also concerned about the increased density of population that an 18-unit cluster of 2-story townhouses will mean as opposed to single family dwellings.

The proposal states that there are 18 parking spots available as well as 4 visitor parking spots & 1 handicapped parking spot. A 2-story townhouse indicates that there will be more than 1 vehicle per house. Where are all the residents going to be parking? I refer again to the situation on Wellington St. Residents in those new townhouses are parking on both sides of the street because there is not ample room. It is not right that residents be allowed to use municipal roads as their parking spot as it is a hazard for people trying to drive down the street - always having to zigzag/maneuver around vehicles. How would this unit/complex be any different?

I also disagree that the surrounding properties are low, low medium density residential. There has been a staggering amount of new housing projects, of all kinds, on the east side of Mount Forest especially between London Road to Egremont St. area.

Thank you for your consideration.

Sincerely,

Dwight Rundle



024

Wellington North Power Inc.

290 Queen Street West, PO Box 359, Mount Forest, ON N0G 2L0

Phone: 519.323.1710 Fax: 519.323.2425

www.wellingtonnorthpower.com

E-mail: customerservice@wellingtonnorthpower.com

ESA # 7012854

December 16, 2022

Township of Wellington North
7490 Sideroad 7, W
Kenilworth, ON
N0G 2E0

Attn: Tammy Pringle, Development Clerk

Re: Public Meeting December 19, 2022
Subject land described as Pt Park Lot 1 Park Lot 2 N/S Macauley St.

Wellington North Power Inc has reviewed the subject notice. Please note the following during the public meeting:

1. This property is in the extremity of the service territory of Wellington North Power with a significant span from our last services. From a planning and servicing viewpoint, it would be much more advantageous if this property was zoned for higher density development.
2. All electrical plans must be reviewed and approved by Wellington North Power.
3. The applicant is required to enter into a Construction Agreement with Wellington North Power.

Sincerely,

WELLINGTON NORTH POWER INC.
Raymond Petersen



MOUNT FOREST BUSINESS IMPROVEMENT

ASSOCIATION MEETING MINUTES December 13, 2022 @ 8:00 AM

Meeting Room Mount Forest Arena

CALLING TO ORDER – Andrew Coburn; Chair Mount Forest BIA

PRESENT ATTENDEES

Members: Andrew Coburn, Jessica McFarlane, Bill Nelson, Kailyn Graber

Staff: Dale Small

ABSENT ATTENDEES

Kayla Morton, Jayme Hewson, Dwight Benson, Kathleen Delchiaro

ADOPTION OF MINUTES

MOTION CARRIED TO APPROVE AGENDA

Moved: Bill N Seconded: Jessica McFarlane

ITEMS FOR CONSIDERATION

CALL TO ORDER

WELCOME AND INTRODUCTIONS

Andrew

REVIEW AND ADOPTION OF THE AGENDA

Andrew

ITEMS FOR DISCUSSION

1. Introduce Kailyn **Andrew**

2. Updates Processes **Kailyn**
Google email
Website/Social Media
Vendor List to email invoices

- Start something completely separate for social media accounts
- Wix with custom domain MFBIA.ca - look into what it would look like for both .com and .ca
- Building owners email list - Jan/Feb - Bill & Andrew to add building owners we have info on to the excel sheet Kailyn will add to the drive
- Discussing DownTown Mount Forest compared to BIA, what is the relationship?
- Approach the Chamber of Commerce about DownTown Mount Forest to be retail arm

Motion made by Bill Nelson to approve the Wix website on a monthly fee of \$7.99 seconded by Jessica McFarlane

3. Courtyard **Jessica**

- Thomas Meyer - interested in idea & willing to meet in New Year, no response from Brenda Hastie yet, Jess to follow up.
- Paul from VCL Landscaping can render some designs- might be a nice option to present to business owners for them to visualize - \$150 for rendering or \$400 to buy plan from him & use a different landscaper
- Potential to submit application for Red Grant? Dale is prepared to fill out a new RED application if we decide to do one for the courtyard - Currently have approval for outdoor gym - needs to be done in 2023 to get funding

4. Gift cards **Andrew**

- a. WPP
- b. Wellington N Power
- c. TWP of Wellington N.
- d. Debit card Kailyn/Jaime

- WPP \$500 - split up between businesses (LCBO, Coffee Culture, etc)
- WNP \$50 to each guy x 4 - timmies
- TWP WN \$50 x 4 - coffee culture
- Kayla to get debit card & give to Kailyn

Andrew makes a motion to pass \$500 total for gift cards for WPP, \$200 in \$50 increments for WNP & TWP Wellington North - all in favour motion passed

5. Plaque at Century 21 **Andrew**

- Do we have a plaque to thank those who contributed to mural, parquette, etc- do we name the parquette? If so- would we be putting a plaque on every project we do
- Perhaps focus on recognition on social media accounts

6. Confirm 2023 Meeting Room/Time**Dale**

- Kailyn to reach out to Jess Turnbull to confirm the arena meeting room for 2023 - second tuesday of every month at 8am

1. NEXT MEETING

Tuesday, January 17th, 2023 in the Meeting Room @ Mount Forest Arena

ADJOURNMENT

Moved: Bill Nelson

Seconded: Jessica McFarlane



146 George St., P.O. Box
Arthur, Ontario N0G 1A0
(519)-848-5603

Directors Meeting Minutes

December 14th, 2022

Attending: *Brea Smith, Tom Gorecki, Faye Craig, Dale Small, C. Lisa Hern*

Regrets: *Paula Coffey, Bonnie McIntosh*

Brea called the meeting to order @ 5:34 pm and welcomed everyone.

Approval of previous months minutes:

-Tom motion for approval, Faye 2nd. Agreed by all.

Committee Reports:

Economic Development Report – Dale Small:

- MOU to be signed by Tom & Bonnie. Tom signed already, Brea to pass papers on to Bonnie.
- Changes to MOU: increase funding from \$2000 to \$2500; section that addresses use of rent free/utility free location – added line of “or at another provided location due to renovation” of office; 2 year agreement; renovation is likely to take place within those 2 years.
- potentially change the agreement with the Township that in cases where we don’t reach quorum at a meeting that directors agree for Councilor Hern to have voting power.

Council Report – Counsellor Lisa Hern:

- Mayor Andy Lennox is warden now.
- Lisa remains council rep for the Chamber office.
- small discussion of Bill 23.
- Plowing Match in Grand Valley in 2023

Business arising from the previous meeting/New Business

- Brea to look at outside lights, Tom has bulbs we can use. If just bulbs, Chamber responsibility; if electrical, township responsibility.
- Colouring contest – not run at this time as Christmastime in Arthur and IScreamm Cone Co. have run colouring contests this month. Perhaps wait until new year. Brea will brainstorm other Christmas community involvement activity.
- July 1st Festivities: Faye motion to have Chamber participate in running July 1 events, Tom second. Everyone in agreement.
- Tom spoke with Optimists about us running a shop local market/event downtown, they don’t mind and happy to see more activities.
- if we want to close main St for July 1 we can, won’t take away from main St businesses this

Membership Builds Our Community as a Place to Work, Play and Live

year as the holiday is Saturday and many may be closed. Mount Forest opting not to close the street this year. Potential also to work with Fran and close Frederick or use the municipal parking lot again for this market.

- Brea to confirm snow removal with Bonnie/Dave. *Yes, Dave will take care of snow removal/salting*
- Brea to reach out to Mellissa/Ronda to ask if they are interested in planning the July 1 market. *Awaiting Response.*
- email from Copernicus re:Bill 23, not share at this time, information/concerns passed on to the township.
- New membership : Lark and Spur Studios
- Electrician that came in and inquired about being a member – reach out again to confirm.
- Community member suggest snowplow naming contest- discussion: use Arty to say he's looking to name Township plows (blue) as an interaction post not necessarily a competition with prizes. Dale okays that. Maybe add winning names to plows for 2023season too. Brea to contact Dan or Andy to take photo of Arty with plows. Run in January.
- Meeting dates for 2023: discussion of Tuesdays or Wednesdays. Decided to continue with 2nd Wednesday of the month.
- Budget goals and calendar outline: Have a rough idea of events/holidays we would like to participate in. Events in 2023: AGM; July 1; Easter Egg hunt; Valentines; Fall Fair Booth/participation; Wreath Fundraiser; Fall Décor Package; Snow Plow . Brea to make calendar.

Presidents Report – Tom

- Merry Christmas to everyone, been a great year!
- look for new directors to add to the board this year.
- future BIA/Chamber board joining? BIA looking for admin.

Correspondence:

- email from Jim Phillips
- OCC contact leaving, Sharon becomes contact.
- Chamber Network Toolkit
- Public Health asking us to encourage mask wearing with members and community.

Financial Statements:

- Provided by Be Sure Financial. – no questions.

Meeting Adjourned: 6:33pm

Meeting Outline for 2023

January 11th, 2023
February 8th, 2023
March 8th, 2023
April 12th, 2023
May 10th, 2023
June 14th, 2023
September 13th, 2023
October 11th, 2023
November 8th, 2023
December 13th, 2023

Dates to Remember

Name a Snow Plow – January TBD
Valentine's Activity- February 14th, 2023

SAUGEEN VALLEY CONSERVATION AUTHORITY

Minutes

Meeting:	Authority Meeting
Date:	Thursday, October 20, 2022, 1:00 p.m.
Location:	Saugeen Valley Children's Safety Village
Chair:	Maureen Couture
Members present:	Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Dave Myette, Mike Niesen, Diana Rae, Christine Robinson, Bill Stewart
Regrets:	Paul Allen, Sue Paterson
Others present:	Kim Clark, RTO7
Staff present:	Jennifer Stephens, Erik Downing, Donna Lacey, Elise MacLeod, Laura Molson, Ashley Boyd, Trent Francis, Jim Leask, Shannon Hagen, Vivian Nolan, Karleigh Porter, Ashley Richards, Janice Hagan

Chair Maureen Couture called the meeting to order at 1:00 p.m.

1. Land Acknowledgement

The following Land Acknowledgement was read by Director Barbara Dobreen:

We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudensaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nation, Métis, and Inuit peoples.

2. Adoption of Agenda

MOTION #G22-80

Moved by Cheryl Grace

Seconded by Diana Rae

THAT the agenda be adopted as circulated.

Carried

3. Declaration of Pecuniary Interest

No persons declared a pecuniary interest relative to any item on the agenda.

4. Approval of Authority meeting Minutes – September 15, 2022

Motion #G22-81

Moved by Tom Hutchinson

Seconded by Steve McCabe

THAT the minutes of the Authority meeting held on September 15, 2022, be approved as circulated.

Carried

5. Staff Introduction

The following staff were introduced to the Board:

- Vivian Nolan, Resources Information Technician
- Trent Francis, Regulations Officer
- James Pearson, Flood Forecasting and Warning Coordinator (in absentia)

6. Staff Recognition

Chair Couture presented an award to several SVCA staff for their bravery and courage in responding to a critical medical emergency at the Saugeen Bluffs Campground and were instrumental in effecting a positive outcome. The Board applauded the staff members and gave them a standing ovation.

The following staff were recognized:

- Shannon Hagen, Jim Leask
- Elijah Wilson, Nathan Beech (In absentia)

7. Presentation – Geofence Project

Kim Clarke gave a presentation to the Board regarding a study that had been done, using geofence data. She explained how consumer data is collected and analyzed, and how it can benefit tourism. The results of data collection at five (5) SVCA locations was presented to the Board along with observations and recommendations for revenue generating opportunities.

8. Matters Arising from the Minutes

- a. 2023 Proposed Budget Approval

Motion #G22-82

Moved by Steve McCabe

Seconded by Bill Stewart

THAT the Saugeen Valley Conservation Authority adopt the 2023 Budget as approved in principle at the September 2022 meeting; and further

Authority Meeting – October 20, 2022

THAT the Authority share of the costs will be raised through general revenues, reserves, donations, general surplus, and special and general levies in accordance with the *Conservation Authorities Act*, and further

THAT the General Manager/Secretary-Treasurer is hereby authorized to forward levy notices to the member municipalities.

A recorded vote was taken for the 2023 budget with the following results:

Municipality	Director	Vote
Arran-Elderslie	Mark Davis	Nay
Brockton	Dan Gieruszak	Yea
Chatsworth	Diana Rae	Yea
Grey-Highlands	Paul Allen	Absent
Hanover	Sue Paterson	Absent
Howick	Mike Niesen	Yea
Huron-Kinloss	Don Murray	Nay
Kincardine	Maureen Couture	Yea
Kincardine	Bill Stewart	Yea
Minto	Steve McCabe	Yea
Morris-Turnberry	Mike Niesen	Yea
Saugeen Shores	Cheryl Grace	Yea
Saugeen Shores	Dave Myette	Nay
South Bruce	Mike Niesen	Yea
Southgate	Barbara Dobreen	Yea
Wellington North	Steve McCabe	Yea
West Grey	Tom Hutchinson	Yea
West Grey	Christine Robinson	Yea

The result of the vote was 79% of the weighted average of those present in favour. Therefore, **Motion #G22-82 was Carried.**

Motion #G22-83

Moved by Barbara Dobreen

Seconded by Tom Hutchinson

THAT the amount of \$2,071,216 be raised by General Levy in 2023; and further

THAT General Levy payments shall be due in two equal instalments on March 31 and June 30; and further

THAT late payments shall be subject to the Authority's normal late payment charge of 1.50% per month thereafter; and further

THAT in accordance with Section 27(4) of the *Conservation Authorities Act*, R.S.O. 1990, the minimum sum that shall be levied against a participating municipality for administration costs shall be \$1,100.

Carried

9. General Manager's Report and 2022 Workplan Update

Jennifer Stephens provided a review of the General Manager's report including the submission of the 2nd progress report to the province. She noted that the administration of the *Conservation Authorities Act* has been fully returned to the Ministry of Natural Resources and Forestry (MNRF) after having split responsibility with the Ministry of the Environment, Conservation and Parks (MECP). There was discussion about proposed amendments to the *Conservation Authorities Act*. Jennifer indicated that the SVCA Personnel Policy is being modernized and will be presented to the Board for approval in December. A consultant has been engaged to provide technical support to the Environmental Planning and Regulations, and other firms have expressed an interest in working with staff; therefore, a list of engineering firms will be created to allow staff to have access to various resources. Staff are acquiring a Content Management System (CMS) and will be applying for a Trillium grant to provide funding for a consultant to have it operational in 2023. She noted that the Grey County and lower tier Municipal Service Agreement negotiations may be pushed back beyond December due to the municipality agreement discussions relating to CA Act Category 2 and 3 (non-mandatory programs) programs and services as it may be more efficient to have concurrent dialogues.

10. Consent Agenda

Motion #G22-84

Moved by Bill Stewart

Seconded by Dan Gieruszak

THAT the reports, and information contained in the Consent Agenda, [Item 9-a-e], along with their respective recommended motions be accepted as presented.

Carried

11. New Business

a. Strategic Plan Update

Jennifer provided an analysis of responses received from various internal and external consultation

Authority Meeting – October 20, 2022

surveys concerning the mission and mandate of SVCA. The Directors discussed the new mission, mandate, and vision as proposed by staff but decided to allow the new Board in 2023 to endorse it.

Motion #G22-85

Moved by Christine Robinson

Seconded by Barbara Dobreen

THAT the Strategic Plan update be received as information.

Carried

12. Closed Session**Motion #G22-86**

Moved by Don Murray

Seconded by Dave Myette

THAT the Authority move to Closed Session In-Camera, to discuss a proposed or pending acquisition of land by the Authority; and further

THAT Jennifer Stephens, Donna Lacey, and Janice Hagan remain in the meeting.

Carried

Motion #G22-89

Moved by Tom Hutchinson

Seconded by Mark Davis

THAT the Authority adjourn from Closed Session, In-Camera, and rise and report.

Carried

Chair Couture reported that the Authority had discussed the acquisition of 2 properties during the Closed Session and the following motion was passed:

Motion #G22-90

Moved by Christine Robinson

Seconded by Steve McCabe

THAT staff be authorized to proceed with the acquisition of two properties, each with 2 parcels and their associated assets, with gratitude.

Carried

13. For the good of the Committee

Chair Maureen addressed the Board and gave the following remarks:

“Thank you for joining us today, for our last meeting as a group.

Authority Meeting – October 20, 2022

On behalf of Saugeen Valley Conservation Authority, I would like to express appreciation for your contribution as directors on this board. Your commitment to share your time over this term enabled the Authority to function, with transparency and accountability. Some of you have been members of the board for almost a decade! The board has played an integral role guiding SVCA through many different adaptations; through changes made to the *Conservation Authorities Act*, continued funding constraints, and the recent pandemic.

It has been an honour to serve as Chair of this Board. I am grateful for the time we spent together, ensuring that water resources in the Saugeen Valley watershed are properly safeguarded and managed.”

In particular, I would like to commend the staff for their excellent response and handling of the pandemic. Working conditions were less than ideal, and all staff pitched in to keep the Authority running during this time. Thank you very much!

Adjournment

There being no further business, the meeting adjourned at 3:50 p.m. on motion of Tom Hutchinson and Dave Myette.

Maureen Couture
Chair

Janice Hagan
Recording Secretary



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of January 16, 2023
From: Tammy Pringle, Development Clerk
Subject: DC 2023-001, Consent Application B147-22 Schill-Land Holdings Inc.

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2023-001 being a report on Consent Application (Severance) B147-22 known as Part Lots 14 & 15, Concession 3 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B147-22 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- **THAT** driveway access can be provided to the retained lands to the satisfaction of the Township of Wellington North;
- **THAT** a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department;
- **THAT** zoning compliance for the drive shed on the severed parcel is achieved to the satisfaction of the Township

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the north east quadrant of the Township and is geographically known as 9088 Concession 2, former Township of Arthur.

Proposed severance is 0.77 hectares with 57m frontage, existing and proposed rural residential use with existing dwelling and drive shed.

Retained parcel is 60.7 hectares with 396.2m frontage, existing and proposed agricultural use.

FINANCIAL CONSIDERATIONS

The municipality will realize \$130.00 in clearance fees and parkland dedication consistent with By-law No. 011-22.

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 22-9781 prepared by Greg Ford at Wilson – Ford Surveying & Engineering, dated November 24, 2022.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Joanna Salsberg, Senior Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

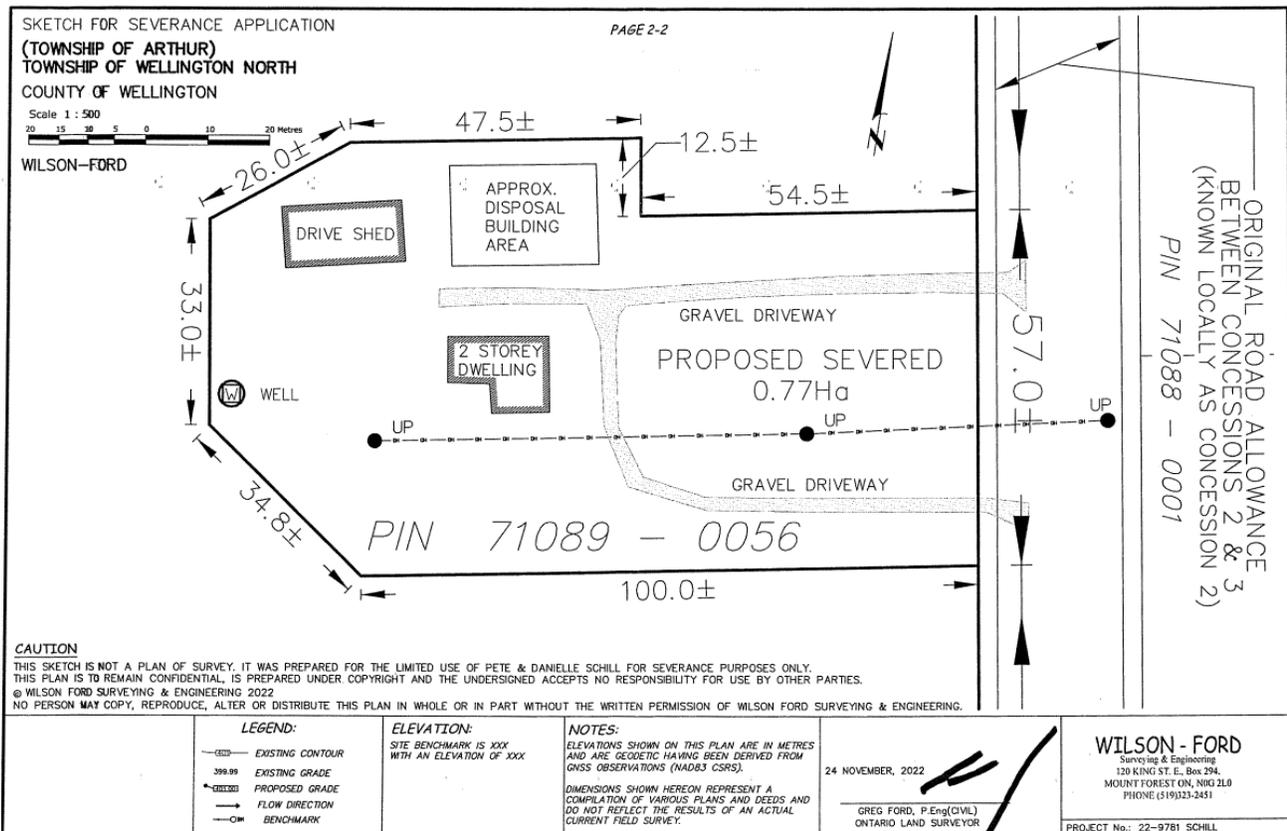
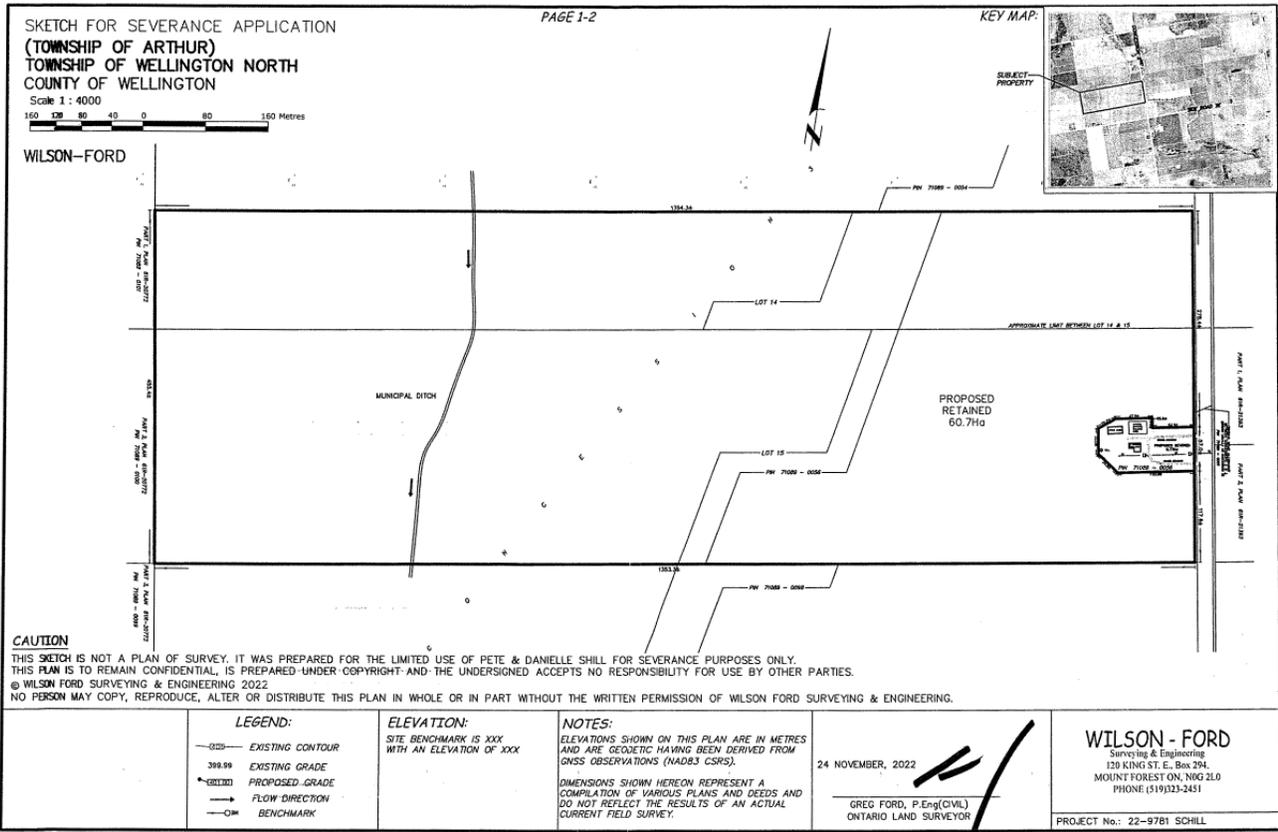
Yes
 No
 N/A

Which priority does this report support?

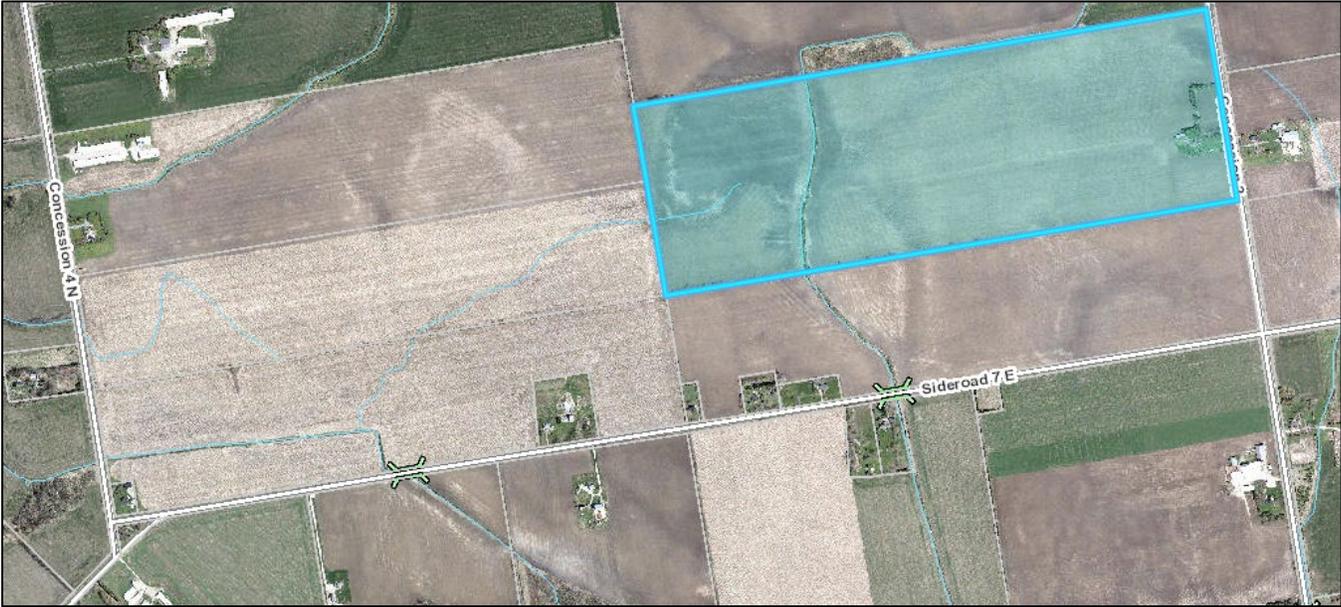
Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

APPENDIX A – Severance Sketch



APPENDIX B – Aerial View of Subject Lands



APPENDIX C – Planning Report



Planning and Development Department | County of Wellington
 County Administration Centre | 74 Woolwich Street | Guelph ON N1H 3T9
 T 519.837.2600 | F 519.823.1694

Application Location	B147-22 Part Lots 14 & 15 Concession 3 TOWNSHIP OF WELLINGTON NORTH (ARTHUR TOWNSHIP)
Applicant/Owner	Schill-Land Holdings Inc.

PRELIMINARY PLANNING OPINION: This application would sever a 0.77 ha (1.9 ac) rural residential parcel with existing dwelling and drive shed. A vacant 60.7 ha (150 ac) agricultural parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- That servicing on the severed lands can be accommodated to the satisfaction of the Township;
- That driveway access can be achieved for the retained lands to the satisfaction of the appropriate road authority;
- That a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department; and
- That zoning compliance for the drive shed on the severed parcel is achieved to the satisfaction of the Township.

PLACES TO GROW: No concerns.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- Agricultural uses, provided lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
- Agricultural-related uses, provided that any new lots will be limited to a minimum size needed to accommodate the use an appropriate sewage and water services;
- a residence surplus to a farming operation as a result of farm consolidation, provided that
 - the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
 - the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and
- Infrastructure, where the facility or corridor cannot be accommodated through the use of easements or right-of-ways.”

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. The features present on the site is flood plain. This feature is fully contained on the proposed retained agricultural lot. According to Section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- the surplus residence is habitable and is not expected to be demolished by a future owner; and

- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.”

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), c), d) and e). Item f) can be addressed as a condition of approval.

In terms of the overall farm operation, we have been provided with a farm information form including a list of other farm holdings owned by Schill Land Farms Inc., which demonstrates that this application would constitute a farm consolidation.

WELL HEAD PROTECTION AREA: The subject property is not located within a Well Head Protection Area.

LOCAL ZONING BY-LAW: The subject property is currently zoned Agricultural (A) Zone and Natural Environment (NE) Zone. The severed parcel is fully located within the A Zone. Both the severed and retained lands meet the minimum lot area and frontage requirements of the A Zone.

The proposed severed parcel includes a drive shed with an approximate area of 213.67 m² (2,300 ft²), which exceeds the combined maximum floor area for all accessory buildings or structures in section 6.1.4.b of the Zoning By-law. As this relief is required additional review of setbacks and height will also be required. Staff propose a zoning relief condition to address the lot coverage, and confirm the height and setbacks of the accessory building to the satisfaction of the Township.

SITE VISIT INFORMATION: The subject property was visited and photographed on January 6th, 2023. Notice Cards were not posted at the time of the site visit. The survey sketch appears to meet the application requirements.



Joanna Salsberg, Planner B.A., M.PL
January 10th, 2023



Staff Report

To: Mayor and Members of Council Meeting of January 16, 2023
From: Tammy Pringle, Development Clerk
Subject: DC 2023-002, Consent Application B148-22 Larry Schill

RECOMMENDATION

THAT Council of the Township of Wellington North receive DC Report 2023-002 being a report on Consent Application (Severance) B148-22 known as Part Lot 12, Concession 13 in the former Township of West Luther.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B148-22 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- **THAT** driveway access can be provided to the retained lands to the satisfaction of the Township of Wellington North;
- **THAT** the barn foundation labeled as "Remnants of Barn" in the application be demolished and the site left in a graded level condition to the satisfaction of the Township;
- **THAT** the retained lands be rezoned to restrict residential development to the satisfaction of the County of Wellington;
- **THAT** zoning compliance be achieved for the structure located on the severed lands to the satisfaction of the Township;

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The subject property is located in the north east quadrant of the Township and is geographically known as 9496 Sideroad 13, former Township of West Luther.

Proposed severance is 0.56 hectares with 43.9m frontage, existing and proposed rural residential use with existing dwelling and shed.

Retained parcel is 40.79 hectares with 637.1m frontage, existing and proposed agricultural use.

FINANCIAL CONSIDERATIONS

The municipality will realize \$130.00 in clearance fees and parkland dedication consistent with By-law No. 011-22.

ATTACHMENTS

- APPENDIX A:
 - Severance Sketch No. 22-9745 prepared by Greg Ford at Wilson – Ford Surveying & Engineering, dated November 25, 2022.
- APPENDIX B:
 - Aerial View of Subject Lands
- APPENDIX C:
 - Joanna Salsberg, Senior Planner
Planning and Development Department, County of Wellington: Report

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

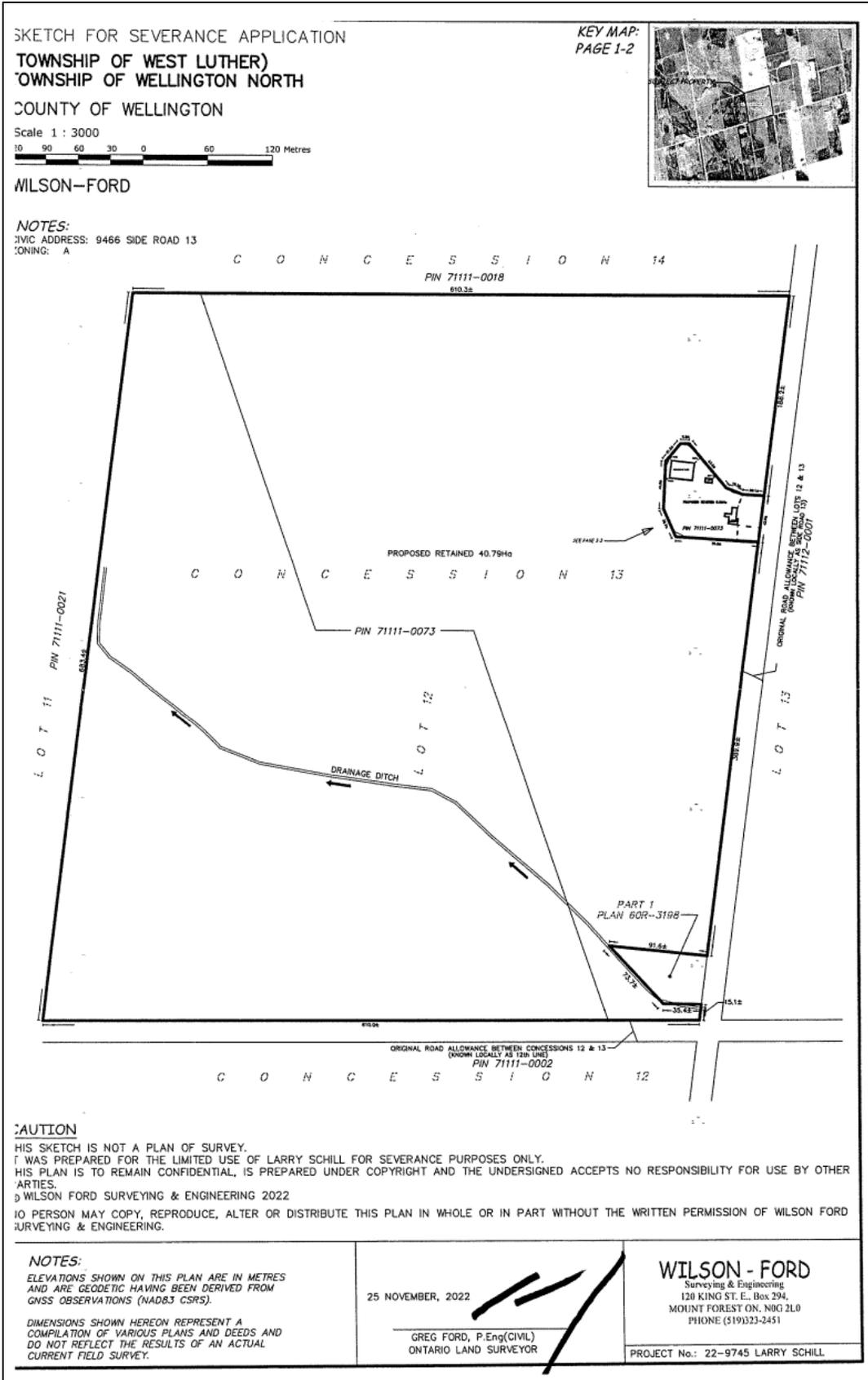
Partnerships

Municipal Infrastructure

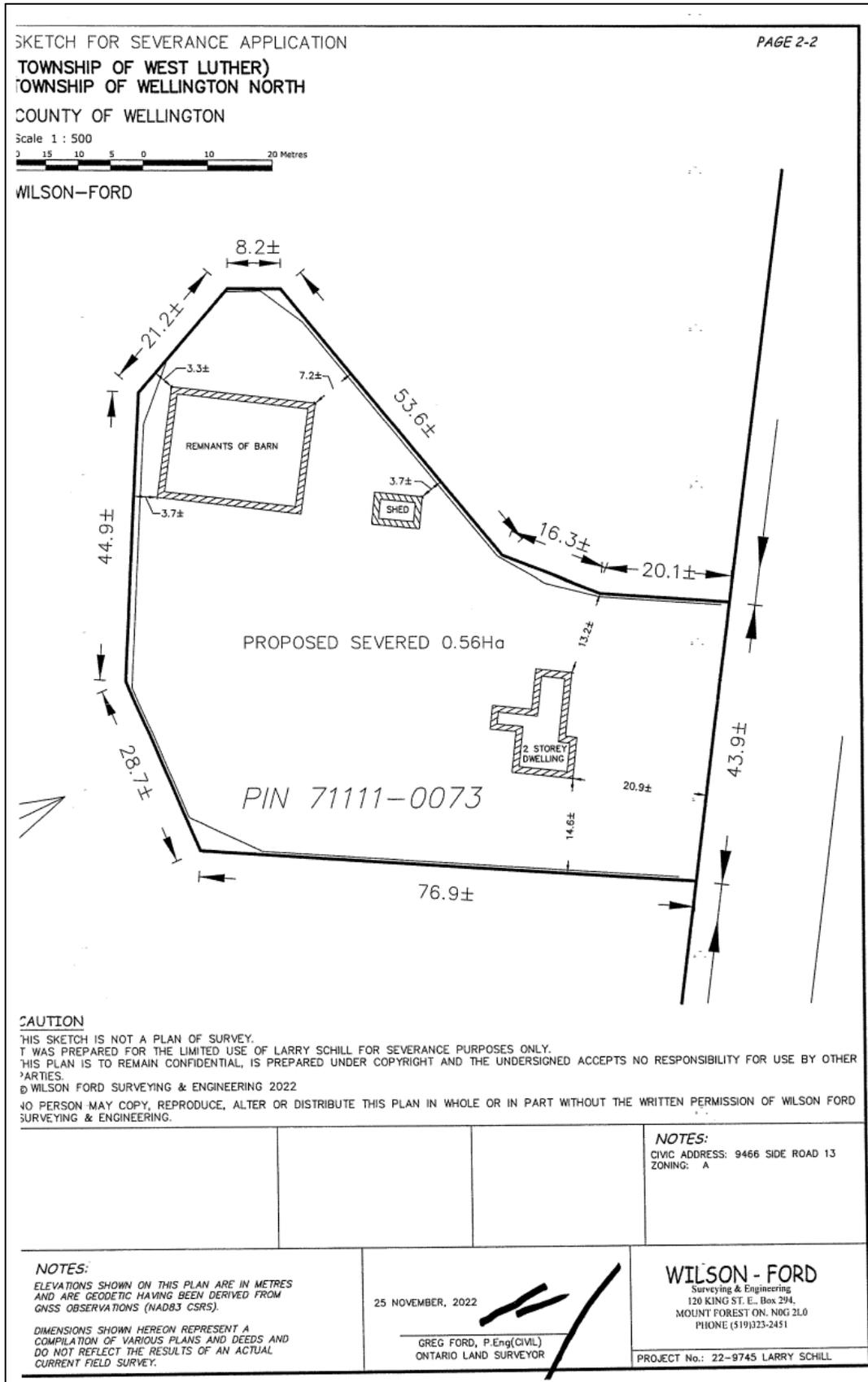
Alignment and Integration

Prepared By:	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

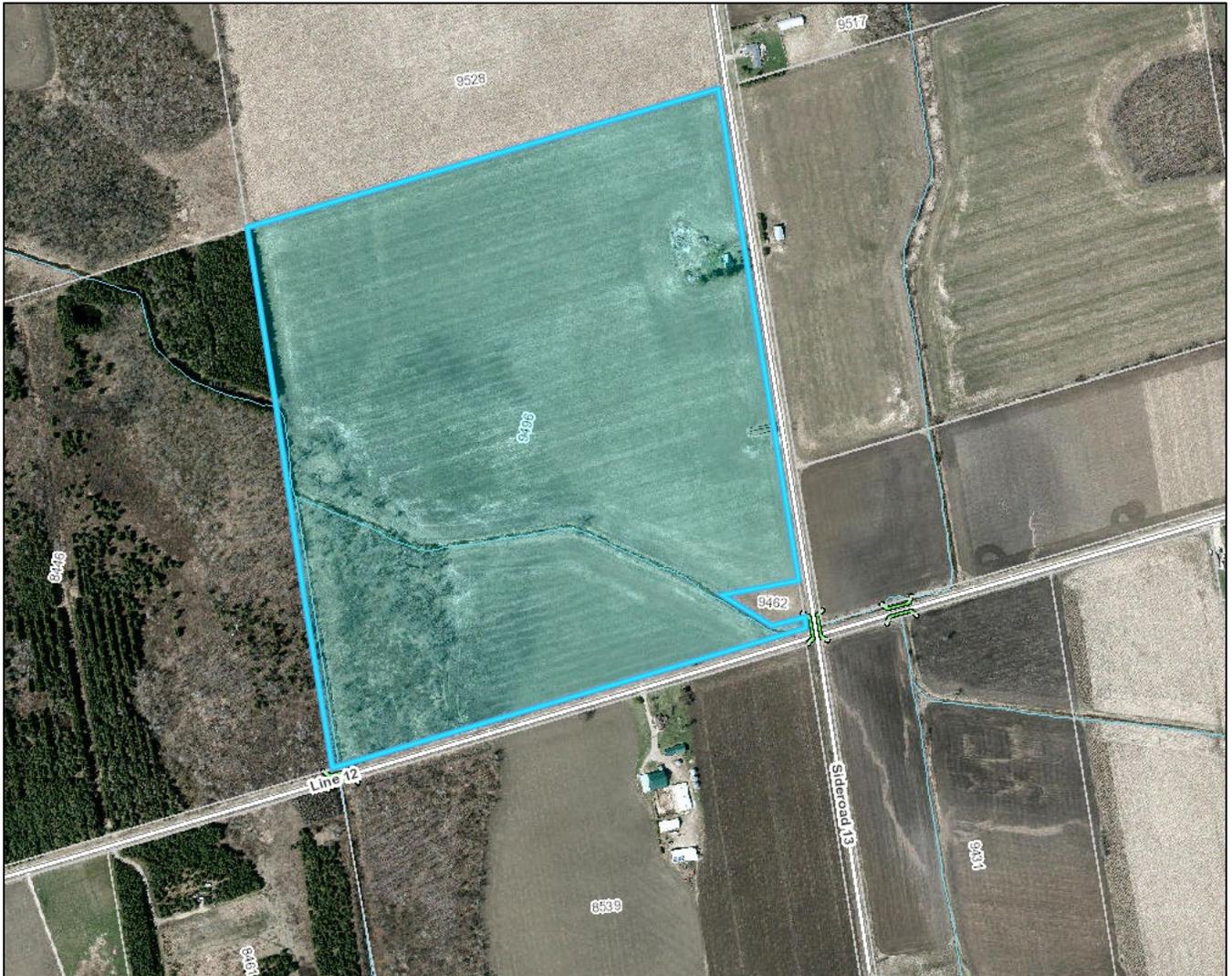
APPENDIX A – Severance Sketch



APPENDIX A – Severance Sketch



APPENDIX B – Aerial View of Subject Lands



APPENDIX C – Planning Report



Planning and Development Department | County of Wellington
 County Administration Centre | 74 Woolwich Street | Guelph ON N1H 3T9
 T 519.837.2600 | F 519.823.1694

Application	B148-22
Location	Part Lot 12 Concession 13 TOWNSHIP OF WELLINGTON NORTH (West Luther)
Applicant/Owner	Larry Schill

PRELIMINARY PLANNING OPINION: This application would sever a 0.56 ha (1.38 ac) rural residential parcel with existing dwelling, remnants of a barn and shed. A vacant 40.79 ha (100.8 ac) agricultural parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- a) That servicing on the severed lands can be accommodated to the satisfaction of the Township;
- b) That driveway access can be provided to the retained lands to the satisfaction of the appropriate road authority;
- c) That the retained lands be rezoned to restrict residential development to the satisfaction of the County of Wellington;
- d) That zoning compliance be achieved for the structure located on the severed lands to the satisfaction of the Township; and,
- e) That the barn foundation labeled as “Remnants of Barn” in the application be demolished to the satisfaction of the Township.

PLACES TO GROW: No concerns.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- a) Agricultural uses, provided lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
- b) Agricultural-related uses, provided that any new lots will be limited to a minimum size needed to accommodate the use an appropriate sewage and water services;
- c) a residence surplus to a farming operation as a result of farm consolidation, provided that
 - a. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
 - b. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and
- d) Infrastructure, where the facility or corridor cannot be accommodated through the use of easements or right-of-ways.”

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL, CORE GREENLANDS and GREENLANDS. The features present on the site are provincially significant wetlands, hazard lands, and significant woodlands. None of these features are contained within the proposed severed lot.

According to Section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and

- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.”

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), d) and e). In regards to item c), if the barn remnants are removed there is an opportunity to modify the lot line to regularize the lot lines. Item f) can be addressed as a condition of approval.

In terms of the overall farm operation, we have been provided with a farm information form including a list of other farm holdings owned by Larry Schill who operates Lardeb Farms Ltd, which demonstrates that this application would constitute a farm consolidation.

WELL HEAD PROTECTION AREA: The subject property is not located within a Well Head Protection Area.

LOCAL ZONING BY-LAW: The subject property is currently zoned Agricultural (A) zone and Natural Environment (NE) zone. The proposed severed parcel is fully within the A Zone. Both the severed and retained lands meet the minimum lot area and frontage requirements of the Agricultural zone.

The proposed severed parcel includes a shed with an approximate area of 55.7 m² (600 ft²). Further, upon a site visit, it was noted that there is another shed located on the property, but not shown on the survey sketch. Formal confirmation of setbacks and height for these structures is recommended. Staff propose a zoning relief condition, to the satisfaction of the Township, to confirm that zoning provisions for the accessory buildings are met.

SITE VISIT INFORMATION: The subject property was visited and photographed on January 6th, 2023. Notice Cards were posted, and the survey sketch appears to meet the application requirements.



Joanna Salsberg, Planner
January 10th, 2023



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council, Meeting of January 16, 2022
From: Darren Jones, Chief Building Official
Subject: CBO 2023-01 Building Permit Review Period Ending December 31, 2022

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-01 being the Building Permit Review for the period ending December 31, 2022.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2022-15 Building Permit Review Period Ending November 30, 2022
2. CBO 2022-01 Building Permit Review Period Ending December 31, 2021

BACKGROUND

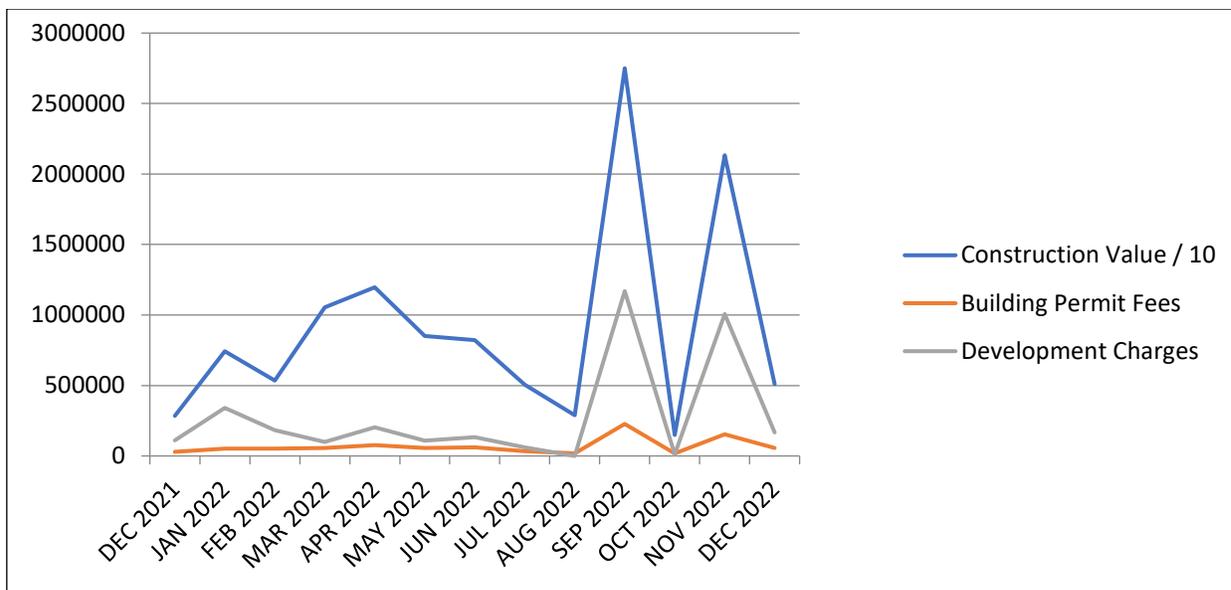
PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	DEVELOPMENT CHARGES
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Single Family Dwelling	0	0.00	0.00	0.00
Multi Family Dwelling	5	4,400,000.00	50,600.00	167,577.90
Additions / Renovations	0	0.00	0.00	0.00
Garages / Sheds	4	253,000.00	2,865.20	0.00
Pool Enclosures / Decks	0	0.00	0.00	0.00

Commercial	1	5,000.00	260.00	0.00
Assembly	0	0.00	0.00	0.00
Industrial	0	0.00	0.00	0.00
Institutional	0	0.00	0.00	0.00
Agricultural	1	450,000.00	3,035.74	0.00
Sewage System	0	0.00	0.00	0.00
Demolition	1	3,000.00	130.00	0.00

Monthly Total	12	5,111,000.00	56,890.94	167,577.90
Total Year to Date	414	110,357,371.00	884,503.67	3,303,957.09

12 Month Average	35	9,617,392.50	71,733.88	290,699.36
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10 Year Monthly Average	9	1,937,750.00	19,591.88	52,070.22
10 Year, Year to Date Average	266	44,868,001.20	389,922.45	994,519.17

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

None.

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

- Yes
 No
 N/A

Which priority does this report support?

- Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

Prepared By:	Darren Jones, Chief Building Official
Recommended By:	Brooke Lambert, Chief Administrative Officer



Staff Report

To: Mayor and Members of Council, Meeting of January 16, 2022
From: Darren Jones, Chief Building Official
Subject: CBO 2023-02 – Sewage Allocation, Mount Forest Infill

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-02 being a report on Sewage Allocation, Mount Forest Infill.

AND FURTHER THAT the Council of the Township of Wellington North allocate twenty sewage units to Mount Forest Infill.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. OPS 2021-015 being a report on the Township's sewage allocation policy
2. OPS 2022-011 being a report on the 2022 sanitary allocations

BACKGROUND

The Townships Sewage Allocation Policy, Policy Number 012-19 states the following:

SCOPE

Any development which meets all the following criteria shall require the allocation of sewage units pursuant to this policy:

- a. The development is proposed to be located within the serviced areas of the Township, as defined by the County Official Plan;
- b. The development is required or proposed to be serviced by means of connection to the Township's sanitary collection systems;
- c. The development requires approval(s) under the Planning Act or Condominium Act other than a minor variance and/or removal of a Holding provision; and
- d. If the development consists of infill lots and the development requires more than twelve sanitary sewer allotments of capacity, as determined by the Township at their sole discretion.

PROCEDURE

6. Council will grant up to 15% of the uncommitted sewage allocations per year and the Building Department will be granted 20 units of the uncommitted sewage allocations, per system, per year for infill lots. Depending on infill lot

activity the Building Department could request additional allocations from Council by staff report.

In 2022 the Building Department has allocated twenty sewage units in Mount Forest by way of ten issued building permits consisting of:

- One service connection where the existing house was serviced by private onsite sewage system;
- Three additional dwelling units (ADU's);
- Three single detached dwelling demolitions replaced by semi-detached dwellings or townhouses; and
- Three multi-unit residential building projects on existing lots.

COMMUNICATION PLAN

None

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Darren Jones, Chief Building Official
Recommended By:	Brooke Lambert, Chief Administrative Officer

1/09/23

Township of Wellington North
VENDOR CHEQUE REGISTER REPORT
Payables Management

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
78860	Abell Pest Control Inc	12/20/22	\$71.40
78861	Bell Mobility	12/20/22	\$1,162.38
78862	Berrn Consulting Ltd./AED4life	12/20/22	\$5,584.46
78863	BJ Industries Inc.	12/20/22	\$11,130.50
78864	Canadian Tire #066	12/20/22	\$181.91
78865	Chalmers Fuels Inc	12/20/22	\$3,018.77
78866	Cotton's Auto Care Centre	12/20/22	\$163.85
78867	Country Creations of Mt Forest	12/20/22	\$135.60
78868	Duncan, Linton LLP, Lawyers	12/20/22	\$4,066.13
78869	Eastlink	12/20/22	\$400.40
78870	Emission Testing on the Spot	12/20/22	\$406.80
78871	Eramosa Engineering Inc.	12/20/22	\$5,543.92
78872		12/20/22	\$580.95
78873	Horst Excavating Inc	12/20/22	\$1,183.68
78874	Farhad Hossain	12/20/22	\$98.00
78875	Hydro One Networks Inc.	12/20/22	\$883.03
78876	Ivan Ireland Backhoe	12/20/22	\$1,610.26
78877	JD Mobile Repair Service	12/20/22	\$1,728.29
78878		12/20/22	\$16.00
78879		12/20/22	\$621.14
78880	Jim Martin	12/20/22	\$200.00
78881		12/20/22	\$639.62
78882		12/20/22	\$468.00
78883	Owen Sound Highway Maintenance	12/20/22	\$23,285.23
78884	PepsiCo Beverages Canada	12/20/22	\$1,712.49
78885		12/20/22	\$406.94
78886	Royal Bank Visa	12/20/22	\$8,674.02
78887	Stempski Kelly Associates Inc.	12/20/22	\$1,695.00
78888	Sterling Backcheck Canada Corp	12/20/22	\$94.98
78889	TD Wealth	12/20/22	\$807.20
78890	Architects Tillmann Ruth Robin	12/20/22	\$25,248.44
78891	Township of Centre Wellington	12/20/22	\$1,086.53
78892	Enbridge Gas Inc.	12/20/22	\$2,760.19
78893	Wajax	12/20/22	\$527.73
78894	Ward & Uptigrove Consulting &	12/20/22	\$508.50
78895	Waste Management	12/20/22	\$1,279.27
78896	Well Cty Fire Chiefs Assoc	12/20/22	\$250.00
78897	Workplace Safety & Ins Board	12/20/22	\$8,968.72
EFT0004459	Arthur Home Hardware Building	12/20/22	\$1,709.15
EFT0004460	B M Ross and Associates	12/20/22	\$9,531.57

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0004461		12/20/22	\$90.00
EFT0004462	CARQUEST Arthur Inc.	12/20/22	\$67.91
EFT0004463	Cimco Refrigeration	12/20/22	\$5,566.62
EFT0004464	Coffey Plumbing, Div. of KTS P	12/20/22	\$207.92
EFT0004465	Cordes Enterprise	12/20/22	\$926.99
EFT0004466	Corporate Express Canada Inc.	12/20/22	\$528.15
EFT0004467	Cover-Ups Carpet & Flooring	12/20/22	\$15.20
EFT0004468	Croskill Overhead Doors Ltd.	12/20/22	\$323.97
EFT0004469	County of Wellington	12/20/22	\$960.00
EFT0004470	Canadian Union of Public Emplo	12/20/22	\$1,587.72
EFT0004471	Delta Elevator Co. Ltd.	12/20/22	\$946.03
EFT0004472	Central Square Canada Software	12/20/22	\$2,214.80
EFT0004473	Dominion Voting Systems Corpor	12/20/22	\$13,079.75
EFT0004474	Excel Business Systems	12/20/22	\$698.33
EFT0004475		12/20/22	\$175.00
EFT0004476	Helm MSP Inc.	12/20/22	\$672.01
EFT0004477	HETEK Solutions Inc.	12/20/22	\$1,446.40
EFT0004478	Hort Manufacturing (1986) Ltd.	12/20/22	\$1,147.18
EFT0004479	Ideal Supply Inc.	12/20/22	\$154.25
EFT0004480	Innovative Access Technologies	12/20/22	\$237.30
EFT0004481	International Trade Specialist	12/20/22	\$158.97
EFT0004482	Maple Lane Farm Service Inc.	12/20/22	\$1,635.83
EFT0004483	Midwest Co-operative Services	12/20/22	\$163.65
EFT0004484	Ont Mun Employee Retirement	12/20/22	\$50,987.86
EFT0004485	Ontario One Call	12/20/22	\$144.78
EFT0004486	Ont Clean Water Agency	12/20/22	\$40,554.58
EFT0004487	Purolator Inc.	12/20/22	\$5.25
EFT0004488	Reeves Construction Ltd	12/20/22	\$666.70
EFT0004489	Risolv IT Solutions Ltd	12/20/22	\$11,952.00
EFT0004490	Saugeen Community Radio Inc.	12/20/22	\$731.11
EFT0004491	SGS Canada Inc.	12/20/22	\$2,481.48
EFT0004492	Stephen Hale	12/20/22	\$1,830.60
EFT0004493	Suncor Energy Inc.	12/20/22	\$5,732.81
EFT0004494	Terryberry	12/20/22	\$2,184.81
EFT0004495	Triton Engineering Services	12/20/22	\$12,492.84
EFT0004496	Upanup Studios Inc.	12/20/22	\$1,695.00
EFT0004497		12/20/22	\$28.24
EFT0004498	Wellington North Power	12/20/22	\$10,136.65
EFT0004499	Work Equipment Ltd.	12/20/22	\$214,587.00
EFT0004500	Young's Home Hardware Bldg Cen	12/20/22	\$537.28
78898	Abell Pest Control Inc	1/04/23	\$66.92
78899	Avertex Utility Solutions Inc.	1/04/23	\$5,618.36
78900	B.C. Construction	1/04/23	\$10,441.20
78901	Blue Grotto Global Investments	1/04/23	\$1,900.00
78902		1/04/23	\$1,900.00
78903	Brenwood Signs	1/04/23	\$2,917.56

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
78904	Broadline Equipment Rental Ltd	1/04/23	\$63.14
78905	C & G CONCRETE	1/04/23	\$11,392.49
78906		1/04/23	\$150.00
78907	Evans Utility & Mun Products	1/04/23	\$1,307.41
78908	High Time	1/04/23	\$168.37
78909	Jim's Auto Service	1/04/23	\$509.01
78910	Kronos Canadian Systems Inc.	1/04/23	\$1,175.20
78911	Mount Forest Foodland	1/04/23	\$47.45
78912		1/04/23	\$580.00
78913	The Murray Group Limited	1/04/23	\$47,774.25
78914	OMTRA	1/04/23	\$531.10
78915	Premier Equipment Ltd.	1/04/23	\$272.71
78916	Shawday Autobody Inc.	1/04/23	\$6,063.67
78917		1/04/23	\$32.76
78918		1/04/23	\$46.50
78919	Telizon Inc.	1/04/23	\$743.08
EFT0004501	ACE, Accent Electronic Control	1/04/23	\$4,022.80
EFT0004502	Agrisan SC Pharma	1/04/23	\$10,754.22
EFT0004503	Arthur Chrysler Dodge Jeep Lim	1/04/23	\$117.69
EFT0004504	Arthur Home Hardware Building	1/04/23	\$441.72
EFT0004505	Arthurs Fuel	1/04/23	\$1,879.30
EFT0004506	Artic Clear 1993 Inc.	1/04/23	\$51.00
EFT0004507		1/04/23	\$84.73
EFT0004508	BackSpace Computer	1/04/23	\$3,955.00
EFT0004509	Brandt Cambridge	1/04/23	\$2,878.21
EFT0004510		1/04/23	\$169.49
EFT0004511	Canada's Finest Coffee	1/04/23	\$164.80
EFT0004512	CARQUEST Arthur Inc.	1/04/23	\$229.35
EFT0004513	Carson Supply	1/04/23	\$46.78
EFT0004514	City of Guelph	1/04/23	\$1,771.28
EFT0004515	Clark Bros Contracting	1/04/23	\$1,118.70
EFT0004516	ClearTech Industries Inc.	1/04/23	\$321.32
EFT0004517	Coffey Plumbing, Div. of KTS P	1/04/23	\$987.62
EFT0004518	Cordes Enterprise	1/04/23	\$1,234.53
EFT0004519	Corporate Express Canada Inc.	1/04/23	\$369.16
EFT0004520	Cox Construction Limited Guelp	1/04/23	\$375,578.36
EFT0004521	County of Wellington	1/04/23	\$21,922.96
EFT0004522	CW AND COMPANY	1/04/23	\$2,919.07
EFT0004523	Decker's Tire Service	1/04/23	\$299.45
EFT0004524		1/04/23	\$80.00
EFT0004525	Drexler Construction Limited	1/04/23	\$215,069.46
EFT0004526	Eric Cox Sanitation	1/04/23	\$10,464.99
EFT0004527		1/04/23	\$285.89
EFT0004528	GSP Group	1/04/23	\$1,214.75
EFT0004529	Helm MSP Inc.	1/04/23	\$247.47
EFT0004530	Hort Manufacturing (1986) Ltd.	1/04/23	\$211.23

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0004531	Huronina Welding	1/04/23	\$85.00
EFT0004532	Ideal Supply Inc.	1/04/23	\$333.23
EFT0004533	International Trade Specialist	1/04/23	\$168.17
EFT0004534	KORE Mechanical Inc.	1/04/23	\$8,821.75
EFT0004535	Kraemer LLP	1/04/23	\$661.05
EFT0004536	K Smart Associates Limited	1/04/23	\$2,591.94
EFT0004537	Maple Lane Farm Service Inc.	1/04/23	\$143.72
EFT0004538	Marcc Apparel Company	1/04/23	\$2,274.71
EFT0004539	Martin Drainage	1/04/23	\$6,703.58
EFT0004540	Mike Lucas	1/04/23	\$616.98
EFT0004541	Moorefield Excavating Limited	1/04/23	\$1,220.40
EFT0004542	Midwest Co-operative Services	1/04/23	\$75.24
EFT0004543	Ont Clean Water Agency	1/04/23	\$9,253.03
EFT0004544	Print One	1/04/23	\$536.75
EFT0004545	Purolator Inc.	1/04/23	\$5.25
EFT0004546	Resurfice Corporation	1/04/23	\$50.85
EFT0004547	Risolv IT Solutions Ltd	1/04/23	\$161.85
EFT0004548	ROBERTS FARM EQUIPMENT	1/04/23	\$60.46
EFT0004549	Rochester Midland Canada Corpo	1/04/23	\$1,653.60
EFT0004550		1/04/23	\$532.50
Total Amount of Cheques:			\$1,306,736.59



Staff Report

To: Mayor and Members of Council
Meeting of January 16, 2023

From: Farhad Hossain, Director of Finance

Subject: Report TR2023-02 Being a report on the 2023 Municipal Insurance Renewal

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report TR 2023-02 being a report on the 2023 Municipal Insurance Renewal.

AND FURTHER THAT Council endorses the staff recommendation to modify coverage value for the three identified properties to current value with depreciation.

AND FURTHER THAT Council accepts December 19, 2022 renewal proposal for the year beginning January 31, 2023, with the recommended modifications.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

Coburn Insurance presentation of December 19, 2022

BACKGROUND

The Township's insurance broker, Coburn Insurance Brokers Ltd, presented the insurance renewal proposal for 2023 in the December 19 Council meeting. The broker and the insurer, Intact Public Entities, recommended a 22% aggregate premium increase for 2023 over 2022. The broker cited a significant increase in property replacement cost values, inflation, and population growth as the main drivers behind the significant increase in premiums. After reviewing the proposal, Council directed staff to bring a report considering options for reducing the premium to a future Council meeting.

The staff has worked with the broker and explored various options for reducing the premium. Increasing the deductible, reducing coverage value, and securing a quote from another insurer were considered for the purpose of reducing premium cost. The last option was ruled out as the Township has recently concluded the marketing of the Township's insurance portfolio and onboarded Intact Public Entities as the new insurer in 2022. Moreover, other municipalities are also experiencing similar premium increases because the insurance marketplace is undergoing

a period of adjustments, mainly in the cyber and property categories. Property insurance rates have continued to increase for the last 19 quarters and cyber insurance premium has doubled recently. Consequently, staff focused on evaluating the impact of increasing deductible and decreasing coverage value for the premium reduction.

FINANCIAL CONSIDERATIONS

Increased Deductible:

Currently, the Township has a deductible limit of \$50,000. Increasing the deductible to \$75,000 will save the Township \$4,077, and increasing it to \$100,000 will save \$5,332 in premiums. The doubling of the Township's deductible amount only saves a 1.64% ($5,332/324,782$) premium. It is important to note here that the Township increased the deductible last year from \$25,000 to \$50,000, and that saved around ~\$12,700 in premiums. As a result, premium saving from increasing the deductible to \$75,000 or \$100,000 does not worth the additional self-insurance and risk exposure. Consequently, staff recommends keeping the deductible at the current level, at \$50,000.

Limiting coverage value / under-insuring some properties:

As part of the onboarding agreement, Township's insurance carrier, Intact Public Entities, has conducted a risk management inspection of the Township's properties and updated the properties' replacement cost values. This exercise resulted in an increase of over \$17.6 million in property replacement value (\$62.2 million in 2022 and \$79.8 million in 2023). Consequently, property premiums increased by \$28,631 from \$57,960 in 2022 to \$86,591 in 2023. The \$28,631 increase in premium represents an 8.82% increase out of the 22% proposed increase in premium.

Considering the above, staff has reviewed Township's properties and identified three properties where coverage value could be modified. The alternatives to replacement value coverage are current value with depreciation (ACV) and demo and debris value. Staff has identified three properties where insurance coverage could be modified to demo and debris values or current value with depreciation. The identified properties are Senior Citizens Centre (244 Isabella Street East, Arthur, Ontario), Mount Forest Old Community Centre (320 King Street East, Mount Forest, Ontario), and Former Sacred Heart School (9135 Highway 6, Kenilworth, Ontario). Considering coverage to ACV limits saves \$8,612, and demo and debris values limits save \$14,875. These three properties were insured at around half the ACV value in 2022 (\$2.2 million in 2022; 2023 ACV value \$4.3 million and replacement value \$10 million). On balance, staff recommends reducing coverage for these three properties from replacement value to current value with depreciation (ACV). Table 1 summarizes premium savings and various coverage limits.

Building	Replacement Limit	ACV Limits	Demo & Debris Limits	ACV Savings	Demo & Debris value Savings
Senior Citizens Centre	948,000	332,100	53,700	1,135	1,659
MF Old Community Centre	6,785,500	3,192,400	377,700	6,809	12,239
Former Sacred Heart School	2,320,500	811,700	110,500	668	977
	10,054,000	4,336,200	541,900	8,612	14,875

Table 1: Premium savings based on demo and debris values or current value with depreciation

Conclusion:

In summary, Staff recommends accepting the renewal proposal presented on December 19 with coverage modification for the three identified properties to current value with depreciation. It saves the Township \$8,612 and brings down the aggregate premium increase to below 20% from the proposed 22%.

ATTACHMENTS

N/A

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Farhad Hossain, Director of Finance	<i>Farhad Hossain</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

**Township of Wellington North
Reserves and Reserve Funds Summary (Provisional)
November 30, 2022**

Name of Reserve and Reserve Funds	Beginning Balance	Change	Ending Balance
Development Charges	-2,826,745.08	-1,592,978.40	-4,419,723.48
Other Obligatory Reserve Funds	-1,470,456.80	216,267.72	-1,254,189.08
Taxation Reserve Funds	-6,431,682.09	855,350.30	-5,576,331.79
Taxation Reserves	-2,047,566.08	388,044.80	-1,659,521.28
User Fee Reserve Funds	-7,233,669.04	-473,421.93	-7,707,090.97
Grand Total	-20,010,119.09	-606,737.51	-20,616,856.60

Township of Wellington North
Reserves and Reserve Funds Details (Provisional)
November 30, 2022

Name of Reserve and Reserve Funds	Beginning Balance	Change	Ending Balance
Development Charges			
Building By-Law D.C.'s	0.00	121,588.31	121,588.31
Equity - WN Sewer Development Charge	-1,607,102.35	-1,019,245.13	-2,626,347.48
WN admin dev chges - surplus	-10,691.93	-7,846.15	-18,538.08
WN Fire dev chges - surplus	-209,437.69	-17,955.25	-227,392.94
WN indoor rec dev chges - surplus	-203,692.12	-123,086.60	-326,778.72
WN ourdoor rec dev chges - surplus	-31,685.82	-7,240.16	-38,925.98
WN roads dev charges suplus	-339,464.79	-178,467.71	-517,932.50
WW - Development charges	-424,670.38	-360,725.71	-785,396.09
Development Charges Total	-2,826,745.08	-1,592,978.40	-4,419,723.48
Other Obligatory Reserve Funds			
Cash in Lieu of Parkland	-295,596.97	-63,526.63	-359,123.60
Gas Tax reserve fund	-1,174,859.84	279,794.35	-895,065.49
Other Obligatory Reserve Funds Total	-1,470,456.81	216,267.72	-1,254,189.09
Taxation Reserve Funds			
Building Permit Reserve Fund	-364,689.95	-59,038.43	-423,728.38
C&I Land Sales - Equity	-2,128,092.38	-171,047.06	-2,299,139.44
Capital Equipment Reserve Fund	-1,113,538.62	599,417.79	-514,120.83
Capital Infrastructure Reinvestment Reserve Fund	-1,376,451.36	643,208.39	-733,242.97
Fire	-657,474.98	-68,291.55	-725,766.53
Perpetual care Res fd	-62,392.35	-4,649.55	-67,041.90
Streetlights Res Fd - surplus	-191,076.64	-4,022.94	-195,099.58
WNP Deb Repayment Res Fd	-537,965.81	-80,226.35	-618,192.16
Taxation Reserve Funds Total	-6,431,682.09	855,350.30	-5,576,331.79

Taxation Reserves

Reserve for Community Improv. Program	-7,639.74	-5,000.00	-12,639.74
Reserve for Election	-80,000.00	22,500.00	-57,500.00
Reserve for Property Maintenance	-459,926.34	-124,550.00	-584,476.34
Reserve for Working Capital	-1,500,000.00	495,094.80	-1,004,905.20
Taxation Reserves Total	-2,047,566.08	388,044.80	-1,659,521.28

User Fee Reserve Funds

SS - Reserve Fund	-2,274,247.61	-26,441.83	-2,300,689.44
WW Reserve Fund	-4,959,421.43	-446,980.10	-5,406,401.53
User Fee Reserve Funds Total	-7,233,669.04	-473,421.93	-7,707,090.97
Grand Total	-20,010,119.10	-606,737.51	-20,616,856.61



WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of January 16, 2023

From: Matthew Aston, Director of Operations

Subject: Report OPS 2023-001 being a report on the proposed work plan for the Mount Forest Outdoor Pool and Aquatics Centre

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information Report OPS 2023-001 being a report on the proposed work plan for the Mount Forest Outdoor Pool and Aquatics Centre for information;

AND FURTHER THAT Council approve, in principle, the work plan as presented within this report.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

Report RPL 2021-012 being a report on the Mount Forest Outdoor Pool

Report OPS 2021-030 being a report on the award of the concept design of a pool and aquatics facility

Report RPL 2021-022 being a report on the public consultation for the concept design for the new Mount Forest Outdoor Pool and Aquatics Facility

Report RPL 2022-006 being a report on Mount Forest outdoor pool and aquatics centre open house

Report RPL 2022-007 being a report on the Mount Forest outdoor pool community survey

Report OPS 2022-021 being a report on the conceptual design for the new Mount Forest Outdoor Pool and Aquatics Centre

BACKGROUND

In 2018, Wellington North completed a Recreation Master Plan that addressed the current status of recreation services in the community as well as looked ahead at how they might change in the future as the community grows and evolves.

Aquatics, specifically the provision of outdoor swimming services, has long been a tradition in both Arthur and Mount Forest. The Township offers swimming lessons, certification programs and recreational activities to young and “not so young”.

With the 2022 decision to close the Roy Grant pool, due to rising maintenance and operational costs, Township initiated a broader community conversation around the potential of a new Mount Forest outdoor pool. The following details the steps to date, as well as the next steps planned to work through this project.

Steps to date:

Winter 2022	Council approved \$576,000 as part of the 2022 capital budget for pool design work
Spring 2022	Architects Tillman Ruth Robinson brought forward three conceptual design for a new Mount Forest Outdoor Pool and Aquatics Centre – Recreation focussed, Land Swim Focussed and Hybrid
March 23, 2022	Township hosted public open house to present and discuss conceptual designs with the community
March – April 2022	Township recieved feedback via public survey on conceptual designs as presented
May 2022	Township staff brought results of public survey for discussion to Recreation, Parks and Leisure Committee
Summer 2022	Township Council direct staff to bring a modified conceptual design, concept design #4, for consideration and approval; Pool was a standing item on Council agenda during the summer months
August 2022	Township Council approve conceptual design #4 and direct staff to proceed to schematic design; Township Council further directed staff to investigate the option of engaging a professional fundraising service provider to support project fundraising efforts
Winter 2023	Architect completed schematic design and provided probable cost estimate to plus or minus twenty percent included within this report

Proposed Next Steps:

Winter 2023	Township Council reviews schematic design and probable cost estimate and provides further direction to Township staff
Winter/Spring 2023	Council decision point – “go or no go” (2023 capital budget)
Summer 2023	Architect completes design development and provides probable cost estimate to plus of minus ten percent

Fall 2023	Township Council reviews design development and probable cost estimate and provides further direction to Township staff
Winter 2024	Architect completes detailed design and specification for tendering
Winter 2024	Council decision point – “go or no go” (2024 capital budget)
Spring 2024	Tender
Spring / Summer 2024	Construction
Fall 2024	Completion of construction
Summer 2025	New Mount Forest Outdoor Pool and Aquatics Centre open for its inaugural season

Design Process:

The following table outlines the anticipated design process for the pool. The Township is currently working through the Schematic Design (Phase 2).

Design Phase	Estimated Duration	Estimated Cost (approx.)
1. Conceptual Design Development <ul style="list-style-type: none"> - Develop three conceptual design for public consultation - Council received feedback - Council approved preferred conceptual design 	Eight Months	\$20,000
2. Schematic Design <ul style="list-style-type: none"> - Develop a dimensioned design - Develop internal layout for bathhouse - Engage structural, civil, mechanical and electrical engineering team members - Engage cost consultant to provide probable cost estimate \pm 20% 	Four Months	\$60,000
3. Design Development <ul style="list-style-type: none"> - Structural, civil, mechanical and electrical design briefs are developed - Additional features / enhancements can be added at this time - Cost consultant to provide probable cost estimate \pm 10% 	Four Months	\$75,000
4. Detailed or Construction Design	Four Months	\$200,000

<ul style="list-style-type: none"> - Competition of design documents - Preparation of tender documents and specification - Cost consultant to provide probable cost estimate \pm 5% 		
5. Project Tender	Two Months	Nominal
6. Project Construction <ul style="list-style-type: none"> - Contract administration and inspection 	Eight Months	\$150,000
TOTALS		\$455,00

Professional Fundraising:

Township staff have talked with several professional fundraising corporations and, if desired, Township could engage a professional fundraiser to support this project. Some considerations for Council based on these conversations:

- Fundraising for a community pool is often more difficult than fundraising related for a local hospital or other community focused infrastructure;
- Fundraising corporations can implement a project where they try to determine fundraising capacity of the catchment area, or community for a particular project; and
- Some fundraising corporations are very focussed at bringing larger corporate players to the table for project support, i.e. that's their business model.

Depending on the scope of the project, engagement with a fundraising corporation could be in the range of \$25,000 to \$500,000 or beyond. Many firms also differ in their compensation models, with a mix of both fixed rates and commissions, based on a percentage of the revenue generated. It should also be noted that Township staff resources are often involved in the process in order for it to be a successful campaign.

FINANCIAL CONSIDERATIONS

The probable cost estimate for the proposed Mount Forest Outdoor Pool and Aquatics Centre (Schematic Design) is \$5.3 million based on the Council approved design for the new outdoor pool. This cost is subject to change but based on best information available during the fall 2022.

It should be noted that significant risk remains related to the cost of this project. For example in 2022, the Township saw very high increases for other capital projects due to inflation, supply chain and labour challenges.

While it is anticipated that some of this cost could potentially be offset by a mixture of grants and community fundraising efforts, the Township should be prepared to fund the project fully if needed. Based on the current estimate, it is likely that funding sources would include a combination of:

- Debt with associated increase to tax levy
- Reserve Fund contributions

The Budget for the Design Process (\$576,000) was approved as part of the 2022 Budget Process. To date approximately 75 K has been expended.

ATTACHMENTS

- Schedule A – Cost Report
- Schedule B – Schematic of New Outdoor Pool Design

STRATEGIC PLAN 2019 – 2022

Do the report’s recommendations align with our Strategic Areas of Focus?

- Yes
- No
- N/A

Which priority does this report support?

- Modernization and Efficiency
- Municipal Infrastructure
- Partnerships
- Alignment and Integration

Prepared By:	Matthew Aston, Director of Operations	<i>Matthew Aston</i>
Recommended By:	Brooke Lambert, CAO	<i>Brooke Lambert</i>



**WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario**

CLASS "D" ESTIMATE "FINAL"

prepared for:

TILLMAN RUTH ROBINSON ARCHITECTS
200 Queens Ave - Suite 200
London, Ontario
N6A 1J3

prepared by:

MARSHALL & MURRAY INCORPORATED
625 Wellington Street
London, Ontario
N6A 3R8

December 19, 2022

L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Quantity Surveyors and Development Consultants

625 Wellington Street, London, Ontario N6A 3R8 Tel: (519) 433-3908 Fax: (519) 433-9453
Suite 414, 120 Carlton Street, Toronto, Ontario M5A 4K2 Tel: (416) 928-1993 Fax: (416) 928-0895
1379 Bank Street, Suite 301, Ottawa, Ontario K1H 8N3 Tel: (613) 230-3115 Fax: (613) 230-4091
E-mail: main@marshallmurray.com Website: www.marshallmurray.com



December 19, 2022

TILLMAN RUTH ROBINSON ARCHITECTS

200 Queens Ave - Suite 200
London, Ontario
N6A 1J3

Attention: Mr. Scott Robinson

**Re: WELLINGTON NORTH - NEW OUTDOOR POOL & AQUATIC FACILITY -
Mount Forest, Ontario**

Dear Scott,

Please find enclosed a copy of our Class "D" Estimate "Final" for the above note project for your review and comment.

If you have any questions or require further information, please do not hesitate to contact our office.

Yours truly,

MARSHALL & MURRAY INC.

Stephen Cahill
Cost Consultant

Ted Hyde, PQS, GSC, LEED AP
Cost Consultant

Quantity Surveyors and Development Consultants

625 Wellington Street, London, Ontario N6A 3R8 Tel: (519) 433-3908 Fax: (519) 433-9453
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CLASS "D" ESTIMATE "FINAL"

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SECTION 1

PROJECT OVERVIEW

a) EXECUTIVE SUMMARY

This report prepared by Marshall & Murray Inc. is classified as a Class "D" Estimate "Final".

Marshall & Murray Inc. were retained to provide a realistic **Total Projected Construction Cost** budget for the redevelopment at Wellington North.

The project is located in Mount Forest, Ontario.

The proposed redevelopment would consist of a new addition of an aquatic change room facility, outdoor pool and associated sitework.

The proposed redevelopment is being designed by Tillman Ruth Robinson Architects Inc.

The estimate presented here is based on the drawings received from the design team, meetings, and oral information.

The **Total Projected Construction Cost** is estimated at: **\$5,278,481**

The above amount excludes Separate and Alternate prices. A detailed breakdown of the amount can be found in the following Section 1b).

This estimate is priced in November 2022 dollars. Escalation during construction has been included in the estimate. Projected escalation to time of tender is identified separately if requested.

We are unable at this time to determine the projected construction cost implications due to the Coronavirus COVID-19 but have included allowances for this impact if any.

We are currently experiencing a very active construction market which could result in bids varying greatly from our indicated amount due to lack of bidders, escalating material costs and lack of suppliers holding prices or delivery dates.

This estimate has been priced, based on a standard CCDC 2 – Stipulated Sum Contract. It does not include for any additional costs associated with the Alternate Financing Procurement method.

The construction cost includes all labour, materials, plant, sub-contractors' overheads and profit, and the general contractor's overheads and profit.

Please review the exclusions as noted in Section 1 k) Exclusions to Construction Cost.

If you have any questions or require further information, please do not hesitate to contact our office.

Stephen Cahill
Email: scahill@marshallmurray.com
Ph: 519-433-3908
Fax: 519-433-9453

Ted Hyde, PQS, GSC, LEED AP
Email: thyde@marshallmurray.com
Ph: 519-433-3908
Fax: 519-433-9453

b) PROJECTED CONSTRUCTION COST SUMMARY

DESCRIPTION	CLASS "D" ESTIMATE "FINAL"		
	GFA(SF)	COST/SF	AMOUNT
A. NEW OUTDOOR POOL & AQUATIC FACILITY			
1.0 NEW BUILD	2,873	628.10	1,804,525
NEW AQUATIC FACILITY	2,873	628.10	1,804,525
2.0 OTHER ASSOCIATED COSTS			3,473,956
SITE DEVELOPMENT / LANDSCAPING			3,473,956
ABNORMAL SOIL CONDITIONS / CONTAMINATED SOIL			EXCLUDED
PREMIUM TIME / AFTER-HOURS WORK			EXCLUDED
CONSTRUCTION PHASING			EXCLUDED
LEED CERTIFICATION			EXCLUDED
SIGNAGE & WAYFINDING			EXCLUDED
MOVING COSTS			EXCLUDED
MARKET / SUPPLY CHAIN CONDITIONS			EXCLUDED
COVID-19 IMPACTS			EXCLUDED
ART INSTALLATION			EXCLUDED
3.0 ESCALATION			0
ESCALATION TO TIME OF TENDER (ALLOW 7.0% P.A.)			EXCLUDED
TOTAL NEW OUTDOOR POOL & AQUATIC FACILITY	<u>2,873</u>	1,837.27	<u>\$5,278,481</u>
ANCILLARY COSTS (PROFESSIONAL FEES, PERMITS, TAXES, ETC.)			EXCLUDED
FURNISHINGS AND EQUIPMENT			EXCLUDED
LOCATION FACTOR			EXCLUDED
SCOPE CONTINGENCY			EXCLUDED
POST CONTRACT CONTINGENCY (ON CONSTRUCTION)			EXCLUDED
ANTICIPATED ESCALATION TO TIME OF TENDER			EXCLUDED
TOTAL PROJECT COST			<u>5,278,481</u>

c) METHOD OF MEASUREMENT

This estimate has been prepared by measurement of quantities from the drawings received from the design team, Tillman Ruth Robinson Architects Inc.

Unit costs, allowances, and contingencies were applied to these quantities to reflect market conditions and provide a realistic budget based on comparable projects with similar size and scope of works.

d) GROSS FLOOR AREA

NEW CHANGE ROOM	267	M2	2,873 SF
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e) PRICING

This estimate is priced in November 2022 dollars expecting 3-6 qualified competitive General Contractors and Sub-Contractors. Bids will vary due to fluctuating market conditions, proprietary product vendors, lack or surplus bidders and bidder's perception of risk.

We are unable at this time to determine the projected construction cost implications due to the Coronavirus COVID-19 but have included any allowances for this impact if any.

We are currently experiencing a very active construction market which could result in bids varying greatly from our indicated amount due to lack of bidders, escalating material costs and lack of suppliers holding prices or delivery dates.

f) TAXES

The Harmonized Sales Tax (H.S.T.) is excluded.

g) MECHANICAL AND ELECTRICAL COSTS

Mechanical and Electrical Costs included in this estimate were based on information provided by the Consultants.

h) SITE SERVICES

This includes allowances for mechanical, electrical, civil site services, soft, and hard landscaping.

i) CONTINGENCY

At this stage of the project, a 10.0% design contingency has been allowed. This is to cover unknown details in design and construction, layout variations and material selections but excludes any scope increases.

j) GENERAL REQUIREMENTS AND FEES

General Requirements - General Contractors Overhead is taken at:	12.0%
Fee - General Contractors Profit is taken at:	4.0%

k) EXCLUSIONS TO CONSTRUCTION COST

- Phasing
- Price Escalation
- Soft Costs
- Professional and Design Fees
- Furniture and Loose Equipment
- Development Charges and Levies
- Financing Costs
- Relocation Costs
- Market volatility
- Escalation to Time of Tender
- COVID-19 / Pandemic Impact Costs
- Abnormal Soil Conditions
- Contaminated Soil
- Project Management
- Harmonized Sales Tax (H.S.T.)
- Inspection and Testing
- Post Contract Contingencies
- Window Drapes/Curtains, and Art Work
- Premium Labour
- Project Scope Contingency
- Winter heat to shell construction
- Asbestos Abatement

l) STATEMENT OF PROBABLE COSTS

This estimate represents a professional opinion of the probable costs for this project. Marshall & Murray Incorporated cannot guarantee that the actual project cost will not vary from this opinion.

m) ONGOING COST CONTROL

The project is still within the early stages of design and thus the full scope and design specifications have not been clearly determined. The estimate makes assumptions for all elements not clearly defined on the drawings. These assumptions are listed within the detailed estimate.

To alleviate a portion of the risk, a design and pricing contingency allowance has been included to accommodate for future design tweaks. However if there is a significant amount of design changes as the project progresses, they could result in an increase in cost that cannot be covered by the design and pricing contingency allowance. At this stage we consider the risk high, and would request that the design team review and provide comment with regards to the design detail included within the estimate.

We recommend that the estimate contained herein be reviewed thoroughly by the project team. Any comments or suggestions should be forwarded as soon as possible. We also recommend that further estimates be prepared once a firm design has been established.

n) DOCUMENTS LIST

The following list of drawings was received from Tillman Ruth Robinson Architects Inc.
The noted drawings were used to complete Marshall and Murray's Class "D" Estimate "Final".

	<u>Printed / Revision Date</u>	<u>Date Received</u>
Architectural		
Site plan	October 18, 2022	October 19, 2022
Proposed floor plan	October 18, 2022	October 19, 2022
E & W elevation	October 18, 2022	October 19, 2022
South elevation	October 18, 2022	October 19, 2022
North elevation	October 18, 2022	October 19, 2022
Interior elevations (3 pgs)	October 18, 2022	October 19, 2022
Floor finish plan	October 18, 2022	October 21, 2022
Reflected ceiling plan	October 18, 2022	October 21, 2022
Proposed pool plan	September 27, 2022	October 19, 2022
Proposed pool sections	September 27, 2022	October 19, 2022
Pool design brief	September, 2022	October 19, 2022
Mechanical		
Mechanical brief	October 14, 2022	October 19, 2022
Mechanical plan	October 13, 2022	October 19, 2022
Electrical		
Electrical brief	October 14, 2022	October 19, 2022

SECTION 2

CHANGE ROOM ADDITION

WELLINGTON NORTH		ELEMENTAL COST SUMMARY				December 19, 2022			
NEW OUTDOOR POOL & AQUATIC FACILITY		DETAILED ESTIMATE - NEW AQUATIC FACILITY CHANGE ROOM				CLASS "D" ESTIMATE "FINAL"			
Mount Forest, Ontario						GFA : 2,873 sf			
FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx									
ELEMENT/Sub Element	Ratio to GFA	Elemental Cost		Elemental Amount		Rate/sf		%	
		Quantity	Unit Rate	Sub-total	Total	Sub-Total	Total		
A SHELL						\$665,191		\$231.53	36.86%
A1 SUBSTRUCTURE						\$142,531		\$49.61	7.90%
A11 Foundations	1.00	2,873 sf	49.61	\$142,531		\$49.61			
A112 Special Foundations	0.00	0 m ³	0.00	nil		\$0.00			
A12 Basement Excavation	0.00	0 m ³	0.00	nil		\$0.00			
A2 STRUCTURE						\$71,620		\$24.93	3.97%
A21 Lowest Floor Construction	1.00	2,873 sf	7.35	\$21,111		\$7.35			
A22 Upper Floor Construction	0.00	0 m ²	0.00	nil		\$0.00			
A222 Stair Construction	0.00	0 flts	0.00	nil		\$0.00			
A23 Roof Construction	1.21	3,468 sf	14.56	\$50,509		\$17.58			
A3 EXTERIOR ENCLOSURE						\$451,040		\$156.99	24.99%
A31 Walls Below Grade	0.00	0 m ²	0.00	nil		\$0.00			
A32 Walls Above Grade	0.79	2,284 sf	66.21	\$151,197		\$52.63			
A33 Windows & Entrances	0.10	286 sf	226.62	\$64,812		\$22.56			
A34 Roof Covering	1.21	3,468 sf	37.91	\$131,481		\$45.76			
A35 Projections	0.09	270 sf	383.52	\$103,550		\$36.04			
B INTERIORS						\$235,375		\$81.93	13.04%
B1 PARTITIONS & DOORS						\$122,306		\$42.57	6.78%
B11 Partitions	1.00	2,873 sf	26.00	\$74,706		\$26.00			
B12 Doors	0.00	14 #	3,400.00	\$47,600		\$16.57			
B2 FINISHES						\$64,838		\$22.57	3.59%
B21 Floor Finishes	0.83	2,377 sf	10.33	\$24,543		\$8.54			
B22 Ceiling Finishes	0.83	2,377 sf	6.92	\$16,449		\$5.73			
B23 Wall Finishes	3.28	9,412 sf	2.53	\$23,846		\$8.30			
B3 FITTINGS & EQUIPMENT						\$48,230		\$16.79	2.67%
B31 Fittings & Fixtures	1.00	2,873 m ²	16.79	\$48,230		\$16.79			
B32 Equipment	0.00	0 m ²	0.00	nil		\$0.00			
B33 Conveying Systems	0.00	0 stp	0.00	\$0		\$0.00			
C SERVICES						\$513,639		\$178.78	28.46%
C1 MECHANICAL						\$303,278		\$105.56	16.81%
C11 Plumbing & Drainage	1.00	2,873 sf	75.96	\$218,237		\$75.96			
C12 Fire Protection	1.00	2,873 sf	0.60	\$1,724		\$0.60			
C13 HVAC	1.00	2,873 sf	24.00	\$68,952		\$24.00			
C14 Controls	1.00	2,873 sf	5.00	\$14,365		\$5.00			
C2 ELECTRICAL						\$210,361		\$73.22	11.66%
C21 Service & Distribution	1.00	2,873 sf	17.40	\$50,000		\$17.40			
C22 Lighting, Devices & Heating	1.00	2,873 sf	18.26	\$52,455		\$18.26			
C23 Systems & Ancillaries	1.00	2,873 sf	37.56	\$107,906		\$37.56			
NET BUILDING COST - EXCLUDING SITE & ANCILLARY WORK						\$1,414,205		\$492.24	78.37%
D SITE & ANCILLARY WORK						\$0		\$0.00	0.00%
D1 SITE WORK						\$0		\$0.00	0.00%
D11 Site Development	0.00	0 m ²	0.00	nil		\$0.00			
D12 Mechanical Site Services	0.00	0 m ²	0.00	nil		\$0.00			
D13 Electrical Site Services	0.00	0 m ²	0.00	nil		\$0.00			
D2 ANCILLARY WORK						\$0		\$0.00	0.00%
D21 Demolition	0.00	0 m ²	0.00	nil		\$0.00			
D22 Alterations	0.00	0 0	0.00	nil		\$0.00			
D23 Cash Allowances	0.00	0 sf	0.00	nil		\$0.00			
NET BUILDING COST - EXCLUDING GENERAL REQUIREMENTS						\$1,414,205		\$492.24	78.37%
Z GENERAL REQUIREMENTS						\$226,273		\$78.76	12.54%
Z1 GENERAL REQUIREMENTS & FEE						\$226,273		\$78.76	12.54%
Z11 General Requirements (%)		12.0%		\$169,705		\$59.07			
Z12 Fee (%)		4.0%		\$56,568		\$19.69			
TOTAL CONSTRUCTION ESTIMATE - EXCLUDING ALLOWANCES						\$1,640,477		\$571.00	90.91%
Z2 ALLOWANCES						\$164,048		\$57.10	9.09%
Z21 Design & Pricing (%)		10.0%		\$164,048		\$57.10			
Z22 Escalation Allowance (%)		0.0%		\$0		\$0.00			
Z23 Construction Allowance (%)		0.0%		\$0		\$0.00			
TOTAL CONSTRUCTION ESTIMATE - EXCLUDING TAXES						\$1,804,525		\$628.10	100.00%
HARMONIZED SALES TAX						\$0		\$0.00	
Harmonized Sales Tax		0.0%		\$0		\$0.00			
TOTAL CONSTRUCTION ESTIMATE						\$1,804,525		\$628.10	

**WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario**

**December 19, 2022
CLASS "D" ESTIMATE "FINAL"**

DETAILED ESTIMATE - NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
A1 SUBSTRUCTURE				
A11 Foundations				
1.0 Earthwork	2,873	sf	5.00	14,365
2.0 Foundations	2,873	sf	42.00	120,666
3.0 Inserts, steps, tie-ins, etc.		allow		7,500
Total A11 Foundations	2,873	sf		142,531
A112 Special Foundations				nil
A12 Basement Excavation				nil
A2 STRUCTURE				
A21 Lowest Floor Construction				
1.0 Concrete slab on grade (125mm concrete with WWM) - pool & pool deck by others	2,873	sf	7.00	20,111 In site work
2.0 Inserts, slab thickening, equipment bases, misc. reinforcing		allow		1,000
Total A21 Lowest Floor Construction	2,873	sf		21,111
A22 Upper Floor Construction				nil
A222 Stair Construction				nil
A23 Roof Construction				
1.0 Roof structure - wood trusses	3,468	sf	8.00	27,744
- plywood sheathing	3,815	sf	3.35	12,780
- structural steel	1,552	lbs	4.50	6,985
2.0 Reinforced concrete block wall				see A32 & B11
3.0 Inserts, curbs, misc. reinforcing, tie-ins		allow		3,000
Total A23 Roof Construction	3,468	sf		50,509

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

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CLASS "D" ESTIMATE "FINAL"

DETAILED ESTIMATE - NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A31 Walls Below Grade				nil
A32 Walls Above Grade				
1.0 Brick veneer	1,474	sf	62.00	91,388
2.0 Stone Veneer	431	sf	72.00	30,996
3.0 Corrugated metal siding	379	sf	47.00	17,813
4.0 Signage to exterior cladding		allow		2,500
5.0 Lintels, caulking, flashing, tie-in to existing		allow		8,500
Total A32 Walls Above Grade	2,284	sf		151,197
A33 Windows & Entrances				
1.0 Insulated hollow metal doors c/w hardware & sidelite	1	#	2,750.00	2,750
2.0 Glazed aluminum entrance doors c/w hardware	3	#	3,250.00	9,750
3.0 Overhead doors - soild panel w. auto opener				
- 9' 0" x 8' 0"	1	#	12,500.00	12,500
- 8' 0" x 8' 0"	1	#	10,000.00	10,000
3.0 Aluminum windows	286	sf	92.00	26,312
4.0 Supports, caulking, flashing, etc.		allow		3,500
Total A33 Windows & Entrances	286	sf		64,812
A34 Roof Covering				
1.0 Metal standing seam roof	3,468	sf	35.75	123,981
2.0 Gutters and downspouts		allow		1,500
3.0 Flashing, tie-ins, anchors, etc.		allow		6,000
Total A34 Roof Covering	3,468	sf		131,481

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DETAILED ESTIMATE - NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A35 Projections				
1.0 Wood look canopy (including steel columns & footings)	270	sf	200.00	54,000
2.0 Prefinished vented metal soffit to u/s of roof	594	sf	75.00	44,550
3.0 Flashing, caulking, tie-in to existing		allow		5,000
Total A35 Projections	270	sf		103,550
B1 PARTITIONS & DOORS				
B11 Partitions				
1.0 Block partitions	2,873	sf	22.00	63,206
2.0 Drywall partitions		allow		5,000
3.0 Glazing		allow		2,500
4.0 Lintels, supports, caulking, firestopping		allow		4,000
Total B11 Partitions	2,873	sf		74,706
B12 Doors				
1.0 Fibreglass doors with a paint finish set within a painted frame	14	lvs	800.00	11,200
2.0 Fully glazed aluminum door c/w hardware				nil
3.0 Extra / over for:				
- finish hardware	14	#	1,600.00	22,400
- fire rating	4	#	300.00	1,200
- glazing	1	#	300.00	300
- automatic door operators		allow		7,500
- card readers, door closers, kick plates etc		allow		2,500
4.0 Supports, misc. finish hardware		allow		2,500
Total B12 Doors	14	#		47,600

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FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
B2 FINISHES				
B21 Floor Finishes				
1.0 Flooring and bases	2,377	sf	9.80	23,293
2.0 Special finishes, patterns, etc.		allow		1,250
Total B21 Floor Finishes	2,377	sf		24,543
B22 Ceiling Finishes				
1.0 Ceilings (gypsum board ceiling/ cement board)	2,377	sf	6.50	15,449
2.0 Special finishes, patterns, etc.		allow		1,000
Total B22 Ceiling Finishes	2,377	sf		16,449
B23 Wall Finishes				
1.0 Paint block walls	9,412	sf	2.30	21,646
2.0 Ceramic tile - Backsplash		allow		1,000
3.0 Special finishes, patterns, etc.		allow		1,200
Total B23 Wall Finishes	9,412	sf		23,846
B3 FITTINGS & EQUIPMENT				
B31 Fittings & Fixtures				
1.0 Entry/ vestibule - recessed aluminum grille		allow		3,000
2.0 Shower/ Change area - double tier lockers	16	#	250.00	4,000
- coat hooks to shower area	6	#	35.00	210
- paper towel dispenser	2	#	275.00	550
- soap dispenser	2	#	65.00	130
- mirror	4	#	300.00	1,200
- vanity (2 no.)	21.0	ft	100.00	2,100
3.0 Change room (6 no.) - benches/millwork to change room	24	ft	100.00	2,400
- coat hooks	6	#	35.00	210
- mirror	6	#	300.00	1,800
4.0 Family change room (1 no.) - benches/millwork to change room	5	ft	100.00	475
- coat hooks	1	#	35.00	35
- baby change tables	1	#	550.00	550
- mirror	1	#	300.00	300

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DETAILED ESTIMATE - NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount	
B3 FITTINGS & EQUIPMENT					
B31 Fittings & Fixtures (Cont'd)					
5.0	BF change room (1 no.)				
	- benches/millwork to change room	6	ft	100.00	625
	- coat hooks	1	#	35.00	35
	- mirror	1	#	300.00	300
	- grab bars	2	#	275.00	550
6.0	Universal WR				
	- toilet tissue dispenser	1	#	85.00	85
	- soap dispenser	1	#	65.00	65
	- paper towel dispenser	1	#	275.00	275
	- tilted mirror	1	#	325.00	325
	- sanitary napkin disposal	1	#	110.00	110
	- coat hooks	1	#	35.00	35
	- vanity	3.0	ft	100.00	295
	- baby change tables	1	#	550.00	550
	- grab bars	2	#	275.00	550
7.0	Washroom (2 no.)				
	- toilet tissue dispenser	2	#	85.00	170
	- soap dispenser	2	#	65.00	130
	- paper towel dispenser	2	#	275.00	550
	- mirror	2	#	300.00	600
	- sanitary napkin disposal	2	#	110.00	220
	- coat hooks	2	#	35.00	70
	- vanity	5.9	ft	100.00	590
8.0	Staff Washroom				
	- prefabricated shower stall				nil
	- shower curtain and rod				nil
	- toilet tissue dispenser	1	#	85.00	85
	- soap dispenser	1	#	65.00	65
	- paper towel dispenser	1	#	275.00	275
	- mirror	1	#	300.00	300
	- sanitary napkin disposal	1	#	110.00	110
	- coat hooks	1	#	35.00	35
	- vanity	3.0	ft	100.00	295
9.0	Janitor room				
	- mop rack and shelf		allow		300

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FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31 Fittings & Fixtures (Cont'd)				
10.0 Guard/ Staff/ First Aid				
- double tier lockers	5	#	250.00	1,250
- paper towel dispenser	1	#	275.00	275
- two tier custom desk millwork w. cabinets	1	#	6,500.00	6,500
- first aid locker/ equipment				by owner
- lower cabinets	23.9	ft	250.00	5,975
- upper cabinetry	6.4	ft	175.00	1,124
- upper shelves	17.5	ft	80.00	1,398
- solid surface countertop w. backsplash	7.7	ft	150.00	1,154
11.0 Mechanical & electrical room				nil
12.0 Pool storage room				nil
13.0 Signage and wayfinding		allow		3,000
14.0 Blinds				Excluded
15.0 Various fittings, fixtures, millwork and specialty components not specifically detailed on the current drawings		allow		3,000
Total B31 Fittings & Fixtures	2,873	m²		48,230

B32 Equipment

by owner

B33 Conveying Systems

nil

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DETAILED ESTIMATE - NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
C1 MECHANICAL				
C11 Plumbing & Drainage				
1.0 Plumbing to area	2,873	sf	\$69.00	\$198,237
2.0 Pool mechanical				by pool supplier
3.0 Deck drains		allow		\$10,000
4.0 Sump pump	1	#		\$10,000
Total C11 Plumbing & Drainage	2,873	sf		218,237
C12 Fire Protection				
1.0 Fire protection to area	2,873	sf	\$0.60	\$1,724
Total C12 Fire Protection	2,873	sf		1,724
C13 HVAC				
1.0 HVAC to area	2,873	sf	\$24.00	\$68,952
Total C13 HVAC	2,873	sf		68,952
C14 Controls				
1.0 Controls to area	2,873	sf	\$5.00	\$14,365
Total C14 Controls	2,873	sf		14,365
C2 ELECTRICAL				
C21 Service & Distribution				
1.0 Normal power distribution	1	#	21,000.00	21,000
2.0 Emerg distribution				nil
3.0 Mechanical (motor) wiring	1	sum	18,000.00	18,000
4.0 Miscellaneous distribution				
- digital metering at main LV switchboard c/w commissioning	1	#	5,000.00	5,000
- testing, inspection & commissioning	1	sum	2,000.00	2,000
- arc flash hazard analysis	1	#	2,000.00	2,000
- short circuit & co-ordination study	1	#	2,000.00	2,000
Total C21 Service & Distribution	2,873	sf		50,000

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DETAILED ESTIMATE - NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
C2 ELECTRICAL				
C22 Lighting, Devices & Heating				
1.0 Lighting including exit & emerg lights, LED	2,873	sf	10.00	28,730
2.0 Switching c/w occupancy sensors	1	sum	5,000.00	5,000
3.0 Receptacles				
- duplex, W/M	12	#	300.00	3,600
- duplex, C/M	2	#	300.00	600
- GFCI, W/M	8	#	300.00	2,400
- quad, W/M	4	#	300.00	1,200
- 20a housekeeping, W/M	4	#	375.00	1,500
- GFCI, W/M, weatherproof	2	#	375.00	750
- GFCI, U/M, weatherproof	1	#	750.00	750
4.0 Equipment hard wired power connections				
- electrical no touch faucet c/w 50va 120v/24vac TX in ceiling space	6	#	200.00	1,200
- electrical no touch flush valve c/w 50va 120v/24vac TX in ceiling space	4	#	200.00	800
- electrical no touch shower c/w 50va 120v/24vac TX in ceiling space	2	#	200.00	400
- barrier free motorized door operator c/w pushbuttons, C/M	2	#	375.00	750
- electronic trap seal primer, F/M	1	#	300.00	300
- 1.5kw hot air hand dryer c/w pushbutton, W/M	2	#	250.00	500
- 1.5kw hot air hair dryer, W/M	2	#	250.00	500
- fire alarm EVAC power booster, W/M	1	#	275.00	275
- BAS mechanical controls c/w 50va 120v/24vac TX in ceiling space	2	#	250.00	500
5.0 Electrical resistance heating, connections only				
- 2.00kw cabinet unit heater UH-1 c/w built-in non-programmable electrical thermostat, W/M	3	#	350.00	1,050
- radiant in-floor heater RFH-1 c/w built-in non-programmable electrical thermostat, W/M	2	#	375.00	750
- 5.00kw cabinet forced flow heater FFH-1 c/w built-in non-programmable electrical thermostat, W/M	2	#	450.00	900
6.0 Heat tracing to roof mounted mechanical piping				nil
7.0 Hydronic snow melting system for entrance ramp				nil
Total C22 Lighting, Devices & Heating	2,873	sf		52,455

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DETAILED ESTIMATE - NEW AQUATIC FACILITY CHANGE ROOM

FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
C2 ELECTRICAL				
C23 Systems & Ancillaries				
1.0				
Single stage addressable fire alarm system c/w 3rd party verification	1	sum	15,000.00	15,000
2.0				
Telecommunications, conduit only				
- 1voice & 2data, W/M	1	#	150.00	150
- 2data, W/M	3	#	150.00	450
3.0				
Telecommunications, Cat6 FT6 multipair plenum rated cabling				
- voice, R/M	1	#	300.00	300
- data, R/M	12	#	300.00	3,600
- 48port patch panel in data rack, R/M	1	#	750.00	750
- PDU unit & UPS equipment, modem, network switch, etc.				by others
- network audit after completion	1	sum	500.00	500
4.0				
Wireless communications, power only				
- Wi-Fi network access points, C/M	2	#	250.00	500
- PoE wireless router, C/M				by owner
5.0				
CATV system, conduit only				
- CATV outlet, W/M	1	#	200.00	200
6.0				
Barrier-free universal washroom flashing unit	1	#	2,000.00	2,000
7.0				
Intrusion control system	1	sum	5,000.00	5,000
8.0				
Door access control system, conduit & power only				
- proximity card reader, unsecured side, W/M	3	#	125.00	375
- electric strike, D/M	3	#	125.00	375
- electro-magnetic door holder, D/M	4	#	125.00	500
- door open-detect contact, D/M	4	#	125.00	500
- door bell c/w step-down transformer, C/M	3	#	125.00	375
- power assisted pushbutton, W/M	3	#	125.00	375
- infra-red egress motion detector, W/M	3	#	125.00	375
- security junction box, C/M	3	#	150.00	450
- door power & security controller on secure side, C/M	3	#	500.00	1,500
9.0				
Door access control system, wiring & head-end equipment				by others
10.0				
CCTV system, power & conduit only				
- indoor CCTV camera, indoor fixed, W/M	4	#	500.00	2,000
- outdoor CCTV camera, indoor PTZ, W/M	2	#		see site
11.0				
CCTV system, head-end equipment, devices & wiring				by others
12.0				
Cable tray, main conduit, hangers & support channels, etc.	1	sum	20,000.00	20,000

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FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
C2 ELECTRICAL				
C23 Systems & Ancillaries (Cont'd)				
13.0				
Lightning protection system	1	sum	18,000.00	18,000
14.0				
Secondary grounding & bonding system	2,873	sf	2.00	5,746
15.0				
Scanning, core drilling & patching				by general
16.0				
Testing & inspection	1	sum	2,000.00	2,000
17.0				
Labour for commissioning agent	1	sum	1,200.00	1,200
18.0				
Seismic & vibration restraints				nil
19.0				
Miscellaneous fitments, fire stops, rentals, etc.	1	sum	5,000.00	5,000
20.0				
Job start up & close out	1	sum	20,302.00	20,302
Total C23 Systems & Ancillaries	2,873	sf		107,906

D1 SITE WORK

D11 Site Development	separate
D12 Mechanical Site Services	separate
D13 Electrical Site Services	separate

D2 ANCILLARY WORK

D21 Demolition	nil
D22 Alterations	nil
D23 Cash Allowances	nil

SECTION 3

SITE WORK

WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario

ELEMENTAL COST SUMMARY
DETAILED ESTIMATE - SITE WORK

December 19, 2022
CLASS "D" ESTIMATE "FINAL"

GFA : N/A m²

FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

ELEMENT/Sub Element	Ratio to GFA	Elemental Cost		Elemental Amount		Rate/m ²		%
		Quantity	Unit Rate	Sub-total	Total	Sub-Total	Total	
A SHELL								
A1 SUBSTRUCTURE								
A11 Foundations				separate				
A112 Special Foundations				separate				
A12 Basement Excavation				separate				
A2 STRUCTURE								
A21 Lowest Floor Construction				separate				
A22 Upper Floor Construction				separate				
A222 Stair Construction				separate				
A23 Roof Construction				separate				
A3 EXTERIOR ENCLOSURE								
A31 Walls Below Grade				separate				
A32 Walls Above Grade				separate				
A33 Windows & Entrances				separate				
A34 Roof Covering				separate				
A35 Projections				separate				
B INTERIORS								
B1 PARTITIONS & DOORS								
B11 Partitions				separate				
B12 Doors				separate				
B2 FINISHES								
B21 Floor Finishes				separate				
B22 Ceiling Finishes				separate				
B23 Wall Finishes				separate				
B3 FITTINGS & EQUIPMENT								
B31 Fittings & Fixtures				separate				
B32 Equipment				separate				
B33 Conveying Systems				separate				
C SERVICES								
C1 MECHANICAL								
C11 Plumbing & Drainage				separate				
C12 Fire Protection				separate				
C13 HVAC				separate				
C14 Controls				separate				
C2 ELECTRICAL								
C21 Service & Distribution				separate				
C22 Lighting, Devices & Heating				separate				
C23 Systems & Ancillaries				separate				
NET BUILDING COST - EXCLUDING SITE & ANCILLARY								
D SITE & ANCILLARY WORK						\$2,722,536		78.4%
D1 SITE WORK						\$2,722,536		78.4%
D11 Site Development	0.00	0 m2	0.00	\$2,491,292				
D12 Mechanical Site Services	0.00	0 m2	0.00	\$99,000				
D13 Electrical Site Services	0.00	0 m2	0.00	\$132,244				
D2 ANCILLARY WORK						\$0		0.0%
D21 Demolition	0.00	0 m2	0.00	\$0				
D22 Alterations	0.00	0 m2	0.00	separate				
D23 Cash Allowances	0.00	0 m2	0.00	separate				
NET BUILDING COST - EXCLUDING GENERAL REQUIREMENTS						\$2,722,536	\$2,722,536	78.4%
Z GENERAL REQUIREMENTS						\$435,606		12.5%
Z1 GENERAL REQUIREMENTS & FEE						\$435,606		12.5%
Z11 General Requirements (%)		12.0%		\$326,704				
Z12 Fee (%)		4.0%		\$108,901				
TOTAL CONSTRUCTION ESTIMATE - EXCLUDING ALLOWANCES						\$3,158,142	\$3,158,142	90.9%
Z2 ALLOWANCES						\$315,814		9.1%
Z21 Design & Pricing (%)		10.0%		\$315,814				
Z22 Escalation Allowance (%)		0.0%		\$0				
Z23 Construction Allowance (%)		0.0%		\$0				
TOTAL CONSTRUCTION ESTIMATE - EXCLUDING TAXES						\$3,473,956	\$3,473,956	100.0%
HARMONIZED SALES TAX						\$0		
Harmonized Sales Tax		0.0%		\$0				
TOTAL CONSTRUCTION ESTIMATE						\$3,473,956		

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DETAILED ESTIMATE - SITE WORK

FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
D1 SITE WORK				
D11 Site Development				
1.0 Clear & grub site		allow		6,500
2.0 Removals				
- sod/ topsoil	19,710	sf	2.50	49,276
- curbs	51	lf	20.00	1,024
- existing asphalt		allow		5,000
- misc items		allow		1,000
3.0 Earthwork		allow		17,000
4.0 Concrete walkway	224	sf	12.00	2,690
- extra over for tactile plates				1,000
5.0 Light-duty asphalt	2,771	sf	5.50	15,240
6.0 Concrete curbs	51	lf	26.00	1,331
7.0 New decorative metal fence	423	lf	75.00	31,758
- new metal gate in metal fence		allow		2,000
8.0 Bleachers				35,000
9.0 Custom wood trellis		allow		40,000
10.0 Signage		allow		2,000
11.0 Shade structures		allow		65,000
12.0 Shower wall		allow		15,000
13.0 Pool accessories and equipment				Excluded
14.0 Outdoor leisure pool & pool deck		allow		2,100,000
- earthworks: excavation, removal, backfill, drainage				
- concrete supply, place, forming pool foundations & substructure				
- concrete supply, place, forming slab on grade (pool & pool deck)				
- finishes to pool and pool deck				
- mechanical, electrical & chemical equipment				
- pool accessories, deck, maintenance and safety equipment				
- chemical treatments & testing				
15.0 Diving board		allow		10,000
16.0 Lifeguard chairs (2no.)		allow		6,000
17.0 Landscaping				
- planting medium	1,618	sf	4.00	6,473
- flora to new plant beds		allow		4,500
- trees		allow		5,000
- sod		allow		8,500
- planter walls				nil
18.0 Miscellaneous siteworks not shown / identified		allow		10,000
19.0 Grading, repairs to adjacent/existing, soil control, temporary barriers, etc.		allow		50,000
Total D11 Site Development				2,491,292

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DETAILED ESTIMATE - SITE WORK

FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

Description	Qty	Unit	Rate	Amount
D1 SITE WORK				
D12 Mechanical Site Services				
1.0 Demolition		allow		5,000
2.0 Domestic/fire water		allow		25,000
3.0 Sanitary		allow		35,000
4.0 Storm		allow		25,000
5.0 Irrigation				nil
6.0 Snow melting				nil
7.0 City charges				excluded
8.0 Miscellaneous fitments, inspection, flushing, locates				9,000
Total D12 Mechanical Site Services	0	m⁺		99,000
D13 Electrical Site Services				
1.0 Hydro charges (150kva TX, HV primary cables c/w terminations)	1	sum	30,000.00	30,000
2.0 Hydro pole c/w pole guys, cross arms & 28kv class insulators				existing
3.0 HV 28kv U/G copper 3#2/0 Cu primary cables, TR-XLPE 90, PVC jacket from existing hydro pole to 150kva primary TX				by hydro
4.0 28kv 600a full loadbreak interrupter switches c/w fused cut-outs & lighting arrestors, pole mounted				existing
5.0 150kva 28kv->347/600v 60hz oil filled pad mounted transformer c/w terminations of primary & secondary cables				by hydro
6.0 3ph precast chamber c/w bollards for 150kva oil filled padmount primary TX installed on 20/300mm crushed stone extending 300mm beyond all sides	1	sum	12,500.00	12,500
7.0 Primary grounding grid for 150kva primary TX c/w grounding test	1	sum	4,000.00	4,000
8.0 4#103mm type DB II PVC primary power ductbank, concrete encased, sloped c/w prefabricated spacers, 2x6" yellow warning tape & pullstring, native backfill, bellow & above 150x500mm sand bedding, min 10mpa concrete, from loadbreak switch to 1000kva primary TX	165	lf	125.00	20,625

**WELLINGTON NORTH
NEW OUTDOOR POOL & AQUATIC FACILITY
Mount Forest, Ontario**

**December 19, 2022
CLASS "D" ESTIMATE "FINAL"**

DETAILED ESTIMATE - SITE WORK

FILE: L2461/1/Class D/8/Outdoor Pool & Change Room estimate.xlsx

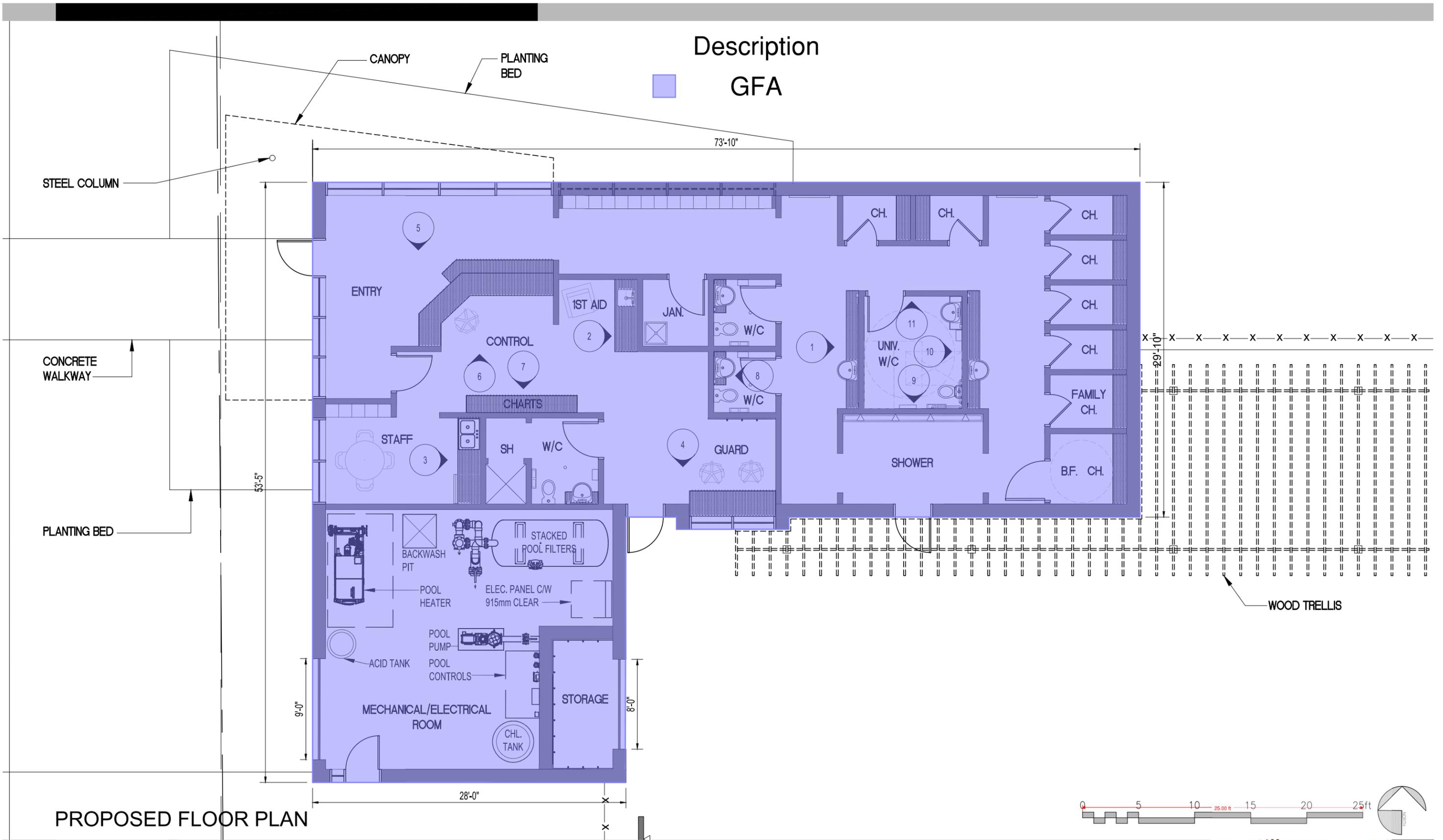
Description	Qty	Unit	Rate	Amount
D1 SITE WORK				
D13 Electrical Site Services (Cont'd)				
9.0				by hydro
10.0				
	40	lf	77.50	3,084
11.0				
	55	lf	50.00	2,740
12.0				
	10	#	575.00	5,750
	6	#	1,000.00	6,000
13.0				
	1	sum	2,000.00	2,000
14.0				
	2	#	1,500.00	3,000
15.0				
	1	#	2,000.00	2,000
16.0				
	1	sum	5,000.00	5,000
17.0				
	2	#	2,500.00	5,000
18.0				
	1	sum	7,500.00	7,500
19.0				
	1	sum	4,000.00	4,000
20.0				
	1	sum	2,500.00	2,500
21.0				
	1	sum	2,500.00	2,500
22.0				
	1	sum	1,000.00	1,000
23.0				
	1	sum	2,500.00	2,500
24.0				
	1	sum	10,545.00	10,545
Total D13 Electrical Site Services	0	m²		132,244

D2 ANCILLARY WORK				
D21 Demolition				nil
D22 Alterations				nil
D23 Cash Allowances				nil

SECTION 4

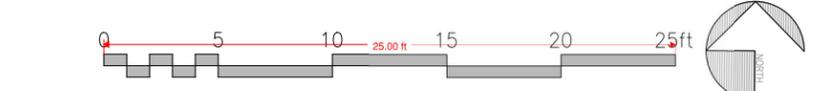
SCOPE OF WORK DRAWING

Description
GFA



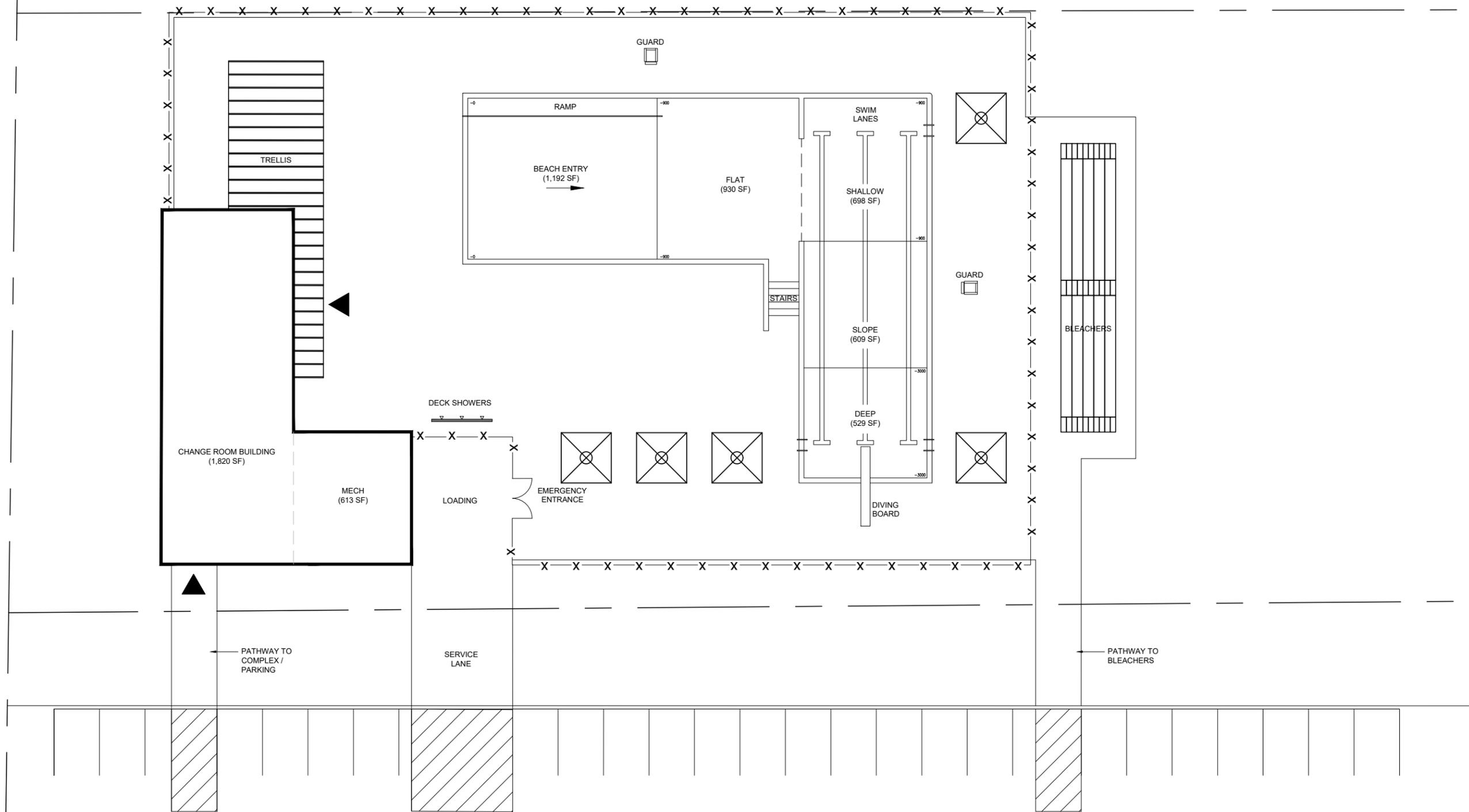
PROPOSED FLOOR PLAN

WELLINGTON OUTDOOR AQUATIC FACILITY



Issued For Class 'D' Costing - October 18, 2022

tillmann
architectsruth
robinson



SITE PLAN

1:250

WELLINGTON OUTDOOR AQUATIC FACILITY

July 22, 2022





WELLINGTON NORTH

SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of January 16, 2023

From: Tammy Stevenson, Development Technologist/Project Lead
Matthew Aston, Director of Operations

Subject: OPS 2023-002 being a report on intersections investigated pedestrian crossing infrastructure

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report OPS 2023-002 being a report on intersections investigated for pedestrian crossing infrastructure;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law in support of pedestrian crossings, to be submitted to the Ministry of Transportation (MTO), at the following intersections:

- Main Street and Durham Street West;
- Smith Street and Conestoga Street; and
- Queen Street East and Fergus Street South/Parkside Drive

AND FURTHER THAT Council direct staff to bring pedestrian crossing infrastructure projects, once approved by MTO, forward as part of the current or future budget discussion.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2019-024 being a report on the Township's audible pedestrian signals

Report OPS 2019-026 being a report on the two intersections investigated pedestrian crossing infrastructure

BACKGROUND

Triton Engineering Services Limited (Triton) was hired to perform assessment of intersections within Wellington North giving consideration to whether or not Pedestrian Crossovers (PXO) infrastructure should be considered at the following locations:

- Smith Street and Conestoga Street;
- Main Street and Durham Street West;
- Main Street South and King Street East; and
- Queen Street East and Fergus Street South/Parkside Drive

Smith Street and Conestoga Street

Triton reviewed this intersection and determined that the traffic volumes and types observed meet the warrants necessary to justify the installation of a Level 2, Type B PXO pedestrian crossing infrastructure contained within Ontario Traffic Manual Book 15. Triton summary letter has been attached as Schedule A.

Main Street North and Durham Street West

Triton reviewed this intersection and determined that the traffic volumes and types observed meet the warrants necessary to justify the installation of a Level 2, Type B PXO pedestrian crossing infrastructure contained within Ontario Traffic Manual Book 15. It is noted that as further growth occurs in the Township, specifically, in Mount Forest, Intersection Pedestrian Signals (IPS) (see Schedule E) or full traffic signals may be warranted at this location. Triton summary letter has been attached as Schedule B.

Main Street South and King Street East

Triton reviewed this intersection and determined that the traffic volumes and types observed did not meet the warrants necessary to justify the installation of traffic or pedestrian signals, however PXO treatment (Level 2, Type B PXO) is warranted pedestrian crossing infrastructure contained within Ontario Traffic Manual Book 15. Triton summary letter has been attached as Schedule C.

Queen Street East and Fergus Street South/Parkside Drive

Triton reviewed this intersection and determined that the traffic volumes and types observed meet the warrants necessary to justify the installation of a Level 2, Type B PXO pedestrian crossing infrastructure contained within Ontario Traffic Manual Book 15. Triton summary letter has been attached as Schedule D.

A Level 2, Type B PXO will minimize pedestrian delay in crossing to waiting for the actuated flashing beacons and disruption to traffic will be limited to waiting for pedestrians to move through the crossing when the beacons are activated.

Council could therefore consider the installation of pedestrian crossing infrastructure recommended at Smith Street and Conestoga Street, Main Street North and Durham Street West, and Queen Street East and Parkside Drive, subject to MTO-approval. The installation of pedestrian crossing infrastructure at these locations would also bring the crossings to current accessibility standards.

If desired, staff suggest Council provide direction for staff to bring a pedestrian crossing infrastructure project forward as part of the current or a future budget discussion.

FINANCIAL CONSIDERATIONS

The estimated cost to design and install a Level 2, Type B, Pedestrian Crossover is ~\$120,000 plus applicable taxes at each location.

ATTACHMENTS

Schedule A – Triton Engineering Services Limited letter dated April 8, 2022
Review of the Intersection of Conestoga Street and Smith Street

Schedule B – Triton Engineering Services Limited letter dated April 8, 2022
Review of the Intersection of Durham Street and Main Street South

Schedule C – Triton Engineering Services Limited letter dated April 8, 2022
Review of the Intersection of King Street and Main Street

Schedule D – Triton Engineering Services Limited letter dated April 8, 2022
Review of the Intersection of Fergus St S/Parkside Dr and Queen St E

Schedule E – Example of an Intersection Pedestrian Signals (IPS) Crossing Treatment

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Tammy Stevenson, Development Technologist Matthew Aston, Director of Operations	<i>Tammy Stevenson</i> <i>Matthew Aston</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

18 Robb Boulevard, Unit 8
Orangeville
Ontario L9W 3L2
Tel: (519) 941-0330
Fax: (519) 941-1830
e-mail: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

April 8, 2022

Township of Wellington North
7490 Sideroad 7 W
PO Box 125
Kenilworth, Ontario
N0G 2E0

ATTENTION: Mr. Matt Aston
Director of Operations

RE: TOWNSHIP OF WELLINGTON NORTH
REVIEW OF THE INTERSECTION OF CONESTOGA
STREET AND SMITH STREET (HIGHWAY 6),
ARTHUR
OUR FILE: A5528-R04

Dear Mr. Aston:

INTRODUCTION

On behalf of the Township of Wellington North (Township), Triton Engineering Services Limited (Triton) has undertaken a review of the intersection of Smith Street (Highway 6) and Conestoga Street, in the community of Arthur, to determine whether additional traffic and pedestrian control would be warranted. It is our understanding that the concerns at this intersection relate to the safety of pedestrians crossing Smith Street. We are not aware of any traffic operational concerns at the intersection.

This report presents the results of our analysis, consistent with Ontario Traffic Manual (OTM) Book 12 – *Traffic Signals* and OTM Book 15 – *Pedestrian Crossing Treatments*. The analysis takes into consideration observed traffic volumes, physical site conditions, proximity to other traffic control devices, and system connectivity and pedestrian desire lines. Further to providing a summary of the analysis, this report also presents design considerations and site modifications with respect to the Highway Traffic Act (HTA) and the Accessibility for Ontarians with Disabilities Act (AODA), and provides recommendations.

The OTM Book 15 - *Pedestrian Crossing Treatments* was published in June 2016 and provides warrant analysis and design criteria for the installation of Pedestrian Crossovers (PXOs). It provides a Decision Support Tool (DST) describing threshold conditions for assessing pedestrian crossing needs and the selection of a Treatment System. It is noted that a study of traffic conditions and physical characteristics of the location, as well as consideration of requirements to continue pedestrian desire lines or provide system connectivity are important in providing a complete analysis. This also includes roadway configuration, sight lines, and proximity to other traffic control devices.

LOCATION DESCRIPTION

The intersection is located approximately 430 m northwest of the traffic signals at the intersection of Smith Street and Frederick Street. Smith Street (Ontario Provincial Highway 6) is the through road and stop control is provided on Conestoga Street. Conestoga Street is a local road, with one through lane in each direction; however, Conestoga Street South terminates approximately 85 m south of the intersection with Smith Street, and is marked with a checked warning road sign. There are three residential entrances on Conestoga Street South and the road surface is gravel.

Smith Street (Ontario Provincial Highway 6) is a Connecting Link arterial road with a posted speed limit of 50 km/hr. It has a pavement width of 9.8 metres, consisting of one through lane in each direction and a parking lane on the north side. The road authority for the Connecting Link is the Township; however, the Ontario Ministry of Transportation (MTO) must review and approve all traffic control devices on the roadway prior to installation.

Parking is not permitted on the south side of Smith Street. Parallel parking is permitted on the north side of Smith Street to the east and west of the intersection with Conestoga Street, with parallel parking spaces defined with road paint. On street parking is also permitted on the west side of Conestoga Street North. There is a school bus loading zone on the east side of Conestoga Street North, located approximately 108 metres north of Smith Street and extending to Walton Street. Parking is not permitted within this school bus loading zone.

Sidewalks are located on both sides of the east leg of Smith Street and on the south side of the west leg of Smith Street. There is no sidewalk on Conestoga Street South and there is sidewalk on the east side of Conestoga Street North. White crosswalk lines are marked across Conestoga Street South and across Smith Street (east leg of the intersection). The intersection has been recently reconstructed, with all corners of the intersection, except the northwest corner, having dropped curb and tactile plates, meeting AODA standards.

The intersection is proximate to the Arthur Public School, Tim Hortons, and Arthur Lion's Park. The crosswalk across Smith Street is uncontrolled, where pedestrians must yield to traffic before crossing; however, during school periods, the painted crosswalks are controlled by a crossing guard who provides the designated right-of-way for all pedestrians crossing Smith Street and Conestoga Street. Traffic must yield to the pedestrians in the presence of a crossing guard, in accordance with the Highway Traffic Act. School crossing signs are posted on Smith Street, on either side of the intersection with Conestoga Street, in both directions.

The approaches to the intersection are flat and straight. The parking on the north side of Smith Street has the potential to block sightlines between vehicles approaching from the north on Conestoga Street and vehicles approaching from the east or west on Smith Street.

Vehicles stopped at the stop bar on Conestoga Street North must move ahead to view oncoming traffic before proceeding through the intersection and may also cause visual obstruction and sight distance issues for pedestrians crossing Smith Street from Conestoga Street North. The width of Smith Street, representing the pedestrian crossing distance, measured from the edge of pavement on either side of the roadway at the existing curb drops on the east leg of the intersection, is 12 m.

Figure 1 presents the lay-out of existing conditions of the intersection.

TRAFFIC COUNTS

A traffic count (vehicle and pedestrian) was conducted by Triton on October 8th and 9th, 2019, for a total observation period of 8 hours that are representative of the highest hours of traffic volumes experienced on an average day. The pedestrian count includes those crossing at and in the immediate vicinity of the intersection, and was split into those that crossed the road within 10 seconds of reaching the curb, and those that had to wait more than 10 seconds before crossing. This measure of pedestrian delay is used in the traffic signal warrant analysis. The pedestrian count was further split into assisted pedestrians and unassisted pedestrians. Assisted pedestrians include senior citizens, children under the age of 12, disabled pedestrians and other pedestrians requiring special consideration or assistance. Assisted pedestrians are accounted for by doubling their total.

The pedestrian movement counts (in terms of net equivalent adults) and vehicle traffic volumes for the intersection studied are summarized below in Tables 1 and 2, respectively.

Table 1: Summary of Observed Pedestrian Volume

Time Period	Pedestrians (Net Adjusted) Crossing Smith Street (Highway 6)				Pedestrians (Net Adjusted) Crossing the Side Street (Conestoga Street)			
	East Leg		West Leg		North Leg (Conestoga Street North)		South Leg (Conestoga Street South)	
	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s
7:30 a.m. to 8:30 a.m.	7	8	2	0	3	1	15	0
8:30 a.m. to 9:30 a.m.	24	3	0	2	2	0	23	0
11:30 a.m. to 12:30 p.m.	1	0	0	0	0	0	4	0
12:30 p.m. to 1:30 p.m.	3	0	0	0	0	0	3	0
1:30 p.m. to 2:30 p.m.	0	3	1	0	1	0	7	0
3:00 p.m. to 4:00 p.m.	29	45	1	0	1	0	29	3
4:00 p.m. to 5:00 p.m.	3	1	0	0	0	0	17	0
5:00 p.m. to 6:00 p.m.	1	2	0	0	2	0	6	0
Totals	68	62	4	2	9	1	104	3
Totals	130		6		10		107	
Total Crossing	136				117			

Table 2: Summary of Observed Traffic Volume

Time Period	Smith Street (Highway 6)						Conestoga Street (Side Street)					
	East leg entering			West Leg entering			North Leg Entering (Conestoga Street North)			South Leg Entering (Conestoga Street South)		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right
7:30 a.m. to 8:30 a.m.	1	264	34	25	314	0	23	0	33	0	0	0
8:30 a.m. to 9:30 a.m.	0	246	33	36	310	0	33	0	47	0	0	2
11:30 a.m. to 12:30 p.m.	1	261	17	13	229	0	13	0	11	0	0	0
12:30 p.m. to 1:30 p.m.	0	261	15	10	274	0	11	0	12	0	0	1
1:30 p.m. to 2:30 p.m.	2	267	14	10	262	0	19	0	11	0	0	1
3:00 p.m. to 4:00 p.m.	0	311	27	15	380	1	18	0	35	0	0	0
4:00 p.m. to 5:00 p.m.	1	331	32	14	289	0	20	1	16	0	0	0
5:00 p.m. to 6:00 p.m.	2	354	33	15	307	0	11	0	11	0	1	0
Totals	7	2,295	205	138	2,365	1	148	1	176	0	1	4
Total Entering	2,507			2,504			325			5		
Leg Total	5,024			4,975			669			14		

ANALYSIS OF PEDESTRIAN CROSSING TREATMENT OPTIONS

The OTM Book 15 – *Pedestrian Crossing Treatments* provides a Decision Support Tool (DST) that describes threshold conditions for assessing pedestrian crossing needs and the selection of a Treatment System. A complete analysis includes consultation of the DST, along with a study of traffic conditions and physical characteristics of the location being studied.

Traffic Signals

Consistent with the DST, the first step in the analysis is to determine whether traffic signals are warranted for pedestrians, using the Justification 6 in OTM Book 12 – *Traffic Signals*.

Justification 6 – Pedestrian Volume and Delay

This calculation is used to determine if a traffic signal is warranted for pedestrians and examines both pedestrian and traffic volumes for the highest eight hours of factored pedestrian movement. Justification 6 consists of Part A, which is based on volume (pedestrian and traffic) alone, and Part B which examines pedestrian delays. The latter analysis considers the volume of factored pedestrians that are delayed 10 seconds or more before crossing. Based on the traffic count conducted in October 2019, both parts of Justification 6 were not met for this location.

Pedestrian Crossover

Consistent with the DST, the first step of the analysis was completed and determined that traffic signals are not warranted based on existing conditions and traffic volumes observed in October 2019. The second step of the DST examines the minimum volume requirements for a PXO. Regulations under the Highway Traffic Act (HTA) permit the use of three types of Level 2 PXOs, which include black on white pedestrian crossing signs, “ladder-type” pavement markings, and the use of a yield line known as “shark’s teeth markings”. Details on the warrants for, and installation of these crossings, are contained in the Ontario Traffic Manual Book 15 – *Pedestrian Crossing Treatments*. The minimum 8-hour volume requirements for a PXO are at least 100 equivalent adult pedestrians crossing during a corresponding vehicle volume of at least 750 vehicles. Both of these requirements are satisfied based on the traffic count conducted in October 2019, which observed 136 pedestrians crossing Smith Street and a total vehicle volume of 5,024 for a period of 8 hours.

The next step of the DST evaluates the location of the intersection with respect to distance from another traffic control device. As per the DST in OTM Book 15, it is noted that a PXO should not be applied within 200 m from another traffic control device, unless there is a requirement for system connectivity or to continue pedestrian desire lines. Alternatively, when the 8-hour minimum traffic volumes are not met but there is a requirement for system connectivity or the need to continue pedestrian desire lines (with consideration of proximity to another traffic control device), then the site may be considered a candidate for installation of a PXO. The intersection of Smith Street and Conestoga Street is not within 200 m of a traffic-controlled intersection; therefore, a PXO treatment can be considered because the vehicle and pedestrian volumes satisfy the traffic volume warrant for a PXO.

Therefore, *Table 7: Pedestrian Crossover Selection Matrix* in OTM Book 15 is used to determine which type of PXO should be selected. The east leg of the intersection at the painted crosswalk has a pedestrian crossing distance of 12 m. This crossing distance is representative of a four-lane roadway (based on an assumed lane width of between 3.0 m and 3.75 m [as per MTO Geometric Design Standards for Ontario Highways]). Consistent with Table 7 in OTM Book 15, the appropriate PXO treatment based on this pedestrian crossing distance and posted speed limit (maximum of 50 km/hr) is a Level 2, Type B.

Approval from MTO for the installation of a PXO on a Connecting Link is required. As part of the application for approval, MTO will review this warrant analysis report and provide approval of a Township By-Law regarding this location on a Connecting Link.

Supervised School Crossing

The existing crossing is signed and marked as a School Crossing in accordance with OTM Book 11 - Markings and Delineation. At a School Crossing, when school crossing guards are present, they provide a designated right-of-way for all persons as vehicles must yield to a crossing guard. This is permitted in accordance with Section 176 of the Highway Traffic Act. It should be noted that in the absence of a school crossing guard, drivers are not required to yield the right-of-way to pedestrians. This can create confusion during non-school hours when pedestrians must recognize that they do not have the right of way when crossing.

DISCUSSION

Due to the volume of vehicle and pedestrian traffic, as well as the crossing distance, this site is a candidate for the installation of a Level 2, Type B PXO.

The pedestrian crossing distance on Smith Street could be reduced by providing curb bump outs. These would provide better pedestrian visibility and shorten the crossing distance for pedestrians, and may act as an enhancement to traffic calming; however, the bump outs can restrict right turn movements and slip-by movements around left turning vehicles, thereby affecting traffic operations. Given that the roadway was recently reconstructed, implementation of curb bump outs as part of the PXO design would not be cost effective.

Of particular concern is the visibility of pedestrians entering the crosswalk in relation to adjacent parked cars. In order to provide sufficient sight distance, some existing parking may need to be removed. A preliminary proposed design for a Level 2, Type B PXO at this location is presented on Figure 2. Consultation with Wellington North Power is required regarding mounting the mast arm onto the existing hydro pole light standard on the northeast corner of the intersection.

RECOMMENDATIONS

The 8-hour traffic volumes observed at this intersection in October 2019 exceed the minimum volumes to warrant the installation of a PXO and is further supported by the fact that it is located on a pedestrian desire line and its location is more than 200 m from the traffic signals located at the intersection of Frederick Street and Smith Street. The pedestrian crossing distance on Smith Street is representative of a four-lane roadway (as per MTO Geometric Design Standards for Ontario Highways). The corresponding PXO treatment that can be considered for this site is Level 2, Type B.

The OTM Book 15 provides the following guidance with respect to Pedestrian System Connectivity: *The provision of pedestrian system connectivity is important for proper pedestrian accommodation...Facilitating connectivity between crosswalks and sidewalks, and/or trail networks involves understanding and monitoring pedestrian desire lines, which evolve as a function of land use, the location of pedestrian generators and attractors, and proximity to existing crossing facilities. Providing proper connectivity between origins and destinations allow pedestrians for simple and convenient access to facilities with the shortest possible deviation.* Due to its proximity to the Arthur Public School, Tim Hortons, and the Arthur Lion's Park, which are pedestrian generators and attractors, combined with adjacent on-street parking facilities, the intersection of Conestoga Street and Smith Street provides convenient access for pedestrians, therefore suggesting that it is located on a pedestrian desire line and provides pedestrian system connectivity.

It should be noted that the crossing on Smith Street at the intersection with Conestoga Street is currently an uncontrolled crossing, where pedestrians must yield to traffic before crossing, except in the presence of the school crossing guard. Given that the traffic volumes are warranted and that this location is on a pedestrian desire line, it is recommended that a controlled crossing (PXO) be implemented at this intersection, in accordance with current standards for a Level 2 Type B PXO, as defined in OTM Book 15.

- 7 -

Implementation of a PXO at this location will include the following steps:

- Submit this warrant analysis report to MTO for approval.
 - Note: MTO review and acceptance of the proposed PXO can take up to three months and will also require Council passing a By-Law supporting the installation of a Level 2, Type B PXO on Smith Street at Conestoga Street.
- Consultation with Wellington North Power regarding use of the existing hydro pole light standard on the northeast corner of the intersection to mount the mast arm.

We trust that this meets your current requirements, and we would be pleased to review our findings with you, as required.

Yours very truly,

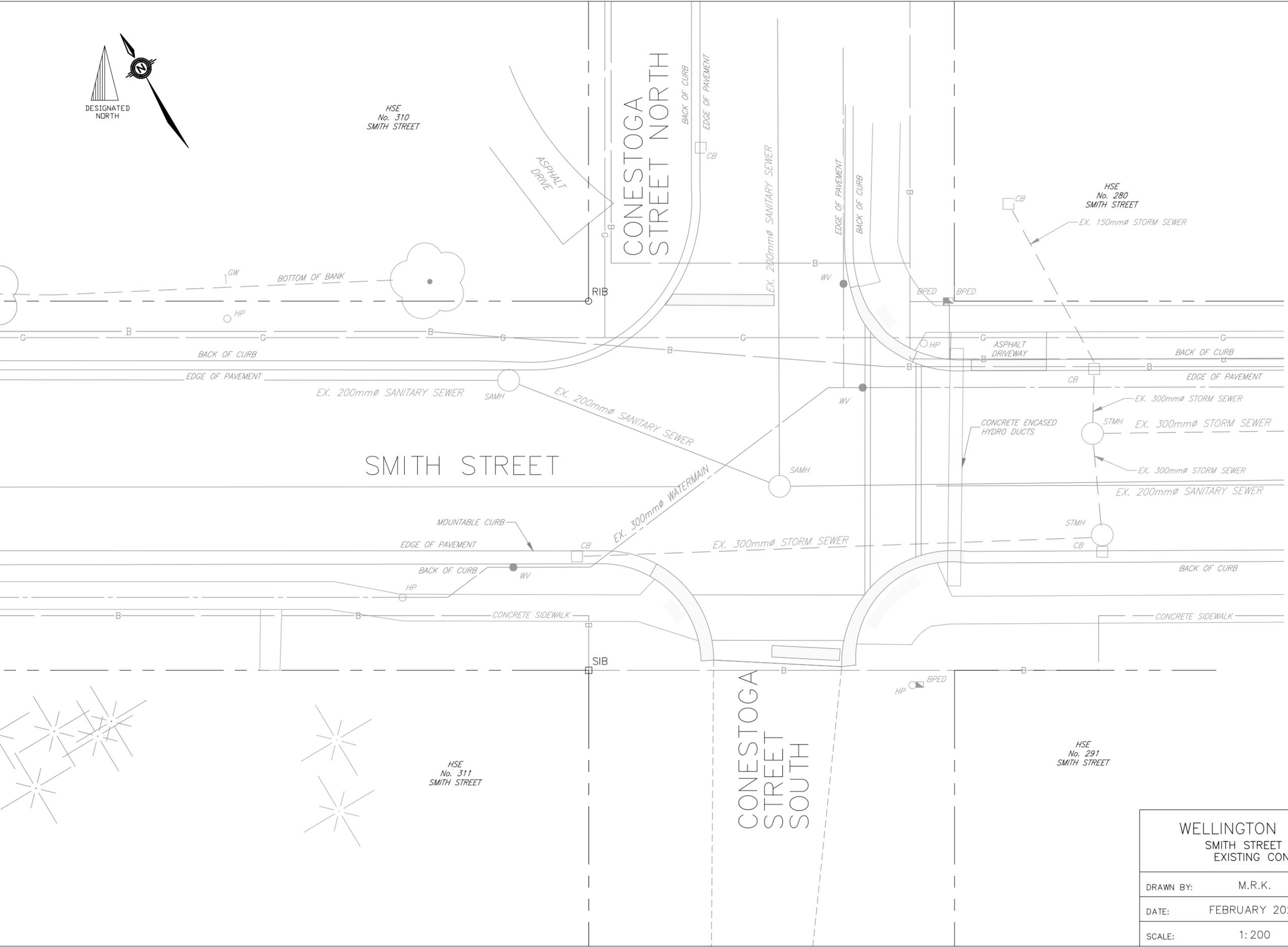
TRITON ENGINEERING SERVICES LIMITED

A handwritten signature in black ink, appearing to read 'Taylor Kramp', written in a cursive style.

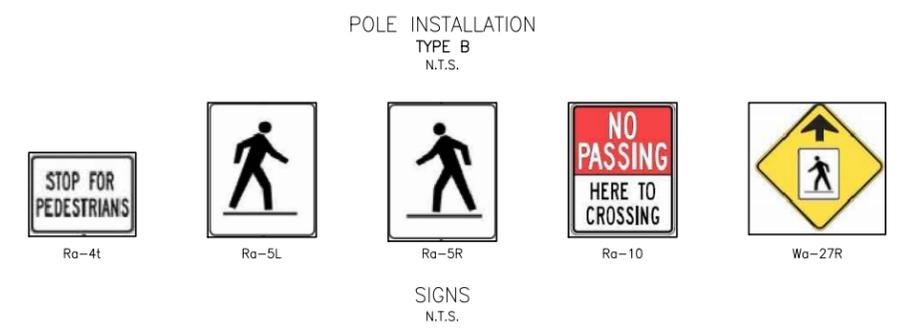
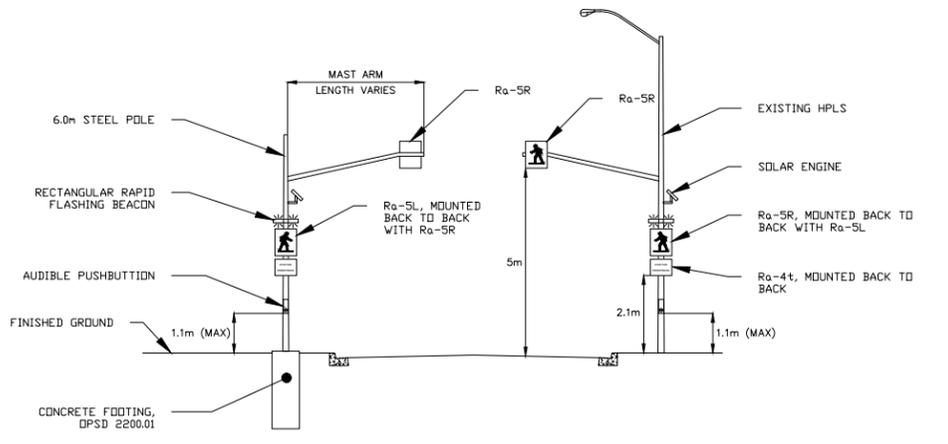
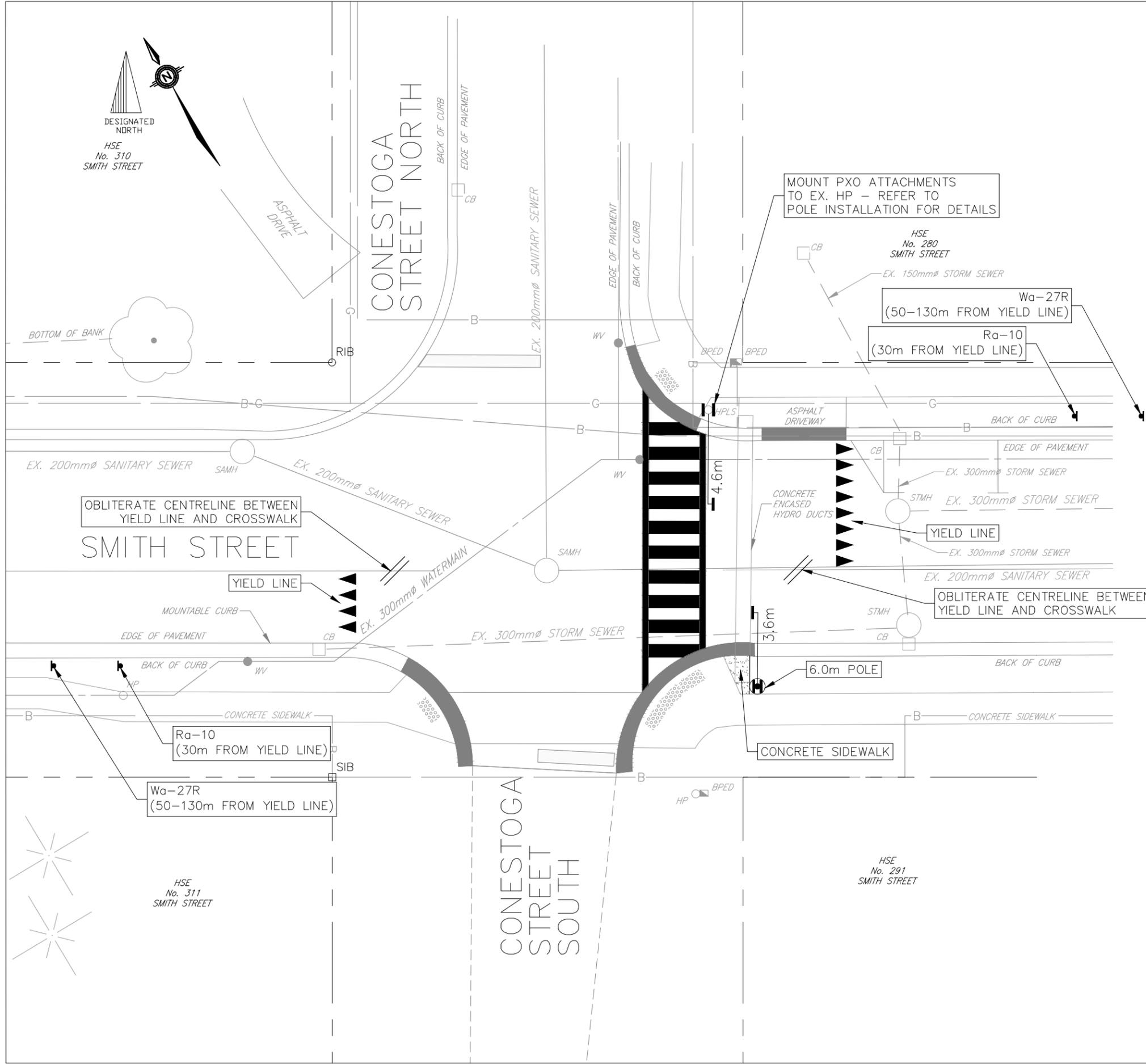
Taylor Kramp, P. Eng.

A handwritten signature in blue ink, appearing to read 'Lindsay Scott', written in a cursive style.

Lindsay Scott, P. Eng.



WELLINGTON NORTH PXO REVIEW SMITH STREET AND CONESTOGA STREET EXISTING CONDITIONS - A5528 R04		 TRITON ENGINEERING SERVICES LIMITED <small>Consulting Engineers</small>	FIGURE No.
DRAWN BY:	M.R.K.		01
DATE:	FEBRUARY 2022		
SCALE:	1:200		



NOTE:
THE LOCATION OF UTILITIES IS APPROXIMATE ONLY AND SHOULD BE DETERMINED BY CONSULTING THE MUNICIPAL AUTHORITIES AND UTILITY COMPANIES CONCERNED. THE CONTRACTOR SHALL PROVE THE LOCATION OF UTILITIES AND SHALL BE RESPONSIBLE FOR ADEQUATE PROTECTION AGAINST DAMAGE.

WELLINGTON NORTH PXO REVIEW SMITH STREET AND CONESTOGA STREET PRELIMINARY PROPOSED PXO - A528 R04		
DRAWN BY:	M.R.K.	 TRITON ENGINEERING SERVICES LIMITED Consulting Engineers
DATE:	FEBRUARY 2022	
SCALE:	1:200	
		FIGURE No.
		02



229 Broadway, Unit 1
 Orangeville, Ontario, L9W 1K4
 Tel: (519) 941-0330
 Fax: (519) 941-1830
 Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • HARRISTON

October 11, 2022

Township of Wellington North
 7490 Sideroad 7 W
 PO Box 125
 Kenilworth, Ontario
 N0G 2E0

ATTENTION: Mr. Matt Aston
 Director of Operations

RE: TOWNSHIP OF WELLINGTON NORTH
 REVIEW OF THE INTERSECTION OF DURHAM ST.
 AND MAIN ST. N (HIGHWAY 6), MOUNT FOREST
 OUR FILE: A5528-R18

Dear Mr. Aston:

On behalf of the Township of Wellington North (Township), Triton Engineering Services Limited (Triton) has undertaken a review of the intersection of Durham Street and Main Street North (Highway 6), in the community of Mount Forest, to determine whether additional traffic and pedestrian control would be warranted. It is our understanding that the concerns at this intersection relate to the safety of pedestrians crossing Main Street North. We are not aware of any traffic operational concerns at the intersection.

This report presents the results of our analysis, consistent with Ontario Traffic Manual (OTM) Book 12 – *Traffic Signals* and OTM Book 15 – *Pedestrian Crossing Treatments*. The analysis takes into consideration observed traffic volumes, physical site conditions, proximity to other traffic control devices, and system connectivity and pedestrian desire lines. Further to providing a summary of the analysis, this report also presents design considerations and site modifications with respect to the *Highway Traffic Act* (HTA) and the *Accessibility for Ontarians with Disabilities Act* (AODA), and provides recommendations.

The OTM Book 15 - *Pedestrian Crossing Treatments* was published in June 2016 and provides warrant analysis and design criteria for the installation of Pedestrian Crossovers (PXOs). It provides a Decision Support Tool (DST) describing threshold conditions for assessing pedestrian crossing needs and the selection of a Treatment System. It is noted that a study of traffic conditions and physical characteristics of the location, as well as consideration of requirements to continue pedestrian desire lines or provide system connectivity are important in providing a complete analysis. This also includes roadway configuration, sight lines, and proximity to other traffic control devices.

LOCATION DESCRIPTION

The intersection is located within lands identified as a Residential Transition Area, located one block north of the Central Business District core of Mount Forest. Traffic signals are located approximately 315 m (one block) northwest at the adjacent intersection of Sligo Road and Main Street North (Ontario Provincial Highway 6) and approximately 385 m (two blocks) southeast at the intersection of Wellington Street and Main Street North. Victoria Cross Public School is located at 355 Durham Street West, which is approximately 340 m southwest of the intersection. Main Street North (Ontario Provincial Highway 6) is the through road and stop control is provided on Durham Street.

Durham Street is a local road (i.e., the Township is the road authority) having a speed limit of 50 km/hr, with one through lane in each direction. The typical cross-section on Durham Street West is urbanized and includes sidewalk at the back of barrier curb along the south side of the road, approximately 9.1 m of pavement for the roadway and barrier curb along the north side of the road. Parking is permitted along the north side of the roadway and is prohibited on the south side of Durham Street between Weber Street and Main Street. The typical cross-section on Durham Street East is semi-urbanized (no curbs) and includes sidewalk on the north side of the road, separated from the travelled portion of the roadway by an asphalt gutter and boulevard. The travelled portion of the road, measured from the pavement gutter line along the north side of the road to the pavement gutter line/edge of pavement on the south side of the road is approximately 8.4 m. There is a commercial driveway on the south side of Durham Street East that extends from the end of the curb return from Main Street North. Street lights are present along the north side of Durham Street.

Main Street North (Ontario Provincial Highway 6) is a Connecting Link arterial road with a posted speed limit of 50 km/hr. The typical cross-section of Main Street North is urbanized, with one through lane in each direction and includes sidewalk on either side of the road, located behind the asphalt or grassed boulevard, and barrier curb. The width of Main Street North, on both legs of the intersection, representing the pedestrian crossing distance, measured from edge of pavement on either side of the roadway is 9.9 m. Street lights are present along the west side of Main Street North. Parking is prohibited on both sides of the road. The road authority for the Connecting Link is the Township; however, the Ontario Ministry of Transportation (MTO) must review and approve all traffic control devices on the roadway prior to installation.

White crosswalk lines are painted across Durham Street East and West at Main Street North. All corners of the intersection have dropped curbs for pedestrians; however, they do not meet the *Accessibility for Ontarians with Disabilities Act* (AODA) standards. The intersection is an uncontrolled crossing, where pedestrians must yield to traffic before crossing; however, during school periods, the painted crosswalks across Durham Street East and West are controlled by a crossing guard who provides the designated right-of way for all pedestrians crossing Durham Street. The crossing guard also assists pedestrians crossing Main Street North; however, Main Street North is not painted with crosswalk markings. School Crossing signs (WC-2) are posted on Main Street North, upstream of the intersection with Durham Street, in both directions of travel.

The approaches to the intersection from Main Street North and Durham Street East are flat and straight. The approach to the intersection from Durham Street East is straight and is located at the bottom of a hill having an approximate grade of five percent, with the crest being located approximately 184 m to the east.

The layout of existing conditions of the intersection is presented in Attachment A.

TRAFFIC COUNTS

A traffic count (vehicle and pedestrian) was conducted by Triton on December 14, 2021, for a total observation period of 4 hours that are representative of the highest hours of traffic volumes experienced on an average day. The pedestrian count includes those crossing at and in the immediate vicinity of the intersection, and was split into those that crossed the road within 10 seconds of reaching the curb, and those that had to wait more than 10 seconds before crossing. This measure of pedestrian delay is used in the traffic signal warrant analysis. The pedestrian count was further split into assisted pedestrians and unassisted pedestrians. Assisted pedestrians include senior citizens, children under the age of 12, disabled pedestrians and other pedestrians requiring special consideration or assistance. Assisted pedestrians are accounted for by doubling their total.

The pedestrian movement counts (in terms of net equivalent adults) and vehicle traffic volumes for the intersection studied are summarized below in Tables 1 and 2, respectively.

Table 1: Summary of Observed Pedestrian Volume

Time Period	Pedestrians (Net Adjusted) Crossing Main Street North (Highway 6)								Pedestrians (Net Adjusted) Crossing the Side Street (Durham Street)			
	South Leg		½ block south of intersection		North Leg		½ block north of intersection		West Leg (Durham Street West)		East Leg (Durham Street East)	
	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s
8:00 a.m. to 9:00 a.m.	33	14	1	0	0	0	0	0	8	2	31	1
9:00 a.m. to 10:00 a.m.	4	2	1	0	0	0	0	0	0	0	5	0
3:00 p.m. to 4:00 p.m.	29	19	4	4	0	0	1	0	4	0	36	3
4:00 p.m. to 5:00 p.m.	0	4	1	1	0	0	1	0	9	0	0	4
Total	66	39	7	5	0	0	2	0	21	2	72	8
	105		12		0		2		23		80	
Total Crossing	117				2				103			
	119											

As summarized in Table 1, almost all (98 percent) of the pedestrians crossing Main Street North crossed on the south leg of the intersection. Approximately 12 percent of the pedestrians crossing Main Street North experienced a delay of at least 10 seconds before crossing. Approximately 78 percent of the pedestrians crossing Durham Street crossed on the east leg of the intersection.

Table 2: Summary of Observed Traffic Volume

Time Period	Main Street North (Highway 6)						Durham Street (Side Street)					
	South leg entering			North Leg entering			West Leg Entering (Conestoga Street North)			East Leg Entering (Conestoga Street South)		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right
8:00 a.m. to 9:00 a.m.	39	252	6	10	243	15	8	4	12	3	9	6
9:00 a.m. to 10:00 a.m.	14	271	5	9	296	3	10	2	14	7	6	6
3:00 p.m. to 4:00 p.m.	16	365	1	18	455	24	5	4	17	4	8	7
4:00 p.m. to 5:00 p.m.	15	443	9	6	439	14	17	11	16	8	13	12
Total	84	1,331	21	43	1,433	56	40	21	59	22	36	31
Total Entering	1,436			1,532			120			89		
Leg Total	2,934			2,950			296			174		

As summarized in Table 2, the majority (94 percent) of the vehicular traffic on Main Street North was through traffic.

ANALYSIS OF OPTIONS

The OTM Book 15 – Pedestrian Crossing Treatments provides a Decision Support Tool (DST) that describes threshold conditions for assessing pedestrian crossing needs and the selection of a Treatment System. A complete analysis includes consultation of the DST, along with a study of traffic conditions and physical characteristics of the location being studied.

Traffic Signals for Pedestrians (Intersection Pedestrian Signals)

Consistent with the DST, the first step in the analysis is to determine whether traffic signals are warranted for pedestrians, using the Justification 6 in OTM Book 12 – *Traffic Signals*.

Per OTM Book 15, Intersection Pedestrian Signals (IPS) provide traffic gaps for pedestrian right-of way. IPS provides full signalization of the main street, with the side street controlled by stop signs. IPS are controlled by pedestrian actuation of the pushbuttons, and operation is two phase such that there are signal indications for pedestrians to cross the main street and signals to control traffic from the approaches on the main street. A standard crosswalk is required to be marked at the IPS, consistent with the requirements for crosswalks at traffic signals. In accordance with current AODA requirements, audible pedestrian signals are mandatory. An example of IPS is provided in Attachment B.

Justification 6 – Pedestrian Volume and Delay

This calculation is used to determine if a traffic signal is warranted for pedestrians and examines both pedestrian and traffic volumes for the highest eight or 4 hours of factored pedestrian movement. *OTM Book 12-Justification 6 provides 4-hour warrants for installation of pedestrian treatment for smaller*

communities (OTM Book 15, June 2016), which are defined as those having a population of less than 10,000.

Justification 6 consists of Part A, which is based on volume (pedestrian and traffic) alone, and Part B which examines pedestrian delays. The latter analysis considers the volume of factored pedestrians that are delayed 10 seconds or more before crossing. In order for Intersection Pedestrian Signals (IPS) or Midblock Pedestrian Signals (MPS) to be warranted, both parts of the justification must be satisfied.

Based on the four-hour traffic count conducted in December 2021, both parts of Justification 6 are not met for this location; however, it should be noted that both parts were nearly met and that it is possible that this Justification could be satisfied at this location. Refer to the evaluation of Justification 6 in Attachment C, based on the December 14, 2021 traffic count.

Per OTM Book 12, the crossing vehicular traffic volume should also be considered in using Intersection Pedestrian Signals as a pedestrian crossing protection device, such that Justifications 1 through 4 in OTM Book 12 must not be satisfied (i.e., the traffic volume on the side road must be very light).

Justification 1 – Minimum Vehicle Volume

The intention of this warrant is to address the minimum volume conditions for which signalization can be used to minimize the vehicle delay on the minor road and distribute the delay between the main and minor roadways. This justification is comprised of two parts. Part A considers the lowest total traffic on all intersection approaches and Part B considers the lowest total traffic on both approaches of the minor street. Justification 1, based on free flow conditions, was not met at this location.

Justification 2 – Delay to Cross Traffic

This warrant consists of two parts. Part A is intended to justify the use of traffic signals when the traffic volume on the main road causes excessive delay and Part B is intended to evaluate if safety hazards exist for pedestrians crossing the main road. Justification 2, based on free flow conditions, was not met at this location.

Justification 3 – Volume/Delay Combination

This justification is applicable when Justifications 1 and 2 are not 100 percent satisfied, but both are at least 80 percent satisfied, and should only be considered when other mitigation measures to reduce delay and inconvenience are unsuccessful. This justification was not met at this location.

Justification 4 – Minimum Four-Hour Vehicle Volume

This justification is only used by some jurisdictions (it is not used by the MTO) and is considered when the intersection does not meet the warrants under Justifications 1 through 3; however, traffic experiences excessive delays for four or more peak hours of the day (typically used for specific locations, such as intersections within commuter-dominated roadways, commercial areas, and manufacturing, office and/or industrial areas/accesses). This warrant was not met at this location.

As outlined above, given that it is likely Justification 6 could be met at this location, and Justifications 1 through 4 were not; IPS could be considered at this intersection.

An Intersection Pedestrian Signal is estimated to cost \$110,000, excluding HST and any required roadwork.

Pedestrian Crossover

Consistent with the DST, the first step of the analysis was completed and determined that traffic signals for pedestrians are not warranted based on existing conditions and traffic volumes observed in December 2021. The second step of the DST examines the minimum volume requirements for a PXO. Regulations under the *Highway Traffic Act* (HTA) permit the use of three types of Level 2 PXOs, which include black on white pedestrian crossing signs, “ladder-type” pavement markings, and the use of a yield line known as “shark’s teeth markings”. Details on the warrants for, and installation of these crossings, are contained in the Ontario Traffic Manual Book 15 – *Pedestrian Crossing Treatments*. The minimum 4-hour volume requirements for a PXO are at least 65 equivalent adult pedestrians crossing during a corresponding vehicle volume of at least 395 vehicles. Both of these requirements are satisfied based on the traffic count conducted in December 2021, which observed 119 pedestrians crossing Queen Street East and a total vehicle volume of 2,950 over a period of 4 hours.

The next step of the DST evaluates the location of the intersection with respect to distance from another traffic control device. As per the DST in OTM Book 15, it is noted that a PXO should not be applied within 200 m from another traffic control device, unless there is a requirement for system connectivity or to continue pedestrian desire lines, since there is the potential that a PXO could disrupt traffic flow if installed within 200 m of other traffic signals. This intersection is located more than 200 m away from traffic control devices, therefore, there are no concerns with respect to disruption of traffic flow in this regard.

Therefore, *Table 7: Pedestrian Crossover Selection Matrix* in OTM Book 15 is used to determine which type of PXO should be selected. The north and south legs of the intersection, representing the pedestrian crossing distance, measured between the edge of pavement on either side of the roadway are approximately 9.9 m. This crossing distance is representative of a three-lane roadway (based on an assumed lane width of between 3.0 m and 3.75 m [as per MTO Geometric Design Standards for Ontario Highways]). Consistent with Table 7 in OTM Book 15, the appropriate PXO treatment based on this pedestrian crossing distance and posted speed limit (maximum of 50 km/hr) is a Level 2, Type B.

Approval from MTO for the installation of a PXO on a Connecting Link is required. As part of the application for approval, MTO will review this warrant analysis report and provide approval of a Township By-Law regarding this location on a Connecting Link.

The estimated cost to install a Level 2, Type B PXO is \$50,000, excluding HST and any required roadwork (can be reduced if the Township performs some of the work).

Supervised School Crossing

The existing crossing is signed as a School Crossing; however, the crossing is not painted in accordance with OTM Book 11 – *Markings and Delineation*. Per OTM Book 15, a School Crossing requires School Crosswalk markings that conform to Figure 45 of OTM Book 11 – *Markings and Delineation*. Refer to Table 15 of OTM Book 15 – *Pedestrian Crossing Treatments* and Figure 45 of OTM Book 11 – *Markings and Delineation* in Attachment D for details.

When school crossing guards are present at marked school crosswalks, they provide a designated right-of-way for all persons as vehicles must yield to a crossing guard. This is permitted in accordance with Section 176 of the *Highway Traffic Act*. It should be noted that in the absence of a school crossing guard, drivers are not required to yield the right-of-way to pedestrians. This can create confusion during non-school hours when pedestrians must recognize that they do not have the right-of-way when crossing.

DISCUSSION

The intersection of Main Street North and Durham Street is currently an uncontrolled crossing, where pedestrians must yield to traffic before crossing. It should be noted that in the absence of a school crossing guard, drivers are not required to yield the right-of-way to pedestrians. This can create confusion during non-school hours when pedestrians must recognize that they do not have the right-of-way when crossing. Further, it should be noted that school crossing guards are normally stationed at marked school crosswalks; however, the school crossing across Main Street North at Durham Street is not consistent with the requirements of the HTA for a controlled crossing (note: controlled only when a school crossing guard is present) and should conform to the requirements of OTM Book 11 – *Markings and Delineation*. Additionally, it should be noted that if crosswalk markings were to be painted on Main Street North, it may cause confusion for pedestrians, specifically children, who may expect vehicles to stop for them, even in the absence of a school crossing guard.

The existing conditions of the intersection do not meet current AODA accessibility standards for pedestrians. Improvement of the pedestrian travel paths with respect to accessibility will help to control pedestrian movement through the intersection and enhance pedestrian safety.

Due to the volume of vehicle and pedestrian traffic, this site could be considered a candidate for the installation of Intersection Pedestrian Signals; however, it is a candidate for installation of a Level 2, Type B PXO.

IPS are intended to serve only pedestrian traffic and would provide pedestrians crossing Main Street North at Durham Street the right-of-way when the signals are actuated by the pushbutton. The IPS controller will rest with the main road green until the signals are activated by a pedestrian. The purpose of IPS is to provide a quick response to waiting pedestrians; however, can be programmed to work with the background system control to maintain vehicular movement on the main street in the event of continuous actuation of the IPS. Traffic on Durham Street will continue to be stop controlled and would be able to cross or turn while the IPS are activated, so long as the movement is not in conflict with the crossing pedestrian(s).

Installation of a PXO at this location could help control pedestrian movement through the intersection and enhance pedestrian safety. This site is considered a candidate for the installation of a Level 2, Type B PXO, based on the observed 4-hour pedestrian and traffic volume, requirement to continue pedestrian desire lines, road width and speed limit.

RECOMMENDATIONS

It should be noted that the intersection of Main Street North and Durham Street is currently an uncontrolled crossing, where pedestrians must yield to traffic before crossing, except in the presence of the school crossing guard. Given that the four-hour traffic volumes observed at this intersection in December 2021 almost meet the minimum volumes to warrant IPS, installation of IPS could be considered; however, it is our recommendation that a Level 2, Type B PXO is the most appropriate type of pedestrian control at this time. A benefit to installing PXOs is that pedestrian delay in crossing will be minimized to waiting for the actuated flashing beacons to initiate after pressing the pushbutton and impacts to vehicular traffic movement are limited to when flashing beacons are actuated and pedestrians are crossing. As further growth occurs in the Township, specifically, in Mount Forest, IPS or full traffic

- 8 -

signals may be warranted. The Township should monitor the operation of a PXO, as well as traffic flow, and consider upgrades in the future based on this experience.

A school crossing guard can continue to be used at the intersection if a PXO is to be installed, at the discretion of the municipality. In the interim, regardless of whether the crossing is upgraded to a PXO or IPS, the school crossing must be marked in accordance with Figure 45 of OTM Book 11 for an urban school crosswalk (refer to Attachment D) to conform to the requirements of the HTA. It should be noted that the existing school crossings signs would need to be removed in the presence of a PXO or IPS.

A Level 2 Type B PXO is appropriate based on the road width and observed 4-hour traffic volume. A PXO will minimize pedestrian delay in crossing to waiting for the actuated flashing beacons and disruption to traffic will be limited to waiting for pedestrians to move through the crossing when the beacons are activated. An example of a Level 2 Type B PXO is attached in Attachment E. A copy of Table 11 from OTM Book 15, which presents the required, desirable, and optional components of Level 2, Type B PXOs is also included in Attachment E. It should be noted that implementation of a PXO at this location will include the following steps:

- Submit this warrant analysis report to MTO for approval.
 - Note: MTO review and acceptance of the proposed PXO can take up to three months and will also require Council passing a By-Law supporting the installation of a Level 2, Type B PXO on Main Street South at King Street.

We trust that this meets your current requirements, and we would be pleased to review our findings with you, as required.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



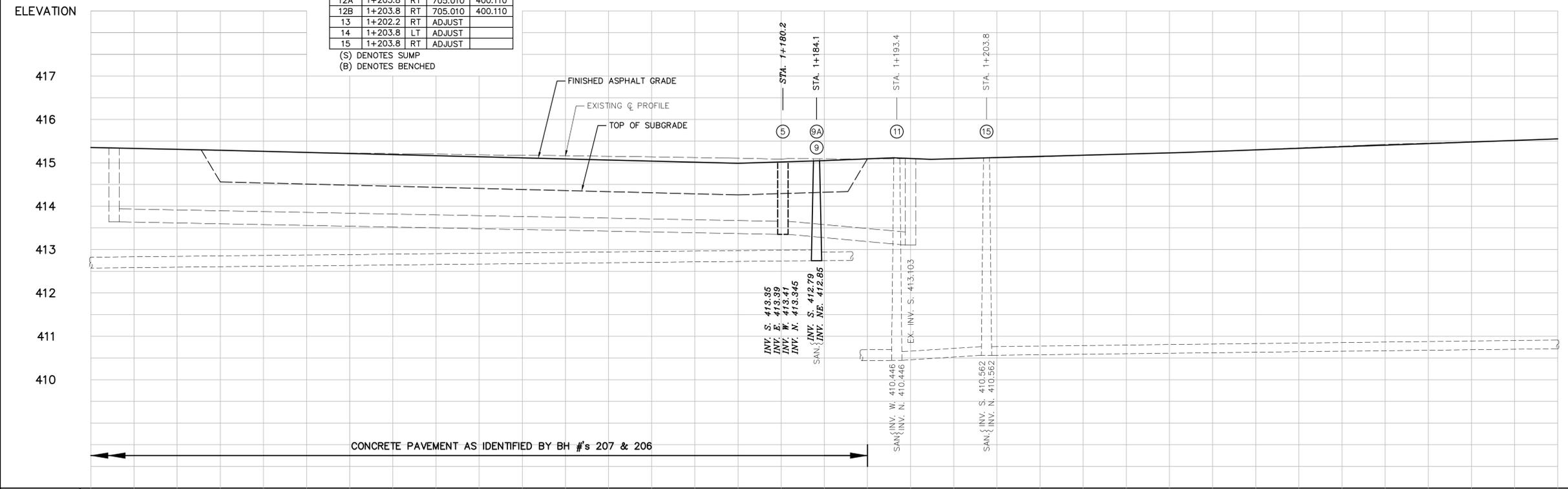
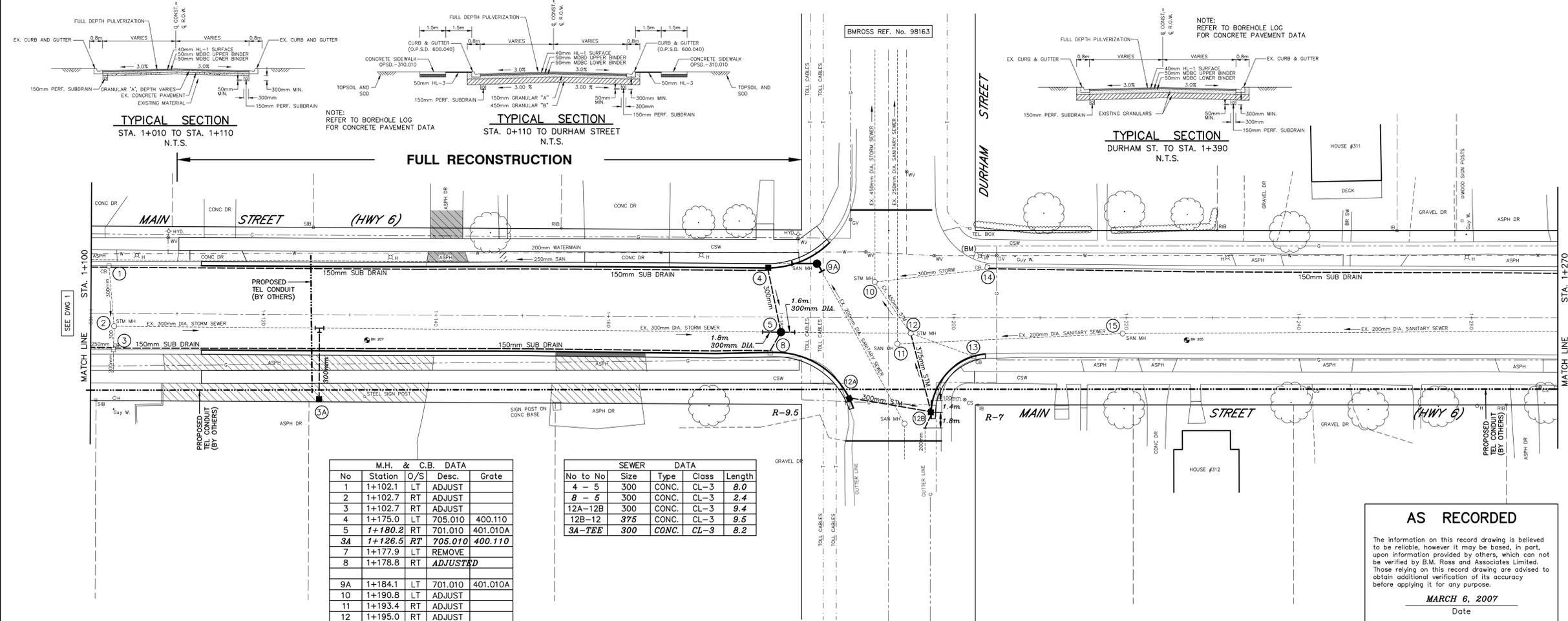
Taylor Kramp, P. Eng.



Lindsay Scott, P. Eng.

ATTACHMENT A
LAYOUT OF EXISTING CONDITIONS

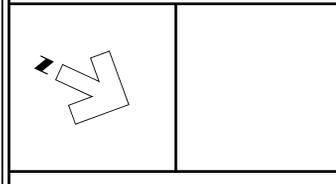
PFE-550 FILE NO. 02303



FINISHED ASPHALT GRADE	MATCH	415.26	415.21	415.16	415.11	415.06	415.01	414.99	415.02	MATCH	FINISHED ASPHALT GRADE								
EXISTING Q GRADE	415.353	415.306	415.261	415.225	415.202	415.172	415.150	415.120	415.084	415.091	415.552								
STATION	1+100	110	120	130	140	150	160	170	180	190	200	210	220	230	240	250	260	270	STATION

LEGEND

- SAN. or STM. EXISTING SEWERS, SANITARY or STORM
- M.H. or C.B. MANHOLE and CATCHBASIN
- W. WATERMAIN
- F. FIRE HYDRANT
- G. GASMAIN
- U. UNDERGROUND TELEPHONE
- HYD. UNDERGROUND HYDRO
- TV. UNDERGROUND T.V. CABLE
- U.P. UTILITY POLES
- G. GRUBBING
- REMOVE EXISTING CONC. SIDEWALK AND DRIVES
- REMOVE AND PLACE CONC. SIDEWALK AND DRIVES
- PLACE CONC. SIDEWALK AND DRIVES
- REMOVE EXISTING ASPHALT PAVT
- PLACE HOT MIX ASPHALT CORNER (50mm HL-HOT MIX MISC.)
- REMOVE EXISTING CONC. CURB



NOTE
The locations of existing underground utilities are shown in an approximate way only and have not been independently verified by the owner or its representative. The contractor shall determine the exact location of all existing utilities before commencing work and agrees to be fully responsible for any damages which might be occasioned by the contractor's failure to exactly locate and preserve any and all underground utilities.

BENCHMARK INFORMATION
B.M. Elev. 415.361
Mag Nail & Flag in NE. face of HP at W. corner of Durham Street and Main Street

AS RECORDED
The information on this record drawing is believed to be reliable, however it may be based, in part, upon information provided by others, which can not be verified by B.M. Ross and Associates Limited. Those relying on this record drawing are advised to obtain additional verification of its accuracy before applying it for any purpose.
MARCH 6, 2007
Date

Design By: D.L.A. Checked By:

No.	DATE	REVISION
1.	Mar. 30, 2005	Issued as preliminary design
2.	July 28, 2006	Issued for tender
3.	March 6, 2007	As Recorded Information



Goderich (519) 524-2641 Mount Forest (519) 323-2945



Township of Wellington North (Mount Forest)
Main Street
Reconstruction
Plan and Profile From
Sta. 1+100 to Sta. 1+270

Contract No. 02303	Project No. 02303
Scale Horizontal : 1 : 250 Vertical : 1 : 50	Drawing No. 2 of 16

ATTACHMENT B

EXAMPLE OF INTERSECTION PEDESTRIAN SIGNALS

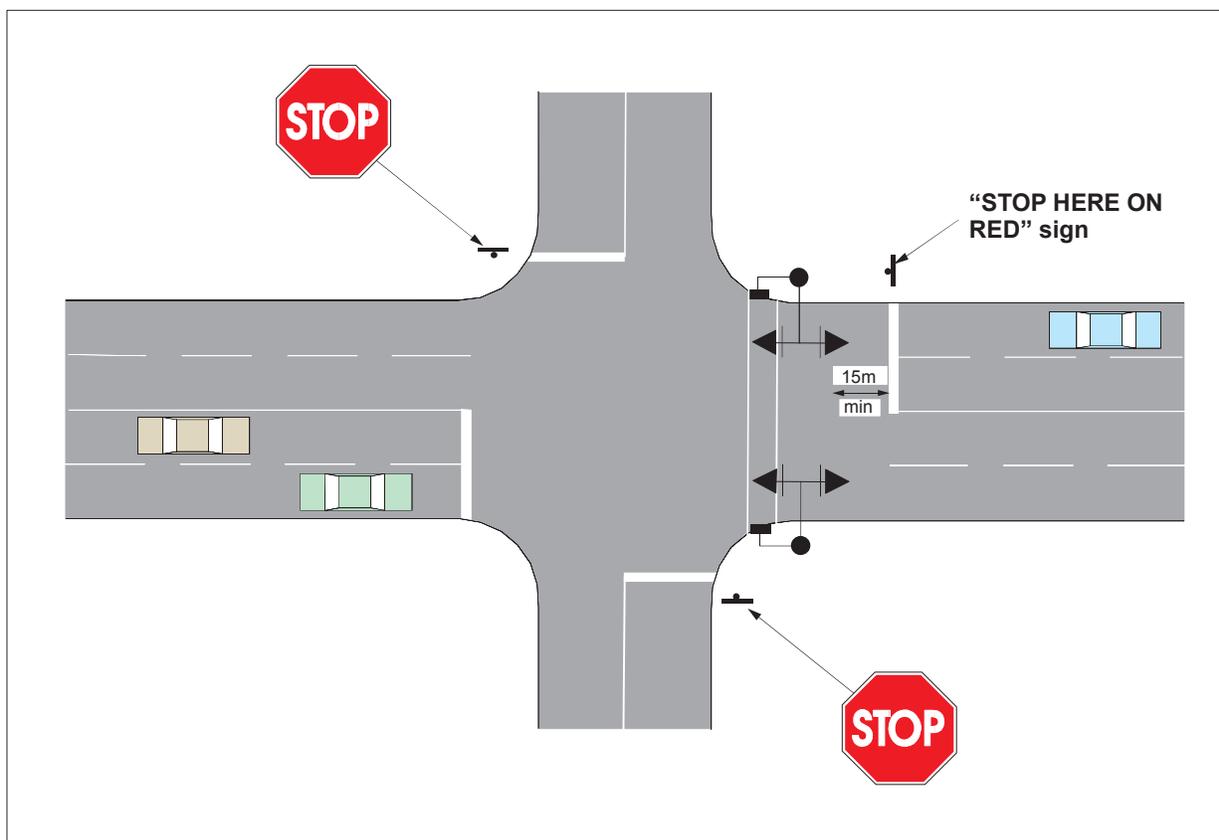


Figure 41 – Intersection Pedestrian Signals

Lane direction signals must be suspended directly over the approximate centre of the lane to which they apply. Signals for different lanes should be mounted at a uniform height and positioned so that they form a straight line and cross the roadway lanes at right angles. Each signal head must be mounted a minimum of 4.5 m over the pavement, with a 5.0 m clearance preferred.

Lane control signals must be carefully located in advance of, or beyond, an intersection controlled by standard traffic control signals in order to eliminate possible confusion between the indications. A

signal indication must always be illuminated in both directions of the lane or lanes controlled.

The signal indications consist of a red "X" and a green arrow (downwards), as shown in Figure 16 in Section 3. The layout of the lane direction signals should take visibility into account as follows:

- At least one set of indications should be visible to the motorist at all times.

ATTACHMENT C
EVALUATION OF OTM BOOK 15, JUSTIFICATION 6

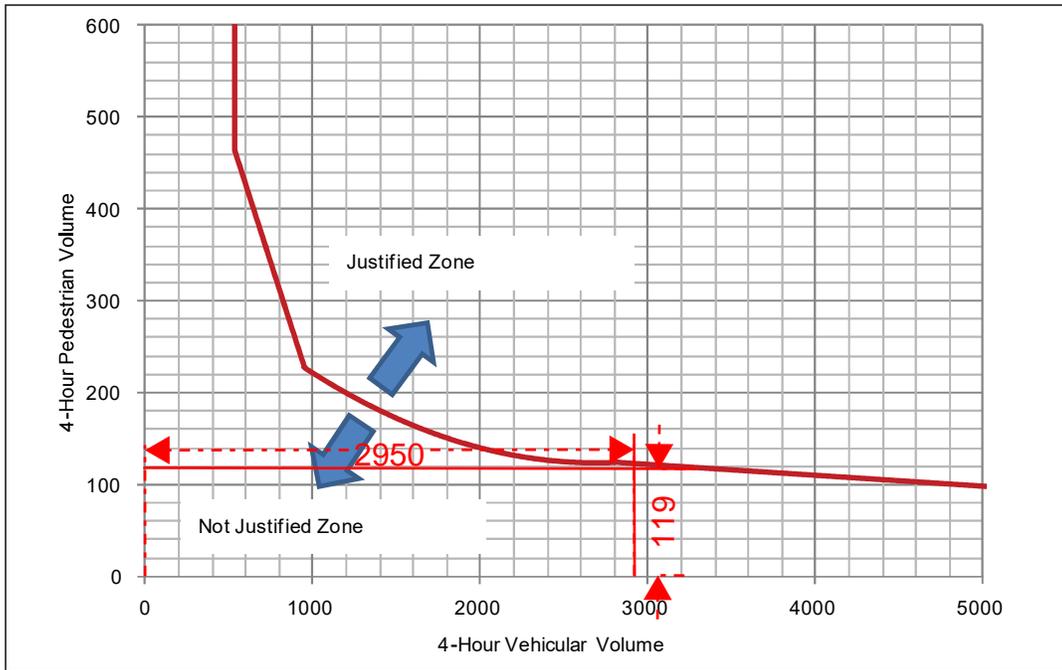


Figure 5: 4-Hour Pedestrian Volume Criterion for Communities of Population Less than 10,000

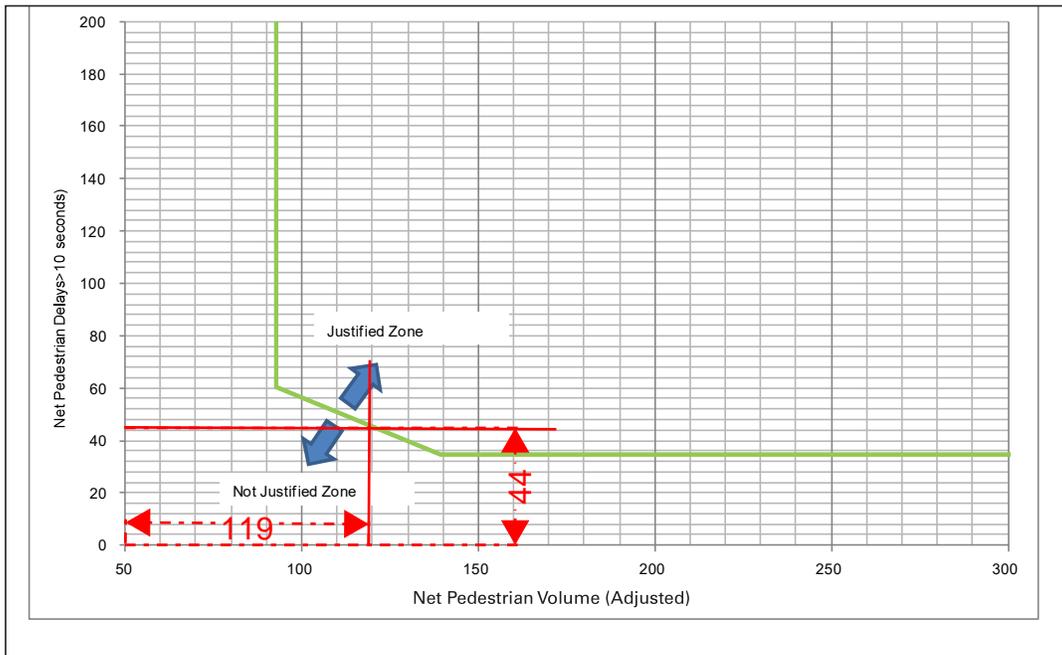
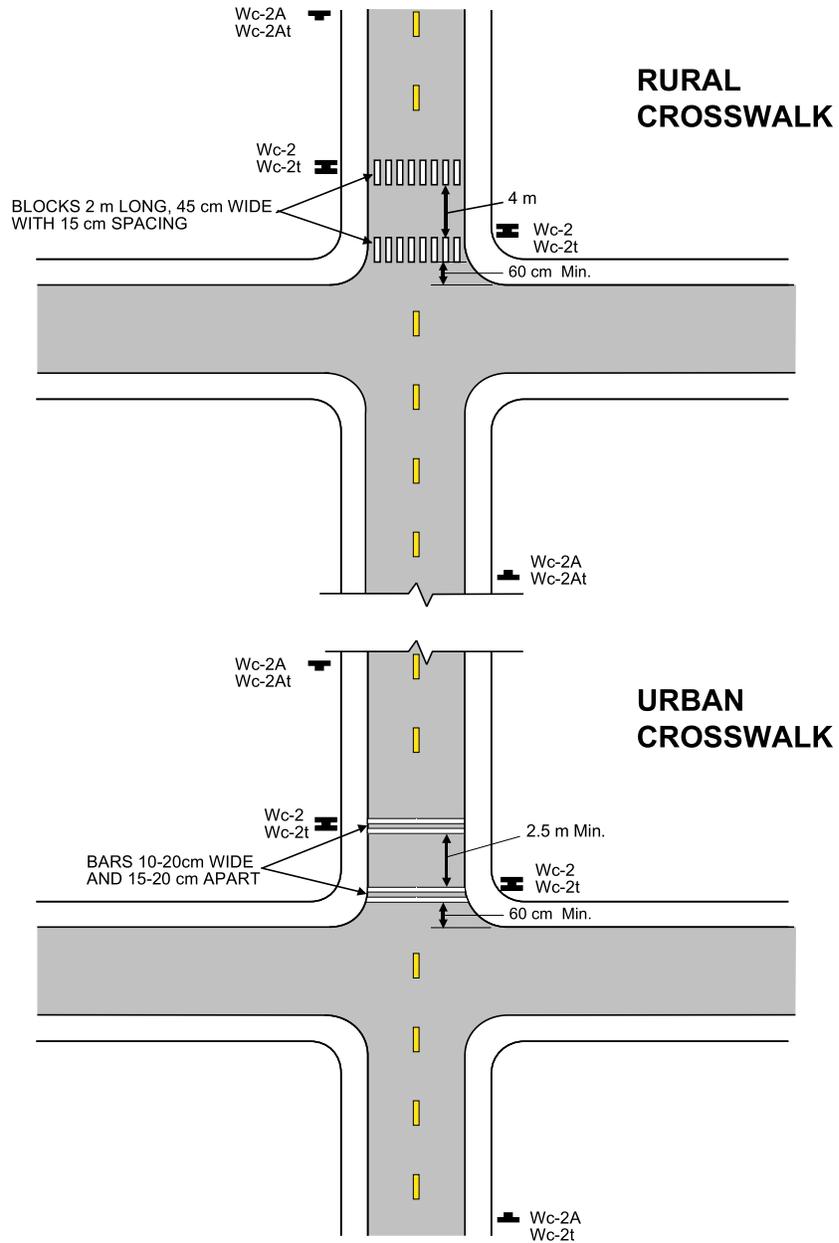


Figure 6: 4-Hour Pedestrian Delay Criterion for Communities of Population Less than 10,000

ATTACHMENT D
SCHOOL CROSSING REQUIREMENTS

Figure 45 – School Crosswalks for Supervised Crossing



- Recommendations on use of supplementary equipment including safety vest, armbands, gloves, mitts and a raincoat.
- Guiding principles to follow in the recruitment, training and administration of school crossing guards.
- Recommended process that may be followed by road authorities and practitioners considering a school crossing guard and recommended warrant criteria to be considered as part of the process.
- Recommendations with respect to “school crossing” sign placement, crosswalk dimensions, parking and stopping controls as well as passing and “lane change” restrictions are provided. (These guidelines are built on the information contained in the Ontario Traffic Manual series, in particular, OTM Book 5 – Regulatory Signs, OTM Book 6 – Warning Signs and OTM Book 11 – Pavement, Hazard and Delineation Markings).

Table of Components

Table 15 provides the components of a designated supervised school crossing. The details of individual components are provided in Section 6.2.

Application Environment

School crossing guards may be stationed at otherwise uncontrolled mid-block / intersections locations with required marked school crosswalks and school crossing signs within the school area where school children have to cross en route between home and school.

School crossing guards may also be stationed at all controlled crossings in conjunction with other pedestrian treatment systems. However, in this case the school crossing guard will be treated as an additional component of the base treatment system.

Table 15: Components of School Crossing Guard

Required Components	Desirable Components	Optional Components
<ul style="list-style-type: none"> • Crossing Guard • School Crosswalk Markings for supervised crossing according to OTM Book 11 (different requirements for urban and rural locations) • School Crossing Sign (Wc-2, Wc-102) • School Crossing Tab Sign (Wc-2t, Wc-102t) • School Crossing Ahead Sign (Wc-2A, Wc-102A) • Crossing Ahead Tab sign (Wc-2At, Wc-102At) • Parking and other sight obstructions prohibition within at least 30 m of crossings • Stopping prohibition for a minimum of 15 m on each approach to the crossing, and 10 m following the crossing 	<ul style="list-style-type: none"> • Refuge Islands and Centre Medians with mandatory: <ul style="list-style-type: none"> • Pavement markings on approaches to obstructions • Keep Right Sign (Rb-25, Rb-125) • Object Marker Sign (Wa-33L) • School Zone Maximum Speed Sign (Rb-6) • School Zone Maximum Speed When Flashing Sign (Rb-6A) • Stopping prohibition for a minimum of 30 m on each approach to the crossing, and 15 m following the crossing 	<ul style="list-style-type: none"> • Raised Crosswalk • Textured Crosswalk • Advance Stop Bar • Safety elements including Barricades, Pedestrian Fencing, Gates, Walls, Bollards, and Barriers

ATTACHMENT E
EXAMPLE OF A LEVEL 2 TYPE B PXO TREATMENT

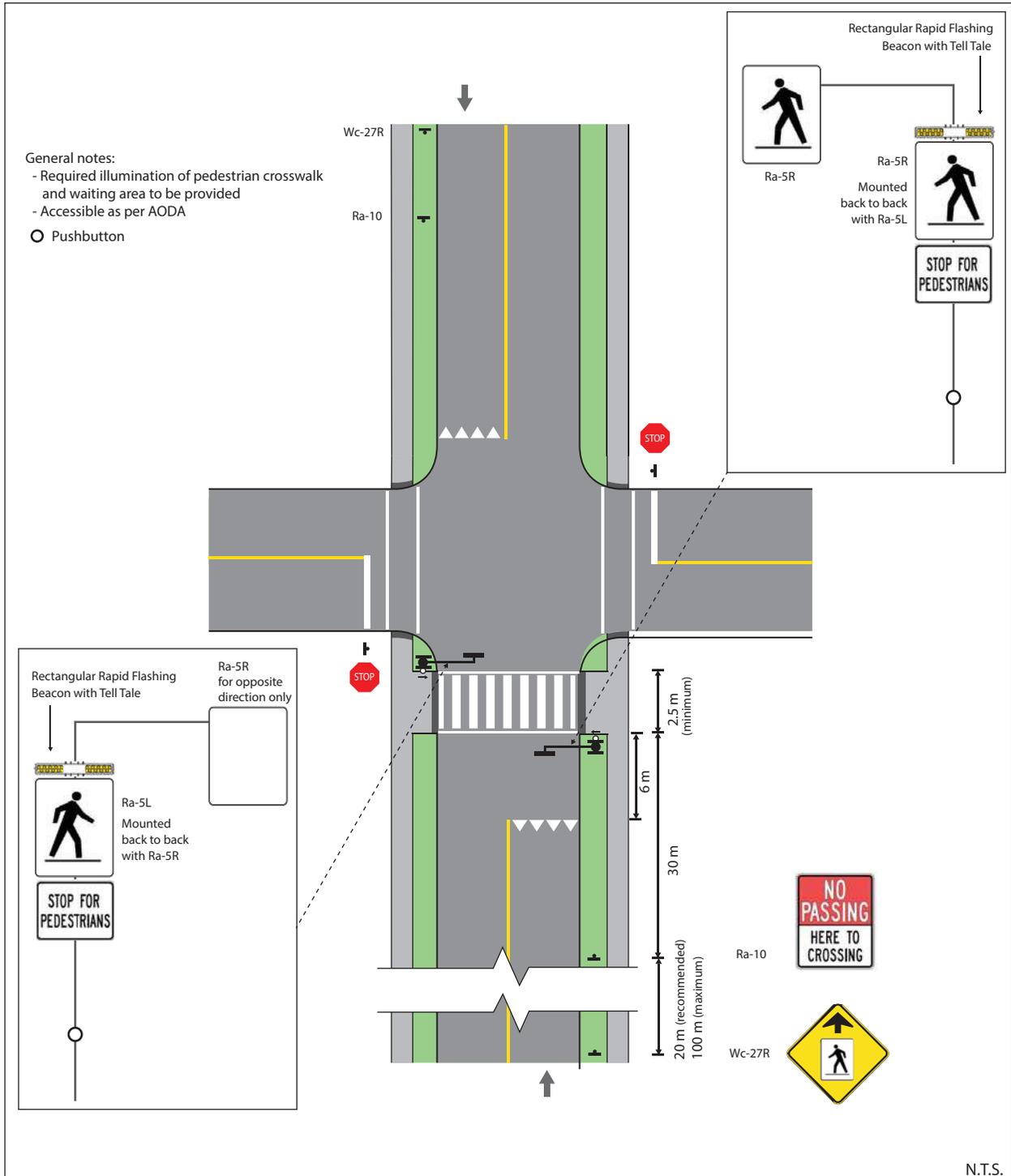


Figure 27: Pedestrian Crossover Level 2 Type B – Intersection (2-way)

Table 11: Components of Level 2 Type B Pedestrian Crossover

Required Components	Desirable Components	Optional Components
<ul style="list-style-type: none"> • Side-mounted pedestrian crossover signs, showing a symbol of a person crossing on a road (Ra-5R and Ra-5L), together with their Stop for Pedestrians (Ra-4t) tabs, on both sides of the road mounted back to back (For one-way applications, Stop for Pedestrians tab is required only for the direction of travel) • One over-head mounted pedestrian crossover sign showing a symbol of a person crossing on a road to the right (Ra-5R), for each direction of travel • Ladder Crosswalk Markings • Yield to Pedestrians line markings at 6.0 m from crosswalk • Actuated Double-sided Rectangle Rapid Flashing Beacon with Tell Tale and Pedestrian Pushbutton for pedestrians mounted above each set of side-mounted pedestrian crossover signs installed at the pedestrian crossover • Advanced Pedestrian Crossover Ahead sign (Wc-27R/Wc-27L) at 50.0 m upstream of the crosswalk • Passing restrictions on single lane approaches • Stopping prohibition for a minimum of 15 m on each approach to the crossing, and 10 m following the crossing • Lane change prohibition on multiple lane approaches using solid white lines (not applicable for exiting legs of roundabouts) • No Passing Here to Crossing sign (Ra-10) 30 m upstream of the crosswalk 	<ul style="list-style-type: none"> • Stopping prohibition for a minimum of 30 m on each approach to the crossing, and 15 m following the crossing 	<ul style="list-style-type: none"> • School Crossing Guard • Textured Crosswalk Markings • Raised Crosswalk • Pedestrian Pushbutton (Ra-11) sign • Safety elements including Barricades, Pedestrian Fencing, Gates, Walls, Bollards, and Barriers



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

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e-mail: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

April 8, 2022

Township of Wellington North
7490 Sideroad 7 W
PO Box 125
Kenilworth, Ontario
N0G 2E0

ATTENTION: Mr. Matt Aston
Director of Operations

RE: TOWNSHIP OF WELLINGTON NORTH
REVIEW OF THE INTERSECTION OF
KING STREET AND MAIN STREET SOUTH
(HIGHWAY 6), MOUNT FOREST
OUR FILE: A5528-R03

Dear Mr. Aston:

INTRODUCTION

On behalf of the Township of Wellington North (Township), Triton Engineering Services Limited (Triton) has undertaken a review of the intersection of Main Street South (Highway 6) with King Street, in the former Town of Mount Forest, to determine whether additional traffic and pedestrian control would be warranted. It is our understanding that the concerns at this intersection relate to pedestrians crossing Main Street South. We are not aware of any traffic operation concerns at the intersection.

This report presents the results of our analysis, consistent with Ontario Traffic Manual (OTM) Book 12 – *Traffic Signals* and Book 15 – *Pedestrian Crossing Treatments*. The analysis takes into consideration observed traffic volumes, physical site conditions, proximity to other traffic control devices, and system connectivity and pedestrian desire lines. Further to providing a summary of the analysis, this report also presents design considerations and site modifications with respect to the Highway Traffic Act (HTA) and the Accessibility for Ontarians with Disabilities Act (AODA), and provides recommendations.

The OTM Book 15 - *Pedestrian Crossing Treatments* was published in June 2016 and provides warrant analysis and design criteria for the installation of Pedestrian Crossovers (PXOs). It provides a Decision Support Tool (DST) describing threshold conditions for assessing pedestrian crossing needs and the selection of a Treatment System. It is noted that a study of traffic conditions and physical characteristics of the location, as well as consideration of requirements to continue pedestrian desire lines or provide system connectivity are important in providing a complete analysis. This also includes roadway configuration, sight lines, and proximity to other traffic control devices.

LOCATION DESCRIPTION

The intersection is located approximately 180 metres (m) north of the traffic signals at the intersection of Main Street South and Queen Street and approximately 190 m south of the traffic signals at the intersection of Main Street and Wellington Street. Main Street South is the through road and stop control is provided on King Street. King Street is a local road, with one through lane in each direction. Time limited (maximum 2 hours between 9 a.m. and 6 p.m.) parallel parking lanes are provided on both sides of King Street West and on the south side of King Street East. A lane for angle parking, which is also time limited, is provided on the north side of King Street East from Main Street to approximately 40 m east of Main Street. A Municipal Parking Lot is located on the east side of Main Street South, approximately 55 m north of King Street East, with access provided between buildings 166 and 174 Main Street South.

Main Street South (Ontario Provincial Highway 6) is a north-south Connecting Link arterial road with a posted speed limit of 50 km/hr. The road authority for the Connecting Link is the Township; however, the Ontario Ministry of Transportation (MTO) must review and approve all traffic control devices on the roadway prior to installation. Main Street South has one through lane in each direction. Parallel parking lanes are provided on the east and west sides of Main Street South to the north and south of the intersection with King Street, which can create sight distance restrictions for traffic stopped at the stop bars on King Street and for pedestrians crossing Main Street South.

Sidewalks are located on both sides of both roads. Sidewalk extensions/curb bulbs are provided on both sides of King Street East and King Street West and both have crosswalk lines marked across King Street. The crosswalk across Main Street is uncontrolled, where pedestrians must yield to traffic before crossing. All four corners of the intersection have sidewalk ramps for pedestrians; however, they do not meet current AODA standards.

The approaches to the intersection from King Street are flat and straight. The approaches from Main Street South are straight. The parking on Main Street has the potential to block sightlines between approaching vehicles and pedestrians wanting to cross either leg of Main Street.

Sight distance is limited for vehicles stopped at the stop bars on King Street by parallel parking lanes and buildings on the corners of the intersection. Vehicles stopped at the stop bars on the side street must move ahead to view oncoming traffic before proceeding through the intersection and can cause visual obstruction and sight distance issues for pedestrians crossing Main Street South. The width of Main Street South, representing the pedestrian crossing distance, measured from the edge of pavement on either side of the roadway at the existing curb drops on the north and south legs of the intersection, is 13.4 m.

Figure 1 presents the lay-out of existing conditions of the intersection.

TRAFFIC COUNTS

A traffic count (vehicle and pedestrian) was conducted by Triton on July 30, 2019, for a total observation period of 8 hours that are representative of the highest hours of traffic volumes experienced on an average day. The pedestrian count includes those crossing at and in the immediate vicinity of the intersection, and was split into those that crossed the road within 10 seconds of reaching the curb, and those that had to wait more than 10 seconds before crossing. This measure of pedestrian delay is used in the traffic signal warrant analysis. The pedestrian count was further split into assisted pedestrians and unassisted pedestrians. Assisted pedestrians include senior citizens, children under the age of 12, disabled pedestrians and other pedestrians requiring special consideration or assistance. Assisted pedestrians are accounted for by doubling their total.

The pedestrian movement counts (in terms of net equivalent adults) and vehicle traffic volumes for the intersection studied are summarized below in Tables 1 and 2, respectively. It should be noted that pedestrians crossing Main Street include those that crossed at a midblock location within one third of a block of King Street. The majority of midblock crossings were observed north of King Street.

Table 1: Summary of Observed Pedestrian Volume

Time Period	Pedestrians (Net Adjusted) Crossing Main Street South (Highway 6)				Pedestrians (Net Adjusted) Crossing the Side Street (King Street)			
	North Leg		South Leg		East Leg		West Leg	
	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s
7:30 a.m. to 8:30 a.m.	12	0	12	0	12	0	6	3
8:30 a.m. to 9:30 a.m.	28	0	14	0	25	2	15	3
11:00 a.m. to 12:00 p.m.	7	0	24	2	33	0	46	3
12:00 p.m. to 1:00 p.m.	13	0	22	0	43	0	48	0
1:00 p.m. to 2:00 p.m.	18	0	32	0	72	0	53	0
3:00 p.m. to 4:00 p.m.	15	0	11	0	43	0	44	0
4:00 p.m. to 5:00 p.m.	16	0	15	0	42	0	33	0
5:00 p.m. to 6:00 p.m.	26	0	23	0	23	0	36	0
Totals	135	0	153	2	293	2	281	9
Totals	135		155		295		290	
Total Crossing	290				585			

Table 2: Summary of Observed Traffic Volume

Time Period	Main Street South (Highway 6)						King Street (Side Street)					
	North leg entering			South Leg entering			East Leg Entering (King Street East)			West Leg Entering (King Street West)		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right
7:30 a.m. to 8:30 a.m.	4	189	9	8	242	6	3	2	6	5	1	2
8:30 a.m. to 9:30 a.m.	9	201	12	22	277	5	2	4	11	8	5	2
11:00 a.m. to 12:00 p.m.	19	274	14	16	348	16	4	0	16	19	1	22
12:00 p.m. to 1:00 p.m.	39	320	18	16	347	7	1	2	17	21	6	20
1:00 p.m. to 2:00 p.m.	23	312	19	16	376	16	2	2	21	3	8	17
3:00 p.m. to 4:00 p.m.	23	337	24	29	318	10	1	3	18	8	5	21
4:00 p.m. to 5:00 p.m.	23	341	28	17	382	18	4	3	11	8	4	19
5:00 p.m. to 6:00 p.m.	22	287	22	23	365	7	2	6	12	11	6	17
Totals	162	2,261	146	147	2,655	85	19	22	112	83	36	120
Total Entering	2,569			2,887			153			239		
Leg Total	5,419			5,287			436			554		

ANALYSIS OF PEDESTRIAN CROSSING TREATMENT OPTIONS

The OTM Book 15 – *Pedestrian Crossing Treatments* provides a Decision Support Tool (DST) that describes threshold conditions for assessing pedestrian crossing needs and the selection of a Treatment System. A complete analysis includes consultation of the DST, along with a study of traffic conditions and physical characteristics of the location being studied.

Traffic Signals

Consistent with the DST, the first step in the analysis is to determine whether traffic signals are warranted for pedestrians, using the Justification 6 of the OTM Book 12 – *Traffic Signals*.

Justification 6 – Pedestrian Volume and Delay

This calculation examines both pedestrian and traffic volumes for the highest eight hours of factored pedestrian movement. Justification 6 consists of Part A, which is based on volume (pedestrian and traffic) alone, and Part B which examines pedestrian delays. The latter analysis considers the volume of factored pedestrians that are delayed 10 seconds or more before crossing. In order for pedestrian signals to be warranted, both parts of the justification must be satisfied. Based on the traffic count conducted on July 30, 2019, both parts of Justification 6 were not met for this location.

Pedestrian Crossover

When pedestrian signals are not warranted, the next step using the DST is to evaluate whether a PXO is warranted. Regulations under the Highway Traffic Act (HTA) permit the use of three types of Level 2 PXOs, which include black on white pedestrian crossing signs, “ladder-type” pavement markings, and the use of a yield line known as “shark’s teeth markings”. Details on the warrants for, and installation of these crossings, are contained in the Ontario Traffic Manual Book 15 – *Pedestrian Crossing Treatments*. The minimum 8-hour volume requirements for a PXO are at least 100 equivalent adult pedestrians crossing during a corresponding vehicle volume of at least 750 vehicles. Both of these requirements are satisfied based on the traffic count conducted on July 30, 2019, which observed 290 pedestrians crossing Main Street South and a total vehicle volume of 5,419 for a period of 8 hours.

The next step of the DST evaluates whether there is a requirement for system connectivity or if the location is on a pedestrian desire line. As per the DST, it is noted that a PXO should not be applied within 200 m of another traffic control device (since PXOs can have the potential to disrupt traffic flow if installed within 200 m of other traffic signals), unless there is a requirement for system connectivity or to continue pedestrian desire lines. Given that the intersection of King Street and Main Street South is within the downtown core of Mount Forest and its location facilitates connectivity for pedestrians in terms of access to parking, then this location can be considered as being on a pedestrian desire line. It is expected that disruption to traffic flow caused by operation of a PXO would be minimal at this location given that the separation from adjacent traffic signals is very close to 200 m. It should also be noted that it is likely that pedestrians will continue to use this uncontrolled location to cross Main Street South; therefore, a PXO at this location is expected to improve driver awareness of pedestrians crossing and improve pedestrian safety. For these reasons, this location is a candidate site for a PXO.

Table 7: Pedestrian Crossover Selection Matrix in OTM Book 15 is used to determine which type of PXO should be selected. The number of pedestrians crossing Main Street South on the north leg or south leg of the intersection were nearly equal. Just over half (53 percent) of the total pedestrian traffic crossed Main Street South on the south leg, where the pedestrian crossing distance is 13.4 m. This crossing distance is representative of a four-lane roadway (based on an assumed lane width of between 3.0 m and 3.75 m [as per MTO Geometric Design Standards for Ontario Highways]). Consistent with Table 7 in OTM Book 15, the appropriate PXO treatment based on this pedestrian crossing distance, for a roadway having a posted speed limit of 50 km/hr with an observed 8-hour traffic volume of 5,419, is a Level 2, Type B.

Approval from MTO for the installation of a PXO on a Connecting Link is required. As part of the application for approval, MTO will review this warrant analysis report and provide approval of a Township By-Law regarding this location on a Connecting Link.

DISCUSSION

The OTM Book 15 provides the following guidance with respect to Pedestrian System Connectivity: *The provision of pedestrian system connectivity is important for proper pedestrian accommodation...Facilitating connectivity between crosswalks and sidewalks, and/or trail networks involves understanding and monitoring pedestrian desire lines, which evolve as a function of land use, the location of pedestrian generators and attractors, and proximity to existing crossing facilities. Providing proper connectivity between origins and destinations allow pedestrians for simple and convenient access to facilities with the shortest possible deviation.*

The intersection of Main Street South and King Street is in the Central Business District, with nearby pedestrian generators including banks and other businesses, and access to parking facilities. Sidewalks are present on all four corners. Even though this crossing location is within 200 m of two signalized intersections (180m and 190m respectively), a PXO can be considered based on pedestrian desire lines.

This site can be considered a candidate for the installation of a Level 2, Type B PXO, based on the observed 8-hour pedestrian and traffic volume, requirement to continue pedestrian desire lines, road width and speed limit. The south leg of the intersection would be the preferred location for installation of the PXO given that this is where the majority (53%) of pedestrians crossed Main Street South at the intersection and because the south side of the intersection provides more room than the north side for installation of the PXO poles and for snow removal equipment to maneuver around the poles. If the Township wishes to pursue this option, a request will be made to the MTO for review and approval.

The pedestrian crossing distance on either leg of Main Street South could be reduced by providing curb bump outs. These would provide better pedestrian visibility and shorten the crossing distance for pedestrians, and may act as an enhancement to traffic calming. Of particular concern is the visibility of pedestrians entering the crosswalk in relation to adjacent parked cars. In order to provide sufficient sight distance, some existing parking spaces may need to be removed. The provision of bump-outs reduces the crossing distance (and time) and improves pedestrian visibility. However, bump-outs can restrict right turn movements and slip-by movements around left turning vehicles, thereby affecting traffic operations. Even if the crosswalk distance is reduced by the construction of bump-outs, a Level 2, Type B PXO will remain the appropriate PXO treatment system for Main Street South.

RECOMMENDATIONS

The installation of traffic or pedestrian signals at this intersection is not justified. PXO treatment (Level 2, Type B PXO) is warranted and recommended, given that this location is on a pedestrian desire line and provides system connectivity. A Level 2 Type B PXO is appropriate based on the road width and observed 8-hour traffic volume. A PXO will minimize pedestrian delay in crossing to waiting for the actuated flashing beacons and disruption to traffic will be limited to waiting for pedestrians to move through the crossing when the beacons are activated.

An example of a Level 2 Type B PXO is attached in Attachment A. A copy of Table 11 from OTM Book 15, which presents the required, desirable, and optional components of Level 2, Type B PXOs is also included in Attachment A.

It should be noted that implementation of a PXO at this location will include the following steps:

- Identify any other modifications that may be required to enhance the safety and effectiveness of the crossing.
 - The Township could consider constructing curb bump outs with AODA ramps to improve accessibility at this intersection.
- Submit this warrant analysis report to MTO for approval.
 - Note: MTO review and acceptance of the proposed PXO can take up to three months and will also require Council passing a By-Law supporting the installation of a Level 2, Type B PXO on Main Street South at King Street.

- 7 -

We trust that this meets your current requirements, and we would be pleased to review our findings with you, as required.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED

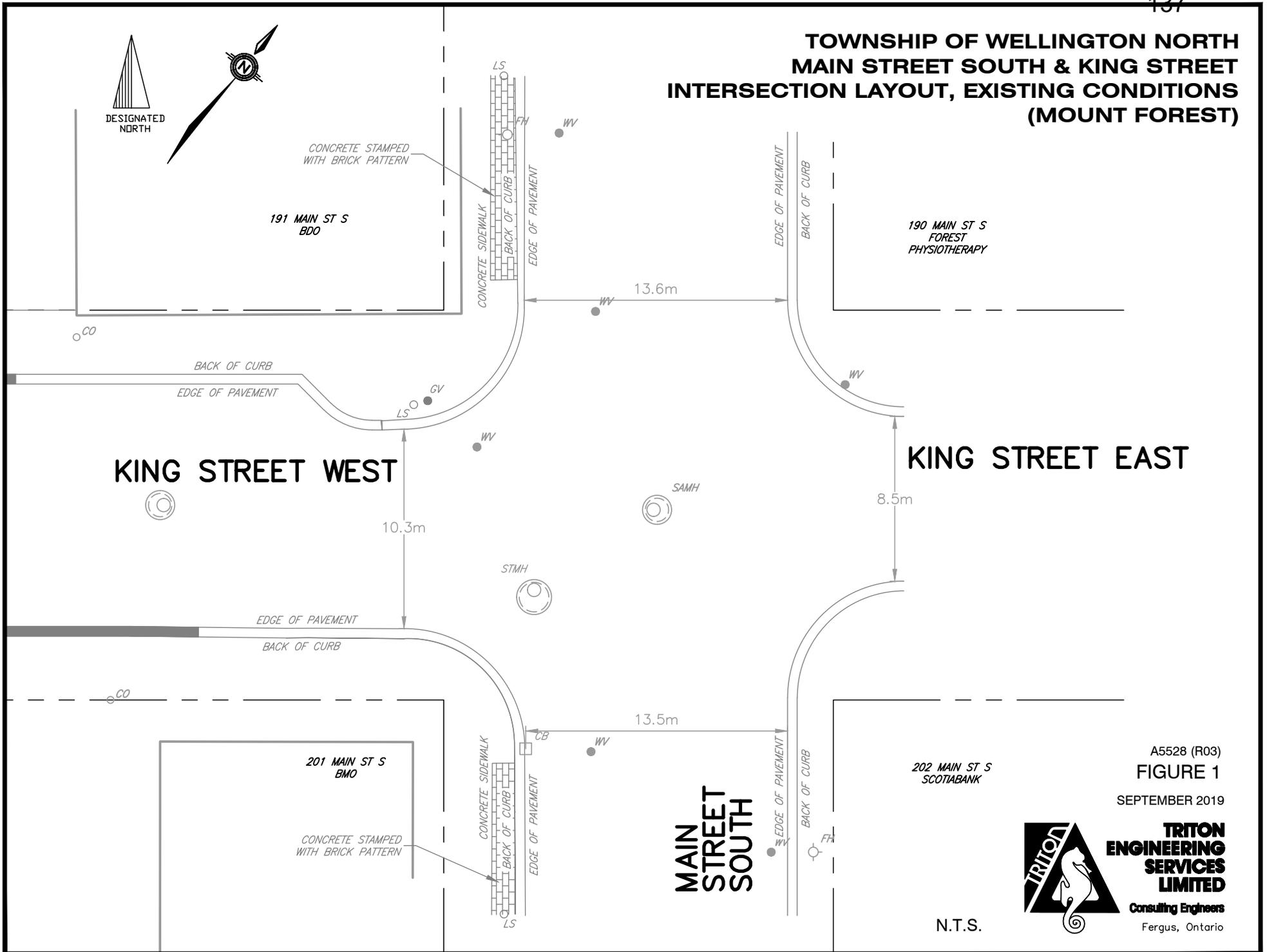


Taylor Kramp, P. Eng.



Lindsay Scott, P. Eng.

TOWNSHIP OF WELLINGTON NORTH MAIN STREET SOUTH & KING STREET INTERSECTION LAYOUT, EXISTING CONDITIONS (MOUNT FOREST)



A5528 (R03)

FIGURE 1

SEPTEMBER 2019



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

Fergus, Ontario

N.T.S.

ATTACHMENT A
EXAMPLE OF A LEVEL 2 TYPE B PXO TREATMENT

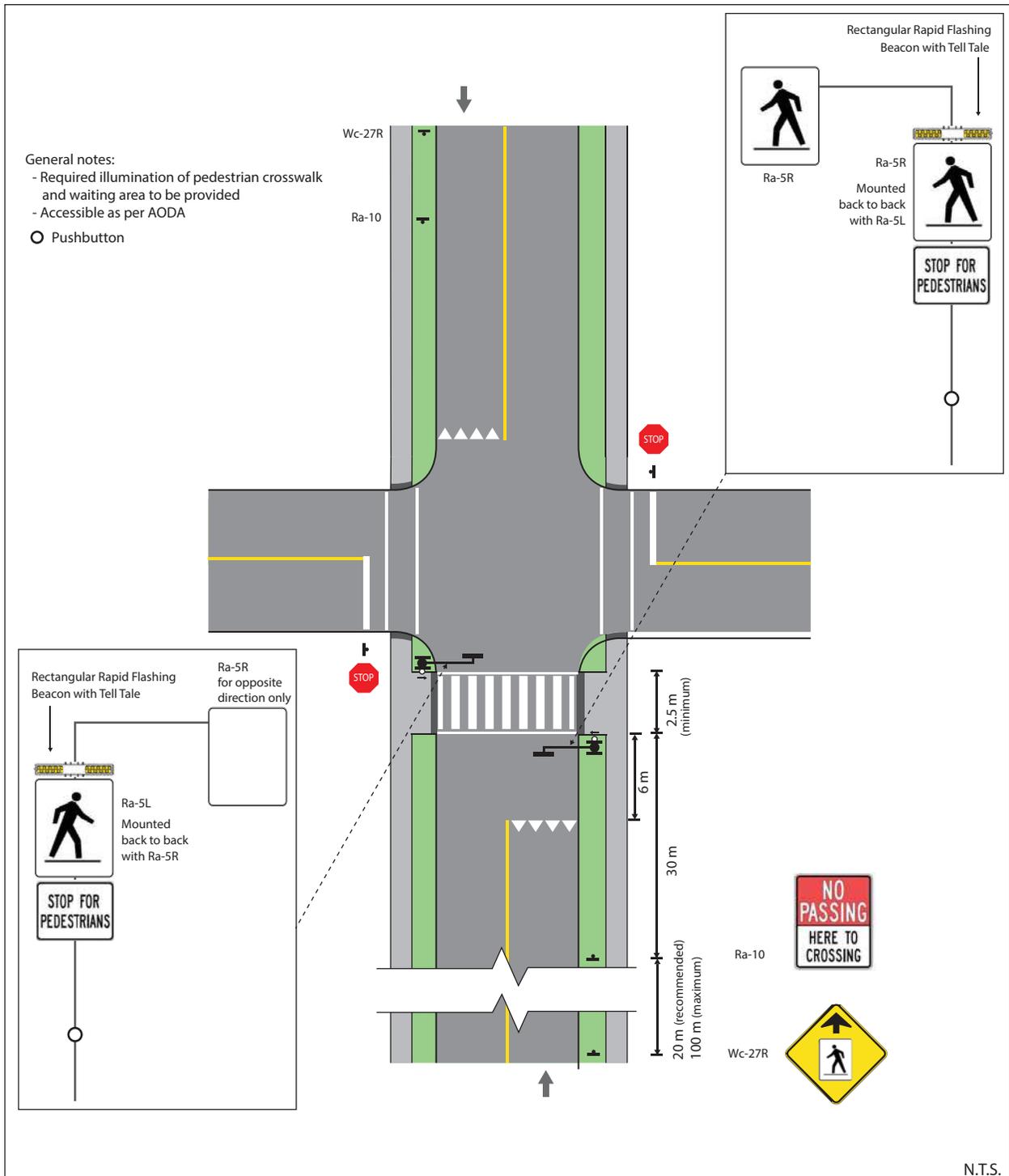


Figure 27: Pedestrian Crossover Level 2 Type B – Intersection (2-way)

Table 11: Components of Level 2 Type B Pedestrian Crossover

Required Components	Desirable Components	Optional Components
<ul style="list-style-type: none"> • Side-mounted pedestrian crossover signs, showing a symbol of a person crossing on a road (Ra-5R and Ra-5L), together with their Stop for Pedestrians (Ra-4t) tabs, on both sides of the road mounted back to back (For one-way applications, Stop for Pedestrians tab is required only for the direction of travel) • One over-head mounted pedestrian crossover sign showing a symbol of a person crossing on a road to the right (Ra-5R), for each direction of travel • Ladder Crosswalk Markings • Yield to Pedestrians line markings at 6.0 m from crosswalk • Actuated Double-sided Rectangle Rapid Flashing Beacon with Tell Tale and Pedestrian Pushbutton for pedestrians mounted above each set of side-mounted pedestrian crossover signs installed at the pedestrian crossover • Advanced Pedestrian Crossover Ahead sign (Wc-27R/Wc-27L) at 50.0 m upstream of the crosswalk • Passing restrictions on single lane approaches • Stopping prohibition for a minimum of 15 m on each approach to the crossing, and 10 m following the crossing • Lane change prohibition on multiple lane approaches using solid white lines (not applicable for exiting legs of roundabouts) • No Passing Here to Crossing sign (Ra-10) 30 m upstream of the crosswalk 	<ul style="list-style-type: none"> • Stopping prohibition for a minimum of 30 m on each approach to the crossing, and 15 m following the crossing 	<ul style="list-style-type: none"> • School Crossing Guard • Textured Crosswalk Markings • Raised Crosswalk • Pedestrian Pushbutton (Ra-11) sign • Safety elements including Barricades, Pedestrian Fencing, Gates, Walls, Bollards, and Barriers



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ORANGEVILLE • FERGUS • HARRISTON

October 12, 2022

Township of Wellington North
7490 Sideroad 7 W
PO Box 125
Kenilworth, Ontario
N0G 2E0

ATTENTION: Mr. Matt Aston
Director of Operations

RE: TOWNSHIP OF WELLINGTON NORTH
REVIEW OF THE INTERSECTION OF FERGUS ST
S/PARKSIDE DR AND QUEEN ST E (HIGHWAY 89),
MOUNT FOREST
OUR FILE: A5528-R19

Dear Mr. Aston:

On behalf of the Township of Wellington North (Township), Triton Engineering Services Limited (Triton) has undertaken a review of the intersection of Fergus Street South, Parkside Drive and Queen Street East (Highway 89), in the community of Mount Forest, to determine whether additional traffic and pedestrian control would be warranted. It is our understanding that the concerns at this intersection relate to the safety of pedestrians crossing Queen Street East. We are not aware of any traffic operational concerns at the intersection.

This report presents the results of our analysis, consistent with Ontario Traffic Manual (OTM) Book 12 – *Traffic Signals* and OTM Book 15 – *Pedestrian Crossing Treatments*. The analysis takes into consideration observed traffic volumes, physical site conditions, proximity to other traffic control devices, and system connectivity and pedestrian desire lines. Further to providing a summary of the analysis, this report also presents design considerations and site modifications with respect to the *Highway Traffic Act* (HTA) and the *Accessibility for Ontarians with Disabilities Act* (AODA), and provides recommendations.

The OTM Book 15 - *Pedestrian Crossing Treatments* was published in June 2016 and provides warrant analysis and design criteria for the installation of Pedestrian Crossovers (PXOs). It provides a Decision Support Tool (DST) describing threshold conditions for assessing pedestrian crossing needs and the selection of a Treatment System. It is noted that a study of traffic conditions and physical characteristics of the location, as well as consideration of requirements to continue pedestrian desire lines or provide system connectivity are important in providing a complete analysis. This also includes roadway configuration, sight lines, and proximity to other traffic control devices.

LOCATION DESCRIPTION

The intersection is located within lands identified as a Residential Transition Area and Residential Area. It is located one block east of the Central Business District. Traffic signals are located approximately 200 m (one block) west at the adjacent intersection of Main Street South (Ontario Provincial Highway 6) and Queen Street (Ontario Provincial Highway 89). Fergus Street South is offset by approximately 10 m west of Parkside Drive and Fergus St South intersects Queen Street East at a 45-degree angle. St. Mary Catholic School is located at 390 Parkside Drive, and the Lion Roy Grant Pool Park is located at 393 Parkside Drive, and are located approximately 100 m and 150 m south of intersection, respectively. There is a church located at each of the northwest and southeast corners of the intersection. A parking lot is located in the southwest corner of the intersection and a residence is located on the northeast corner of the intersection. Queen Street East (Ontario Provincial Highway 89) is the through road and stop control is provided on the side streets (Fergus Street South and Parkside Drive).

Fergus Street South and Parkside Drive are local roads (i.e., the Township is the road authority) having a speed limit of 50 km/hr, with one through lane in each direction. The typical cross-section of Fergus Street South is urbanized and includes a 1.5 m wide concrete sidewalk on both sides of the roadway. Sidewalk along the west side of Fergus Street South is located behind an asphalt boulevard and is located at the back of barrier curb on the east side of the road. The typical cross-section of Parkside Drive is also urbanized, with a 1.5 m wide sidewalk along the east side of the road, located at the back of curb. The asphalt width on Fergus Street South and Parkside Drive is 8.5m. Street lights are located along the west side of the road on both Fergus Street South and Parkside Drive.

Queen Street East (Highway 89) has recently (Summer 2022) been reconstructed between Main Street (Highway 6) and York Street (including the intersection with York Street) and resurfaced from York Street to approximately 600 m to the east of Main Street. Queen Street East is a Connecting Link arterial road with a posted speed limit of 50 km/hr. The road authority for the Connecting Link is the Township; however, the Ontario Ministry of Transportation (MTO) must review and approve all traffic control devices on the roadway prior to installation. The typical cross-section of Queen Street East is urbanized, with one through lane in each direction. To the west of Fergus Street South, Queen Street East has a wider asphalt width, to accommodate a parking lane along the north side of the roadway. Sidewalk is present on both sides of the road, and is located behind the asphalt boulevard or at the back of the barrier curb.

As part of the recent reconstruction project, the sidewalk crossings at the intersection of Fergus Street South/Parkside Drive and Queen Street East have been upgraded in accordance with AODA standards. On the north and south legs of the intersection, the pedestrian crossings are painted with solid white lines between the sidewalk ramps. Sidewalk ramps are also provided to cross Queen Street East on the east and west legs of the intersection; however, the crossing on the east leg is painted as a school crosswalk, with double solid white lines between the sidewalk ramps. School crossing signs (WC-2) are located on the east side of the crossing and on the southwest corner of the intersection to warn westbound and eastbound traffic, respectively, of the crossing. School crossing ahead signs are located upstream of the crossing, in both directions of travel. The width of Queen Street East, representing the pedestrian crossing distance, measured from edge of pavement on either side of the roadway at the crossing locations is approximately 12.8 m and 9.5 m, on the west and east legs, respectively. Street lights are located along the south side of the road to the west of Parkside Drive, and along the north side of the road to the east of Fergus Street South.

Per Township By-Law No. 5000-05, parking is not permitted on the south side of Queen Street East from Main Street to York Street. Parallel parking spots are painted on the north side of Queen Street East, east of intersection with Fergus Street South, within the 3 m wide parking lane. There is a No Stopping Zone on the East side of Parkside Drive between Queen Street East and York Street between the hours of 8:00 AM and 5:00 PM on Monday through Friday. Layby parking is located adjacent to the Lion Roy Grant Pool Park on the west side of Parkside Drive between Grant Street and Main Street South (Highway 6).

The intersection is an uncontrolled crossing, where pedestrians must yield to traffic before crossing; however, during school periods, the marked school crossing on the east leg of the intersection is controlled by a crossing guard who provides the designated right-of way for all pedestrians crossing Queen Street East. Traffic must yield to the pedestrians in the presence of a crossing guard, in accordance with the HTA.

The approaches to the intersection on Queen Street East and Parkside Drive are straight. The approach to the intersection on Fergus Street South is also straight, noting that it intersects Queen Street East at a 45-degree angle. Eastbound traffic approach the intersection at a grade of approximately 2.5% from Main Street (Highway 6). The crest of Queen Street East is located approximately 40 m to the east of the intersection with Fergus Street South. Westbound traffic approach the crest at a grade of approximately 2%, and then a downhill grade of approximately 2% through the intersection. The approach from Parkside Drive is flat. Southbound traffic on Fergus Street South approaches the intersection at an approximate incline of 4%.

The layout of existing conditions of the intersection is presented in Attachment A.

TRAFFIC COUNTS

A traffic count (vehicle and pedestrian) was conducted by Triton on December 14, 2021, for a total observation period of 4 hours that are representative of the highest hours of traffic volumes experienced on an average day. The pedestrian count includes those crossing at and in the immediate vicinity of the intersection, and was split into those that crossed the road within 10 seconds of reaching the curb, and those that had to wait more than 10 seconds before crossing. This measure of pedestrian delay is used in the traffic signal warrant analysis. The pedestrian count was further split into assisted pedestrians and unassisted pedestrians. Assisted pedestrians include senior citizens, children under the age of 12, disabled pedestrians and other pedestrians requiring special consideration or assistance. Assisted pedestrians are accounted for by doubling their total.

The pedestrian movement counts (in terms of net equivalent adults) and vehicle traffic volumes for the intersection studied are summarized below in Tables 1 and 2, respectively.

Table 1: Summary of Observed Pedestrian Volume

Time Period	Pedestrians (Net Adjusted) Crossing Queen St E (Highway 89)								Pedestrians (Net Adjusted) Crossing the Side Street			
	West Leg		½ block west of intersection		East Leg		½ block east of intersection		North Leg (Fergus St S)		South Leg (Parkside Dr)	
	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s	<10 s	>10 s
8:00 AM to 9:00 AM	0	0	0	0	27	0	0	0	2	5	8	1
9:00 AM to 10:00 AM	3	0	1	0	1	0	0	0	1	2	0	0
3:00 PM to 4:00 PM	2	3	0	1	25	22	0	0	6	3	14	12
4:00 PM to 5:00 PM	0	2	0	4	3	0	0	0	3	6	2	0
Total	5	5	1	5	56	22	0	0	12	16	24	13
	10		6		78		0		38		37	
Total Crossing	16				78				75			
	94											

As summarized in Table 1, the majority (83%) of the pedestrians crossing Queen Street East crossed on the east leg of the intersection, which is expected based on the shorter crossing distance and presence of the crossing guard. Approximately 34% of the pedestrians crossing Queen Street East experienced a delay of at least 10 seconds before crossing. An even number of pedestrians crossed the side streets on the north and south legs of the intersection.

Table 2: Summary of Observed Traffic Volume

Time Period	Queen St E (Highway 89)						Side Street					
	West Leg entering			East Leg entering			South Leg Entering (Parkside Dr)			North Leg Entering (Fergus St S)		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right
8:00 AM to 9:00 AM	4	98	6	25	158	8	9	12	16	1	8	8
9:00 AM to 10:00 AM	6	96	6	26	149	7	5	8	11	5	8	10
3:00 PM to 4:00 PM	10	171	3	8	137	2	14	11	34	16	10	18
4:00 PM to 5:00 PM	8	153	5	16	177	8	9	9	33	21	8	8
Total	28	518	20	75	621	25	37	40	94	43	34	44
Total Entering	566			721			171			121		
Leg Total	1,268			1,376			300			214		

As summarized in Table 2, the majority of the vehicular traffic in the intersection was through traffic on Queen Street East.

ANALYSIS OF PEDESTRIAN CROSSING TREATMENT OPTIONS

The OTM Book 15 – Pedestrian Crossing Treatments provides a Decision Support Tool (DST) that describes threshold conditions for assessing pedestrian crossing needs and the selection of a Treatment System. A complete analysis includes consultation of the DST, along with a study of traffic conditions and physical characteristics of the location being studied.

Traffic Signals for Pedestrians

Consistent with the DST, the first step in the analysis is to determine whether traffic signals are warranted for pedestrians, using the Justification 6 in OTM Book 12 – *Traffic Signals*.

Justification 6 – Pedestrian Volume and Delay

This calculation is used to determine if a traffic signal is warranted for pedestrians and examines both pedestrian and traffic volumes for the highest eight or 4 hours of factored pedestrian movement. OTM Book 12 - Justification 6 provides 4-hour warrants for installation of pedestrian treatment for smaller communities (OTM Book 15, June 2016), which are defined as those having a population of less than 10,000.

Justification 6 consists of Part A, which is based on volume (pedestrian and traffic) alone, and Part B which examines pedestrian delays. The latter analysis considers the volume of factored pedestrians that are delayed 10 seconds or more before crossing. In order for Intersection Pedestrian Signals (IPS) or Midblock Pedestrian Signals (MPS) to be warranted, both parts of the justification must be satisfied.

Based on the four-hour traffic count conducted in December 2021, both parts of Justification 6 are not met for this location.

Pedestrian Crossover

Consistent with the DST, the first step of the analysis was completed and determined that traffic signals for pedestrians are not warranted based on existing conditions and traffic volumes observed in December 2021. The second step of the DST examines the minimum volume requirements for a PXO. Regulations under the *Highway Traffic Act* (HTA) permit the use of three types of Level 2 PXOs, which include black on white pedestrian crossing signs, “ladder-type” pavement markings, and the use of a yield line known as “shark’s teeth markings”. Details on the warrants for, and installation of these crossings, are contained in the Ontario Traffic Manual Book 15 – *Pedestrian Crossing Treatments*. The minimum 4-hour volume requirements for a PXO are at least 65 equivalent adult pedestrians crossing during a corresponding vehicle volume of at least 395 vehicles. Both of these requirements are satisfied based on the traffic count conducted in December 2021, which observed 94 pedestrians crossing Queen Street East and a total vehicle volume of 1,376 over a period of 4 hours.

The next step of the DST evaluates the location of the intersection with respect to distance from another traffic control device. As per the DST in OTM Book 15, it is noted that a PXO should not be

applied within 200 m from another traffic control device, unless there is a requirement for system connectivity or to continue pedestrian desire lines, since there is the potential that a PXO could disrupt traffic flow if installed within 200 m of other traffic signals. Given that the intersection of Fergus Street South/Parkside Drive and Queen Street East is within a Residential Transition Area that is one block east of the downtown core of Mount Forest and its location can be considered as being on a pedestrian desire line that facilitates connectivity for pedestrians to the churches, St. Mary Catholic School, and Lion Roy Grant Pool Park and parking. It is expected that disruption to traffic flow caused by operation of a PXO would be negligible at this location given that the separation from adjacent traffic signals is approximately 200 m.

Therefore, *Table 7: Pedestrian Crossover Selection Matrix* in OTM Book 15 is used to determine which type of PXO should be selected. The east leg of the intersection at the painted school crossing crosswalk has a pedestrian crossing distance of 9.5 m. This crossing distance is representative of a three-lane roadway (based on an assumed lane width of between 3.0 m and 3.75 m [as per MTO Geometric Design Standards for Ontario Highways]). Consistent with Table 7 in OTM Book 15, the appropriate PXO treatment based on this pedestrian crossing distance and posted speed limit (maximum of 50 km/hr) is a Level 2, Type B.

Approval from MTO for the installation of a PXO on a Connecting Link is required. As part of the application for approval, MTO will review this warrant analysis report and provide approval of a Township By-Law regarding this location on a Connecting Link.

Supervised School Crossing

The existing crossing is signed and marked as a School Crossing in accordance with OTM Book 11 – *Markings and Delineation*. At a School Crossing, when school crossing guards are present, they provide a designated right-of-way for all persons as vehicles must yield to a crossing guard. This is permitted in accordance with Section 176 of the *Highway Traffic Act*. It should be noted that in the absence of a school crossing guard, drivers are not required to yield the right-of-way to pedestrians. This can create confusion during non-school hours when pedestrians must recognize that they do not have the right-of-way when crossing.

DISCUSSION

The intersection of Queen Street East and Fergus Street South/Parkside Drive is currently an uncontrolled crossing, where pedestrians must yield to traffic before crossing, unless in the presence of a school crossing guard at the school crossing. It should be noted that in the absence of a school crossing guard, drivers are not required to yield the right-of-way to pedestrians. This can create confusion during non-school hours when pedestrians must recognize that they do not have the right-of-way when crossing. Further, it should be noted that the painted school crossing may cause confusion for pedestrians, specifically children, who may expect vehicles to stop for them, even in the absence of a school crossing guard.

The existing conditions of the intersection do meet current AODA accessibility standards for pedestrians, since it has been recently reconstructed. Installation of a PXO at this location could help control pedestrian movement through the intersection and enhance pedestrian safety. This site can be considered a candidate for the installation of a Level 2, Type B PXO, based on the observed 4-hour pedestrian and traffic volume, requirement to continue pedestrian desire lines, road width and

- 7 -

speed limit. The east leg of the intersection would be the preferred location for installation of the PXO given that this is where the majority of pedestrians crossed Queen Street East and that it has a shorter crossing distance than the west leg of the intersection. If the Township wishes to pursue this option, a request will be made to the MTO for review and approval.

It should be noted that the existing school crossings signs would need to be removed in the presence of a PXO.

RECOMMENDATIONS

The installation of traffic or pedestrian signals at this intersection is not justified. PXO treatment (Level 2, Type B PXO) is warranted and recommended, given that this location is on a pedestrian desire line and provides system connectivity. A Level 2 Type B PXO is appropriate based on the road width and observed 4-hour traffic volume. A PXO will minimize pedestrian delay in crossing to waiting for the actuated flashing beacons and disruption to traffic will be limited to waiting for pedestrians to move through the crossing when the beacons are activated. An example of a Level 2 Type B PXO is attached in Attachment B. A copy of Table 11 from OTM Book 15, which presents the required, desirable, and optional components of Level 2, Type B PXOs is also included in Attachment B. It should be noted that implementation of a PXO at this location will include the following steps:

- Submit this warrant analysis report to MTO for approval.
 - Note: MTO review and acceptance of the proposed PXO can take up to three months and will also require Council passing a By-Law supporting the installation of a Level 2, Type B PXO on Queen Street East at Parkside Drive.

We trust that this meets your current requirements, and we would be pleased to review our findings with you, as required.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Taylor Kramp, P. Eng.



Lindsay Scott, P. Eng.

ATTACHMENT A
LAYOUT OF EXISTING CONDITIONS

SANITARY M.H. DATA			
No	Station	O/S	Desc. Grate
S5	1+250.0	CL	701.010 401.010A (B)

SANITARY SEWER DATA				
No to No	Size	Type	Class	Length
S2 - S5	200	PVC	SDR35	100.0

ALL WATER SERVICES INSTALLED ARE TO BE MUNIOPEN.

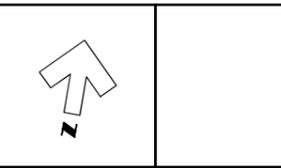
GENERAL NOTES - SEE DRAWING NO. 5

STORM M.H. & C.B. DATA				
No	Station	O/S	Desc.	Grate
12	1+246.9	RT	701.010	400.110 (S)
13	1+246.9	LT	705.010	400.110 (S)
16	1+283.7	RT	701.010	400.110 (S)
17	1+293.5	RT	701.010	400.110 (S)
17B	1+302.2	RT	705.010	400.110 (S)
18	1+288.2	LT	705.010	400.110 (S)

(S) DENOTES SUMP

STORM SEWER DATA				
No to No	Size	Type	Class	Length
8 - 12	300	HDPE	CSA B182.8	72.5
12 - 13	300	HDPE	CSA B182.8	10.8
16 - 18	300	HDPE	CSA B182.8	19.2
18 - 17	300	HDPE	CSA B182.8	10.7
17B - 17	300	HDPE	CSA B182.8	8.2

LEGEND	
--- SAN. M.H.	EXISTING SEWERS, SANITARY OR STORM
--- EX. MANHOLE AND CATCHBASIN	EXISTING SEWERS, SANITARY OR STORM
--- EX. WATERMAIN	EXISTING WATERMAIN
--- EX. FIRE HYDRANT	EXISTING FIRE HYDRANT
--- PROPOSED SANITARY SEWER	PROPOSED SANITARY SEWER
--- PROPOSED STORM SEWER	PROPOSED STORM SEWER
--- PROPOSED WATERMAIN	PROPOSED WATERMAIN
---	GASMAIN
---	UNDERGROUND TELEPHONE
---	UNDERGROUND HYDRO
---	UNDERGROUND FIBRE OPTIC CABLE
---	UTILITY POLES
---	GRUBBING
---	WARNING SIGN
---	PLACE CONC. SIDEWALK AND DRIVES
---	PLACE HOT MIX ASPHALT (DRIVES 50mm H-3 HOT MIX BEC.)
---	REINSTALL SALVAGED BRICK PAVING UNITS (DROP CURB (NOT INCLUDING TAPER)



NOTE
The locations of existing underground utilities are shown in an approximate way only and have not been independently verified by the owner or its representative. The contractor shall determine the exact location of all existing utilities before commencing work and agrees to be fully responsible for any damages which might be occasioned by the contractor's failure to exactly locate and preserve any and all underground utilities.

BENCHMARK INFORMATION
BM Elev. 429.571
Nail and Flag in North face of HP on South West corner of the Parkside Drive intersection

BENCHMARK INFORMATION
BM Elev. 426.763
Nail and Flag in North face of HP on South side of Queen Street, in front of house #130

Design By: J.A.V. Checked By: F.C.V.

No.	DATE	REVISION
1.	Dec. 20, 2018	Issued to MECF for ECA approval
2.	Aug. 31, 2021	Issued to Client for review (Draft Design)
3.	Jan. 18, 2022	Issued to Client for review (Design)
4.	Feb. 9, 2022	Issued for Tender
5.	Mar. 23, 2022	Issued for Public Information



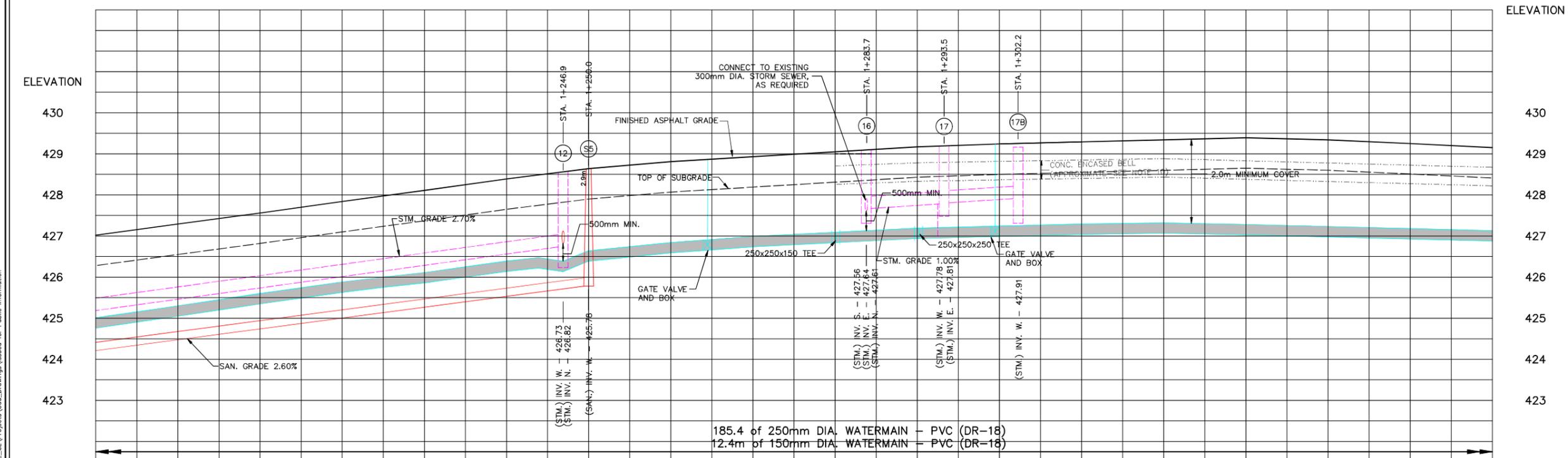
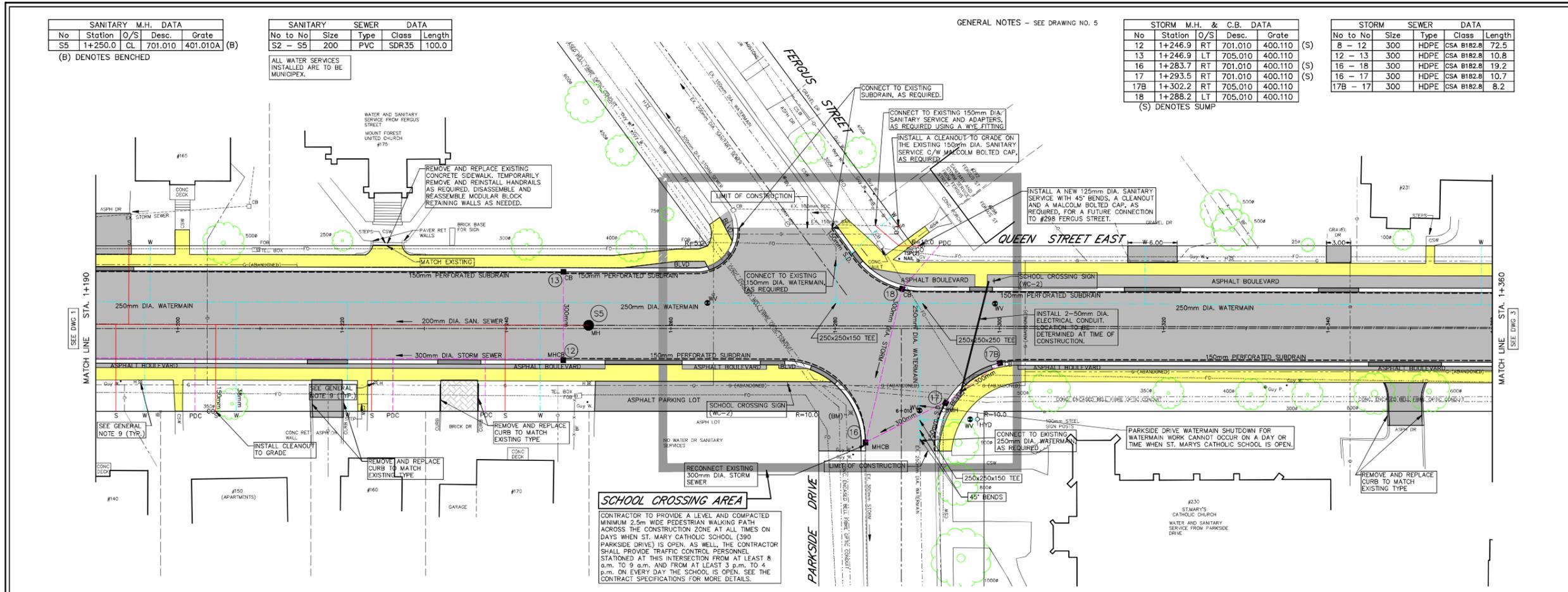
Goderich Mount Forest Sarria



Township of Wellington North (Mount Forest)
Queen Street East Reconstruction (Highway 89 Connecting Link)
Plan and Profile from Sta. 1+190 to Sta. 1+360 (New Construction)

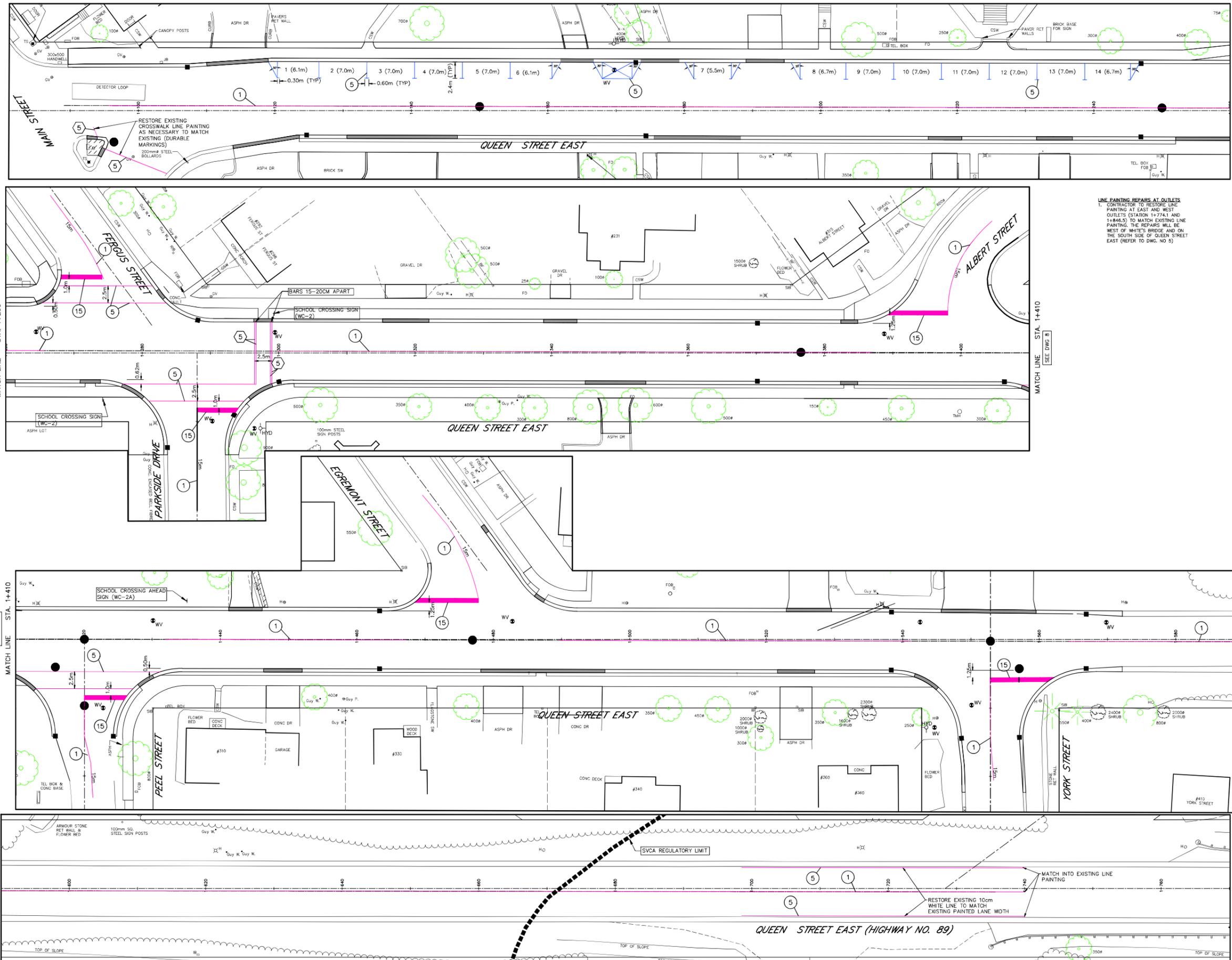
Contract No. 18197

Scale (24x36)
Horizontal: 1:250
Vertical: 1:50
Drawing No. 2 of 7



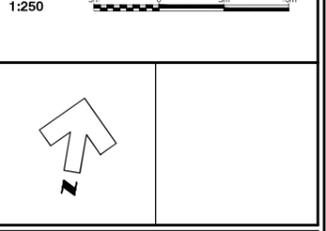
FINISHED ASPHALT GRADE	427.02	427.29	427.56	427.84	428.11	428.39	428.64	428.81	428.93	429.05	429.17	429.24	429.29	429.34	429.39	429.34	429.25	429.15	FINISHED ASPHALT GRADE
EXISTING G. GRADE	426.879	427.154	427.421	427.694	427.964	428.218	428.465	428.699	428.890	429.079	429.218	429.294	429.308	429.319	429.307	429.266	428.214	428.152	EXISTING G. GRADE
STATION	1+190	1+200	1+210	1+220	1+230	1+240	1+250	1+260	1+270	1+280	1+290	1+300	1+310	1+320	1+330	1+340	1+350	1+360	STATION

Z:\18197-Wellington-North-Queen-St-E-Cl-Projects\04-Drawings\Issued for Public Information



- LEGEND**
1. SOLID YELLOW, 10cm
 2. SOLID DOUBLE YELLOW, 10cm
 3. 363 BROKEN YELLOW, 10cm
 4. SOLID YELLOW, 20cm
 5. SOLID WHITE, 10cm
 6. 333 BROKEN WHITE, 10cm
 7. 363 BROKEN WHITE, 10cm
 8. 393 BROKEN WHITE, 10cm
 9. SOLID WHITE, 20cm
 10. 111 BROKEN WHITE, 20cm
 11. 333 BROKEN WHITE, 20cm
 12. 333 BROKEN WHITE, 30cm
 13. SOLID WHITE, 30cm
 14. SOLID WHITE, 45cm
 15. SOLID WHITE, 60cm
 20. SYMBOLS
- [] LIMITS OF MARKINGS (OR AS SHOWN)

- NOTES (LINE PAINTING DRAWING)**
1. 333, 363, 393, DENOTES PAVEMENT MARKING SPACING (e.g. 3m line, 3m gap, 3m line)
 2. USE (1) TO DENOTE PAVEMENT MARKING
 3. USE (1) TO DENOTE PAVEMENT MARKING, DURABLE
 4. LINE PAINTING AT SIDE STREETS TO CONFORM TO OTM BOOK 11 FIGURE 31.



Design By: J.A.V. Checked By: F.C.V.

No.	DATE	REVISION
3.	Jan. 18, 2022	Issued to Client for review (Design)
4.	Feb. 9, 2022	Issued for Tender
5.	Mar. 23, 2022	Issued for Public Information



Goderich Mount Forest Sarnia



Township of Wellington North (Mount Forest)
Queen Street East Reconstruction (Highway 89 Connecting Link)
 Line Painting Drawing

Scale (24x36)	Contract No. 18197
1:250	Drawing No. 6 of 7

Z:\1917-Wellington-North-Queen-St-E-Projects\Drawings\Issued for Public Information

ATTACHMENT B
EXAMPLE OF A LEVEL 2 TYPE B PXO TREATMENT

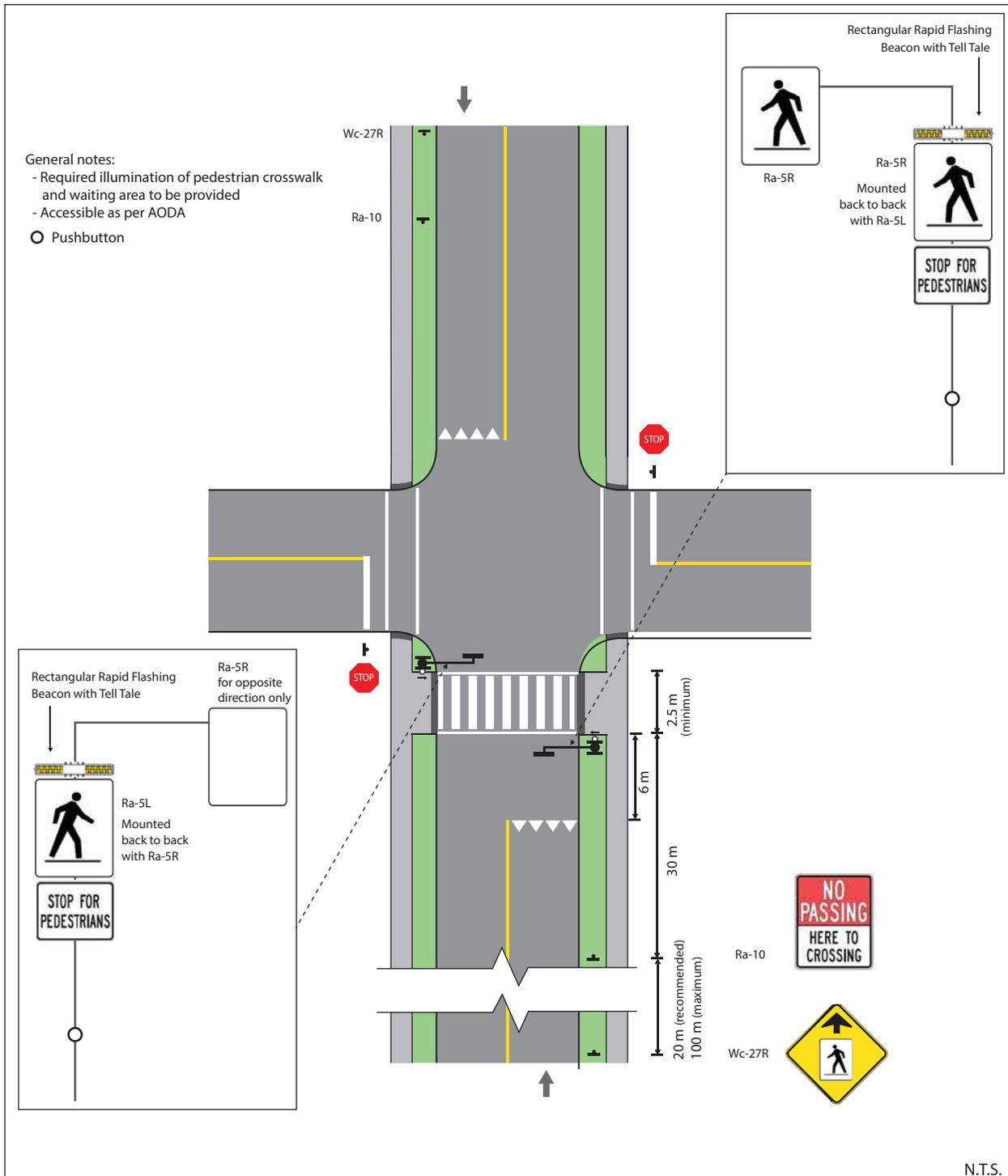


Figure 27: Pedestrian Crossover Level 2 Type B – Intersection (2-way)

Table 11: Components of Level 2 Type B Pedestrian Crossover

Required Components	Desirable Components	Optional Components
<ul style="list-style-type: none"> • Side-mounted pedestrian crossover signs, showing a symbol of a person crossing on a road (Ra-5R and Ra-5L), together with their Stop for Pedestrians (Ra-4t) tabs, on both sides of the road mounted back to back (For one-way applications, Stop for Pedestrians tab is required only for the direction of travel) • One over-head mounted pedestrian crossover sign showing a symbol of a person crossing on a road to the right (Ra-5R), for each direction of travel • Ladder Crosswalk Markings • Yield to Pedestrians line markings at 6.0 m from crosswalk • Actuated Double-sided Rectangle Rapid Flashing Beacon with Tell Tale and Pedestrian Pushbutton for pedestrians mounted above each set of side-mounted pedestrian crossover signs installed at the pedestrian crossover • Advanced Pedestrian Crossover Ahead sign (Wc-27R/Wc-27L) at 50.0 m upstream of the crosswalk • Passing restrictions on single lane approaches • Stopping prohibition for a minimum of 15 m on each approach to the crossing, and 10 m following the crossing • Lane change prohibition on multiple lane approaches using solid white lines (not applicable for exiting legs of roundabouts) • No Passing Here to Crossing sign (Ra-10) 30 m upstream of the crosswalk 	<ul style="list-style-type: none"> • Stopping prohibition for a minimum of 30 m on each approach to the crossing, and 15 m following the crossing 	<ul style="list-style-type: none"> • School Crossing Guard • Textured Crosswalk Markings • Raised Crosswalk • Pedestrian Pushbutton (Ra-11) sign • Safety elements including Barricades, Pedestrian Fencing, Gates, Walls, Bollards, and Barriers

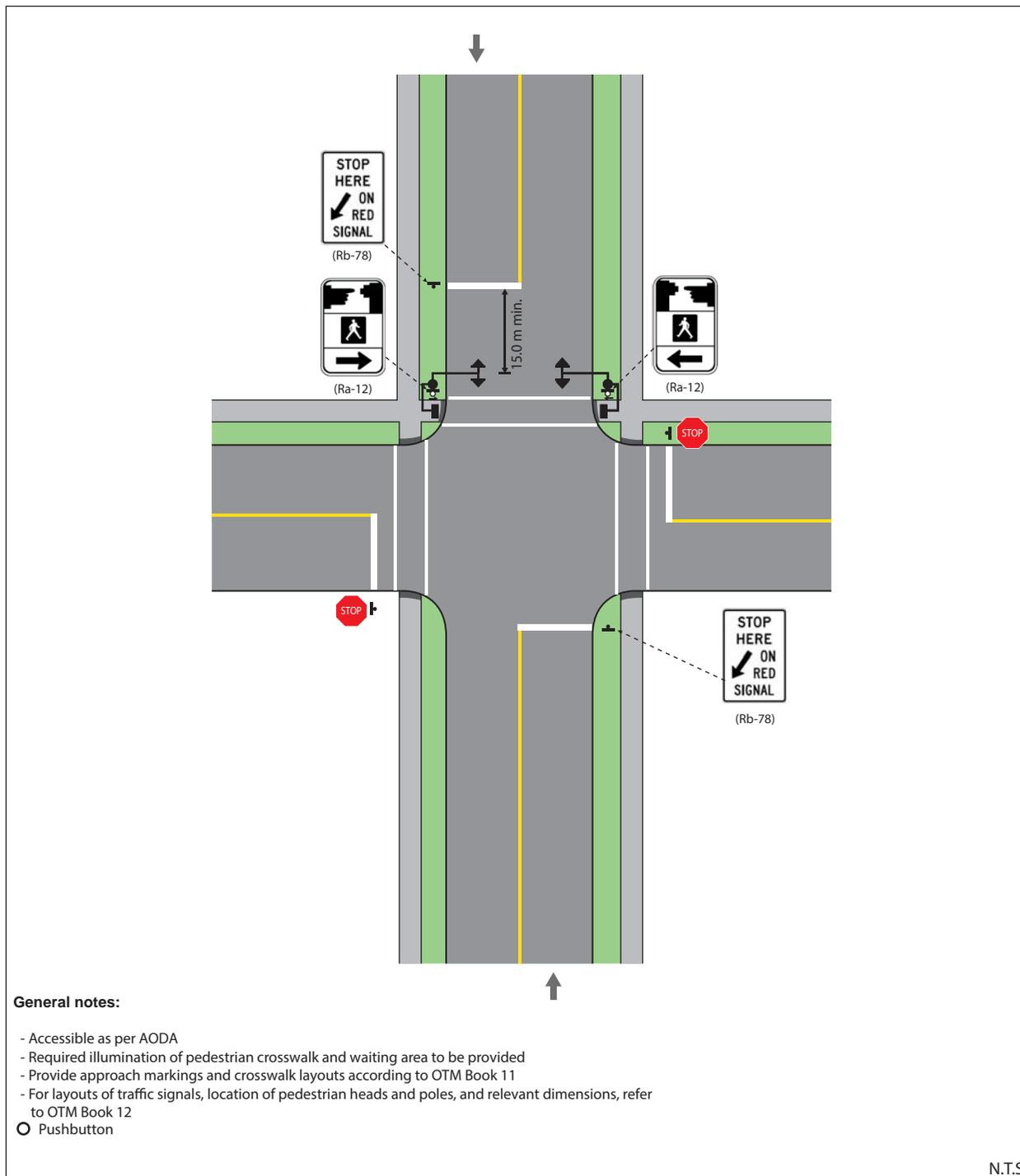


Figure 15: Intersection Pedestrian Signal Pedestrian Crossing Treatment (2-lane, 2-way)

Table 9: Components for Intersection and Mid-block Pedestrian Signals

Required Components	Desirable Components	Optional Components
<ul style="list-style-type: none"> • Traffic Signal Heads as required • Approach Markings (Stop Line, No-Passing zone, and Turn Lanes markings, as required) • Crosswalk Markings • Advanced Stop Bar at Crosswalk with mandatory Stop Here on Red Signal Sign (Rb-78) • Stop Here On Red sign (Rb-78) on the near side of an IPS with vehicle and pedestrian heads installed on the far side • Pedestrian Control Indications with AODA compliant Pedestrian Signal Pushbuttons and Pedestrian Pushbutton Symbol Sign (Ra-12) • Stop sign (Ra-1) on the cross street for IPS 	<ul style="list-style-type: none"> • Raised refuge island (for road cross-sections with more than two lanes and two-directional traffic) with mandatory: <ul style="list-style-type: none"> • Pavement markings on approaches to obstructions • Keep Right Sign (Rb-25, Rb-125) • Object Marker Sign (Wa-33L) • Stopping prohibition for a minimum of 30 m on each approach to the crossing, and 15 m following the crossing • Parking and other sight obstructions prohibition within at least 30 m of crossings 	<ul style="list-style-type: none"> • School Crossing Guard • Pedestrian Count Down Signals • Pedestrian Countdown Signal Information Sign • Auxiliary Signal Heads • Type 12 Signal Head (300 mm red / amber / green lens) • Ladder Crosswalk Markings • Textured Crosswalk • Raised Crosswalk • Cross on Walk Signal Only Sign (RA-7) • Cross Other Side Sign (Ra-9) • Do Not Cross Here Sign (Ra-9a) • No Right Turn on Red sign (Rb-79) • Pedestrian Must Push Button to Receive Walk Signal (Ra-13) • Safety elements including Barricades, Pedestrian Fencing, Gates, Walls, Bollards, and Barriers



Staff Report

To: Mayor and Members of Council Meeting of January 16, 2023
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: CLK 2023-001 Report on a revised Council meeting Schedule for 2023

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-001 being a report on a revised Council meeting schedule for 2023.

AND FURTHER THAT Council approves the revised Council meeting schedule for 2023.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2022-008 Report Council meeting Schedule for 2023

CLK 2021-018 being a report Council meeting schedule for 2022

CLK 2020-017 being a report on an amended Council meeting schedule for 2020 and setting Council meeting dates for 2021.

CLK 2019-025 being report on Council meeting schedule for 2020

CLK 2018-010 being a report on Council meeting schedule for 2019

CLK 2017-035 being a report on Council meeting schedule for 2018

BACKGROUND

Council approved the 2023 meeting schedule at the February 22, 2022 meeting of Council. It has been determined that the January 9, 2023 and January 23, 2023 meetings are logistically unfeasible. As a result staff are recommending moving the January 9, 2023 meeting at 2:00 p.m. to January 16, 2023 at 2:00 p.m. and cancelling the January 23, 2023 meeting.

FINANCIAL CONSIDERATIONS

There is no financial implication in receiving this report or adopting the recommendation.

ATTACHMENTS

Schedule A-revised schedule of 2023 meetings

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

By setting the 2023 Council meeting in advance, it gives Council, staff, press and the public adequate time to plan their personal and corporate schedules.

Prepared By:

Karren Wallace, Director Legislative
Services/Clerk

Karren Wallace

Recommended By:

Brooke Lambert, Chief Administrative Officer

Brooke Lambert



WELLINGTON NORTH
SEMPER PORRO

SCHEDULE "A"
2023 REVISED COUNCIL MEETING SCHEDULE
(Report CLK 2023-001)

CURRENT	TIME
Monday, January 16	2:00 PM
Monday, February 6	2:00 PM
TUESDAY, February 21	7:00 PM
Monday, March 6	2:00 PM
Monday, March 20	7:00 PM
Monday, April 3	2:00 PM
Monday, April 17	7:00 PM
Monday, May 8	2:00 PM
TUESDAY, May 23	7:00 PM
Monday, June 5	2:00 PM
Monday, June 19	7:00 PM
Monday, July 10	2:00 PM
Monday, July 24	7:00 PM
Monday, August 14	2:00 PM
Monday, August 28	7:00 PM
Monday, September 11	2:00 PM
Monday, September 25	7:00 PM
TUESDAY, October 10	2:00 PM
Monday, October 23	7:00 PM
Monday, November 6	2:00 PM
Monday, November 20	7:00 PM
Monday December 11	2:00 PM

Rural Association of Ontario Conference (Jan 24-26th)
Ontario Good Roads Association Conference (Feb 26-March 3rd TBC)
AMCTO Conference (June 11-14th)
Association of Municipalities of Ontario Conference (August 13-16th)



Staff Report

To: Mayor and Members of Council Meeting of January 16, 2023

From: Karren Wallace, Director of Legislative Services/Clerk
Darren Jones, Chief Building Official

Subject: CLK 2023-002 Report on the appointment of members to the Property Standards Committee

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-002 being a report on the appointment of members to the Property Standards Committee;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign a by-law to appoint the following members to the Property Standards Committee for the 2022-2026 Term of Council:

- James Craig
- Ross Kirkpatrick
- Robert Mason
- Councillor Steve McCabe
- Steven Kim McKenzie

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2018-040 being a report on a Property Standards Committee

BACKGROUND

Section 15.6(1) of the Building Code Act, 1992, S.O. 1992, c. 23, as amended requires that a By-law passed under Section 15.1(3) of the Building Code Act, 1992, S.O. 1992, c. 23 shall provide for the establishment of a Property Standards Committee. The municipality passed By-law No. 047-18 being a Property Standards By-law on May 22, 2018.

FINANCIAL CONSIDERATIONS

Members are paid \$125.00 per meeting and annual costs are estimated at \$1,875.00, based on 3 committee meetings per year.

ATTACHMENTS

By-law 01-23 being a by-law to appoint committee members is contained within this agenda.

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

 Yes No N/A**Prepared By:** Karren Wallace, Director Legislative Services/Clerk*Karren Wallace***Recommended By:** Brooke Lambert, Chief Administrative Officer*Brooke Lambert*



WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Mayor and Members of Council Meeting of January 16, 2023
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: CLK 2022-003 being a report on Clerk's Department 2022 year end review

RECOMMENDATION

THAT Council of the Corporation of the Township of Wellington North receive for information Report CLK 2022-003 being a report on Clerk's Department 2022 year end report.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2022-003 being a report on Clerk's Department 2021 year end review
 CLK 2021-002 being a report on Clerk's Department 2020 year end review
 CLK 2020-001 being a report on Clerk's Department 2019 year end review
 CLK 2019-002 being a report on Clerk's Department 2018 year end review
 CLK 2018-008 being a report on Clerk's Department 2017 year end review
 CLK 2017-004 being a report on the Clerk's department 2016 year end review
 CLK 2016-005 Admin & Finance being a report on Clerk's Dept 2015 year end review.

BACKGROUND

A Municipal Clerk is one of two statutory roles required for each Ontario municipality, the other being a municipal Treasurer. Under the Municipal Act (the Act) a Deputy Clerk has all the powers and duties under the Act as the Clerk.

In January 2022, the Clerk's department was comprised of three full time employees including the Director of Legislative Services/Clerk, Deputy Clerk and Business Support Coordinator.

Crossing guards fall under the purview of the Clerk's department and there are currently 4 guards in Mount Forest and 2 guards in Arthur. There are three back up positions, two in Mount Forest and one in Arthur and this has resulted in fewer absences from crossings.

The Clerk's department manages the Mount Forest Cemetery with the Urban Lead Supervisor and staff conducting the actual burials and maintenance.

The Clerk's department works closely with all departments to ensure continuity of service and to provide assistance as required including Finance, Fire, Building, Economic Development and Operations.

In 2022 the Clerk and staff sat on the Joint Health & Safety Committee, Wellness Committee, Safe Communities, the Senior Management Committee, and the Municipal Emergency Control Group.

The Clerk's department is responsible for

- inventory/office supplies for all departments
- Council support
- telephones, faxes, printers and copiers
- welcome packages
- vital statistics, marriage, death
- canine control
- cemetery
- livestock claims
- animal control
- lottery licensing
- support as required to building, fire, operations, economic development, finance
- civic addressing
- burn permits
- records management
- Municipal Drains

Attached as Schedule "A" is a listing of the daily activities and metrics provided by the Clerk's department in 2022.

The Clerk's department completed these special projects in 2022:

2022 Municipal Election

The Clerk's department administered the municipal election that occurred on October 24, 2022. Council endorsed alternate voting methods in February 2021 including a vote by mail method of election with the use of tabulators to count the vote. Work will continue in 2023 on the election.

Records Management

The Clerk's department is systematically moving toward full electronic records management in Wellington North, recognizing that it will be a step by step, department by department process.

This is a two part process, one that involves shipping paper files to Image Advantage for scanning. The actual records management software is called FileHold.

FINANCIAL CONSIDERATIONS

There are no financial implication in receiving this report.

ATTACHMENTS

Schedule A-metrics year over year comparison

STRATEGIC PLAN 2019 – 2022

Which priority does this report support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Modernization and Efficiency | <input checked="" type="checkbox"/> Partnerships |
| <input type="checkbox"/> Municipal Infrastructure | <input checked="" type="checkbox"/> Alignment and Integration |

Prepared By:	Karren Wallace, Director Legislative Services/Clerk	<i>Karren Wallace</i>
---------------------	---	-----------------------

Recommended By:	Brooke Lambert, Chief Administrative Office	<i>Brooke Lambert</i>
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SCHEDULE A

9ITEM	MEASURE							
	2015	2016	2017	2018	2019	2020	2021	2022
CEMETERY								
Registration of Deaths	193	175	164	137	124	138	194	212
Burial Permits	149	115	34	0	0	62 Aug-Dec	126	145
Lot transfers	5	3	6	5	2	5	nil	nil
Standard plot sale	23	38	11	12	7	11	43	10
Niche/Columbarium sale			7	11	5	4	9	16
Burials/Inurnments								
• Columbarium	65	8	9	11	11	6	5	17
• Standard burial		26	21	19	13	15	18	21
• Cremated remains standard plot		19	16	23	12	6	21	17
• Winter storage		9	6	12	8	11	12	13
Cemetery research (hrs)	35	40	60	52	25	27	10	12
Burn Permits issued								
Burn Permits issued	235	345	308	372	493	596	362	359
Dog licenses issued WN	522	762	2188	1,846	1558	609	232	45
Dog licenses issued Docupet					91	923	53	958
Civic Addresses		46	25	35	53	26	32	9
Lottery licenses issued/reported	37	23	26	28	22	46	27	22
Marriage licenses issued	43	38	28	38	26	10	30	47
Livestock Claims	8	9	2	4	6	2	2	6
By-laws	99	104	98	115	124	104	123	145
Clerk reports	68	85	55	58	37	21	35	24

MEETINGS AGENDAS/MINUTES/ADMIN SUPPORT							
	2016	2017	2018	2019	2020	2021	2022
Council	26	28	29	22	23	27	30
Closed	9	14	11	12	15	16	17
Recreation Committee	6	6	4	7	7	12	9
Com of Adjustment	4	8	7	4	9	13	13
Public Meetings	5	12	9	9	7	11	11
Cultural Roundtable	10	8	7	9	4	6	7
Court of Revision	3	3	2	nil	2	Nil	Nil
Aquatic Fundraising Committee			5	5	5	8	7
BMX bike/skateboard			2	4	1	8	1



Staff Report

To: Mayor and Members of Council
Meeting of January 16, 2023

From: Brooke Lambert, Chief Administrative Officer

Subject: Report CAO 2023-001 Wellington North Power Board of Director Appointments

RECOMMENDATION

THAT Council of the Township of Wellington North receive Report CAO 2023-001 being a Report on Wellington North Power Board of Director Appointments for information;

AND FURTHER THAT Council, as the primary shareholder of Wellington North Power Inc. (WNP), appoint the following representatives to the Board of Directors of WNP:

- Karl Ellis
- Nicholas Epoch

AND FURTHER THAT the appointments shall be in force January 17, 2023 and effective for a four year term ending December 31, 2026.

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

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- November 5, 2018 – CAO 2018- 012 Wellington North Power – Council Board Appointments
- June 5, 2017-CAO 2017-015 Wellington North Power-Board Configuration
- March 27, 2017-CAO 2017-100 Wellington North Power Board Director Appointments
- April 4, 2016-CAO 2016-007 Report to Council-WNP Director Appointments
- April 20, 2015-CAO 2015-10 Wellington North Power Board Shareholder Representation
- December 17, 2014-CAO 2014-30 Wellington North Power-Board Member Appointment

BACKGROUND

The Township of Wellington North as the primary shareholder of Wellington North Power (WNP) has a responsibility for appointment of members to the Board of Directors. Council has the responsibility to ratify appointments, notifying WNP and the Township of Southgate (minority shareholder).

With the recent municipal election completed, senior staff changes and the resignation of one community representative (Mark Hillis), the Wellington North Power Board had two vacancies as of December 31, 2022.

A competitive recruitment process was initiated in December 2022, including advertisements in the Wellington Advertiser, on social media, as well as through partner agencies (Arthur and Mount Forest, BIAs and Chambers of Commerce). In total 9 applications were received. Interviews were held with 5 short-listed candidates on December 21st. Based on the expertise, interest and the overall needs of the Board, it is recommended that the following individuals be appointed to the Wellington North Power Board:

- **Karl Ellis** – Currently the President and Chief Executive Officer (CEO) of the Listowel Wingham Hospitals Alliance, Listowel Memorial Hospital (LMH) and Wingham and District Hospital (WDH). Karl brings a wealth of experience related to board governance and leadership, strategic partnerships and sound financial management.
- **Nicolas Epoch** – Currently a Senior Manager at the Co-operators General Insurance Company and a Chartered Insurance Professional. Nicolas has a strong background working with various regulatory bodies and understands importance of building strong relationships that benefit both parties.

If approved, the configuration of the Wellington North Power (WNP) Board of Directors would be as follows:

Board of Director	Appointment Date	Term End	Role
Paul Smith	July 1, 2020	June 30, 2024	Independent Community Representative
Karl Ellis	January 17, 2023	December 31, 2026	Independent Community Representative
Nicolas Epoch	January 17, 2023	December 31, 2026	Independent Community Representative
Andy Lennox	December 6, 2022	November 15, 2026	Non-Independent (Shareholder)
Brooke Lambert	December 19, 2022	November 15, 2026	Non-Independent (Shareholder)

Note: The terms of the Non-Independent (Shareholder) positions typically coincide with the Term of Council.

Board of Directors Responsibilities

The below excerpts come from the WNP Shareholder Agreement and provide context to the role of the Board of Directors.

3.1 Shareholder Objectives

The Shareholders' objective in connection with the relationship to the Corporation is that the Board supervises the management of the Corporation in a manner which:

- a) Takes due consideration of the financial objective established by the Shareholders;
- b) Protects the investment of the Shareholders by appropriately managing the Corporations' exposure to the normal risks inherent in its business as a Local Electricity Distribution company;
- c) Provides the Shareholders with their desired rate of return on their investment, giving due consideration to rates of return permitted by the regulatory agencies;
- d) Provides adequate reporting to the Shareholder.

4.1 **Board of Directors**

Subject to Section 4.11, the business and affairs of the Corporation shall be managed by the Board of Directors. As determined by the Articles, the Board shall consist of a minimum of three (3) and a maximum of ten (10) directors. Appointments to the Board are subject to the approval, or ramification in the case of interim appointments necessitated by vacancies, by Shareholder resolution.

FINANCIAL CONSIDERATIONS

The Township incurred minimal costs related to placing recruitment advertisements.

ATTACHMENTS

NA

STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

The Township as the primary shareholder has a responsibility to undertake certain fundamental activities for WNP including appointment of Board of Director members via resolution.

Prepared By: Brooke Lambert, Chief Administrative Officer

Recommended By: Brooke Lambert, Chief Administrative Officer *Brooke Lambert*



Staff Report

To: Mayor and Members of Council Meeting of January 16, 2023
From: Karren Wallace, Director of Legislative Services/Clerk
Subject: CLK 2023-004 Report on appointment of an alternate Upper Tier member of Council

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-004 Report on appointment of an alternate Upper Tier member of Council;

AND FURTHER THAT Steve McCabe be appointed as the Alternate Member to sit at the County of Wellington meetings in the event of an absence by the Mayor.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2019-013 being a Report on appointment of an alternate upper tier member of council

Upper Tier Alternate Member Policy 004-19

BACKGROUND

Section 268 of the Municipal Act provides for the appointment of an alternate upper tier member of Council who is permitted to attend County meetings in the absence of the Mayor. Only one member can be appointed per four year term to fulfil this duty. The alternate member would attend County Council meetings in a voting capacity but would not fulfil the Mayor’s duties as Warden.

Section 268 does not allow:

- The appointment of more than one alternate member during the term of council
- The appointment of an alternate member to act in place of an alternate member appointed under Subsection 267 (Temporary Vacancy of member for a period exceeding one month)
- The appointment of an alternate head of council of the upper-tier municipality.

Wellington North's Upper Tier Alternate Member Policy 004-19 provides that members put their names forward for this position. In the event only one member puts their name forward that member shall be authorized by Council to be appointed alternate upper tier member.

If more than one member puts their name forward, the decision will be made by secret ballot during an open meeting of Council.

FINANCIAL CONSIDERATIONS

There is no financial remuneration for being appointed an alternate member to the Upper Tier.

ATTACHMENTS

Upper Tier Alternate Member Policy 004-19

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

- Yes No N/A
 Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Karren Wallace, Director Legislative Services/Clerk	<i>Karren Wallace</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

UPPER TIER ALTERNATE MEMBER POLICY



DEPARTMENT: Clerk

POLICY NUMBER: 004-19

EFFECTIVE DATE:
February 25, 2019

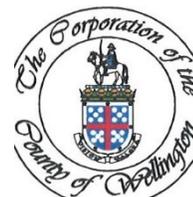
LEGISLATIVE AUTHORITY:
Municipal Act, 2001

APPROVED BY: RESOLUTION: 2019-043

1. Once a term, the members shall select an alternate to the Mayor who may attend upper tier Council meetings in the absence of the Mayor by requesting members to put their name forward.
2. If only one member puts their name forward that member shall be authorized by Council to be appointed alternate upper tier member.
3. If more than one member puts their name forward, the decision will be made by secret ballot during an open meeting of Council.
4. If the member selected to sit as an alternate to the Mayor ceases to sit on local Council, another alternate will be chosen in the manner as set out in in this policy, after the local member's position has been filled by appointment or by by-election as provided for in the Municipal Act.
5. The Township of Wellington North shall not pay any additional remuneration to the alternate member of Council.
6. The alternate member appointed to the Upper Tier is subject to the County of Wellington Temporary Replacement Member of Upper Tier Council (Alternate Members) Policy attached as Schedule A.

SCHEDULE A

COUNTY OF WELLINGTON POLICY AND PROCEDURE



DEPARTMENT:	COUNCIL	POLICY NUMBER:	
DIVISION:		EFFECTIVE DATE:	JANUARY 2019
SUBJECT:	TEMPORARY REPLACEMENT, MEMBER OF UPPER TIER COUNCIL (ALTERNATE MEMBERS)		
AUTHORITY:	SECTION 268 OF THE MUNICIPAL ACT, 2001, AS AMENDED BY Bill 68, MODERNIZING ONTARIO'S MUNICIPAL LEGISLATION ACT, 2016 ONTARIO REGULATION 55/18		

Purpose:

To outline the policies and procedures with respect to Alternate Members of County Council (Alternate), if appointed by the member municipalities.

Background:

Section 268 of the Municipal Act provides that the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason.

Section 268 does not allow:

- The appointment of more than one alternate member during the term of council
- The appointment of an alternate member to act in place of an alternate member appointed under Subsection 267 (Temporary Vacancy of member for a period exceeding one month)
- The appointment of an alternate head of council of the upper-tier municipality.

Policy:

1. Each of the seven member municipalities of Centre-Wellington, Erin, Guelph/Eramosa, Mapleton, Minto, Puslinch and Wellington North, may choose to appoint one (1) of their local councillors to act as an Alternate only if the mayor is unable to attend a County Council meeting.

2. In accordance with the Act, only one Alternate may be appointed by each member municipality. The Alternate would be appointed for the entire term of Council. If the seat of an Alternate becomes vacant, another Alternate may be provided by the member municipality.
3. An Alternate may only substitute when the County Council permanent member is unable to attend a meeting.
4. Written notice is required from the member municipality once an Alternate has been appointed.
5. Alternate attendance and representation is limited to County Council meetings only (Inaugural meeting excluded).
6. When the County Council permanent member knows they will not be able to attend a County Council meeting, written notification (by email) to the County Clerk should be provided. Upon receipt of notification, all relevant council material will be forwarded to the Alternate.
7. Prior to an Alternate attending a County Council meeting, the County Clerk will administer the declaration of office, as required by the Municipal Act.
8. While in attendance at County Council meetings, the Alternate will have all the same powers and duties of a permanent member to speak, move motions and vote, with the exception of submitting Notices of Motions.
9. The Alternate will be allowed to attend closed meeting sessions.
10. An Alternate, while attending County Council meetings, shall be governed by the all applicable policies of the Council.
11. Mileage expenses will be provided by the County to the Alternate.



Staff Report

To: Mayor and Members of Council Meeting of January 16, 2023
From: Township of Wellington North, Joint Health & Safety Committee
Subject: Report JHSC 2023-01 being the 2022 Annual Report on the Activities of the Wellington North Joint Health & Safety Committee

RECOMMENDATION

THAT Report JHSC 2023-001 being the 2022 annual report on the activities of the Wellington North Joint Health and Safety Committee be received for information.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Joint Health & Safety Committee, Annual Report JHSC 2020-001

BACKGROUND

The Township of Wellington North and its' employees have established a Joint Health & Safety Committee under the Occupational Health & Safety Act. The Committee consists of seven representatives, 2 Management representatives and 5 Worker representatives.

This committee met on (or about) the fourth Thursday of the month, 5 times, in 2022 to:

- Review any workplace inspections performed. There are 16 workplaces to be inspected by the committee, quarterly and 24 workplaces to be inspected in April & July.
- Review any accidents or incidents that have occurred.
- Review Hazard/Risk Assessment Forms submitted.
- Make recommendations to aid in maintaining the safety of all workers.
- Provide annual reviews of any Township Policies & Procedures, regarding worker safety.
- Keep up to date on the OH&S Act & Regulations.

During the Covid-19 pandemic committee members were restricted from completing on site inspections. During this time worker representatives, from each work site, performed inspections and submitted reports for review back to the health & safety committee.

Committee members were permitted to return to on site inspections in July of 2022.

In 2022 the Joint Health & Safety Committee:

- With the assistance of on-site worker inspections; completed 74 Inspection Reports for 22 Worksites.
- Continued to encourage all workers to do a monthly inspection of their worksite.
- Total Sight Inspection Recommendations made in 2022: 20; Total Current Outstanding Items: 1.
- Submitted three recommendations to the CAO and Senior Management team to:

- Two related to the review of First Aid Training requirements for staff to fulfill Section 8 of Regulation 1101; and
- One that staff work with their teams to upgrade their chairs to a more ergonomic standard.
- Reviewed 4 Incident/Accident reports. No recommendations made.
- Continues to review and make recommendations when Hazard Risk Assessments are submitted.
- Reviewed and amended the Health & Safety Terms of Reference to include a Standard Operating Procedure to go with the Inspection Report to make it easier for workers to perform their monthly work site inspections.
- Reviewed the Workplace Violence & Harassment Policy No 01-16, with the assistance of our HR Manager, and amended by adding a Witness Form in the schedules for more thorough reporting.
- Held a catered luncheon for all staff, in recognition of safety in the workplace.
- John Wilson, worker representative from the Water & Sewer Department, joined the committee in 2022 and completed his JHSC Part 1 and Part 2 Certifications in 2022.
- Long time committee member, George Laughlin, retired in 2022. Phil Myers agreed to join the committee as a Worker representative from the Recreation Department.
- Norm McLellan resigned from the H&S Committee. Cameron Hill agreed to join the committee as a Worker representative from the Public Works Department.
- Reviewed and set the Meeting & Inspection dates for 2023. See Schedule “A” attached.
- Renewed the Township subscription to “Comfort Zone”. This monthly e-magazine provides safety information for all; including work and home. The magazine is distributed by email to all staff and Council and a printed copy is provided for all workplace lunchrooms.

Looking towards 2023; the Joint Health & Safety Committee plans to continue reviewing and updating policies, as required, and is looking forward to getting back to on site workplace inspections.

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report. The committee has an annual budget which is approved by Council.

ATTACHMENTS

- Schedule “A” – 2023 Joint Health & Safety Committee Meeting & Inspection Schedule

STRATEGIC PLAN 2019 – 2022

Do the report’s recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By: Tammy Pringle, JHSC Secretary

Tammy Pringle

Recommended By: Brooke Lambert, Chief Administrative Officer

Brooke Lambert

SCHEDULE "A"


WELLINGTON NORTH
 SEMPER PORRO

WELLINGTON NORTH JOINT HEALTH AND SAFETY COMMITTEE
2023 Meeting Schedule

DATE	TIME	LOCATION
Thursday, January 26, 2023	9:30am	Via Zoom
Thursday, March 23, 2023	9:30am	Via Zoom
Thursday, May 25, 2023	9:30am	Via Zoom
Thursday, July 27, 2023	9:30am	Via Zoom
Thursday, September 28, 2023	9:30am	Via Zoom
Thursday, November 23, 2023	11:00am	To be Determined

2023 Inspection Schedule

Inspection Month	Arthur	Kenilworth / Luther / Damascus	Mount Forest	Reserve
January	Phil & Andy	Tammy & Laura	John & Karren	Cameron
April	Laura & Karren	John & Cameron	Tammy & Andy	Phil
July	John & Andy	Tammy & Karren	Laura & Phil	Cameron
October	Tammy & Cameron	Andy & John	Laura & Karren	Phil

Grand River Conservation Authority

Report number: GM-12-22-99

Date: December 16, 2022

To: Members of the Grand River Conservation Authority

Subject: Progress Report #3- Ontario Regulation 687/21

Recommendation:

THAT Progress Report #3 be approved, circulated to all participating Grand River watershed municipalities, posted on the Grand River Conservation Authority website, and submitted to the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 687/21.

Summary:

Not applicable.

Report:

As a requirement under *Ontario Regulation 687/21*, the Grand River Conservation Authority (GRCA) developed and approved a Transition Plan (December 17, 2021) and Inventory of Programs and Services (February 28, 2022). The Inventory of Programs and Services is based on the three categories identified in the Regulation. These categories include (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

As required under Ontario Regulation 687/21 and identified in GRCA's Transition Plan, the GRCA is providing its Progress Report. Under the Regulation the Progress Reports must include the following;

- Any comments or other feedback submitted by a municipality regarding the inventory
- A summary of any changes that the Authority has made to the inventory to address comments or other feedback- including a copy of the changed inventory and a description of changes
- An update on the progress of negotiations on agreements with participating municipalities
- Any difficulties that the Authority is experiencing that might affect the ability of the Authority to complete the transition plan milestones

Progress Report Details

1) Municipal Comments/Feedback:

- At this time, staff have not received any formal comments or concerns from the participating municipalities regarding the Inventory of Programs and Services (dated Feb. 28, 2022).

2) Summary of Changes to Inventory of Programs and Services:

- The Inventory of Programs and Services is updated to reflect refinements in Category 2 costs and to update costing related to the draft 2023 Budget.

3) Update on Progress of Negotiations with Participating Municipalities on Category 2 Programs and Services:

- At this time, the GRCA is on track with the schedule identified in the GRCA's Transition Plan.
- GRCA hosted two virtual webinars in October to watershed municipalities on Category 2 programs and services and the proposed next steps for negotiations.
- GRCA staff are working on developing a draft template for the Memorandum of Understanding for Category 2 Programs and Services.
- Meetings are being set for the beginning of January 2023 to start negotiations with participating municipalities for Category 2 Programs and Services
- GRCA staff will continue to work with neighbouring Conservation Authorities (where possible) to help streamline the process of negotiations with shared participating municipalities on Category 2 Programs and Services.

4) Difficulties Reaching Transition Plan Milestones:

- At this time, there have not been any difficulties identified in meeting transition plan milestones.

Once the Progress Report is approved, it will be circulated to all watershed municipalities and the Ministry of Natural Resources and Forestry. The Progress Report will also be posted on GRCA's website for public access.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-12-22-100

Date: December 16, 2022

To: General Membership of the Grand River Conservation Authority

Subject: Updated Inventory of Programs and Services – Requirement under O.Reg.687/21

Recommendation:

THAT the updated Inventory of Programs and Services be approved, circulated to all participating Grand River watershed municipalities, posted on the Grand River Conservation Authority website, and submitted to the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 687/21.

Summary:

Not applicable.

Report:

As a requirement under *O.Reg.687/21*, the Grand River Conservation Authority (GRCA) has developed an Inventory of Programs and Services based on the three categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

On January 28, 2022 and Feb 25, 2022, draft versions of the Inventory of Programs and Services were presented to the Board. Following Board approval, they were posted on the GRCA website, and circulated to all participating municipalities and the Ministry of Environment, Conservation, and Parks.

An update to Chart B: Inventory of Programs and Services - Costs and Funding Sources has been incorporated into the attached charts.

Chart A updates:

- a) Revised P&S Inventory item titles as outlined in Table 1 below.
- b) Revised Item #9 and Item #10 descriptions.

Chart B updates:

- a) Added column for 'Total Expenses' based on draft 2023 budget figures. The percentage revenue distribution figures provided on Chart B represent the estimated revenue distribution for the draft 2023 budget and are subject to change as costs for the inventory change.
- b) Category 2 draft 2023 budget cost figures refined as a result a more in depth analysis of applicable costs and staffing allocations.

Chart C updates:

- a) Revise P&S Inventory item titles as outlined in Table 1 below.
- b) Revise description of services for Conservation Services-Rural Water Quality Program (RWQP) (also renamed Watershed Services)

Chart D updates:

- a) Revise the name and description of P&S Inventory item 'Conservation Services-Community Events (Outreach)'. Name changed to 'Conservation Services (watershed wide and volunteer engagement)'

TABLE 1 - Summary of Category 2 Changes:

Item #	P&S Inventory Feb 28, 2022	Revised P&S Inventory Jan 1, 2023	Comments
5	Resource Planning-Natural Heritage Management	Renamed: Planning Services (Natural Heritage)	Detailed analysis of staffing allocations and expenses resulted in revised expense amount and this has been incorporated into draft 2023 budget cost calculation. Result is costs were reallocated from Category 1 (Item #4 & #6) to Category 2 (Item #5) and percentage funding distributions revised accordingly.
7	Watershed Resources-Subwatershed Planning	Renamed: Planning Services (Subwatershed Planning)	Detailed analysis of staffing allocations and expenses resulted in revised expense amount and this has been incorporated into draft 2023 budget cost calculation. Result is costs were reallocated from Category 1 (Item #4) to Category 2 (Item #7) and percentage funding distributions revised accordingly.
9	Conservation Services-Rural Water Quality Program (RWQP)	Renamed: Watershed Services	A)Detailed analysis of staffing allocations and expenses resulted in revised expense amount and this has been incorporated into draft 2023 budget cost calculation. B)Activities expanded to include services related to Community Events(Outreach), Water Quality, and Groundwater Services Result is costs were reallocated from Category 1 (Item #4) and Category 3 (Item #10) to Category 2 (Item #9) and percentage funding distributions revised accordingly.
10	Conservation Services-Community Events (Outreach)	10 (a) Conservation Services (non-municipal program areas) 10 (b) Volunteer Engagement	A)Amount previously included was reclassified from Category 3 (Item #10) to Category 2 (Item #9). B)Detailed analysis of staffing identified Category 3 activities resulting in reallocation of expenses from Category 2 (Item #9) to Category 3 (Item #10) and percentage funding distributions revised accordingly.

During the last five years, there have been several factors that have caused significant fluctuations in GRCA's revenues and expenses. Examples include; the impacts of the COVID-19 pandemic, fluctuations in special projects that the GRCA undertakes using external funding, timing of capital projects, reduction of provincial funding, increased costs for supplies/equipment due to shortages, staff restructuring, and rising inflation rates. Coupled with this, the GRCA has a high level of growth and development within the watershed and corresponding demand for GRCA programs and services. The costs presented in the updated Inventory include costs based on the draft #1 2023 budget. The draft 2023 budget is considered to provide a more accurate estimate of the cost to administer the programs and services compared to the five-year 2017 to 2022 annual average.

Once the updated Inventory of Programs and Services is approved, it will be circulated to all participating municipalities and the Ministry of Natural Resources and Forestry (MNRF) prior to the legislative deadline of January 1, 2023. The Inventory will also be posted on the Grand River Conservation Authority's website for public access.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson
Chief Administrative Officer

CHART A

Programs & Services Inventory Listing - Category, Description, Rationale for Category

GRAND RIVER CONSERVATION AUTHORITY

December 16, 2022 (version #3)

	Programs & Services Inventory	Category 1- Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
1	Flood Forecasting & Warning (FFW)	1	<p><u>21.1 (1) para 1. (i)</u> P&S related to risk of natural hazards</p> <p><u>21.1 (1) para 1. (iv)</u> Services provided related to duties and functions under the Act.</p> <p><u>21.1 (1) para 2.</u> Other P&S not included in para 1.</p>	<ul style="list-style-type: none"> Maintain computerized (Flood Forecasting and Warning)FFW system. Operate 24 hour on call/duty officer system to respond to flooding events. Maintain Communications and Emergency Response systems. Collect and maintain data from dams, streamflow gauges, rainfall gauges, and snow courses. Issue flood warnings Operate reservoirs to reduce flooding. 	<p>Section 2 Flood forecasting and warning</p> <p>Section 12 (1)2, 12(1)3, 12(1)4</p>
2	Water Control Structures-Flood Control, Small Dams & Ice Management	1	<p><u>21.1 (1) para 1. (i)</u> P&S related to risk of natural hazards - <i>Flood Control Structures & Ice Management</i></p> <p><u>21.1 (1) para 1. (ii)</u> P&S related to management of lands owned by Authority- <i>Small Dams</i></p>	<p><u>Flood Control Structures</u> Operate and maintain 7 major flood control structures, 5 major dike systems.</p> <ul style="list-style-type: none"> Perform dam safety reviews, inspections, monitoring, and capital maintenance and upgrade projects. Develop and implement public safety plans for structures. <p><u>Small Dams</u></p> <ul style="list-style-type: none"> Operate and maintain 22 small dams and surrounding lands. <p><u>Ice Management</u></p> <ul style="list-style-type: none"> Perform Ice Management Activities and respond to flooding from ice jams by issuing flood warnings 	<p>Section 1 (1) (3) Risk of flooding hazard</p> <p>Section 5 (1) (1) Water control infrastructure</p> <p>Section 5 (1) (2) Erosion control infrastructure</p> <p>Section 9 (2) (i), (ii), (iv) Conservation lands-required component</p> <p>Section 4 - Ice management</p>

	Programs & Services Inventory	Category 1- Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				<p>and providing support to municipal emergency management personal</p> <ul style="list-style-type: none"> • NEW-Develop and Implement Operational Plan Natural Hazard Infrastructure by Dec 31, 2024 • NEW-Develop Asset Management Plan Natural Hazard Infrastructure by Dec 31, 2024 • NEW - Develop Ice Management Plan by December 31, 2024 	
3	Floodplain Mapping	1	21.1 (1) para 1. (i) P&S related to risk of natural hazards	<ul style="list-style-type: none"> • Update and maintain flood line mapping. • Develop natural hazards mapping. 	Section 1 (3) (1) (i) Collect information and map areas of natural hazards.
4	Resource Planning- Plan Input and Review, Permitting and Solicitor Enquiries	1	21.1 (1) para 1. (i) P&S related to risk of natural hazards	<ul style="list-style-type: none"> • Process permits related to development, alteration or other activities in regulated areas. • Review official plans, secondary and community plans, zoning bylaws, development applications and other proposals (i.e. environmental assessments) • Enforce applicable regulations. • Develop and maintain policies and guidelines to manage natural hazards. • Provide advisory services to the province and municipalities. 	<p>Section 6 - comment on applications, proposals</p> <p>Section 7 - plan review, comments</p> <p>Section 8 - administering and enforcing the act</p>
5	Planning Services (Natural Heritage)	2	21.1.1 P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> • Provide services related to natural heritage for planning and other applications or projects. • Provide services/assistance to identify, enhance, restore, rehabilitate, and protect natural heritage ecosystems in the watershed. • Develop and maintain policies and guidelines to assist in management of natural heritage resources. 	Not applicable. See CHART C for information required to be provided under Regulation Section 6 Subsection (5).

	Programs & Services Inventory	Category 1- Mandatory 2- Municipal P&S 3- Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
6	Watershed Resources- Planning	1	<p><u>21.1 (1) para 1. (i)</u> P&S related to risk of natural hazards</p> <p><u>21.1 (1) para 1. (iii)</u> P&S related to duties as a source protection authority under the Clean Water Act.</p> <p><u>21.1 (1) para 1. (2)</u> Other P&S prescribed by regulations.</p>	<ul style="list-style-type: none"> • Operate monitoring stations. • Complete field sampling in support of the Provincial Water Quality Network. • Maintain provincial ground monitoring network (PGWN). • Maintain water budget to support sustainable water use in the watershed. • Operate a drought response program. • Analyze and report on water quality conditions in the Grand River. Provide technical advice to municipal waste water master plans, assimilative capacity studies and municipal waste water optimization. • Provide advice on water use permits to province. • Report on emerging climate change impacts. • <i>NEW - Prepare Watershed-based Resource Management Strategy by Dec 31, 2024</i> 	<p>Section 3 - Drought or low water response.</p> <p>Section 5 (2) (1) - Develop Operational Plan</p> <p>Section 5 (2) (2) - Develop Asset Management Plan</p> <p>Section 5 (4)</p> <p>Update operational or asset management plans</p> <p>Section 12 (1) 1. - Groundwater Monitoring</p> <p>Section 12 (1) 2. - Stream Monitoring</p> <p>Section 12 (1) 3. - Watershed-based Management Strategy</p> <p>Section 13 - Source Protection Authority under Clean Water Act</p>
7	Planning Services (Subwatershed Planning)	2	<p><u>21.1.1</u> P&S provided on behalf of a municipality under an MOU</p>	<ul style="list-style-type: none"> • Partner with municipalities to provide natural heritage input and review for subwatershed and other plans for streams and tributaries, which provide background on surface water, ground water, natural heritage ecosystems and recommend sustainable solutions to urban growth. 	<p>Not applicable. See CHART C for information required to be provided under Regulation Section 6 Subsection (5).</p>
8	Source Protection Planning	1	<p><u>21.1 (1) para 1. (iii)</u> P&S related to duties as a source protection authority under the Clean Water Act.</p>	<ul style="list-style-type: none"> • Deliver the provincial source protection planning program under the Clean Water Act 2006 for the Lake Erie Source Protection Region made up of four watersheds. 	<p>Section 13 - Source Protection Authority under Clean Water Act</p>

	Programs & Services Inventory	Category 1- Mandatory 2- Municipal P&S 3- Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
9	Watershed Services	2	21.1.1 P&S provided on behalf of a municipality under an MOU	<p><u>Conservation Services:</u></p> <ul style="list-style-type: none"> • Coordinate the grant program delivered to private landowners to encourage adoption of agricultural and rural landowner best management practices and projects to improve and protect water quality, soil health and related initiatives (i.e. restore natural areas and private land tree planting). • Deliver special program initiatives that study and/or provide awareness and education related to improving and protecting water quality and related initiatives. • Co-ordinate community events e.g. children's water festivals • Agricultural and landowner workshops to promote landowner environmental stewardship action. <p><u>Water Quality:</u></p> <ul style="list-style-type: none"> • wastewater optimization, surface water quality monitoring, modelling, analysis and reporting, and groundwater quality analysis and reporting <p><u>Watershed sciences and collaborative planning:</u></p> <ul style="list-style-type: none"> • watershed and landscape science, reporting, plans and working groups 	Not applicable. See CHART C for information required to be provided under Regulation Section 6 Subsection (5).
10	10 (a) Conservation Services (non-municipal program areas) 10 (b) Volunteer Engagement	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<p><u>10 (a)</u></p> <ul style="list-style-type: none"> • Delivery of private land tree planting and non-municipal stewardship project and outreach initiatives in those areas of the watershed without full conservation services programs. <p><u>10(b)</u></p> <ul style="list-style-type: none"> • Developing and delivering GRCA volunteer activities to enable public participation in GRCA environmental activities. 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).

	Programs & Services Inventory	Category 1- Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
11	Conservation Lands Management- Operating and Capital Maintenance costs related to authority owned lands including Trail Management, Land acquisitions and disposal, property taxes	1	<u>21.1 (1) para 1. (ii)</u> P&S related to conservation and management of lands owned by Authority.	<ul style="list-style-type: none"> • Maintain passive conservation areas. • Maintain property integrity (i.e. encroachments) and security (unauthorized use) • Develop and maintain trail network. • Manage wetlands and floodplain lands. • Capital and operational support services provided to maintain the built infrastructure on GRCA lands. • Create and maintain Asset Management Plan for built infrastructure on GRCA lands. • Dispose of lands declared surplus and plan for disposition of other surplus lands. • Acquire environmentally significant conservation lands (<i>greenspace management</i>). • NEW- Prepare a conservation area strategy • NEW - Prepare a land inventory by Dec 31, 2024 	<p>Section 9 (1) (1) prepare a conservation area strategy by Dec 31, 2024.</p> <p>Section 9 (1) (2) Conservation lands-required component-objectives</p> <p>Section 9 (1) (3) prepare land inventory by Dec 31, 2024</p>
12	Conservation Lands Management- Hazard Tree Management, Forestry Management- Operations	1	<u>21.1 (1) para 1. (i)</u> P&S related to risk of natural hazards <u>21.1 (1) para 1. (ii)</u> P&S related to conservation and management of lands owned by Authority.	<ul style="list-style-type: none"> • Operate hazard tree management program on GRCA lands • Deliver forest management, tree planting, woodlot thinning, selective harvesting, and naturalization projects on GRCA lands • Maintain the Managed Forest Tax Incentive Program. • Invasive Species Management. 	<p>Section 1 (1) (4) Risk of hazardous lands</p> <p>Section 9 (1) (2) Conservation lands-required components</p>

	Programs & Services Inventory	Category 1- Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
13	Conservation Lands- Natural Heritage Management	1	<u>21.1 (1) para 1. (ii)</u> P&S related to conservation and management of lands owned by Authority.	<ul style="list-style-type: none"> Provide planning services/assistance to enhance, restore, rehabilitate, and protect aquatic and terrestrial ecosystems on GRCA owned lands. 	Section 9 (2) (iv) Conservation lands-required components
14	Private Land Tree Planting & Nursery Operations	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> Provide services to private and public landowners and community groups to engage in tree planting activities. Operate the Burford Nursery. 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
15	Environmental Education	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<p>Deliver outdoor education sessions:</p> <ul style="list-style-type: none"> school classes day-camp program community groups private groups <p>Operate six outdoor education centres-Apps, Laurel Creek, Shades Mills, Guelph, Taquanyah, Rockwood.</p>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
16	Property Rentals	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> Rent 733 cottage lots at Belwood Lake and Conestogo Lake. Lease agricultural lands. Lease 8 residential units. Over 50 miscellaneous commercial agreements for use of GRCA lands. 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
17	Hydro Production	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further	<ul style="list-style-type: none"> Generate hydro revenue from turbines at four dams (Shand, Conestogo, Guelph and Drimmie). 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).

	Programs & Services Inventory	Category 1- Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
			the purpose of this Act.		
18	Conservation Areas	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Operate 11 active Conservation Areas (8 camping and 3 day-use only). • Operate Luther Conservation Area • Offer hunting on some GRCA Lands 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
19	Communications-Mandatory	1	<u>21.1 (1) para 1. (iv)</u> Services provided related to duties and functions under the Act.	<ul style="list-style-type: none"> • Media Relations • Public Relations and awareness building • Website management • Social media management • Community engagement and public consultation • Corporate brand management 	Regulations pending.
20	Communications-Non-mandatory programs	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Media Relations • Public Relations and awareness building • Website management • Social media management 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
21	Corporate Services-Mandatory	1	<u>21.1 (1) para 1. (iv)</u> Services provided related to duties and functions under the Act.	Provide the following administrative services that support mandatory program delivery: <ul style="list-style-type: none"> • Office of the CAO • Finance • Human Resources/ Health & Safety • Payroll • Office Services • Building Services 	Regulations pending.

	Programs & Services Inventory	Category 1- Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				Administrative expenses incurred: <ul style="list-style-type: none"> • General membership • Head office building • Office supplies, postage, bank fees • Head office communication system • Insurance • Audit Fees • Consulting, legal, labour relations • H&S Equipment, inspections, training • Conservation Ontario Fees • Corporate Professional Development • Unallocated Motor Pool and Information • Systems and Technology expenses • Uninsured losses, damage to GRCA assets 	
22	Corporate Services- Non-Mandatory programs	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Allocate administrative services and expenses that are incremental to delivering non-mandatory programs: <ul style="list-style-type: none"> • Finance • Office supplies, postage, bank fees • Head office communication system • Insurance • Audit Fees • Consulting, legal, labour relations • H&S Equipment, inspections, training • Conservation Ontario Fees • Corporate Professional Development • General 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).

CHART B

P&S Inventory Listing - Costs & Funding Sources (note 1)

GRAND RIVER CONSERVATION AUTHORITY

December 16 2022 (version #3)

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2023 Budget)	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2022	Municipal Levy	Municipal MOUs/ Agreements	Provincial/ Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 2)	Reserves	Comment
1	Flood Forecasting & Warning (FFW)	1	\$1,113,000	\$1,033,000	\$1,063,000	78%		15%			8%	Provincial Section 39 Funding
2	Water Control Structures-Flood Control, Small Dams, Ice Management	1	\$3,643,200	\$3,457,700	\$3,413,000	70%		27%			3%	Provincial Section 39 Funding and WECl Funding
3	Floodplain Mapping	1	\$105,000	\$100,000	\$375,000	100%		TBD			TBD	Federal Funding available for special projects combined with use of reserves.
4	Resource Planning-Plan Input and Review, Permitting and Solicitor Enquiries	1	\$2,101,500	\$2,051,200	\$1,685,000	48%			50%		2%	Permit, Plan Review & Solicitor Enquiry Fee Revenue
5	Planning Services (Natural Heritage)	2	\$462,300	\$240,000	\$240,000		70%	9%	21%			Federal-Species at Risk
6	Watershed Resources-Planning	1	\$1,386,000	\$1,651,400	\$1,684,000	92%			3%		5%	

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2023 Budget)	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2022	Municipal Levy	Municipal MOUs/ Agreements	Provincial/ Federal / Other Municipal	Self-Generated- Program Revenue	Self-Generated- Other Revenue (note 2)	Reserves	Comment
7	Planning Services (Subwatershed Planning)	2	\$280,000	\$233,000	\$262,000		82%	18%				Other Municipal-Current Municipal agreements
8	Source Protection Planning	1	\$640,000	\$640,000	\$1,058,000			100%				Provincial Funding
9	Watershed Services	2	\$1,562,500	\$1,386,200	\$1,551,000		49%	51%				Other Municipal-Current Municipal agreements
10	10 (a) Conservation Services (non-municipal program areas) 10 (b) Volunteer Engagement	3	10(a) \$71,200 10(b) \$10,000	NIL	\$97,000			37%		63%		Provincial Funding
11	Conservation Lands Management-Operating and Capital Maintenance costs related to authority owned lands including Trail Management, Land acquisitions and disposals, property taxes	1	\$2,314,800	\$2,043,800	\$2,625,000	91%					9%	Reserves for Demolition expense. Land acquisition and disposal costs are funded with reserves.

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2023 Budget)	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2022	Municipal Levy	Municipal MOUs/ Agreements	Provincial/ Federal / Other Municipal	Self-Generated- Program Revenue	Self-Generated- Other Revenue (note 2)	Reserves	Comment
12	Conservation Lands Management-Hazard Tree Management, Forestry Management-Operations	1	\$539,000	\$509,900	\$478,000	92%			8%			Timber Sales Revenue, Donations
13	Conservation Lands-Natural Heritage Management	1	\$185,800	\$238,000	\$349,000	100%			TBD			TBD-Ecological Restoration special projects with external funding
14	Private Land Tree Planting & Nursery Operations	3	\$867,300	\$862,400	\$777,000				67%	33%		Fee revenue and allocation of Category 3 Fee Revenue
15	Environmental Education	3	\$675,100	\$653,600	\$1,072,000				74%	26%		Fee Revenue
16	Property Rentals	3	\$1,095,200	\$1,022,500	\$1,144,000				100%			Fee Revenue
17	Hydro Production	3	\$212,000	\$210,000	\$384,000				100%			Fee Revenue
18	Conservation Areas	3	\$10,887,000	\$9,428,000	\$9,750,000				92%	3%	5%	Fee Revenue
19	Communications-Mandatory	1	\$497,500	\$477,500	\$486,000	100%						
20	Communications-Non-mandatory programs	3	\$100,000	\$100,000	\$92,000					100%		Allocation of Category 3 Fee Revenue

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2023 Budget)	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2022	Municipal Levy	Municipal MOUs/ Agreements	Provincial/ Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 2)	Reserves	Comment
21	Corporate Services-Mandatory	1	\$3,372,288	\$3,498,288	\$3,125,000	84%		2%	3%		11%	Provincial SPP funding, Interest Income
22	Corporate Services-Non-Mandatory programs	3	\$1,158,000	\$1,086,000	\$874,000					100%		Allocation of Category 3 Fee Revenue

Note 1-Revenue percentages represent estimated revenue distribution of draft 2023 budget expenses under the new regulations.

Note 2-Self generated-Other Revenue represents surplus revenue from category 3 programs (Property Rentals, Hydro Production) and interest income.

CHART C

Programs & Services Inventory Listing - Category 2 - Details of Municipal Agreements

GRAND RIVER CONSERVATION AUTHORITY

December 16 2022 (version #3)

Extract:

*Ontario Regulations 687/21 - Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act
Section 6 Subsection 5 requirements*

(5) For each Category 2 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. The name of the municipality on behalf of which the program or service is provided.
2. The date on which the authority and the municipality entered into a memorandum of understanding or another agreement with respect to the provision of the program or service.

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Memorandum of Understanding (MOU)/Agreement Status
Planning Services (Natural Heritage)	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> • Provide services related to natural heritage for planning and other applications or projects • Provide services/assistance to identify, enhance, restore, rehabilitate, and protect natural heritage ecosystems in the watershed. • Develop and maintain policies and guidelines to assist in management of natural heritage resources. 	As at Dec 31, 2022 MOUs have yet to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect status of MOU's.
Planning Services (Subwatershed Planning)	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> • Partner with municipalities to provide natural heritage input and review for subwatershed and other plans for streams and tributaries, which provide background on surface water, ground water, terrestrial and aquatic ecosystems and recommend sustainable solutions to urban growth. 	Modified and/or additional MOUs will need to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect the status of MOUs.

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Memorandum of Understanding (MOU)/Agreement Status
Watershed Services	2	<p>21.1.1 P&S provided on behalf of a municipality under an MOU</p>	<p><u>Conservation Services:</u></p> <ul style="list-style-type: none"> • Coordinate the grant program delivered to private landowners to encourage adoption of agricultural and rural landowner best management practices and projects to improve and protect water quality, soil health and related initiatives (i.e. restore natural areas and private land tree planting). • Deliver special program initiatives that study and/or provide awareness and education related to improving and protecting water quality and related initiatives. • Co-ordinate community events e.g. children's water festivals • Agricultural and landowner workshops to promote landowner environmental stewardship action. <p><u>Water Quality:</u></p> <ul style="list-style-type: none"> • wastewater optimization, surface water quality monitoring, modelling, analysis and reporting, and groundwater quality analysis and reporting <p><u>Watershed sciences and collaborative planning:</u></p> <ul style="list-style-type: none"> • watershed and landscape science, reporting, plans and working groups 	Modified and/or additional MOUs will need to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect the status of MOUs.

CHART D

Programs & Services Inventory Listing - Category 3 - Information Requirements

GRAND RIVER CONSERVATION AUTHORITY

December 16 2022 (verion #3)

Extract:

Ontario Regulations 687/21 - Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act
Section 6 Subsection 6 requirements

For each Category 3 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. Whether or not the program or service was financed, in whole or in part, through municipal levies collected from participating municipalities.
2. Whether or not the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the program or service after the transition date.

Programs & Services Inventory	Category 1- Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
- Conservation Services (non-municipal program areas) - Volunteer Engagement	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Delivery of private land tree planting and non-municipal stewardship project and outreach initiatives in those areas of the watershed without full conservation services programs. • Developing and delivering GRCA volunteer activities to enable public participation in GRCA environmental activities. The delivery model for this program is under review. 	<p>Program and Service has been financed in part through municipal levies.</p> <p>GRCA will seek to obtain other funding sources to deliver these types of programs and services.</p>
Private Land Tree Planting & Nursery Operations	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Provide services to private and public landowners and community groups to engage in tree planting activities. • Operate the Burford Nursery. 	<p>Program and Service has been financed in part through municipal levies.</p> <p>GRCA would seek to obtain other funding sources to deliver this program and service.</p> <p><i>Note: Indirect overhead costs related to this program are included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i></p>

Programs & Services Inventory	Category 1- Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Environmental Education	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Deliver outdoor education sessions: <ul style="list-style-type: none"> • school classes • day-camp program • community groups • private groups Operate six outdoor education centres-Apps, Laurel Creek, Shades Mills, Guelph, Taquanyah, and Rockwood.	Program and Service has been financed in part through municipal levies. GRCA will seek to obtain other funding sources to deliver this program and service. <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Property Rentals	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Rent 733 cottage lots at Belwood Lake and Conestogo Lake. • Lease agricultural lands • Lease 8 residential units • Over 50 miscellaneous commercial agreements for use of GRCA lands. 	Program and Service was not financed through municipal levies. <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Hydro Production	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Hydro generating revenue earned at four dam locations (Shand, Conestogo, Guelph and Drimmie). 	Program and Service was not financed through municipal levies. <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>

Programs & Services Inventory	Category 1- Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Conservation Areas	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Operate 11 active Conservation Areas (8 camping and 3 day-use only). • Operate Luther Conservation Area • Offer hunting on some GRCA Lands 	<p>Program and Service was not financed through municipal levies.</p> <p><i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i></p>
Communications- Non-mandatory programs	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Media Relations • Public Relations and awareness building • Website management • Social media management 	<p>Program and Service has been financed in whole through municipal levies.</p> <p>GRCA will allocate revenue from other programs and services.</p>
Corporate Services- Non-Mandatory programs	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<p>Allocate administrative services and expenses that are incremental to delivering non-mandatory programs:</p> <ul style="list-style-type: none"> • Finance • Office supplies, postage, bank fees • Head office communication system • Insurance • Audit Fees • Consulting, legal, labour relations • H&S Equipment, inspections, training • Conservation Ontario Fees • Corporate Professional Development • General 	<p>Program and Service has been financed in whole through municipal levies.</p> <p>GRCA will allocate revenue from other programs and services.</p>

**Ministry of Municipal
Affairs and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des Affaires
Municipales et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
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Ontario

December 16, 2022

Dear Head of Council, Municipal Chief Executive Officer and Clerk, and AMO Staff

Re: Greenbelt Amendments and Revocation of the Central Pickering Development Plan and O. Reg. 154/03

The government is committed to taking bold action to address Ontario's housing supply crisis by building 1.5 million homes over the next 10 years.

That is why the government has taken further action to support this goal by making changes to the Greenbelt and revoking the Central Pickering Development Plan and the associated Minister's Zoning Order (O. Reg. 154/03) to help build at least 50,000 new homes, while leading to an overall expansion of the Greenbelt by approximately 2,000 acres.

Further to the letters sent on Nov 4, 2022 regarding proposed amendments to the Greenbelt and the letter on October 25, 2022 regarding the proposed revocation of the CPDP, I am writing to provide an update that the government has approved Amendment No. 3 to the Greenbelt Plan (by OIC 1745/2022), amended the Greenbelt Area boundary (O. Reg. 59/05), and revoked the Central Pickering Development Plan (by OIC 1746/2022). The amendments were approved as proposed without modifications.

As Minister, I approved the related amendments to the Oak Ridges Moraine Conservation Plan (O. Reg. 140/02) and revoked the Central Pickering Development Planning Area and the related Minister's Zoning Order (O. Reg. 154/03).

Information on the Greenbelt Area boundary regulation, and the Oak Ridges Moraine Conservation Plan, and the revocation of the Central Pickering Development Plan and Minister's Zoning Order can be found at:

- Designation of Greenbelt Area (O. Reg. 567/22) - <https://www.ontario.ca/laws/regulation/r22567>
- Oak Ridges Moraine Conservation Plan (O. Reg. 568/22) - <https://www.ontario.ca/laws/regulation/r22568>
- Zoning Area - Regional Municipality of Durham, Part of The City of Pickering (O. Reg. 566/22) - <https://www.ontario.ca/laws/regulation/r22566>

Further details on these changes, including updated mapping, will be available online soon.

Thank you to those municipalities who provided feedback. The province looks forward to continued collaboration with municipal partners to get more homes built faster.

Sincerely,



Steve Clark

Minister

- c. Kate Manson-Smith, Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing, Planning and Growth Division
Hannah Evans, Assistant Deputy Minister, Municipal Services Division



PLANNING AND DEVELOPMENT DEPARTMENT
 ALDO L. SALIS, M.Sc., B.E.S., MCIP, RPP, DIRECTOR
 T 519.837.2600
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COUNTY OF WELLINGTON

ADMINISTRATION CENTRE
 74 WOOLWICH STREET
 GUELPH ON N1H 3T9

December 15, 2022

Agencies and Persons Circulated

Dear Messrs. and Mesdames,

Re: County Official Plan Amendment #121 – County File No.: OP-2022-02
 County of Wellington - Development Approval Updates
 Notice of Complete Application and Public Meeting

The County of Wellington has prepared a draft Official Plan Amendment to amend the County of Wellington Official Plan to:

- Update policies in response to recent legislative changes made to the Planning Act through Bill 13, Bill 109 and Bill 23 related to site plan control, delegation authority for minor zoning by-law amendments, complete applications and other development approval processes; and
- To activate optional provisions contained in the Planning Act, which would provide municipalities with additional tools to streamline their development approval processes. This includes policies necessary to establish a Community Planning Permit System and alternative consultation measures for minor zoning by-law amendments.

I am requesting that you provide comments on the proposed amendment to the County of Wellington's Official Plan by **January 11th, 2023**. Please review the proposed amendment and provide comments to the County Planning Department, to the attention of Mr. Aldo Salis, Director of Planning.

MAKING SUBMISSIONS

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the County of Wellington before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision of the Corporation of the County of Wellington to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the County of Wellington before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

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Inquiries and written submissions about the application can be made to the County of Wellington's Planning and Development Department, telephone (519) 837-2600, ext. 2300; fax (519) 823-1694 or at the above address.

REQUESTING NOTICE OF DECISION

Subject to subsection 17(36), any person or public body may appeal a decision of the County of Wellington not later than 20 days after the day that the giving or written notice had been completed. If you wish to be notified of the decision of the Corporation of the County of Wellington in respect of this proposed County official plan amendment, you must make a written request to the Director of Planning and Development, Corporation of the County of Wellington, 74 Woolwich Street, Guelph, Ontario, N1H 3T9

GETTING ADDITIONAL INFORMATION

Additional information regarding this application is available for review by contacting County offices during regular business hours by phone (519) 837-2600 Ext. 2300 or on the County website through the following link:

<https://www.wellington.ca/en/resident-services/pl-legislative-changes-and-development.aspx>

PUBLIC MEETING

A public meeting has been scheduled for January 12th, 2023 at 10:30 am. Please see attached notice of Complete Application and Public Meeting.

NOTE:

- 1) Your comments on the application are required on or before **January 11th, 2023**.
- 2) If you have not submitted comments on the application on or before the above date, it will be assumed that you do not have any concerns in respect of this matter.
- 3) A Public Meeting regarding OPA No. 121 is scheduled for January 12th, 2023

Sincerely,



Aldo L. Salis, MCIP, RPP
Director, Planning and Development Department

Encl – Draft Official Plan Amendment #121

cc— Jameson Pickard, Senior Policy Planner



COUNTY OF WELLINGTON
NOTICE
Complete Application and Public Meeting

TAKE NOTICE that pursuant to section 17 of the *Planning Act*, R.S.O. 1990, c.P.13 as amended, the County of Wellington will hold a Public Meeting to discuss proposed Official Plan Amendment (OPA) No.121.

THE LAND SUBJECT to the proposed amendment applies to the entire County of Wellington.

THE PURPOSE of the proposed Official Plan Amendment is to update Official Plan policies in response to recent legislative changes made to the Planning Act through Bill 13, Bill 109, and Bill 23 related to site plan control, delegation authority for minor zoning by-law amendments, complete applications and other development approval processes.

Public Meeting

The Public Meeting will be an opportunity to discuss OPA No.121, to ask questions of County Staff and identify additional planning issues that should be considered and is scheduled as follows:

Public Meeting	
Date:	January 12th, 2023
Time	10:30 am
Location	Administration Centre - 74 Woolwich Street, Guelph Ontario, N1H 3T9 (Council Chambers)

Written Submissions

Please send any written submissions to the County of Wellington Planning and Development Department by email at jamesonp@wellington.ca or by mail to the attention of Jameson Pickard, Senior Policy Planner to the address below no later than **January 11th, 2023**. Please refer to file **No. OP- 2022-02** when responding.

IF A PERSON or public body does not make oral submissions at a public meeting or make written submissions to the County of Wellington before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision of the Council of the County of Wellington to the Ontario Land Tribunal.

IF A PERSON or public body does not make oral submissions at a public meeting or make written submissions to the County of Wellington before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

IF YOU WISH to be notified of the adoption of the proposed official plan amendment, or of the refusal of a request to amend the official plan, you must make a written request to Mr. Aldo Salis, Director of the Wellington County Planning and Development Department (address below).

ADDITIONAL INFORMATION regarding this application is available for review by contacting County offices during regular business hours by phone (519) 837-2600 Ext. 2300 or on the County website through the following link: <https://www.wellington.ca/en/resident-services/pl-legislative-changes-and-development.aspx>

County of Wellington Planning and Development Department
 Administration Centre 74 Woolwich Street, Guelph, ON N1H 3T9

Dated at the City of Guelph
 This 15th day of December 2022

Aldo L. Salis, MCIP, RPP
 Director, Planning and Development Department
 County of Wellington

**AMENDMENT NUMBER 121
TO THE OFFICIAL PLAN FOR THE
COUNTY OF WELLINGTON**

**December 15th, 2022
Circulation Draft**

**COUNTY OF WELLINGTON
GENERAL AMENDMENT
(Development Approval Updates)**

Important Notice: This draft amendment to the Official Plan for the County of Wellington may be revised after the statutory public meeting at any point prior to County Council's consideration as a result of public input, agency comments, and further review by the County of Wellington.

THE CORPORATION OF THE COUNTY OF WELLINGTON

BY-LAW NO. _____

A By-law to adopt Amendment No.121 to the Official Plan for the County of Wellington.

The Council of the Corporation of the County of Wellington, pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, does hereby enacts as follows:

- 1. THAT Amendment Number 121 to the Official Plan for the County of Wellington, consisting of the attached maps and explanatory text, is hereby adopted.
- 2. THAT this By-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 20__

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 20__

WARDEN

CLERK

AMENDMENT NUMBER 121
TO THE
COUNTY OF WELLINGTON OFFICIAL PLAN

AMENDMENT NUMBER 121 TO THE COUNTY OF WELLINGTON OFFICIAL PLAN

INDEX

PART A - THE PREAMBLE

The Preamble provides an explanation of the proposed amendment including the purpose, location, and background information, but does not form part of this amendment.

PART B - THE AMENDMENT

The Amendment describes the changes and/or modifications to the Wellington County Official Plan which constitute Official Plan Amendment Number 121.

PART C - THE APPENDICES

The Appendices, if included herein, provide information related to the Amendment, but do not constitute part of the Amendment.

PART A - THE PREAMBLE

PURPOSE

The purpose of the amendment is to update existing Official Plan policies and add new Official Plan policies in response to recent legislative changes made to the Planning Act intended to expedite the development approval process in Ontario. The amendment also seeks to activate some existing optional provision in the Planning Act regarding Community Planning Permits Systems and Alternative Consultation Measures related to Minor Zoning By-law amendments.

LOCATION

The amendment applies to the entire County of Wellington.

BACKGROUND

The *Planning Act* was recently amended through Bill 13 – Supporting People and Businesses Act, 2021, Bill 109 - More Homes for Everyone Act, 2022 and Bill 23 – More Homes Built Faster Act, 2022.

Bill 13 - added a new section to the *Planning Act*, which provides Council with the option to delegate the authority to pass by-laws under section 34 that are of a **minor nature** to a committee of council or an individual who is an officer, employee or agent of the municipality.

Bill 109 – made several changes to the Planning Act including new complete application requirements for site plan control applications, changes to review windows for site plan control applications and new requirements for municipalities to refund application fees for Official Plan Amendments, Zoning By-law Amendments and/or Site Plan approvals if prescribed timeframes are exceeded.

Bill 23 – Made several changes to the Planning Act related to the Site Plan Control. These changes include limiting a municipalities authority to regulate the exterior design of a building as well as restricting residential developments up to 10 residential units from site plan control.

Beyond recent changes noted above, the Planning Act, already contained optional provisions which could be utilized by municipalities to further streamline development approval process. These optional provisions include section 70.2 Community Planning Permit Systems and section 34(14.3) Alternative Measures for public consultation related to zoning by-law amendments.

BASIS

The basis for this amendment is rooted in recent legislative changes to policy direction in the Planning Act, as a result of Bill 13 – Supporting People and Businesses Act, 2021, Bill 109 - More Homes for Everyone Act, 2022 and Bill 23 - More Homes Built Faster Act, 2022. Further, the amendment will seek to activate existing optional provisions contained in the Planning Act.

IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of this Amendment shall be in accordance with the relevant policies of the County of Wellington Official Plan.

PART B - THE AMENDMENT

All of this part of the document entitled **Part B - The Amendment**, consisting of the following text constitutes Amendment No.121 to the County of Wellington Official Plan.

DETAILS OF THE AMENDMENT

The Official Plan of the County of Wellington is hereby amended as follows:

1. THAT section **2.7 Local Planning** is amended by:
 - a) Adding the phrase “or a Community Planning Permit System” in the third paragraph following the word “agreements”; and
 - b) Adding the phrase “or a Community Planning Permit System” in the fourth paragraph following the word “by-laws”.
2. THAT section **4.4.6.2 Additional Residential Units Within an Ancillary Building or Structure** is amended by:
 - a) Deleting the last sentence in this section which says:

“Local Municipalities may apply site plan control to Additional Residential Units in ancillary buildings.”
3. THAT section **13.9 SITE PLAN CONTROL** is amended by:
 - a) Deleting the second paragraph in this section and replacing it with the following:

“A local council may, by by-law, designate the whole or any part of its municipality as a site plan control area and set out matters to be addressed through site plan control. Decisions on site plan control applications will be delegated to an officer, employee or agent of the municipality.”
 - b) Deleting the word “walkways”, that immediately follows the words “off-street parking and loading” in the third paragraph.
 - c) Deleting the first bullet in the third paragraph which says:

“- matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design.”
 - d) Adding the following new bullets to the start of the list of bullets in the third paragraph as follows:

- the massing and conceptual design of the proposed building;
 - the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which the public has access;
 - the provision of interior walkways, stairs, elevators, and escalators which the public has access;
 - matters relating to building construction required under a by-law referred to in section 97.1 of the Municipal Act, 2001 “
- e) Adding the following sentence after the last bullet in the third paragraph as follows:
- “In accordance with the Planning Act, the owner may be required to enter into one or more agreements to the satisfaction of the municipality to ensure that the development proceeds in accordance with the approved plans.”
- f) Deleting bullet a) in the fourth paragraph and replacing it as follows:
- “a) Buildings or structures for residential purposes on a parcel of land if that parcel of land contains no more than 10 units;”
- g) Adding the following bullet to the end of the list of bullets in the fourth paragraph as follows:
- “d) the placement of a portable on a school site of a district school board if the school site was in existence on January 1, 2007.”
4. THAT section **13.15 COMPLETE APPLICATION AND PRECONSULTATION** is amended by:
- a) Adding the word “municipalities” following the phrase “available to” in the first sentence.
 - b) In bullet 1) of this section delete the first sentence and replace it with the following:

“Prior to confirming that an application for official plan amendment, subdivision, condominium, rezoning, consent, minor variance or site plan control is complete, the Council of the County or a local municipality who has received an application may require, in addition to the information prescribed by the Planning Act, any or all of the studies outlined in Section 13.15.5 to be prepared by a qualified professional and submitted.”
 - c) In bullet 3) delete the existing paragraph and replace with the following:

“The County or a local municipality may pass a by-law to require pre-consultation and may develop official plan policies related to complete application requirements for any or all applications. Municipalities may also charge a fee for pre-consultation in accordance with the Planning Act.”

- d) Adding the following new studies to bullet 5) in their respective alphabetical order within the existing list:

“

- Elevation Plan
- Farm Data Sheets (Minimum Distance Separation)
- Farm Viability/Agrologist Study
- Farm Information Form
- Geotechnical Assessment
- Grading and Drainage Plan
- Landscape Plan
- Lighting Plan
- Shadow Analysis”

- e) Adding the following new bullet after bullet 6) in this section:

“7) Until such time the County and/or local municipality has received, to its satisfaction, all the information it considers necessary for the appropriate review of an application, it may deem the application incomplete and may refuse to accept or further consider the application until suitable information is provided.”

5. THAT section **13 Implementation** is amended by:

- a) Adding the following new sub-section and re-numbering the following sub-sections accordingly:

“13.9 DELEGATED AUTHORITY FOR MINOR ZONING BY-LAW AMENDMENTS

A Local Council may, by by-law, delegate the authority to pass by-laws under section 34 of the Planning Act, that are minor in nature, to a Committee of Council or an officer, employee or agent of the municipality.

Matters considered “minor” for purposes of this section include:

- The passing of a temporary use by-law subject to Section 13.4 of this Plan;
- The removal of a holding “H” symbol subject to Section 13.5 of this Plan;
- The passing of a zoning by-law amendment that prohibits the development of a dwelling on an agricultural parcel as a result of a residence surplus to a farming operation consent in accordance with policy 10.3.4 of this Plan;
- The passing of a zoning by-law amendment that recognizes reduced lot areas and frontages as part of a residence surplus to a farming operation consent in accordance with policy 10.3.4 of this Plan; and
- The passing of other minor zoning by-law amendments as may be deemed appropriate by the local municipality.

Statutory public meetings and notification requirements continue to be required for minor zoning by-law amendment applications that are delegated.

Notwithstanding the above, Municipalities have the option to not require a public meeting for a minor zoning by-law amendment application if no concerns have been identified through written submission during the commenting period identified in the Notice of Complete Application.”

- b) Adding the following new section and re-numbering the following sub-sections accordingly:

“13.11 COMMUNITY PLANNING PERMIT SYSTEM

A Community Planning Permit System is a planning tool that is intended to streamline the development review process by combining zoning, site plan control and minor variances into one approval system. Prior to local municipalities establishing a Community Planning Permit By-law, amendments to local Official Plans or Section 9 of this Plan, where applicable, will be required to:

- a) Identify the area of the proposed Community Planning Permit Area;
- b) Set out the scope of authority that may be delegated by Council and any limitations on the delegation;
- c) Identify municipal goals, objectives and policies in any proposed Community Planning Permit Area;
- d) Set out types of criteria that may be included in the Community Planning Permit By-law for evaluating discretionary uses and variations;
- e) Set out the types of conditions that may be included in a Community Planning Permit By-law;
- f) Set out information and materials that are required for a Community Planning Permit System application;
- g) Exempt any class of development or use of land from information and material requirements for complete applications;
- h) Include policies related to the provision of specified facilities, services or matters in exchange for a specified density or height of development or increases in density or height.

Where reference to a zoning by-law, site plan control or minor variance is made in this Plan, it is the intent of this Plan, that the implementation and objectives of those policies continue to be achieved through a Community Planning Permit by-law and permit system.”

6. THAT the **TABLE OF CONTENTS** is amended by:
- a) Adding new section 13.9 titled “Delegated Authority for Minor Zoning By-law Amendments” and re-numbering the following sub-sections accordingly; and

- b) Adding new section 13.11 titled “Community Planning Permit System” and re-numbering the following sub-sections accordingly.



WINTER 2022/23



CSGW NEWS

CRIME STOPPERS
 GUELPH WELLINGTON
 1-800-222-TIPS (8477)
www.csgw.tips

PRESENTATIONS

5 TIPS/5 IDEAS/5 SIGNS About Cyber Safety & Human Trafficking



CSGW is offering a free presentation to parents, guardians and other adults who want to know how to keep children Cybersafe and Human Trafficking aware and a chance to get your questions answered. Presented in partnership with Wellington County OPP and Guelph Police Service. Co-hosted by 100 WOMEN & 100 MEN.



HATE CRIME AND FRAUD — coming soon!

CSGW will be launching a new program in 2023 to educate and warn on the dangers of Hate Crime and Fraud. Keep watch in the new year.

Follow us on social media and www.csgw.tips



CRIME STOPPERS MONTH

This year's theme is **Stand Up Stand Together**

Each January Crime Stoppers is recognized nationally and there are 87 programs in Canada.

CSGW will be **Raising The Flag** at 11am on January 11th in Mount Forest at the Museum and Archives building, and in Guelph at City Hall at 11am on January 13th.

CSGW AWARDS

CSGW has been recognized at the provincial and international levels for achievements in 2021 with an astounding twelve awards!



The Ontario Association of Crime Stoppers recognized CSGW in the 100,001-299,999 population category with five awards.

1. **Best Digital**—The CSGW Series-CS Month 2021
2. **Best Radio Feature**—in partnership with The Grand 101 for Swap Talk
3. **Special Project**—in partnership with Wellington County OPP and Victim Services for the Human Trafficking & Sexual Assault awareness initiative
4. **Online Excellence**—website and social media presence

- 5. **Marla Moon Memorial Award of Excellence**—given for overall achievement and this is our 7th year in a row to receive such an honor.

CSGW received seven awards from Crime Stoppers International in the 0-300,000 population category.

- 1. **Media - Television** award in partnership with Wightman TV's community Channel 6 for What's On in Minto segment



| Pictured above from the left is Sarah Bowers-Peter, CSGW Program Coordinator; Somer Antonopoulos, of Launch It Minto & host of What's On Minto; Adam Olivero-Producer for Wightman TV Channel 6; Deryck West-CSGW Board Chair |

- 2. **Media - Radio**—in partnership with The Grand 101 for Swap Talk



| Pictured from left is Sarah Bowers-Peter, CSGW Program Coordinator; McKim Ecclestone, Austin Cardinell and Rob Dutton of The Grand at 101 |

- 3. **Media - Digital**—The CSGW Series-CS Month 2021
- 4. **Specialized Program -Training - Human Trafficking** for #HTinWC and #SAinWC
- 5. **Productivity - Total arrests**
- 6. **Productivity - Total property recovered**
- 7. **Productivity - Total seizures**

SEASONS GREETINGS!



CSGW wants to say THANK YOU to everyone who supported CSGW throughout the 2022 year and wish everyone a safe and happy holiday season!!



Program STATS

Since inception from 1988 through Nov 2022

Tips.....	23,069
Arrests	1,592
Charges Laid.....	4,496
Property Recovered.....	\$10,393,366
Narcotics Seized	\$27,957,955
Authorized Rewards.....	\$182,165



December 2022

Dear OMWA Member:

Our world continues to be very fluid with some things slowly returning to normal and others moving in yet another unknown direction. Our industry has persevered. I would like to express my gratitude to the professionals working in our Water, Wastewater and Stormwater sectors; your continued commitment to the industry has not gone unnoticed. Nobody could have predicted the scale in which the pandemic touched our lives. It caused everyone to rethink, to refocus and (to use the most over used term) to pivot. Ontario's water professionals faced the challenges head-on and continued to serve the communities we represent.

Your Association also adapted to a new world. Under the leadership of Past President Mike Mortimer and the OMWA Board of Directors, we were able to make the transition and enhance membership benefits during these challenging times. We formed a Water, Wastewater and Stormwater Equipment Technology Advisory Council (W³ETAC) that has continued to provide bi-weekly On-the-Job Training (OJT) virtual sessions allowing member participants to benefit from an interactive one-hour training session from anywhere technology allows. As your OMWA President, I am very proud to advise that we have now reached more than 5000 people!

OMWA is much more than an OJT provider, and in 2022, we continued to deliver our members with updated newswire feeds, these communications provide the latest in emerging issues, industry updates, job posting information and much more, all conveniently sent directly to your inbox. We also continued with our complimentary information webinars; some of the topics recently covered are:

- Ontario Lead elimination strategy
- Water 101 for Councillors & Senior Staffers
- 3-part Emergency Preparedness Series
- Applied Learning from Operations during COVID-19
- The Great Resignation and the Challenge of Hiring and Retaining Staff

This September OMWA released a document on lead elimination in drinking water. This document was created by a very focused and diverse group of professionals from the Water, Public Health and Legal areas with contributions from Operations and Consultants. The document was released and distributed to various agencies, including the MECP, and has been very well received. These are just a few of the initiatives that OMWA is very excited to be involved with.

As OMWA President, I am very proud to represent our members, because without our member municipalities and their continued support, we would not be able to deliver the training, be the voice with respect to political advocacy, stay current with emerging industry trends, and continue to be an overall leader in the water3 sector. I would like to thank all of you for your continued support of the OMWA. I would also like to thank our Board of Directors, the Staff that works tirelessly behind the scenes, as well as Past President Mike Mortimer for the continued leadership and guidance.

As we move into 2023 with new issues continuing to emerge, please remember that these too will pass, because we will stay strong, we will continue to work hard and as industry professionals, we will once again persevere. Please take care of yourselves and your loved ones. Have a safe and happy holiday season and we look forward to your continued support in the years to come.

Your truly,

A handwritten signature in blue ink, appearing to read 'Justin Pulleyblank'.

Justin Pulleyblank
 Supervisor Water Distribution
 ENWIN Utilities
 President, Ontario Municipal Water Association

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2022-5422

January 4, 2023

Dear Heads of Council,

I'm pleased to share an update on key initiatives underway at my ministry to help meet our government's goal of building 1.5 million new homes over the next 10 years.

The legislature recently passed our government's *More Homes Built Faster Act, 2022* which takes bold action to ensure that all communities can grow with a mix of ownership and rental housing types to meet the needs of all Ontarians.

Our government knows that building inspectors play a critical role in ensuring that new homes meet the public safety requirements set out in Ontario's Building Code. However, the capacity of municipal building departments has been impacted by recruitment challenges and the increasing number of building inspectors retiring from the profession. That's why, earlier this year, we took action to help municipalities address labour supply shortages in the building sector by amending the Building Code to provide a new model for municipal building departments to design and administer internship programs for building inspectors.

Effective July 1, 2022, municipal building departments can establish program entry criteria for interns that meet their own local recruitment and enforcement needs. This new internship model supports public safety by continuing to require that a qualified building inspector or Chief Building Official supervises the work of interns. The interns must also pass ministry technical and legal exams before being able to practice independently as building inspectors.

In the coming months, the ministry will develop guidance materials to support municipalities that are interesting in launching local programs to recruit new intern building inspectors. We look forward to working with municipalities to implement local internships.

Additionally, the ministry has engaged a consultant to identify opportunities for enhancements to the qualification program for building practitioners. We are seeking input from the public, including municipalities, building inspectors, designers, septic installers and building professionals not regulated by the ministry. This feedback will help guide future decisions on new approaches to qualification.

For more information and to review the discussion paper, please visit the Environmental Registry of Ontario (ERO) website at <https://ero.ontario.ca/notice/019-6433>.

-2-

In addition to this ongoing work, the ministry is modernizing the provincial Qualification and Registration Tracking System (QuARTS). QuARTS is used by over 7,000 building practitioners to update their qualification and registration information online and to help the government regulate safety and compliance in the Ontario building industry.

Modernizing QuARTS will create a more efficient and user-friendly system, allowing building officials to spend more time on the important task of reviewing and issuing building permits to support the government's key priority of increasing housing stock.

Finally, the ministry made the 2012 Building Code Compendium freely available in Adobe PDF format through the website (<https://www.ontario.ca/page/request-digital-copy-2012-building-code-compendium>). Since its launch in March 2022, the ministry has provided free copies to over 5,000 building professionals to reduce barriers and help accelerate the construction of new homes across the province. This initiative has enabled inspectors to access Building Code requirements while performing their work onsite in a more convenient format. Additionally, candidates studying for the ministry's exams are able to access and learn Building Code content in an easy to navigate, user-friendly manner.

As part of the plan to build 1.5 million homes over the next 10 years, the government looks forward to continuing consultations with municipalities, the building industry and the public to investigate further changes to Ontario's Building Code in order to create more housing and support public safety.

If you are interested in learning more about any of the ministry's initiatives related to the transformation of Building Code services in Ontario, please contact us at BuildingTransformation@ontario.ca.

Thank you for your continued partnership as we work together to get more homes built faster for all Ontarians.

Sincerely,



Steve Clark
Minister

c: Municipal Clerks

Monday, January 9th, 2023

Dear Member Municipalities,

I am the Flood Forecasting and Warning Coordinator at Saugeen Valley Conservation Authority (SVCA). I am reaching out to provide you with early information about a new program being initiated by SVCA called Flood Watch. The program seeks to engage the public in monitoring water levels in the streams, rivers, and on the Lake Huron shoreline within the SVCA watershed.

Flood Watch reporting signs will be installed with unique reference numbers and contact information (including a QR code) for people to reach out to our conservation authority with their observations from that location. Flood Watch locations in each municipality will be placed in historical areas of interest. Some municipalities may only have one sign, while others may have a dozen based on their infrastructure, watercourses, and history of flooding.

Information gathered through this public reporting will increase our ability to assess conditions promptly, limiting risk and helping keep communities safe.

Signage will be placed beginning mid-January 2023, with public rollout through a social media and marketing campaign commencing in early March 2023. I may be in contact with your municipality regarding sign installation at certain locations. An information session about SVCA's Flood Forecasting and Warning will be offered in April 2023 to municipal staff.

I look forward to your support with this exciting new program, and if you have any questions, please do not hesitate to contact me.

Sincerely,

James Pearson

Flood Forecasting and Warning Coordinator

1078 Bruce Rd 12, PO Box 150 Formosa, ON N0G 1W0

Office: 519-364-1255 ext. 239 | Cell: 519-369-8247

Email: j.pearson@svca.on.ca | www.saugeenconservation.ca/reportflood



Sample of 12"x12" reflective signage.

The first two letters indicate the geographic area, and the numerals indicate the specific location in that region.

Signs may be installed on posts or structures.

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

BY-LAW NUMBER 001-23

**BEING A BY-LAW TO APPOINT MEMBERS TO THE PROPERTY
STANDARDS COMMITTEE FOR THE TOWNSHIP OF
WELLINGTON NORTH AND REPEAL BY-LAW 082-18**

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

1. **THAT** the following individuals be appointed to the Property Standards Committee for the Township of Wellington North for the 2022 – 2026 term:

James Craig

Ross Kirkpatrick

Bonny McDougall

Councillor Steve McCabe

Steven Kim McKenzie

2. **THAT** the Mayor and the Clerk of the Township are hereby authorized and directed to sign the appointment by-law.
3. **THAT** this By-law shall come into effect on passage.
4. **THAT** By-law 082-18 be repealed

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 16th DAY OF JANUARY, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

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

BY-LAW NUMBER 002-23

**BEING A BY-LAW TO APPOINT MEMBER TO WELLINGTON
NORTH POWER INC. BOARD OF DIRECTORS**

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

1. **THAT** the following individuals be appointed to the Wellington North Power Inc. Board of Directors for the term January 17, 2023 to December 31, 2026

Karl Ellis
Nicholas Epoch
2. **THAT** the Mayor and the Clerk are hereby authorized and directed to sign the appointment by-law.
3. **THAT** this By-law shall come into effect on January 17, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 16TH DAY OF JANUARY, 2023.**

ANDREW LENNOX, MAYOR

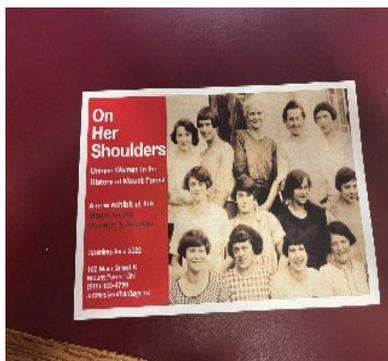
KARREN WALLACE, CLERK



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

CULTURAL MOMENT FOR JANUARY 16TH CELEBRATES SYLVIA CADESKY

On her shoulders is an exhibit on display at the Mount Forest Museum & Archives that showcases some of the unique women in the history of Mount Forest. Today's cultural moment celebrates Sylvia Cadesky; 1920 - 2017



“Saucy” Sylvia Cadesky could have been a professor of German at any university, but she chose another path. Singing in the clubs of Toronto on weekends for extra money in the late 1930s while finishing a degree in modern languages offered Sylvia another option. When she received a full scholarship at Ohio State University to study German for her masters, Sylvia took the scholarship but continued to play her piano and sing in the clubs and hotels of Akron and Cincinnati.

Then she got an offer that she couldn't refuse. Radio WLW out of Cincinnati, the “Nation's Station” and a “Star Maker,” offered Sylvia a job as staff vocalist. Following singers like Rosemary Clooney and Doris Day, Sylvia took the offer and started a 70-year career in entertainment. Her mother, Tillye Cadesky, who gave Sylvia her first piano lessons in Mount Forest must have been proud and thrilled.

By 1946, Sylvia hosted a coast-to-coast broadcast eight times each week. “She plays her own piano accompaniments and chats informally with her radio listeners in a charming way. Her bubbling laughter travels along the airwaves into people's homes.”

(*Columbus Review*, 1946) Radio put Sylvia in the company of Ella Fitzgerald and Duke Ellington who asked her to join his orchestra which she did for five years. The “Saucy” comedic part of her act was accidental when she filled in for an MC in Akron who never showed up. Sylvia realized she had a flare for comedy. International offers came in, but Sylvia opted to perform close to family and home. Sylvia had two loving marriages and died surrounded by children and grandchildren although they were not her own.



In 2002, Sylvia Cadesky was inducted into the Newport Jazz Hall of Fame, alongside Ella Fitzgerald.

Submitted by all the volunteers at the Mount Forest Museum & Archives who mounted the exhibit “On Her Shoulders: Unique Women in the History of Mount Forest”

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

BY-LAW NUMBER 003-23

**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
JANUARY 16, 2023**

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

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

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

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on January 16, 2023 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 16TH DAY OF JANUARY, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK