

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF REGULAR COUNCIL MEETING – APRIL 17, 2023 AT 7:00 P.M.  
CLOSED SESSION PRIOR TO OPEN SESSION AT 6:30 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
HYBRID MEETING - 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/81233733647>

Or join by phone:

Canada: 855 703 8985 (Toll Free) or 1 647 374 4685 (long distance charges may apply)

Webinar ID: 812 3373 3647

**PAGE  
NUMBER**

**CALLING TO ORDER**

**ADOPTION OF THE AGENDA**

Recommendation:

THAT the Agenda for the April 17, 2023 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

- EDO 2023-009 Council Orientation Community Economic Development 101

2. REVIEW OF CLOSED SESSION MINUTES

- April 3, 2023

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 for information Report EDO 2023-009 Council Orientation Community Economic Development 101.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the April 3, 2023 Council Meeting.

**PRESENTATIONS**

- Mount Forest Lions Club 001
- 85<sup>th</sup> Anniversary Celebration

**DEPUTATIONS**

1. Marcus Gagliardi, Cachet Developments (Arthur) Inc. 002
- Request for sewage allocation to the North Arthur Development

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

1. Regular Meeting of Council, April 3, 2023 007
2. Special Meeting of Council, April 11, 2023 032

Recommendation:

THAT the minutes of the Regular Meeting of Council held on April 3, 2023 and the Special Meeting of Council held on April 11, 2023 be adopted as circulated.

**BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

**ITEMS FOR CONSIDERATION**

1. MINUTES

- a. Recreation, Parks and Leisure Committee, April 4, 2023 045

i) Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee meeting held on April 4, 2023.

ii) Recommendation:

THAT the Council of the Corporation of the Township of Wellington North, as recommended by the Recreation, Parks and Leisure Committee, direct staff to proceed with the decommissioning of the Lion Roy Grant Pool and rehabilitation of the property;

AND FURTHER THAT Council direct staff to seek pricing for the decommissioning and rehabilitation of the property.

iii) Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve, as recommended by the Recreation, Parks and Leisure Committee, the amendment to Municipal Alcohol Policy Section 2.1 for approval of a Special Occasion Permit (SOP) to include the walking track and the tiered seating (stands) of the Mount Forest Sports Complex for the May 6, 2023 event, with the following stipulations:

- Egress issues must be address to the satisfaction of the Township Fire Chief
- All requirements of the AGCO are the responsibility of the Mount Forest Lion’s Club
- The SOP will end at 1 am

2. PLANNING

- a. Report DC 2023-013, REVISED Consent Application B52-22, 1595655  
Ontario Ltd. & Robert Cottell

050

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-013 being a report on REVISED Consent Application (Easement) B52-22 known as Part Lot 6, East of Main St., Towns Plan of Mount Forest in the town of Mount Forest.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B52-22 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; and
- THAT the Owner enters into a development agreement with the Township of Wellington North for the purposes of satisfying all the requirements of the Township, financial, construct and otherwise including but not limited to the provision of full road restoration (granular base, asphalt and curb) of any damaged or modified area at the proposed entrance and exit location within municipal right of way, signage posted at entrance and exit to indicate one way traffic flow, no vehicle parking within 1.5m of property line, surface treatment of the access easement to be installed to prevent erosion and the

escape of dust and loose particles, line painting, and lot grading to the satisfaction of the Township and at the sole expense of the Owner.

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. ECONOMIC DEVELOPMENT

- a. Report EDO 2023-010 Community Improvement Program

055

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2023 – 010 on the Community Improvement Program,

AND FURTHER THAT Council approves a Façade Improvement Grant of up to \$ 1,200.00 to The Imagination Space at 257 Main Street South in Mount Forest,

AND FURTHER THAT Council approves a Façade Improvement Grant of up to \$ 2,500.00 to The Topsy Fox Pub & Grill at 187 Main Street South in Mount Forest.

- b. Report EDO 2023-011 Grants & Donations Community Development Program

058

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2023-011 being a report on the Grants & Donations Community Development Program

AND FURTHER THAT Council, in recognition of the important role that not-for-profit organizations and community groups play in our municipality, approves the recommendation to advance \$50,534.13 in grants to the following organizations:

GROUP	RECOMMENDED FUNDING
Arthur Agricultural Society	\$ 500.00
Arthur and Area Historical Society	\$ 500.00
Arthur Chamber of Commerce	\$ 2,500.00
Arthur Grace Anglican Church	\$ 435.05 (Fee waiver)
Arthur Horticultural Society	\$ 600.00
Arthur Junior Horticultural Society	\$ 200.00
Arthur Lions Club	\$ 1,049.77 (Fee waiver)
Arthur Optimist Club	\$ 275.72 (Fee waiver)
Arthur Optimist Club	\$ 2,292.77 (Fee waiver) \$ 207.23 (donation)
Arthur Opti-Mrs. Club	\$ 500.00

Arthur SU Sports Camp	\$ 749.99 (Fee waiver)
Big Brothers Big Sisters of North Wellington	\$ 1,000.00
Friends of Bill Walker "Git Yer Hillbilly On" ribfest	\$ 435.05 (Fee waiver)
Hayden's Hope Foundation	\$ 1,908.71 (Fee waiver)
Hope Committee	\$ 1,500.00
Little Black Dress	\$ 735.91 (Fee waiver)
Lynes Blacksmith Shop	\$ 1,000.00
Mount Forest Agricultural Society	\$ 500.00
Mount Forest Chamber of Commerce	\$ 2,500.00
Mount Forest Community Garden	\$ 1,500.00
Mount Forest & District Arts Council	\$ 350.00
Mount Forest Fireworks Festival	\$ 2,500.00
Mount Forest Horticultural Society	\$ 1,500.00
Mount Forest Lions Club	\$ 500.00
Mount Forest Lions Club	\$ 1,155.00 (Fee waiver)
Mount Forest Louise Marshall Hospital Auxiliary	\$ 500.00
Mount Forest Louise Marshall Hospital Foundation - Gala	\$ 2,907.49 (Fee waiver)
Mount Forest Museum & Archives/ Heritage Society	\$ 500.00
Mount Forest Royal Canadian Legion	\$ 130.00 (Fee waiver)
North Wellington Health Care Recruitment	\$ 15,000.00
Saugeen Community Radio Inc.	\$ 2,426.00 (Fee waiver)
The Raw Carrot Gourmet Soup Enterprise	\$ 500.00
Wellington Heights Secondary School • Warm Winter Wishes Program	\$ 650.00
Wellington Heights Secondary School (Scholarships)	\$ 900.00
West Luther 4-H	\$ 125.44 (Fee waiver)
<b>TOTAL GRANTS \$ 14,626.90 (Fee waivers) \$ 35,907.23 (donation)</b>	<b>\$ 50,534.13</b>

AND FURTHER THAT Council, provide direction to staff in regard to the six applications outlined below, that require council review and decision.

<b>GROUP</b>	<b>REQUEST</b>
<b>Arthur and Area Historical Society</b>	<b>\$ 2,500.00 (Donation)</b>
<b>Arthur Public School</b>	<b>\$ 5,000.00 (Donation)</b>
<b>Big Brothers Big Sisters</b>	<b>\$ 836.20 (Fee waiver)</b>
<b>Hospice Wellington</b>	<b>\$ 1,950.00 (Fee waiver)</b>
<b>Kenilworth Public School</b>	<b>\$ 12,500.00 (Donation)</b>
<b>The Personal Empowerment Studio</b>	<b>\$ 2,000.00 (Donation)</b>
	<b>\$ 24,786.20</b>

- c. Saugeen Connects, Press Release dated Monday, April 3<sup>rd</sup>, 2023, regarding Saugeen Connects launches 4<sup>th</sup> annual Summer Student Start-Up Program 118

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Saugeen Connects, Press Release dated Monday, April 3<sup>rd</sup>, 2023, regarding Saugeen Connects launches 4<sup>th</sup> annual Summer Student Start-Up Program

#### 4. FINANCE

- a. Vendor Cheque Register Report, April 11, 2023 120

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated April 11, 2023.

#### 5. OPERATIONS

- a. Report OPS 2023-015 being a report on the 2023 sewage allocations 122

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-015 being a report on the 2023 sewage allocations;

AND FURTHER THAT Council direct staff to work towards entering a sewage allocation agreement with the following developers in Wellington North:

- VED Homes - Extension of Adelaide Street, west of Conestoga Street – 35 Units;
- Dan Prospero & Ines Prospero - 178 Main Street South – 14 Units;
- John Welton Custom Homebuilding Ltd. - Sunvale Homes Subdivision (NW Corner of Cork and Martin Streets) – 100 Units; and
- Farhan Mahood - 425 - 427 King Street East – 18 Units.

AND FURTHER THAT Council award the necessary units to allow the Building Department to have twenty (20) units of sewage allocation for distribution during 2023 for infill lots within Arthur;

AND FURTHER THAT Council award the necessary units to allow the Building Department to have twenty (20) units of sewage allocation during 2023 for infill lots within Mount Forest;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the by-laws to enter into the agreements;

AND FURTHER THAT Council direct staff to revise the fees and charges by-law associated with sewage allocation applications to include a nominal fee of \$250 per site application for 2024.

- b. Report OPS 2023-016 being a report on use of a playground for the summer by Life Gears Academy summer camp 159

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-016 being a report on the use municipal property to allow the Life Gears Academy to operate a day camp for six weeks.

AND THAT Council support Option 2 – the use of the Cork Street property and playground, as described in this report at a cost of \$150.00 per week.

AND FURTHER THAT, Council direct staff to enter into an agreement with Life Gears Academy to specify the terms and conditions of this partnership.

## 6. COUNCIL

- a. Ausable Bayfield Maitland Valley Source Protection Region, Municipal Newsletter, March 2023 162

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Ausable Bayfield Maitland Valley Source Protection Region, Municipal Newsletter, March 2023.

- b. County of Wellington
  - Notice of Adoption with respect to an Official Plan Amendment to the County of Wellington Official Plan, Section 17(23) of the Planning Act (Re: OPA 121 – County of Wellington) 166
  - By-law 5812-23, a by-law to adopt Amendment No. 121 (Development Approval Updates) to the Official Plan of the County of Wellington 167

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the County of Wellington Notice of Adoption with respect to an Official Plan Amendment to the County of Wellington Official Plan, Section 17(23) of the Planning Act (Re: OPA 121 – County of Wellington) and By-law 5812-23, a by-law to adopt Amendment No. 121 (Development Approval Updates) to the Official Plan of the County of Wellington.

- c. Steve Clark, Minister of Municipal Affairs and Housing, correspondence dated April 6, 2023, regarding the Helping Homebuyers, Protecting Tenants Act 177

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated April 6, 2023 from Steve Clark, Minister of Municipal Affairs and Housing, regarding the Helping Homebuyers, Protecting Tenants Act.

- d. Caroline Mulroney, Minister of Transportation, correspondence dated April 3, 2023, regarding the 2023-24 Connecting Links Program 179

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated April 3, 2023, from Caroline Mulroney, Minister of Transportation, regarding the 2023-24 Connecting Links 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 April 17, 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):

- 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):

- 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):

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

Councillor McCabe (Ward 4):

- 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
- ROMA Zone 2 Chair

Mayor Lennox:

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

### **CULTURAL MOMENT**

- Celebrating Helen Fair 180

### **CONFIRMING BY-LAW**

181

Recommendation:

THAT By-law Number 029-23 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 April 17, 2023 be read a First, Second and Third time and enacted.

### **ADJOURNMENT**

Recommendation:

THAT the Regular Council meeting of April 17, 2023 be adjourned at \_\_:\_\_ p.m.

## MEETINGS, NOTICES, ANNOUNCEMENTS

Explore Your Future in Wellington (750+ grade 8 students from the UGDSB and WCDSB) Mount Forest & District Sports Complex	Tuesday, April 18, 2023	9:30 a.m. to 2:30 p.m.
Wellington North Volunteer Celebration & Newcomer Welcome, Arthur & Area Community Centre	Thursday, April 20, 2023	4:30 p.m. to 7:00 p.m.
Mount Forest Lions Club 85 <sup>th</sup> Anniversary Flag Raising in front of Mount Forest Archive Building	Monday, May 1, 2023	12:00 p.m.
Recreation, Parks and Leisure Committee (via video conferencing)	Tuesday, May 2, 2023	4:00 p.m.
Regular Meeting of Council	Monday, May 8, 2023	2:00 p.m.
Regular Meeting of Council	Tuesday, May 23, 2023	7:00 p.m.



**WELLINGTON NORTH**  
SEMPER PORRO

## **MOUNT FOREST LIONS CLUB 85<sup>TH</sup> ANNIVERSARY PROCLAMATION**

WHEREAS the Mount Forest Lions Club is a member of Lions Clubs International, with 1.4 million members in 50,000 clubs in more than 200 countries and geographical areas; and

WHEREAS the Motto of Lions Club International is “We Serve” and the Mount Forest Lions Club is a valuable service club in the community; and

WHEREAS the Mount Forest Lions Club was established in 1938 and is celebrating 85 years of service and is comprised of volunteers who dedicate their time to the betterment of our communities and aiding those in need; and

WHEREAS the Mount Forest Lions Club participate in a number of annual community events and hosts the annual Mount Forest Christmas Parade;

AND WHEREAS the Mount Forest Lions Club has supported various local charitable causes including Cancer Patient Services;

NOW THEREFORE I, Andrew Lennox, Mayor of the Township of Wellington North, do hereby proclaim the month of May 2023 as “Mount Forest Lions Club Month” in Wellington North.

Proclaimed and adopted this 17th day of April, 2023

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Sherry Burke, Acting Mayor



# WELLINGTON NORTH

SEMPER PORRO


## DEPUTATION REQUEST FORM

For all deputation requests, please complete this form and submit no later than 12:00 noon on the Tuesday preceding the 2:00pm Council Meeting, 12:00 noon on Wednesday preceding the 7:00pm Council Meeting, or five business days in advance of a Committee Meeting.

Name of Deputation(s)			
Attending as an Individual		Representing a Group/Business/Organization	
Name of Group/Business/Organization:			
Address:			
Email:		Phone:	
Meeting Type:	Council	Committee (Includes Ad Hoc)	Meeting Date:
SUBJECT MATTER:			
Provide Description:			
Recommendation/Request of Council:			
(What action would you like the Township of Wellington North to take with respect to your matter)			

Estimated Municipal Financial Impact:	CAPITAL \$	ANNUAL OPERATING \$
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Other Details:

Signature:  Date: \_\_\_\_\_  
 Electronic Signature Accepted

**Please submit to:**

Karren Wallace, Director Legislative Services/Clerk

7490 Sideroad 7 W PO Box 125, Kenilworth ON N0G 2E0

Email [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com) | Phone 519-848-3620 Ext 4227 | Fax 519-848-3228

All deputation form requests and submissions and information therein will be circulated publicly on the Council or Committee Agenda. Electronic presentations not circulated via email in advance of the meeting cannot be presented on Wellington North electronic equipment via USB keys. A deputation is limited to a maximum of ten (10) minutes unless an extension of no more than a further five (5) minutes is approved by resolution of Council. The number of deputations will be limited to three (3) at any meeting of Council. **Council or Committee, may in their discretion, refuse to hear any deputation.**

**Notice of Collection/Use/Disclosure:** All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.



Brooke Lambert  
Chief Administrative Officer  
Township of Wellington North  
7490 Sideroad 7 W  
Kenilworth, ON  
N0G 2E0

March 28, 2023

*Via email:*

**RE: APPLICATION FOR SEWAGE ALLOCATION  
NORTH ARTHUR DEVELOPMENTS INC.  
CACHET DEVELOPMENTS (ARTHUR) INC.**

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In support of our proposed development legally known as Lots 76, 77, 78, 100, 101, 102 & part of McCord Street McCord's Second Survey, Part Park Lots 1 & 2 Crown Survey, South Side of Macaulay Street, Part Park Lot 1, Crown Survey, North Side of Domville Street in Arthur (the "subject lands" or the "project") as shown in red in Appendix A, we are pleased to submit this application for Sewage Allocation for Council's consideration.

The subject lands are located on the west side of Eliza Street, north of the former rail corridor, and at the intersection of Eliza Street and Tucker Street. Municipal frontages are along Eliza Street, Tucker Street, and the future Macaulay Street. The proposed development will consist of 183 single detached houses and 16 townhouses, as well as a future medium-density block and a stormwater management block.

Further, and in line with the checklist provided by the Town for evaluating these requests, we opine the following:

1. Is the project within the Built Boundary of Arthur or Mount Forest?

Yes, the project is located within the Built Boundary of the Urban Centre of Arthur.

The project is subject to an active OPA application within the County of Wellington as well as an active Application for Zoning By-law Amendment within the Township of Wellington North.

2. Is the project located within the Central Intensification Corridor as mapped by the Development Charge By-law?

No.

3. Ministry of Environmental Approvals (ECA)

Approvals have not been obtained yet, but are anticipated within the next 12 months.

4. Capital contribution by the Developer?

Yes, the Developer will contribute capital toward the design and construction of Macaulay Street. The Developer has also recently contributed \$25,000 toward the rebuild of the Arthur Public



School to support the construction of a new playground. We have been working with them collaboratively, including offering our consultants services for landscape plans.

5. Existing Sanitary Infrastructure

Yes, the proposal connects to the existing 200mm sanitary service along on McCord Street.

6. Purpose Built Rental

Yes, there is an opportunity for purpose-built rental on the medium-density block subject to receiving future planning approvals.

7. Community Growth Plan

The proposal is consistent with the Community Growth Plan that identifies a surplus of employment lands within the Township. The repurposing of these lands to residential is contemplated within the Community Growth Plan which identifies a shortage of residential lands, which the province has identified as necessary for addressing supply shortages and housing attainability.

8. Unit Density – Project Meets Official Plan Density Targets

Yes.

9. Consistent with Municipal Servicing Standards and Servicing Master Plan

Yes.

10. Construction starts in the next 18 months.

Yes. Subject to receiving draft approval, which we believe will be obtained in September of this year, site alteration works would commence immediately thereafter through pre-servicing and site alteration agreements to support a homebuilding program beginning in 2024.

We trust the above is sufficient for your review and circulation. Should you have questions or require any clarification please do not hesitate to contact us.

Thank you.

Yours truly,

**NORTH ARTHUR DEVELOPMENTS**

A handwritten signature in blue ink, appearing to read "MD".

**Michael Debiasio**

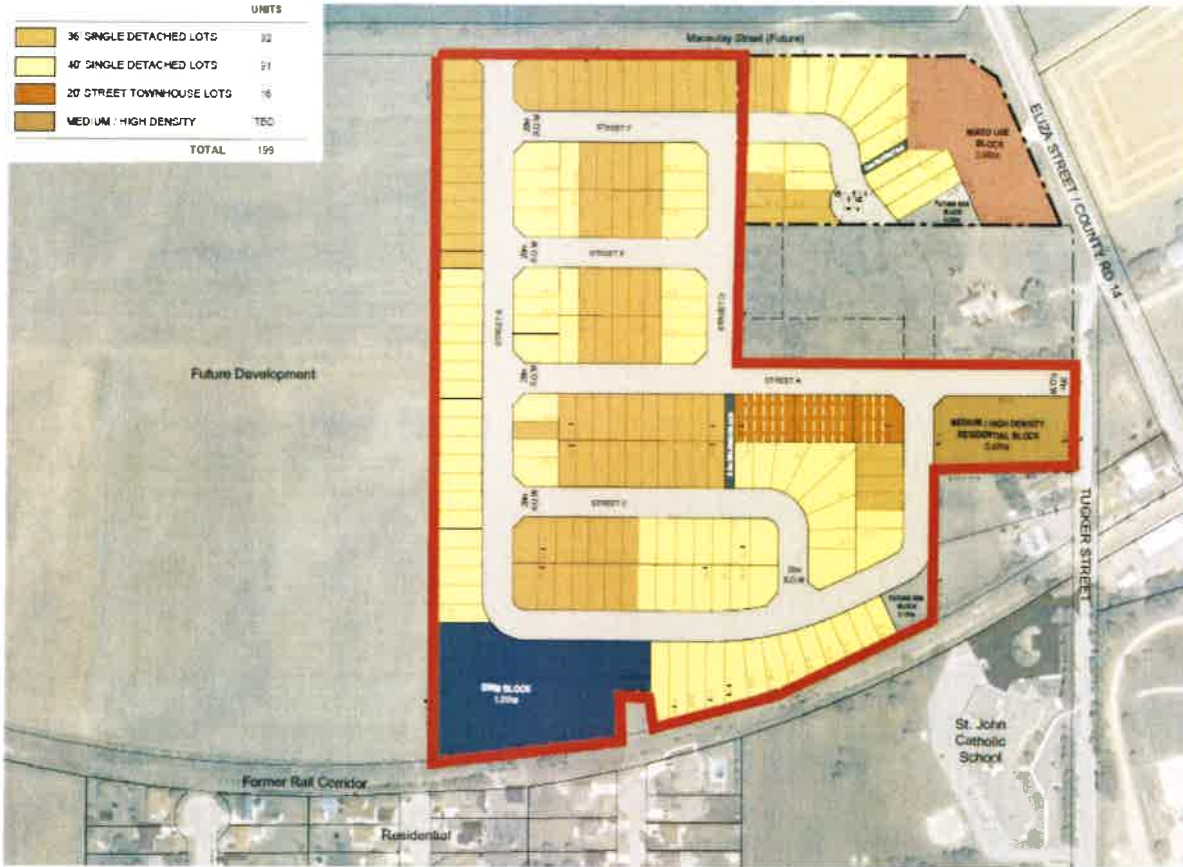
**CACHET DEVELOPMENTS (ARTHUR) INC.**

A handwritten signature in black ink, appearing to read "MG".

**Marcus Gagliardi**



APPENDIX A





THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
 MINUTES OF REGULAR COUNCIL MEETING – APRIL 3, 2023 AT 2:00 P.M.  
 CLOSED SESSION PRIOR TO OPEN SESSION AT 1:30 P.M.  
 MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
 HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING  
 PART 1: <https://www.youtube.com/watch?v=dQUIJbHZhag&t=8s>  
 PART 2: <https://www.youtube.com/watch?v=USTDouIPq4E>

**Members Present:**

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

**Staff Present:**

**Chief Administrative Officer:** Brooke Lambert  
**Director of Legislative Services/Clerk:** Karren Wallace  
**Deputy Clerk:** Catherine Conrad  
**Acting Treasurer:** Mary Jo Marshall  
**Deputy Treasurer:** Mary Jo Marshall  
**Economic Development Officer:** Dale Small  
**Director of Operations:** Matthew Aston  
**Manager of Transportation Services:** Dale Clark  
**Manager of Environment and Development Services:** Corey Schmidt  
**Process Compliance Analyst:** Sara McDougall  
**Development Technologist:** Tammy Stevenson  
**Recreation Community Coordinator:** Tasha Grafos  
**Recreation Services Manager:** Tom Bowden  
**Deputy Fire Chief:** Marco Guidotti  
**Director of Fire Services:** Chris Harrow

**CALLING TO ORDER**

Mayor Lennox called the meeting to order.

**ADOPTION OF THE AGENDA**

RESOLUTION: 2023-118

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Agenda for the April 3, 2023 Regular Meeting of Council be accepted and passed.

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

## 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.

RESOLUTION: 2023-119

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 1:31 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. Presentation: Water Services and Drinking Water Quality Management Standard
  - Corey Schmidt, Manager Environment & Development Services
  - Sara McDougall, Compliance Analyst

CARRIED

### 2. REVIEW OF CLOSED SESSION MINUTES

- March 20, 2023

### 3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2023-120

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 2:04 p.m.

CARRIED

RESOLUTION: 2023-121

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive for information the Water Services and Drinking Water Quality Management Standard presentation.

CARRIED

RESOLUTION: 2023-122

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the March 20, 2023 Council Meeting.

CARRIED

## **PRESENTATION**

a. Chris Bandak, Managing Director, Deloitte

- Report CAO 2023-004 Strategic Plan Update (Phase 1) and Community Satisfaction Survey Findings

RESOLUTION: 2023-123

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-004 for information;

AND THAT Council receive the results of the 2023 Community Satisfaction Survey for information;

AND FURTHER THAT Council approve the next steps in the Strategic Planning process including:

- Holding a Council Workshop on April 11 from 3- 5 pm;
- Initiating broader staff consultation; and
- Developing the community consultation plan.

CARRIED

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

1. Regular Meeting of Council, March 20, 2023

RESOLUTION: 2023-124

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the minutes of the Regular Meeting of Council held on March 20, 2023 be adopted as circulated.

CARRIED

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

No business arising from previous meetings of Council.

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

1c, 3b, 4b

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

RESOLUTION: 2023-125

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT all items listed under Items For Consideration on the April 3, 2023 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority meeting held on February 16, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee meeting held on March 14, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Area meeting held on March 15, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable.

THAT the Council of the Corporation of the Township of Wellington North appoint Cliff Boicey to the Wellington North Cultural Roundtable;  
AND FURTHER THAT the Mayor and Clerk be authorized to sign the by-law.

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated March 28, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report TR 2023-005 being a report on 2022 Council Remuneration.

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-012 being a report on Parking Enforcement on County of Wellington owned properties;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the By-law to amend By-law 5000-05 to appoint By-law enforcement officers to enforce parking on County of Wellington owned properties.

THAT the Council of the Corporation of the Township of Wellington North receive for information the Crime Stoppers Guelph Wellington Spring 2023 Newsletter.

CARRIED

## CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

RESOLUTION: 2023-126

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Area meeting held on March 21, 2023.

CARRIED

RESOLUTION: 2023-127

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North accept the resignation of Kathleen Delchario from the Mount Forest BIA Board of Directors;

AND FURTHER THAT Council appoint Claire Prentice from CP Wellness and Maggie Schram from Magpies Bakery to the Mount Forest BIA Board of Directors;

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

CARRIED

RESOLUTION: 2023-128

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 023-005 being a report on 2022/23 Capital Project Status.

CARRIED

RESOLUTION: 2023-129

Moved: Councillor Renken

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive correspondence, dated March 22, 2023, from Robin Jones, Chair, Rural Ontario Municipal Association regarding Strengthening Municipal Codes of Conduct.

CARRIED

## NOTICE OF MOTION

No notice of motion tabled.

## COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor McCabe (Ward 4):

- Recreation, Parks and Leisure Committee meeting Tuesday, April 4, 2023 at 4:00 p.m.

Mayor Lennox:

- Volunteer and Newcomer Celebration, Thursday, April 20, 2023

## BY-LAWS

- a. By-law Number 023-23 being a by-law to adopt a budget including estimates of all sums required during 2023 for operating and capital, for purposes of the municipality
- b. By-law Number 024-23 being a by-law to amend By-law 135-22 being a by-law to appoint members to the Mount Forest Business Improvement Area Board of Directors
- c. By-law Number 025-23 being a by-law to provide for the appointment of Municipal Law Enforcement Officers for the Corporation of the Township of Wellington North for the purpose of enforcing the Township's Parking By-law 5000-05, as amended
- d. By-law Number 026-23 being a by-law to amend By-law 136-22 being a by-law to appoint members to the Wellington North Cultural Roundtable

RESOLUTION: 2023-130

Moved: Councillor Burke

Seconded: Councillor Renken

THAT By-law Number 023-23, 024-23, 025-23, and 026-23 be read a First, Second and Third time and enacted.

CARRIED

## CULTURAL MOMENT

- Celebrating our volunteers

National Volunteer Week runs from April 16th – 22nd and the theme this year is “Volunteering Weaves Us Together”

Recently, as a member of our Wellington North Cultural Roundtable I said I felt “being a volunteer was the experience of a lifetime.” “It is such an important life lesson to learn about being a part of your larger community with no expectation of financial benefit. It is with these acts of kindness; we have a positive effect on our own well being and mental health. Volunteering is very social and gives a person a chance to meet new people which may lead to future friendships.”

In small communities like ours, the number of programs available to the public run by volunteers well outnumber other programs offered. Curling, Hockey, Baseball, Soccer, Lacrosse, Figure Skating, Guides, Scouts, 4H, Hospital Auxiliary, Food Bank, etc. as well as seasonal events held in each community. High School age students must complete 40 hours of Community Service volunteering to graduate and the majority of them go well over their necessary hours which have also led to part time jobs to help pay for their college or university education.

To celebrate our volunteers the Township of Wellington North is inviting all volunteers in our community to join us on Thursday April 20th, for a volunteer celebration & newcomers welcome.

This celebration, purposely planned to fall during National Volunteer Week, is being held between 4:30pm - 7:00pm at the Arthur & Area Community Centre. The event

will include displays from a variety of community organizations, Mayors welcome, Senior of the Year presentation and cake cutting starting at 5:00pm with a catered dinner at 5:30pm. As Mayor Lennox said in a recent Press Release, "Volunteers are the heart of Wellington North, and this celebration provides us with a great opportunity to thank the many volunteers in our community.

To know you can make a difference, however big or small, be aware that by volunteering, a difference can be made to both the giver and the receiver.

Submitted by Bonny McDougall Chair, Wellington North Cultural Roundtable

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

RESOLUTION: 2023-131

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT By-law Number 027-23 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 April 3, 2023 be read a First, Second and Third time and enacted.

CARRIED

#### **ADJOURNMENT**

RESOLUTION: 2023-132

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Regular Council meeting of April 3, 2023 be adjourned at 2:52 p.m.

CARRIED

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**MAYOR**

---

**CLERK**



**Township of Wellington North**  
**Community Satisfaction Survey**

March 2023





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**The purpose of the 2023 Wellington North Community Satisfaction Survey was to:**

- Objectively measure satisfaction with municipal services and prioritize issues.
- Continuously improve municipal service delivery and inform service program design and delivery.
- Guide future actions and decisions of the Township of Wellington North.
- Enhance budgetary planning and decision processes integrating residents' priorities regarding municipal services.
- Undertake a statistically representative data collection method to obtain accurate relevant feedback from residents.

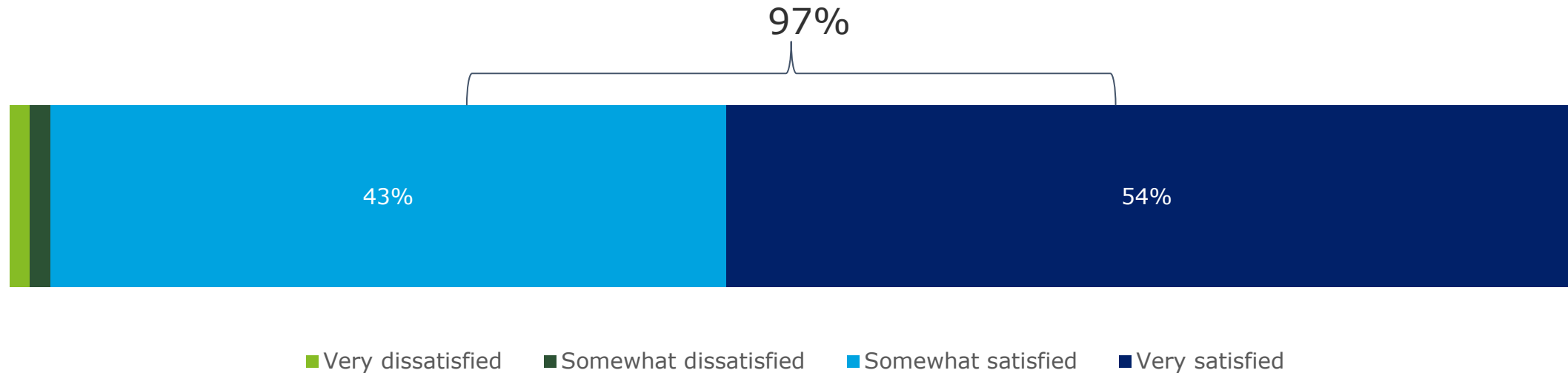
**The survey used the following data collection methods:**

- Residents aged 18 and older were randomly-selected from the City's population using a mix of landlines and cell phone numbers. This scientific methodology resulted in 100 completed surveys, which results in a margin of error for the study of +/-9.8% at a 95% confidence level.
- An open link survey was also distributed through the Township to residents, which resulted in 260 completes. These results are shown in a separate report.
- Results were weighted to the exact proportions of the population by age and gender (Census 2021 Statistics Canada)



# Detailed Findings from Market Research Data

**The overwhelming majority of residents (97%) were satisfied with the quality of life in the Township of Wellington North.**



**Overall, how satisfied are you with the quality of life in the Township of Wellington North? Would you say you are...**

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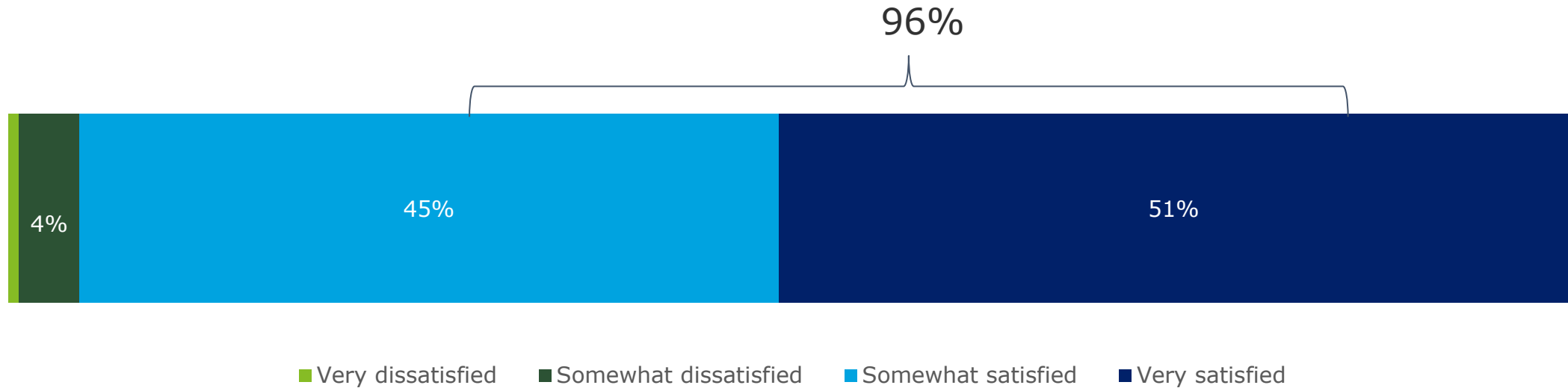
**Respondents were shown/read the following information about services in the Township:**

*For your information, the Township of Wellington North delivers 7 programs with over 25 services. The programs include:*

- *Environmental Protection (such as Water Distribution and Wastewater Collection)*
- *Corporate Services (such as HR, Financial Management, and IT)*
- *Transportation (such as Roads, Sidewalks, and Street Lighting)*
- *Development (such as Planning and Permits)*
- *Public Safety (such as By-law Enforcement and Inspections)*
- *Community Services (such as Recreation Facilities and Parks)*
- *Governance and Civic Engagement (such as Council, Engagement and Decision Making)*

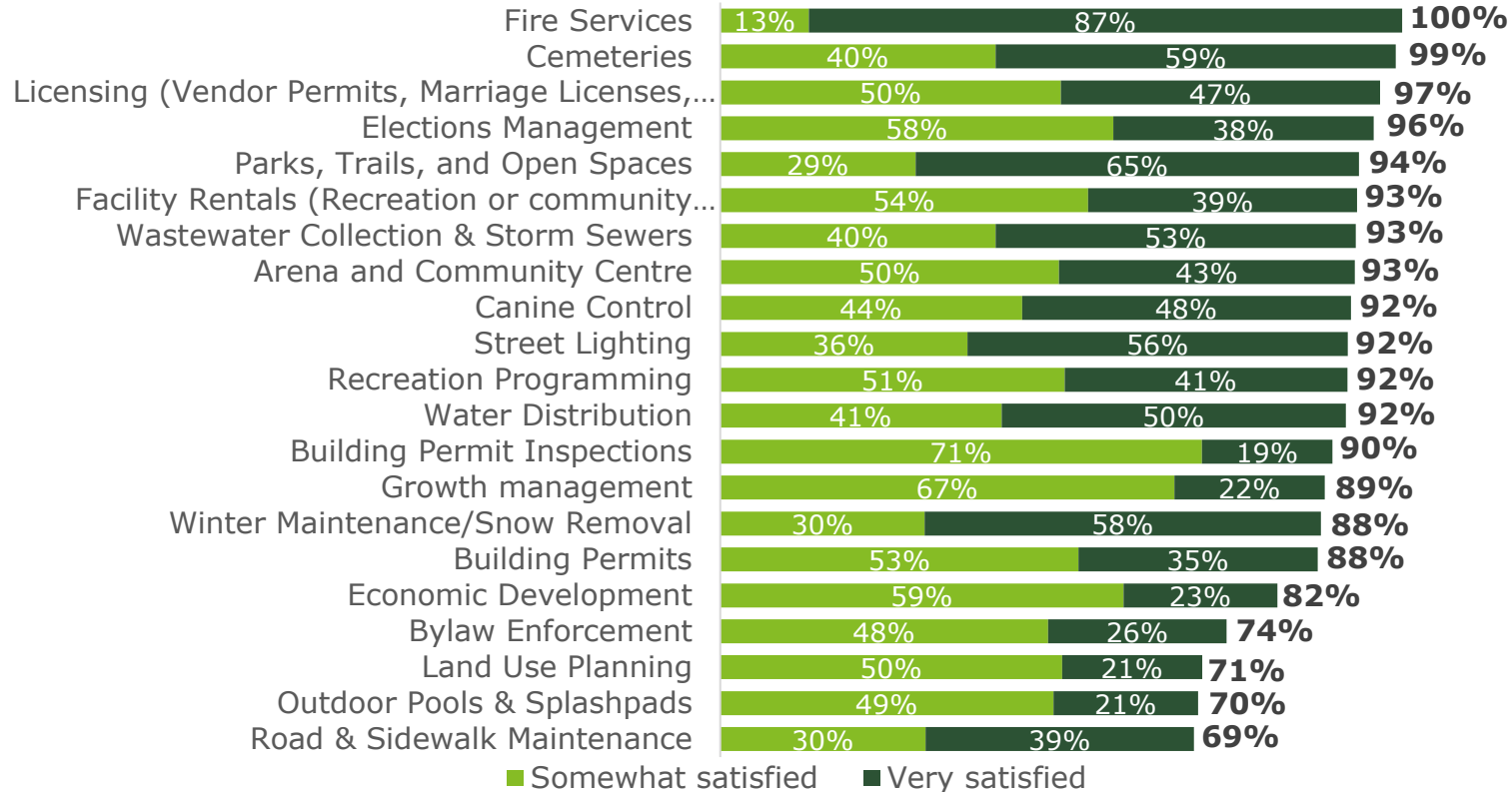
*Some services within Wellington North are provided by the County of Wellington and not by the Township, such as emergency management, garbage/recycling, the library, long term care, and the museum/archives.*

**96% of residents were somewhat satisfied to very satisfied with the services provided by the Township of Wellington North.**



**Overall, how satisfied are you with the services provided by the Township of Wellington North? Are you...**

**The vast majority of residents were satisfied with fire services (100%), cemeteries (99%), licensing (97%), and elections management (96%).**



**We would like to get your opinion on various services provide by the Township of Wellington North municipal government. Please rate your level of satisfaction with each of these services.**



**Derived Importance**

- A statistical calculation of importance
- Far more accurate relative to asking importance
- Calculates the correlation coefficient of municipal services with the KPI
- Services with a high derived importance will have the greatest impact on the KPI



**Priority Matrix**

- A list of municipal services to focus efforts
- Each priority is calculated using the level of satisfaction and the importance of each service (Derived Importance)
- Services with lower satisfaction scores and higher importance become the top priorities
- Making improvements to the top priorities will have the greatest impact on improving the overall KPI

Example:

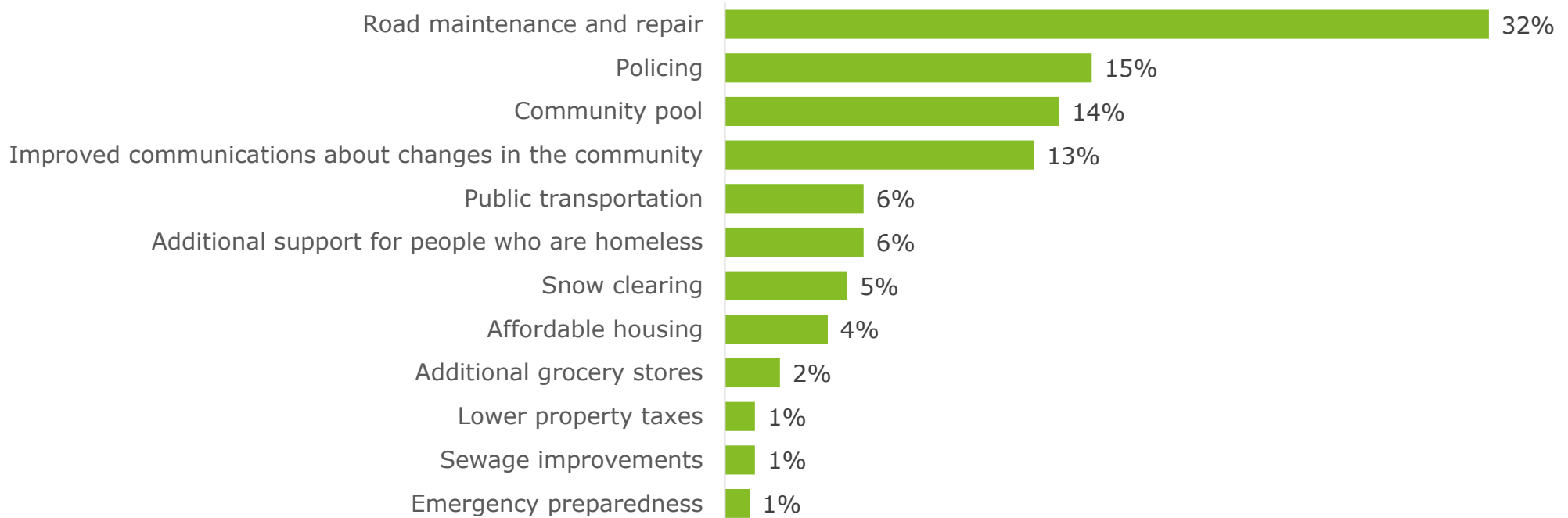


# Services - Priority Matrix

Factor	Performance	Importance	Priority Rank
Road & Sidewalk Maintenance	69%	6.7	1
Outdoor Pools & Splashpads	70%	5.5	2
Land Use Planning	71%	5.2	3
Bylaw Enforcement	74%	5.5	4
Economic Development	82%	4.9	5
Growth management	89%	5.5	6
Winter Maintenance/Snow Removal	88%	5.2	7
Parks, Trails, and Open Spaces	94%	9.4	8
Building Permits	88%	4.6	9
Recreation Programming	92%	6.4	10
Water Distribution	92%	5.8	11
Building Permit Inspections	90%	4.6	12
Wastewater Collection & Storm Sewers	93%	6.1	13
Canine Control	92%	5.5	14
Facility Rentals (Recreation or community facilities)	93%	5.8	15
Arena and Community Centre	93%	5.5	16
Street Lighting	92%	4.6	17
Elections Management	96%	5.2	18
Licensing (Vendor Permits, Marriage Licenses, Lottery Licenses)	97%	4.6	19
Cemeteries	99%	6.1	20
Fire Services	100%	4.0	21

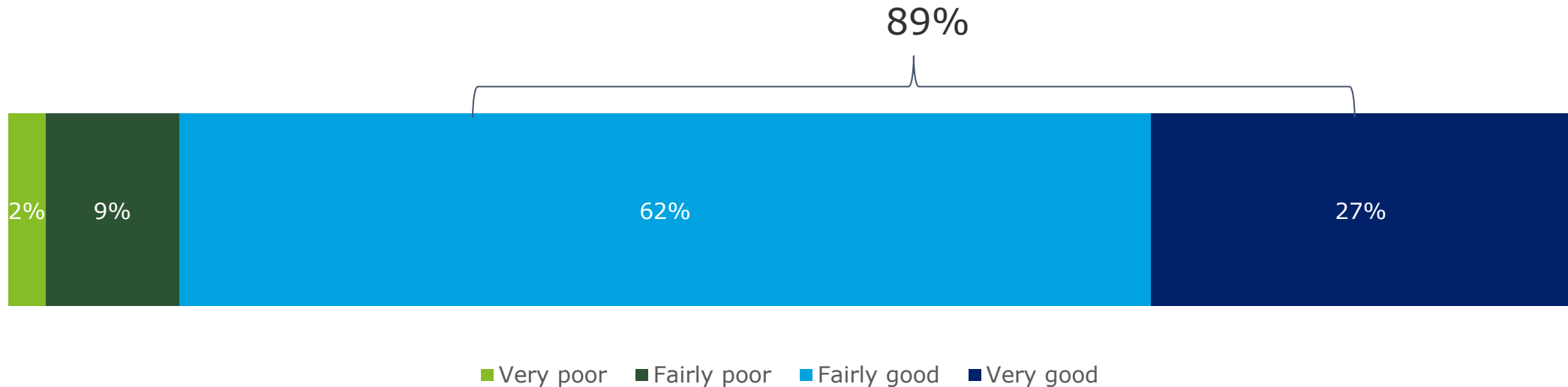


**Residents most commonly mentioned road maintenance and repair (32%) as a priority to improve the quality of municipal services.**



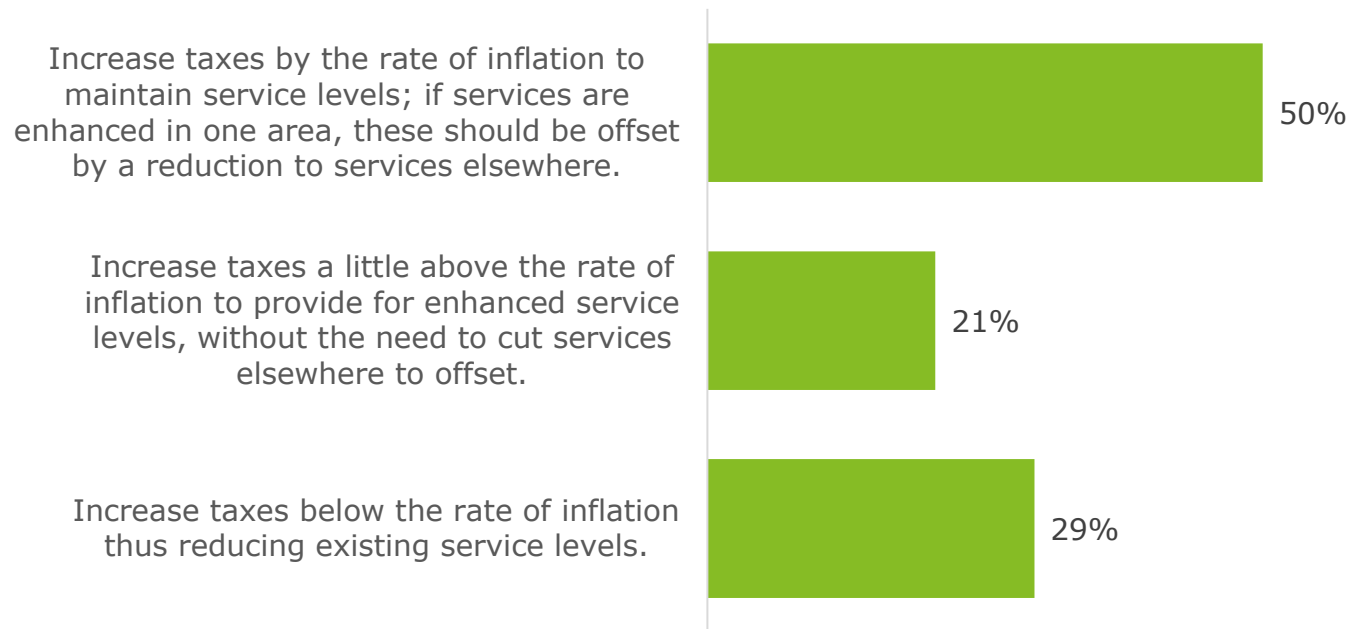
**As a resident of Wellington North, what is the one issue you feel should be prioritized to improve the quality of municipal services?**

**The majority of residents (89%) felt that they receive good value for their tax dollars with the programs and services provided by the Township.**



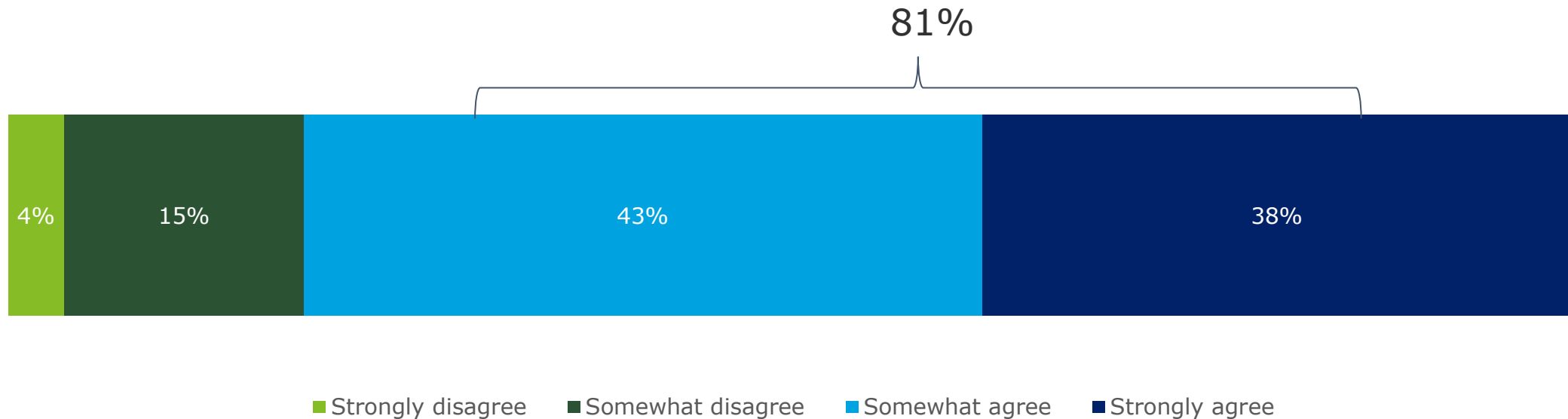
**Thinking about the programs and services provided by the Township, how would you rate the value you receive for your tax dollars? Is it...?**

**50% of respondents reported a preference for increasing taxes by the rate of inflation as the preferred method for the Township to balance increasing costs. 71% of respondents would be in favour of at least a small tax increase.**



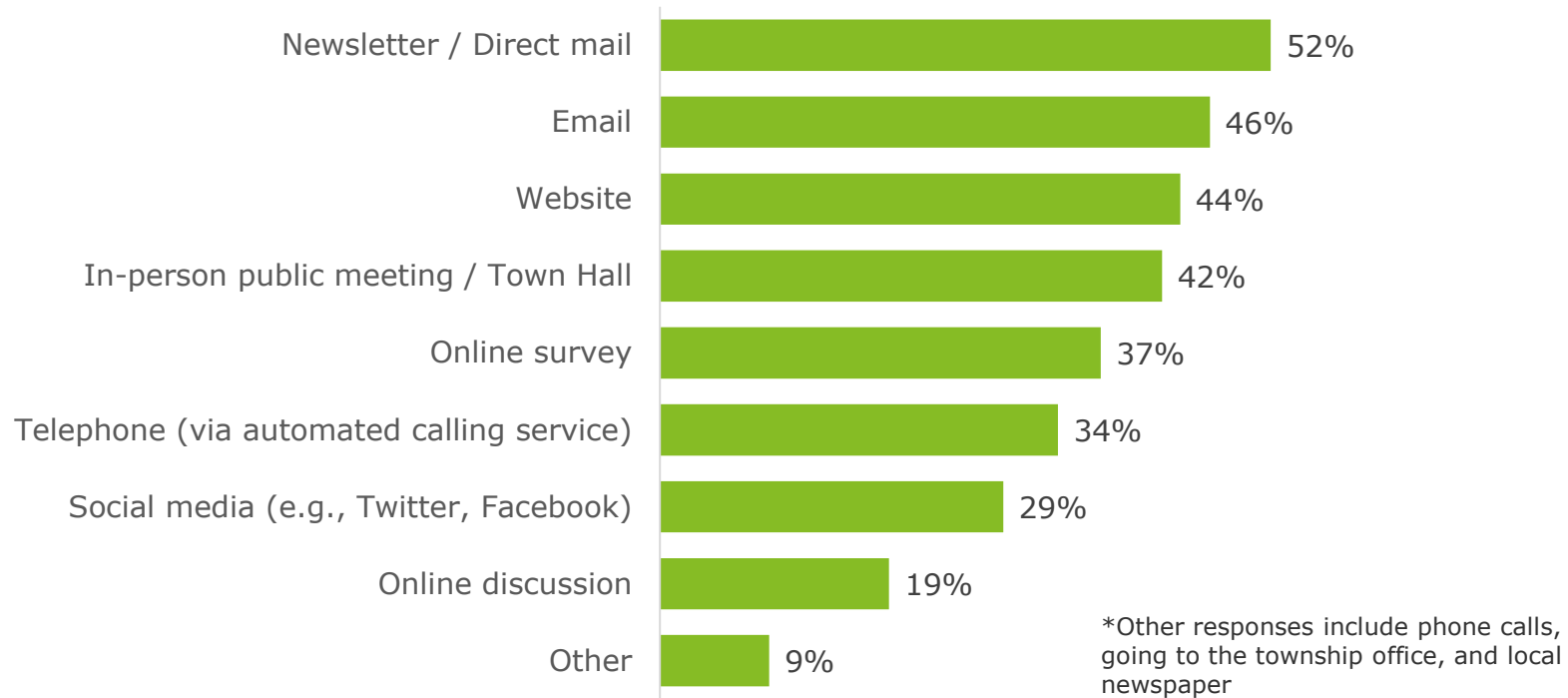
**Local governments must balance the cost of delivering services with taxation, and the cost of providing services continue to rise as a result of inflation. Additionally, adding or enhancing services further adds to costs. Which of the following options would you most prefer for Wellington North to balance increasing costs?**

**Most residents agreed (81%) that Wellington North provides sufficient opportunities and information for meaningful participation and engagement with the Township.**



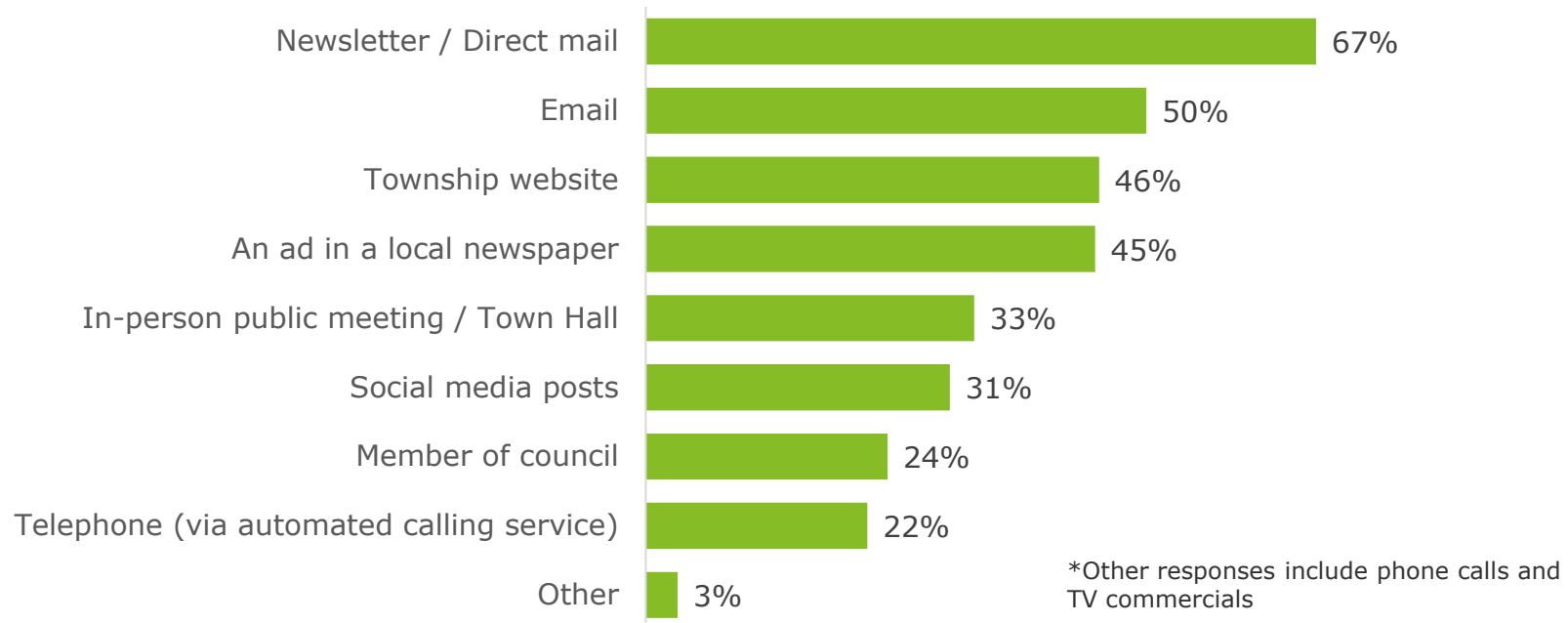
**Do you agree or disagree that Wellington North provides sufficient opportunities and information to allow you to meaningfully participate and engage with the Township? Would you say you...**

**Respondents most commonly noted newsletters/direct mail as the preferred method of communicating and engaging with the town.**



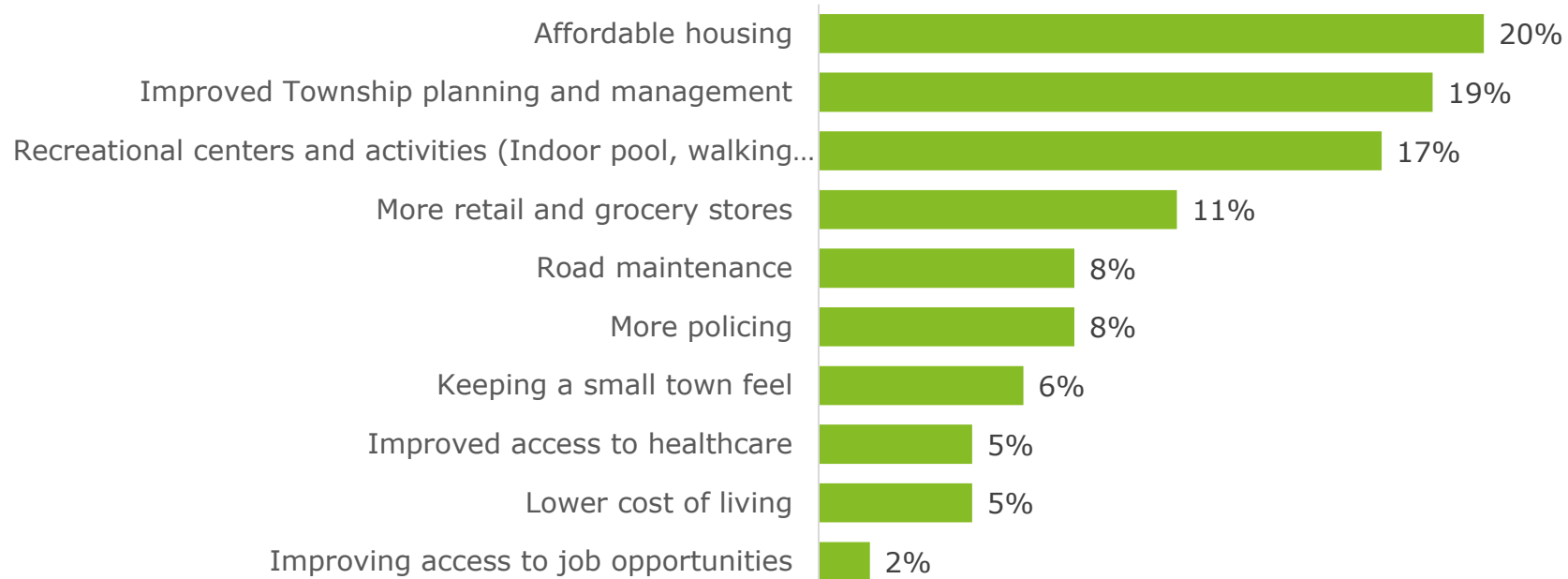
**What is your preferred method(s) of communicating and engaging with the Township of Wellington North?**

**Most residents indicated that newsletters/direct mail (67%) were their preferred methods of receiving information about events, programs, and budget from the Township.**



**What is your preferred method(s) of receiving information such as events, programs, and budget from the Township of Wellington North?**

**Residents most commonly mentioned affordable housing as the biggest opportunity for Wellington North to improve quality of life in the Township.**



**Looking to the future, what is the biggest opportunity for Wellington North to improve the quality of life in the Township over the next four years?**

**Chris Bandak**

Managing Director, Economic and Policy Advisory

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**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF SPECIAL COUNCIL MEETING – APRIL 11, 2023 AT 3:00 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING**  
<https://www.youtube.com/watch?v=lkhQCELQ-fc>

**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**

**CALLING TO ORDER****ADOPTION OF THE AGENDA**

RESOLUTION: 2023-133

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Agenda for the April 11, 2023 Special Meeting of Council be accepted and passed.

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

**STRATEGIC PLANNING WORKSHOP**

- Opportunities, Priorities and Serving the Community
  - Kris Cummings, MPA, MSW (he/him)  
Owner and Principal Consultant  
DOABLE

Presentation appended to the minutes.

The Mayor called a recess at 4:25 p.m.

The meeting resumed at 4:35 p.m.

**CONFIRMING BY-LAW**

RESOLUTION: 2023-134

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT By-law Number 028-23 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on April 11, 2023 be read a First, Second and Third time and enacted.

CARRIED

**ADJOURNMENT**

RESOLUTION: 2023-135

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Special Council meeting of April 11, 2023 be adjourned at 5:00 p.m.

CARRIED

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**MAYOR**

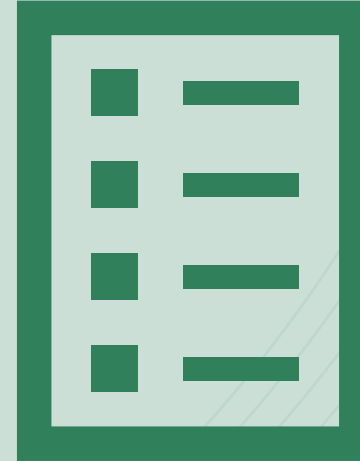
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**CLERK**



Township of Wellington North:  
Council Direction Workshop  
April 11, 2023

- ❑ Strategic Planning Process
- ❑ Towards Priorities



# »» Strategic Planning Project: Process





# Strategic Planning Project: Process

Project Schedule	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
Council Direction Workshop		■	■					
Staff Engagement		■	■	■				
Steering Cmte . Sense-Making				■	■	■	■	
Pressure -Testing with Stakeholders						■	■	■
Final Plan Dev. Support							■	■



# Council Direction Workshop:

Consider Today an Informed Brainstorm:



**Be Specific**



**Defer Judgement**



**Build on each others ideas**



**Stick to what you know matters**





# Council Direction Workshop:

**Wellington  
North**  
(the community  
in general)

- ▶ **What are some of the best things about Wellington North (the community)?**  
(e.g. if you were encouraging someone to move their life or their business here, what would you tell them about the community?)
  
- ▶ **What might be 2 -3 of Wellington North's untapped -potentials as a community?**
  - Which of these, if any, would be simpler to make happen?
  - Which would be more complex?



# Council Direction Workshop:

## Township of Wellington North (the corporation)

- ▶ **What are the top strengths of the Township (the corporation)**  
(e.g. what does it do well? What is it better at, than others?)
- ▶ **What might be some top areas for potential improvement, of the Township?**  
(e.g. what seems like a struggle? where have you noticed an opportunity to develop?)



# Council Direction Workshop:

## Insight on the Community Satisfaction Survey

- ▶ When you hear that community members are quite satisfied with the quality of life in the township, the overall services provided by the Township, and feel that they receive good value for their tax dollars, **do you believe this is?** **why**
- ▶ **How do you believe that the Township could improve the priorities highlighted by the public?**
  - recreation facilities, activities and events,
  - road maintenance and repair,
  - community safety (policy, by-law),
  - communications between residents and the Township,
  - growth management, and
  - affordable housing?



# Council Direction Workshop:

## In Summary

- ▶ When you consider your thoughts and responses today, on whole, **what do you think might be the top 3 -5 priorities for the Township of Wellington North over the next 3 years?**

Thanks!  
Any questions?

Kris Cummings  
doable.ca

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES  
TUESDAY, APRIL 4, 2023 @ 4:00 P.M.  
VIA WEB CONFERENCING**

**Committee Members Present:**

- Steve McCabe, Councillor, Chair
- Penny Renken, Councillor, Member
- Jim Ferguson, Councillor Township of Southgate, Member

**Staff Members Present:**

- Brooke Lambert, Chief Administrative Officer
- Matthew Aston, Director of Operations
- Karren Wallace, Clerk
- Tom Bowden, Recreation Services Manager
- Tasha Grafos, Community Recreation Coordinator
- Jessica Turnbull, Administrative Support

**Guests:**

Sarah Stubbs, Life Gears Academy

<b>Calling to Order</b>
Chair McCabe called the meeting to order at 4:00 p.m.
<b>Adoption of Agenda</b>
RESOLUTION RPL 2023-016 Moved by Member Ferguson Seconded by Member Renken  THAT the agenda for the March 14, 2023, Township of Wellington North Recreation, Parks, and Leisure Committee meeting be accepted and passed. CARRIED
<b>Disclosure of Pecuniary Interest</b>
None
<b>Deputation</b>
Sarah Stubbs, Life Gears Academy RESOLUTION RPL 2023-017 Moved by Member Renken Seconded by Member Ferguson  THAT the Recreation, Parks and Leisure Committee receive for information the deputation from Sarah Stubbs, Life Gears Academy. CARRIED  Ms. Stubbs, Life Gears Academy runs programming traditionally out of the Guelph area through the neighborhood group to provide low-cost programming. Their

instructor moved to Mount Forest which launched their interest in that area. Last summer the camp was at Murphy Park, which at the time was through a verbal agreement with the Recreation Community Coordinator as there wasn't a formal booking process for this space. The camp had approximately 8 kids a week and allowed the public to share the space. They have also just run a March break camp at Arthur Presbyterian church.

In terms of dates, for 2023 they are hoping to do 6 weeks starting July 11<sup>th</sup> – August 26<sup>th</sup> and taking the week off Aug 7<sup>th</sup> off. Programming usually runs 9am – 4pm allowing for extended care. There is a fee associated with the program to pay staff but also offer 3-4 subsidized positions a week and can partner with organizations that have connections with families in town that need that support.

They like to keep the groups limited to 15 kids but usually that number is closer to 10. Most are aged 7-11. The organization is also insured up to 3 million dollars in coverage. They typically tell the insurance company a location and they provide an extra certificate based on the space.

Member Renken asked if the group was considering Cork Street Park this year instead of Murphy Park for safety. Ms. Stubbs explained that all the group asks for is a sheltered area and access to a porta potty but are flexible with whichever park it is. Member Renken mentioned that it was brought up that Cork Street was a better fit because of the safety it provides from storm potential and there is no river right there for insurance purposes.

Chair McCabe asked about the liability for township. The DOO stated that at Murphy Park there is no fee associated with it so the township doesn't have a contract for people using that facility. Cork Street has a fee to it and once renters pay a fee insurance is assumed by the township insurance, which makes it a bit more straight forward. Chair McCabe added there would be some staff time used opening and cleaning up afterwards. The DOO explained last year staff went and opened the washrooms and cleaned them, which involved staff time. Chair McCabe asked if that would be the same at Cork Street Park. The DOO added at Cork Street is easier as staff report into the arena, making it an easier spot to deal with.

Chair McCabe asked if their instructors are certified and what their qualifications are. Ms. Stubbs added they have their First Aid and CPR training and are put through the training they do with all of their teams like ACEs training. They also go over location based training, depending on the park they would go over different emergency procedures and interactions with the public. Chair McCabe asked if there are background checks required and what would the ratio be for instructor to children be. Ms. Stubbs clarified that for vulnerable sector checks can only be asked for individuals 18 and older so anyone under 18 they have reference checks. For camp ratios there would be 2 staff and 1:7, they also try and get local volunteers as well.

Chair McCabe asked if they would be using the Saugeen River if at Murphy Park. Ms. Stubbs explained they will mostly use the pavilion and trail system as they discourage campers near the water.

Member Renken asked if there are going to be any adults over 18. Ms. Stubbs added if they can't hire adults then she will be working in Arthur and Mount Forest this summer, or they have some university staff that may be able to assist.

The RSM asked about their emergency plan as last year their instructors called township staff when there was a tornado warning. Ms. Stubbs explained that they look at weather ahead of time and have a cancellation policy where parents will get their kids. They would come up with an emergency plan based on the location if the pavilion made sense to be under and would have to investigate what the environment was based on the location and usually just try to cancel if there is any risk of thunder and tornados.

Staff are directed to bring back a report on the use of municipal parks to the April 17<sup>th</sup> council meeting.

#### **Minutes of Previous Meeting – February 7, 20223, approved at Council on February 21, 2023**

RESOLUTION RPL 2023-018  
Moved by Member Ferguson  
Seconded by Member Renken

THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the March 14, 2023

CARRIED

#### **Business Arising From Minutes**

None

#### **Ad Hoc Committee Updates**

Mount Forest Aquatics Ad-Hoc Advisory Committee Minutes of March 21, 2023.

RESOLUTION RPL 2023-019

Moved by Member Ferguson  
Seconded by Member Renken

THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the March 21, 2023, Mount Forest Aquatics Ad-Hoc Advisory Committee.

CARRIED

#### **Reports**

OPS 2023-013 RPL Lion Roy Grant Pool

RESOLUTION RPL 2023-020  
Moved by Member Renken  
Seconded by Member Ferguson

THAT the Recreation, Parks, and Leisure Committee receive Report OPS 2023-013 being a report on the proposed decommissioning of the Mount Forest Lion Roy Grant Pool



AND FURTHER THAT the Committee recommend the Council of the Township of Wellington North direct staff proceed with the decommissioning of the Lion Roy Grant Pool and rehabilitation of the property,

AND FURTHER THAT the Committee recommend Council direct staff to seek pricing for the decommissioning and rehabilitation of the property.

CARRIED

The RSM noted that the building and grounds should not be left as is for safety reasons for the public and staff. Staff are looking to get direction from committee to go out and get some pricing.

The DOO stated that staff recommendation is to just explore the options out there.

Member Renken asked if the decommissioning would involve the building coming down as well or just filling in the pool.

Chair McCabe added it would encompass taking all the buildings down and the total space.

OPS 2023-014 RPL Lion's Alcohol Amendment

RESOLUTION RPL 2023-021

Moved by Member Renken

Seconded by Member Ferguson

THAT the Recreation, Parks, and Leisure Committee receive Report OPS 2023-014 RPL Lion's Alcohol Amendment being a report on an amendment to the Municipal Alcohol Policy Section 2.1 for the Mount Forest Lion's Club's Elton John Tribute Concert on May 6;

AND FURTHER THAT the Committee recommend the Council of the Township of Wellington North recommend approval of and amendment to the Municipal Alcohol Policy Section 2.1 for approval of a Special Occasion Permit (SOP) to include the walking track and the tiered seating (stands) of the Mount Forest Sports Complex for the May 6, 2023 event, with the following stipulations.

- Egress issues must be address to the satisfaction of the Township Fire Chief
- All requirements of the AGCO are the responsibility of the Mount Forest Lion's Club
- The SOP will end at 1am

CARRIED

Chair McCabe asked if it is similar to what is done at Patriot's games.

The RSM explained that it is similar and there was another instance where the foyer and between the halls was licensed through a SOP. The Patriots only have one small spot they serve alcohol, the Lions are asking for part of the walking track and the tiered seating to be included as well. These spaces are not named in the alcohol

policy so this would need to be approved by the committee and go on to council for approval.

Chair McCabe asked what more work this would put on township staff. The RSM added that not too much as the Lion's Club will be policing it and will have security and smart serve bartenders. They will be using corkage.

Chair McCabe asked about capacity. The RSM stated for Patriot's games it is capped at 1100 people and the floor can hold 600-700, the blue seats 563 seats. The Lions are going to have it capped to 900 people total.

### **Items for Consideration**

The CRC spoke to the success of summer camp registration. Online registration opened April 3<sup>rd</sup> at 8:00am. There were 511 registrants on opening day compared to 378 in 2022. That includes everyone that has registered even those on the waiting list. Numbers for the entire 2022 summer were 451 registered and 99 on waitlists and in 2023 there are 503 registered and 83 waitlisted. Currently in the process of securing camp instructors.

### **Roundtable**

Community Garden Minutes from March 9, 2023  
Chair McCabe added there was a meeting last week.

Community Garden Newsletter March 2023

The DOO will be leaving the township for another opportunity as of April 11<sup>th</sup> and will be greatly missed.

### **Adjournment**

RESOLUTION RPL 2023-022  
Moved by Member Renken  
Seconded by Member Ferguson

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of April 4, 2023, be adjourned at 4:45 p.m.

CARRIED



## WELLINGTON NORTH

SEMPER PORRO

# Staff Report

**To:** Mayor and Members of Council Meeting of April 17, 2023

**From:** Tammy Pringle, Development Clerk

**Subject:** DC 2023-013, REVISED Consent Application B52-22  
1595655 Ontario Ltd. & Robert Cottell

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2023-013 being a report on REVISED Consent Application (Easement) B52-22 known as Part Lot 6, East of Main St., Towns Plan of Mount Forest in the town of Mount Forest.

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B52-22 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; and
- **THAT** the Owner enters into a development agreement with the Township of Wellington North for the purposes of satisfying all the requirements of the Township, financial, construct and otherwise including but not limited to the provision of full road restoration (granular base, asphalt and curb) of any damaged or modified area at the proposed entrance and exit location within municipal right of way, signage posted at entrance and exit to indicate one way traffic flow, no vehicle parking within 1.5m of property line, surface treatment of the access easement to be installed to prevent erosion and the escape of dust and loose particles, line painting, and lot grading to the satisfaction of the Township and at the sole expense of the Owner.

**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

DC 2022-017 Consent Application B52-22 (Lot Line Adjustment)

### BACKGROUND

The subject properties are located in the north/east quadrant of the Town of Mount Forest and are geographically known as 133 Birmingham St. E. and 212 Main St. N. in the Town of Mount Forest.

Proposed easement is 308.8 square metres with 7.3m frontage on Main St., existing residential lot rear yard for proposed car parking and access to Birmingham St. to benefit PIN 71065-0017.

### FINANCIAL CONSIDERATIONS

The municipality will realize \$130.00 in clearance fees.

### ATTACHMENTS

- APPENDIX A:
  - Severance Sketch No. 22-9596 COTTELL prepared by Greg Ford at Wilson – Ford Surveying & Engineering, dated February 21, 2023.
- APPENDIX B:
  - Aerial View of Subject Lands
- APPENDIX C:
  - Zach Prince, 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?

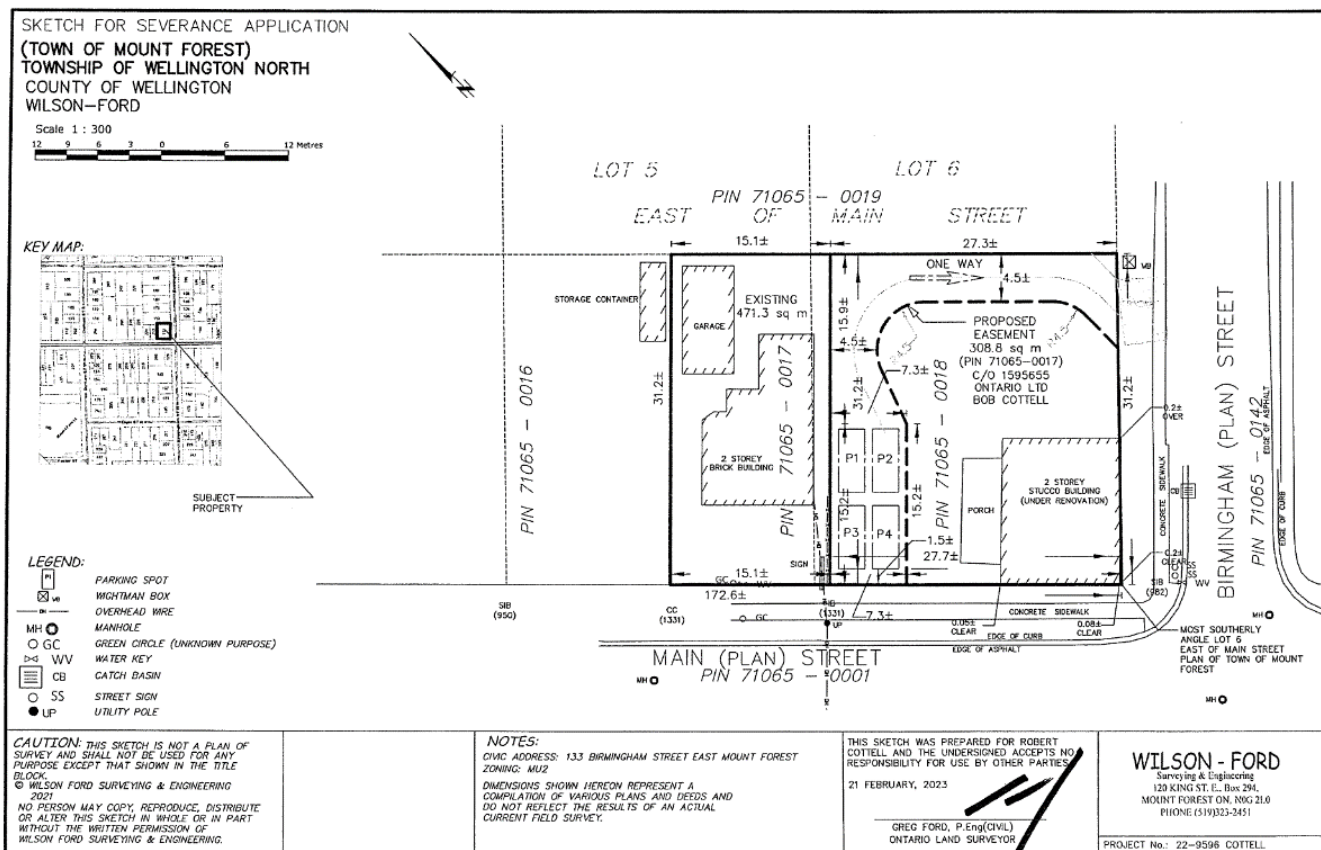
Yes
                 
  No
                 
  N/A

Which priority does this report support?

Modernization and Efficiency
                 
  Partnerships  
 Municipal Infrastructure
                 
  Alignment and Integration

<b>Prepared By:</b>	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
<b>Recommended By:</b>	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

<b>Application Location</b>	B52-22 Part Lot 6, East of Main St TOWNSHIP OF WELLINGTON NORTH (MOUNT FOREST)
<b>Applicant/Owner</b>	1595655 Ontario Ltd & Robert Cottell

**PRELIMINARY PLANNING OPINION:** This application for a 308.8 m<sup>2</sup> (0.08 ac) access and parking easement which would apply to a residential property in the Urban Centre of Mount Forest. The benefitting lands are located at 212 Main St.

This application was previously considered as a Lot Line Adjustment. The applicant has revised the proposal to be considered as an easement. The easement is for the purpose of access and parking where there are limited opportunities present on the site. Staff note the properties are in the same ownership.

This application is consistent with Provincial policy and would generally conform to the Official Plan. Planning staff have no further concerns.

**PLACES TO GROW:** No issues.

**PROVINCIAL POLICY STATEMENT (PPS):** No issues.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated RESIDENTIAL TRANSITION and located within Urban Centre of Mount Forest according to Schedule A6-1. Section 7.5.1 states, “Urban Centres are expected to provide a full range of land use opportunities, including residential uses of various types and densities, commercial, industrial and institutional uses...”

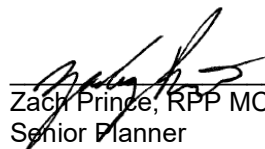
The matters under Section 10.1.3 were considered including items a) that any new lots will be consistent with official plan policies and zoning regulations; and b) that all lots can be adequately serviced with water, sewage disposal, stormwater management or drainage, fire protection, roads, utilities, solid waste disposal to accepted municipal standards and without undue financial burden on the municipality.

Regarding access, Main Street (Highway 6) is within MTO jurisdiction. The proposed easement would allow 212 Main street to access Birmingham Street and allow parking on the adjacent lot (133 Birmingham).

**WELL HEAD PROTECTION AREA:** The subject property is located in Well Head Protection Area C with a vulnerability score of 8.

**LOCAL ZONING BY-LAW:** The subject property is zoned Residential (MU2) and (MU2-21). The MU2 zone permits a variety of residential uses including existing single detached dwelling.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on, June 21<sup>st</sup>, 2022. Notice Cards were posted and the survey sketch appears to meet the application requirements.

  
 Zach Prince, RPP MCIP  
 Senior Planner  
 April 5<sup>th</sup>, 2023.



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of April 17<sup>th</sup>, 2023

**From:** Dale Small,  
Economic Development Officer

**Subject:** EDO 2023-010 Community Improvement Program

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive the Economic Development Officer Report EDO 2023 – 010 on the Community Improvement Program,

**AND FURTHER THAT** Council approves a Façade Improvement Grant of up to \$ 1,200.00 to The Imagination Space at 257 Main Street South in Mount Forest,

**AND FURTHER THAT** Council approves a Façade Improvement Grant of up to \$ 2,500.00 to The Topsy Fox Pub & Grill at 187 Main Street South in Mount Forest.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

Our **Community Improvement Program** (CIP) enables the Municipality to provide grants to individuals, businesses, and organizations who are making improvements to their buildings and property all in an effort to support revitalization and redevelopment activities in our community. Since the program was launched in 2012, 154 applicants have applied for and received funding under the program.

The total dollar value of improvements made in our community, in partnership with these applicants, is conservatively estimated at \$3.3 million. Of this amount 86% has been covered by the applicants with the remaining 14% covered by grants or loans under the Community Improvement Program or the Downtown Revitalization Program.

**The Imagination Space** is located at 257 Main Street South in Mount Forest. The application was submitted by co-owners Amy & Sarah who between the two of them, have a combined 37 years, experience in early childhood care/education, children's retail, and art!

The Imagination Space has been at this location for a few years now and Amy & Sarah have submitted a grant application for a blade sign as well as a permanent sign for the front of the facade. Under our CIP the applicants are eligible for a 75% grant to assist with Blade Signage and a 50% grant to assist with façade signage.





**The Topsy Fox Pub & Grill** is nearing completion at 187 Main Street South in Mount Forest. Renovations are nearing completion at this location which was the previous home to the Mount Royal Tavern. With locations already established in Shelburne & Erin the Topsy Fox has plans to open locations in Mount Forest, Arthur & Owen Sound in 2023.

This request for a Façade Improvement Grant is to support the Mount Forest location. Under our CIP the applicant is eligible for a grant of up to 50% of the costs to a maximum of \$2,500 to assist with façade signage.



**Community Improvement Program (CIP) Update** As part of our 2022 & 2023 EDO workplan we are updating our CIP. The last update to our program was in 2018 when we included an accessibility grant and integrated the Wellington County Invest Well program into our CIP.

Sean Kelly from SKA plural is assisting with the update. Sean completed our first CIP in 2012 as well as the update in 2018 and has a very good understanding of rural municipalities. The project plan and next steps are as follows:

- Formalize the Blade Grant within our Façade Improvement Program.
- Collapse four separate grants: Accessibility, Fees & Charges, Building Improvement and Building Conversion grants into one Building Improvement Grant Program.
- Continuation of the TIERR and Public Art Grant programs
- Establish a new Green Sustainable Energy program.
- Community consultation in April & May
- Presentation to council and approval of CIP on June 19<sup>th</sup>, 2023

### FINANCIAL CONSIDERATIONS

\$35,000 in funding is included in the EDO Operating budget to support Community Improvement Program applications as well as to cover the final \$5,000 payment to SKA pl.ural.

YTD, including these two applications, council will have approved \$10,000 in grant funding.

### 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

<b>Prepared By:</b>	Dale Small, Economic Development Officer	<i>Dale Small</i>
<b>Recommended By:</b>	Brooke Lambert, CAO	<i>Brooke Lambert</i>



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of April 17th, 2023

**From:** Dale Small, Economic Development Officer  
Cathy Conrad, Deputy Clerk

**Subject:** EDO 2023-011 Grants & Donations Community Development Program

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive the Economic Development Officer & Deputy Clerk Report EDO 2023-011 being a report on the Grants & Donations Community Development Program

**AND FURTHER THAT** Council, in recognition of the important role that not-for-profit organizations and community groups play in our municipality, approves the recommendation to advance \$50,534.13 in grants to the following organizations:

GROUP	RECOMMENDED FUNDING
Arthur Agricultural Society	\$ 500.00
Arthur and Area Historical Society	\$ 500.00
Arthur Chamber of Commerce	\$ 2,500.00
Arthur Grace Anglican Church	\$ 435.05 (Fee waiver)
Arthur Horticultural Society	\$ 600.00
Arthur Junior Horticultural Society	\$ 200.00
Arthur Lions Club	\$ 1,049.77 (Fee waiver)
Arthur Optimist Club	\$ 275.72 (Fee waiver)
Arthur Optimist Club	\$ 2,292.77 (Fee waiver) \$ 207.23 (donation)
Arthur Opti-Mrs. Club	\$ 500.00
Arthur SU Sports Camp	\$ 749.99 (Fee waiver)
Big Brothers Big Sisters of North Wellington	\$ 1,000.00
Friends of Bill Walker "Git Yer Hillbilly On" ribfest	\$ 435.05 (Fee waiver)
Hayden's Hope Foundation	\$ 1,908.71 (Fee waiver)
Hope Committee	\$ 1,500.00
Little Black Dress	\$ 735.91 (Fee waiver)

GROUP	RECOMMENDED FUNDING
Lynes Blacksmith Shop	\$ 1,000.00
Mount Forest Agricultural Society	\$ 500.00
Mount Forest Chamber of Commerce	\$ 2,500.00
Mount Forest Community Garden	\$ 1,500.00
Mount Forest & District Arts Council	\$ 350.00
Mount Forest Fireworks Festival	\$ 2,500.00
Mount Forest Horticultural Society	\$ 1,500.00
Mount Forest Lions Club	\$ 500.00
Mount Forest Lions Club	\$ 1,155.00 (Fee waiver)
Mount Forest Louise Marshall Hospital Auxiliary	\$ 500.00
Mount Forest Louise Marshall Hospital Foundation - Gala	\$ 2,907.49 (Fee waiver)
Mount Forest Museum & Archives/ Heritage Society	\$ 500.00
Mount Forest Royal Canadian Legion	\$ 130.00 (Fee waiver)
North Wellington Health Care Recruitment	\$ 15,000.00
Saugeen Community Radio Inc.	\$ 2,426.00 (Fee waiver)
The Raw Carrot Gourmet Soup Enterprise	\$ 500.00
Wellington Heights Secondary School • Warm Winter Wishes Program	\$ 650.00
Wellington Heights Secondary School (Scholarships)	\$ 900.00
West Luther 4-H	\$ 125.44 (Fee waiver)
<b>TOTAL GRANTS \$ 14,626.90 (Fee waivers) \$ 35,907.23 (donation)</b>	<b>\$ 50,534.13</b>

**AND FURTHER THAT** Council, provide direction to staff in regard to the six applications outlined below, that require council review and decision.

GROUP	REQUEST
Arthur and Area Historical Society	\$ 2,500.00 (Donation)
Arthur Public School	\$ 5,000.00 (Donation)
Big Brothers Big Sisters	\$ 836.20 (Fee waiver)
Hospice Wellington	\$ 1,950.00 (Fee waiver)
Kenilworth Public School	\$ 12,500.00 (Donation)
The Personal Empowerment Studio	\$ 2,000.00 (Donation)
	<b>\$ 24,786.20</b>

<b>PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS</b>
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EDO 2016-029 dated Nov. 16<sup>th</sup>, 2016,  
 EDO 2018-014 dated April 23<sup>rd</sup>, 2018,  
 EDO 2020-007 dated April 20<sup>th</sup>, 2020,  
 EDO 2022-012 dated April 11<sup>th</sup>, 2022.

EDO 2017-012 dated April 24<sup>th</sup>, 2017  
 EDO 2019-009 dated April 8<sup>th</sup>, 2019  
 EDO 2021-012 dated April 26<sup>th</sup>, 2021

<b>BACKGROUND</b>
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The Township of Wellington North values the significant role that not-for-profit and community organizations play in delivering events and projects that support our community and in December 2016 approved the Grants & Donations Community Development Program Fund.

This fund supports project and event-based initiatives, for not-for-profit organizations and community groups and encourages a high level of collaboration. Applications are accepted throughout the year with a due date of March 31<sup>st</sup> each year. Applications include requests for rental fee waivers as well as general donation requests.

This year 41 applications have been received with a total request of \$79,820.33 in funding. This compares to 2022 when we had 37 applications totalling \$52,138.83. All applications have been reviewed as per the fund guidelines and an overview follows:

- 1) One application, Holstein Expo Agro & Rodeo, (\$ 1,000) is not being recommended for funding. Our eligibility requirements are clear that *“Not-for-profit community organ. may apply for funding to deliver events and projects in the Township of Wellington North.”* Both the event and the applicant organization are located outside of the Township of Wellington North so is ineligible for funding under this program. Should council still wish to provide a donation the funds would need to be allocated from another account.
- 2) Two applications are being recommended for a reduced level of funding:
  - The Arthur Optimist Club have asked for \$5,000.00 to support their Canada Day events. Staff are recommending \$2,500 to be consistent with the donation being granted to the Mount Forest Fireworks Festival. This is the same amount that has been approved in past years.
  - Big Brothers & Big Sisters have asked for \$2,000. Staff are recommending \$1,000.00 which is consistent with previous years funding.
- 3) Schedule A contains an overview of each of the applications where a recommendation is being made and should any member of council wish to receive a copy of an actual application(s) prior to the council meeting we would be pleased to send them to you.

	<b>Amount Requested</b>	<b>Amount Recommended</b>
Grants & Donations	\$40,407.23	\$35,907.23
Waiver of Fees	\$14,626.90	\$14,626.90
<b>Total</b>	<b>\$55,034.13</b>	<b>\$50,534.13</b>

Council have currently allocated \$50,000.00 to cover grant applications and while staff have recommended \$50,534.13 in donations, we believe this can be managed within the current budget.

- 4) Six new applications have not been decisioned by staff. This is the first year for all these applications and council discussion and decision is required. Copies of the applications are included as attachments to this report. Should council wish to provide funding to any of these applications additional funding sources will need to be identified. An overview follows:

<b>GROUP</b>	<b>REQUEST</b>	<b>COMMENTS</b>
Arthur and Area Historical Society	\$ 2,500.00	Funds will be used to cover 25% of the costs to install a cabinet with lighting, TV, etc. to display items at the Arthur & Area Community Centre. The hope is to be able to install a number of these at the Arena and potentially other community locations.
Arthur Public School	\$ 5,000.00	Donation request to support the purchase and installation of new playground equipment at the Arthur Public School. The current equipment had to be removed and the UGDSB advised there were no funds available to replace the structures.
Big Brothers Big Sisters	\$ 836.20	Fee waiver request for 10 meetings during the year at the Mount Forest Sports Complex.
Hospice Wellington	\$ 1,950.00	Fee waiver request for weekly group that takes place on Fridays from 10-11 am. This Walking Group supports clients experiencing bereavement through participation in gentle physical exercise. Facilitated by trained staff & volunteers.
Kenilworth Public School	\$ 12,500.00	Donation request to support the purchase and installation of new playground equipment at the Kenilworth Public School. The school has been fundraising for the past two years with the objective of upgrading the 20+ year-old equipment to create a safe and inclusive outdoor space for the children.
The Personal Empowerment Studio	\$ 2,000.00	Personal Empowerment Studio opening in Mount Forest with a variety of programs focused on youth. One of the programs is an empowerment program for young girls. Program is 10 weeks, and the grant would be used to fund the cost of the program so there is no financial barrier for young girls to attend. Purpose of the program is to provide the tools for young girls to have greater influence and control over their own lives and futures.
	\$ 24,786.20	

### FINANCIAL CONSIDERATIONS

As indicated above Council have currently allocated \$50,000.00 to cover grant applications and while staff have recommended \$50,534.13 in donations, we believe this can be managed within the current budget. These funds are allocated to the following accounts:

- \$40,000 in the Grants & Donations Community Development Fund
- \$10,000 in the BR+E Implementation Fund (Health Care Recruitment)

Should council wish to provide funding to any of the six new applications additional funding sources will need to be identified.

Once finalized notification letters, along with the funds, will be distributed to each organization. Groups receiving a fee waiver will be advised that once their event is over an accounting entry will be made by the Municipality to cover the fee.

<b>ATTACHMENTS</b>
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Schedule A: Grants & Donations Requests recommended for approval.

Schedule B: Requests requiring council discussion & decision.

Attachment A: Applications for Schedule B applicants

<b>STRATEGIC PLAN 2019 – 2022</b>
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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

<b>Prepared By:</b>	Dale Small, Economic Development Officer	<i>Dale Small</i>
	Cathy Conrad, Deputy Clerk	<i>Cathy Conrad</i>
<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

## ATTACHMENT A

## 2023 GRANTS &amp; DONATIONS REQUESTS

GROUP	FUNDS APPROVED 2022	FUNDS REQUESTED 2023	FUNDS RECOMMENDED 2023	PURPOSE/COMMENTS
Arthur Agricultural Society	500.00	500.00	\$ 500.00	Annual contribution. Application has not been received and funds are conditional on receiving an application
Arthur and Area Historical Society	0.00	500.00	\$ 500.00	Funds will be used to assist with promoting the 100 <sup>th</sup> Anniversary of the Arthur Cenotaph. Purchase weatherproof banner, pins, cake, advertising, etc. for August 6 <sup>th</sup> event.
Arthur Chamber of Commerce	2,000.00	2,500.00	\$ 2,500.00	Annual support to Chambers as included in the Memorandum of Understanding approved by council Feb. 2023.
Arthur Countdown to Christmas	200.00	0.00	-----	2022 Funds used as fee waiver for two hours ice rental to support the November 25 <sup>th</sup> – 26 <sup>th</sup> Christmas Market & Events. No application received in 2023.
Arthur Grace Anglican Church	0.00	\$435.05	\$ 435.05	Waiver of Arthur Community Centre rental fee for annual Church fundraiser held on February 21, 2023. This waiver request was approved by staff as the event has already been held.
Arthur Horticultural Society	600.00	600.00	\$ 600.00	Annual contribution to assist with planting and maintaining the various garden beds the Horticultural Society maintain around the community.
Arthur Horticultural Society • Arthur 150 <sup>th</sup> celebrations • Arthur 150 <sup>th</sup> Celebrations	2,000.00 1,500.00	0.00	-----	One-time applications in 2022 for Arthur 150 <sup>th</sup> Celebrations
Arthur Junior Horticultural Society	200.00	200.00	\$ 200.00	Annual contribution for supplies, seeds, and plants for the Horticultural Society to support their youth engagement. This year the Youth project is the flower bed at Canada Post.
Arthur Lions Club	1,436.51	0.00	-----	2022 fee waiver for 3 drive thru chicken dinners. Events have moved to the Arthur Parish Centre so no 2023 request.
Arthur Lions Club	0.00	1,049.77	\$ 1,049.77	Fee waiver request for 2023 for the Arthur Lions Christmas Craft Sale to be held on Sunday November 19 <sup>th</sup> , 2023, at the Arthur & Area Community Centre.
Arthur Optimist Club	244.08	275.72	\$ 275.72	Annual request to support of the Arthur Optimist Halloween treat give away. Application has not yet been received and funds are conditional on receiving an application
Arthur Optimist Club	2,500.00	2,292.77 2,707.23	\$ 2,292.77 (Fee waiver) \$ 207.23 (donation)	Annual contribution to the Arthur Optimist Canada Day event. Staff recommendation is to provide same level of funding as given to the MF Fireworks Festival. (\$2,500 in total)



GROUP	FUNDS APPROVED 2022	FUNDS REQUESTED 2023	FUNDS RECOMMENDED 2023	PURPOSE/COMMENTS
Arthur Opti-Mrs. Club	500.00	500.00	\$ 500.00	Annual contribution to be used towards the Christmas Parade or other Opti-Mrs. Club activities. Application has not yet been received and funds are conditional on receiving an application
Arthur SU Sports Camp	500.00	749.99	\$ 749.99	Annual Fee waiver request for pavilion and ball diamonds for Childrens sports camp in Arthur from July 3 <sup>rd</sup> – 7 <sup>th</sup> . The waiver enables the group to keep registration fees affordable.
Big Brothers Big Sisters of North Wellington	1,000.00	2,000.00	\$ 1,000.00	Annual Grant Request. Funds will be used to help provide mentoring programs to children and youth in Wellington North. Staff recommendation to keep funding same as previous years.
Community Resource Centre of North & Centre Wellington	1,500.00	0.00	-----	One time request in 2022 for funds to purchase equipment for "Outdoor Family Movie Nights" in WN. Report/update on the success of the program provided to council on March 20 <sup>th</sup> , 2023.
Friends of Bill Walker "Git Yer Hillbilly On" ribfest	423.75	435.05	\$ 435.05	Annual Fee Waiver request for this event which is held on the Thursday evening of the MF Fireworks Festival.
Hayden's Hope Foundation	1,806.87	1,908.71	\$ 1,908.71	Ball Diamond & Sports Complex fee waiver for the second annual "Strike Out Cancer Ball Tournament and Dance" in support of Childhood Cancer Awareness. Sept 22 - 23rd, 2023
Holstein Agro Expo & Rodeo	Not eligible	1,000.00	Not eligible	Sponsorship for this event to promote agriculture, community, and rodeo. In 2022 we declined a similar request as the event is located outside Wellington North and is not run by a WN not-for-profit or community organization. As a result, this application is not eligible for funding under this program.
Hope Committee	0.00	1,500.00	\$ 1,500.00	The Hope Committee advocates for education and services for mental health in W.N. and Minto: Funds will be used to support The Lighthouse Wellness Festival to be held Sept. 8-10, 2023.
Little Black Dress	0.00	735.91	\$ 735.91	Waiver of fees for Annual Gala fundraising event in support of Cancer Patient Services Corporation. Since 2014 this event has raised over \$100,000.
Lynes Blacksmith Shop	500.00	1,000.00	\$ 1,000.00	This assistance would be put toward re-establishing electricity in the Blacksmith Shop, and to install lighting and emergency lighting in accordance with OBC standards.
Metz Giant Pumpkifest	500.00	0.00	-----	One time request in 2022. Future requests to be referred to the WN Cultural Roundtable.

<b>GROUP</b>	<b>FUNDS APPROVED 2022</b>	<b>FUNDS REQUESTED 2023</b>	<b>FUNDS RECOMMENDED 2023</b>	<b>PURPOSE/COMMENTS</b>
<b>Mount Forest Agricultural Society</b>	<b>500.00</b>	500.00	<b>\$ 500.00</b>	Annual contribution to be used towards the Fall Fair and/or other Agricultural Society activities Application has not yet been received and funds are conditional on receiving an application.
<b>Mount Forest Chamber of Commerce</b>	<b>2,000.00</b>	2,500.00	<b>\$ 2,500.00</b>	Annual support to Chambers as included in the Memorandum of Understanding approved by council Feb. 2023.
<b>Mount Forest Community Garden</b>	<b>0.00</b>	\$ 1,500.00	<b>\$ 1,500.00</b>	The Community Garden is a new community initiative. A property has been donated and the funds will be used to purchase organic soil enhancements as identified by soil testing.
<b>Mount Forest &amp; District Arts Council</b>	<b>300.00</b>	350.00	<b>\$ 350.00</b>	Annual request to support the annual music festival by providing scholarships to music students based on performance, poise, and oral presentation.
<b>Mount Forest Fireworks Festival</b>	<b>2,500.00</b>	2,500.00	<b>\$ 2,500.00</b>	Annual contribution to support the MF Fireworks Festival. Application has not yet been received and funds are conditional on receiving an application
<b>Mount Forest Horticultural Society</b>	<b>600.00</b>	1,500.00	<b>\$ 1,500.00</b>	Annual contribution to assist with maintaining various garden beds around the community. Increase this year is for additional focus on Murphy Park.
<b>Mount Forest Lawn Bowling</b>	<b>1,200.00</b>	0.00	-----	One time application in 2022 to assist with expenditures and help to get the club back open and operational.
<b>Mount Forest Lions Club</b>	<b>500.00</b>	500.00	<b>\$ 500.00</b>	Annual contribution to be used towards the Christmas Parade and/or other Lions Club activities.
<b>Mount Forest Lions Club</b>	<b>1,436.51</b>	1,155.00	<b>\$ 1,155.00</b>	Fee waiver for 3 hall rentals for drive thru chicken dinner events to fundraise for community betterment/projects.
<b>Mount Forest Louise Marshall Hospital Auxiliary</b>	<b>500.00</b>	500.00	<b>\$ 500.00</b>	Funds will be used to purchase tables and coolers that will be used at the Wellington North Farmers Market.
<b>Mount Forest Louise Marshall Hospital Foundation - Gala</b>	<b>2,818.22</b>	2,907.49	<b>\$ 2,907.49</b>	Fee waiver for the Louise Marshall Hospital Foundation annual gala scheduled for Saturday June 17 <sup>th</sup> . Fee waiver request includes early hall rental to decorate & set-up.
<b>Mount Forest Museum &amp; Archives/Mount Forest Heritage Society</b>	<b>500.00</b>	500.00	<b>\$ 500.00</b>	Funds will support a larger program of upgrades to the building. Includes finishing space upstairs which is being transformed into textile and document storage.
<b>Mount Forest Royal Canadian Legion</b>	<b>130.00</b>	130.00	<b>\$ 130.00</b>	Annual waiver of fee for building permit for festival tent during the Mount Forest Fireworks Festival

<b>GROUP</b>	<b>FUNDS APPROVED 2022</b>	<b>FUNDS REQUESTED 2023</b>	<b>FUNDS RECOMMENDED 2023</b>	<b>PURPOSE/COMMENTS</b>
<b>New Growth Family Centre</b>	<b>2,000.00</b>	0.00	-----	NGFC primary focus is on youth ages 10 – 15 and on people in the youth's environment. No application has been received for 2023. No application received in 2023.
<b>North Wellington Health Care Recruitment</b>	<b>10,000.00</b>	15,000.00	<b>\$ 15,000.00</b>	In support of Professional Health Care Recruitment. Report provided to council on Mar. 20 <sup>th</sup> . \$10,000 in funding from BR+E Implementation Fund and \$5,000 from Grants & Donations.
<b>Saugeen Community Radio Inc. (88.7 The River)</b>	<b>2,500.00</b>	2,426.00	<b>\$ 2,426.00</b>	Partnership with the M.F. Lions Club Tribute Concert fundraiser on May 6 <sup>th</sup> . Request for a Fee Waiver for the Sports Complex. Setup Friday, concert on Saturday, take down Sunday.
<b>The Raw Carrot Gourmet Soup Enterprise</b>	<b>500.00</b>	500.00	<b>\$ 500.00</b>	Funds represent 65% of the costs to provide additional storage capacity & some kitchen equipment.
<b>Wellington Dufferin Guelph Public Health</b>	<b>4,692.89</b>	0.00	-----	One-time grant in 2022 for fee waivers to the WDGPH unit to host upwards to 11 vaccination clinics in Wellington North.
<b>Wellington Heights Secondary School</b> • <b>Warm Winter Wishes Program</b>	<b>650.00</b>	650.00	<b>\$ 650.00</b>	Donation in support of the annual Charity Initiative. Students organize events in the school to engage the community and students and to raise money for essential needs. The events will take place between October – December 2023
<b>Wellington Heights Secondary School</b> • <b>Scholarships</b>	<b>900.00</b>	900.00	<b>\$ 900.00</b>	Annual contribution for Township Scholarships for three graduating WHSS students at \$300.00 each.
<b>West Luther 4-H</b>	0.00	125.44	<b>\$ 125.44</b>	Waiver of fee for the Arthur & Area Community Centre Upper Hall for the West Luther 4-H 2023 sign up night on April 6 <sup>th</sup> and Summer Display evening on August 24 <sup>th</sup>
<b>TOTAL REQUESTS/GRANTS</b>	<b>\$52,138.83</b>	<b>\$55,034.13</b>	<b>\$ 50,534.13</b>	
<b>Total Recommended in Fee Waivers</b>	-----		<b>\$ 14,626.90</b>	
<b>Total Recommended in Donations</b>	-----		<b>\$ 35,907.23</b>	<b>\$ 25,907.23 from Community Development Fund</b> <b>\$ 10,000.00 from BR+E Implementation Fund</b>

## ATTACHMENT B

**REQUESTS REQUIRING COUNCIL DISCUSSION & DECISION**

<b>GROUP</b>	<b>FUNDS REQUESTED 2023</b>	<b>PURPOSE/COMMENTS</b>
<b>Arthur and Area Historical Society</b>	<b>\$ 2,500.00</b>	Funds will be used to cover 25% of the costs to install a cabinet with lighting, TV, etc. to display items at the Arthur & Area Community Centre. The hope is to be able to install a number of these at the Arena and potentially other community locations.
<b>Arthur Public School</b>	<b>\$ 5,000.00</b>	Donation request to support the purchase and installation of new playground equipment at the Arthur Public School. The current equipment had to be removed and the UGDSB advised there were no funds available to replace the structures.
<b>Big Brothers Big Sisters of North Wellington</b>	<b>\$ 836.20</b>	Fee waiver request for 10 meetings during the year at the Mount Forest Sports Complex.
<b>Hospice Wellington</b>	<b>\$ 1,950.00</b>	Fee waiver request for weekly group that takes place on Fridays from 10-11 am. This Walking Group supports clients experiencing bereavement through participation in gentle physical exercise. Facilitated by trained staff & volunteers.
<b>Kenilworth Public School</b>	<b>\$ 12,500.00</b>	Donation request to support the purchase and installation of new playground equipment at the Kenilworth Public School. The school has been fundraising for the past two years with the objective of upgrading the 20+ year-old equipment to create a safe and inclusive outdoor space for the children.
<b>The Personal Empowerment Studio</b>	<b>\$ 2,000.00</b>	Personal Empowerment Studio opening in Mount Forest with a variety of programs focused on youth. One of the programs is an empowerment program for young girls. Program is 10 weeks, and the grant would be used to fund the cost of the program so there is no financial barrier for young girls to attend. Purpose of the program is to provide the tools for young girls to have greater influence and control over their own lives and futures. Strengthen self-confidence and build healthy lifestyles including fitness, nutrition, and mental health.
	<b>\$ 24,786.20</b>	



# WELLINGTON NORTH

SEMPER PORRO

## 2022 – 2023 GRANTS AND DONATIONS APPLICATION FORM

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by **March 31<sup>st</sup>, 2023**. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2023. Applications received after March 31<sup>st</sup> 2022, will be reviewed in April 2023.

<b>Organization Name &amp; Address:</b> ARTHUR & AREA HISTORICAL SOCIETY		
<b>Contact Name &amp; Address:</b> JEFF MCKEE Box 215 ARTHUR ON NOGIAO		
<b>Contact Telephone:</b> 519 848 1112	<b>Contact email:</b> jeffmckee@live.com	<b>Organization web-site:</b>
<b>Amount Requested:</b> \$ 2500.	<b>Percentage of Overall Project Cost:</b> 25%	<b>Dates Funds Required:</b> ASAP. <b>Can you provide financial statements if asked? :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Organization Mandate:</b> INCREASE AWARENESS OF LOCAL HISTORY		

**1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)**

CABINET AT ARTHUR & AREA COMMUNITY CENTRE. APPROX 13'x 8' WITH LIGHTS, TV, STORAGE. PRIMARILY GLASS. OPEN TO PUBLIC 365 DAYS A YEAR. THEMES OF HISTORICAL NATURE CHANGING SEVERAL TIMES ANNUALLY (SUMMER SPORT, FALL FAIR, WINTER SPORT...)

**2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?**

First time event/project: YES or number of years for this event/project RUNS INDEFINITE

Is this the first time you have asked for funding from Wellington North for this event:  Yes  No

If no, how many years have you received funding for this event/project:

Benefits of this event/project:

ENTERTAINMENT TO VISITORS AT ARTHUR & AREA COMMUNITY CENTRE.

**3. What main objective(s) does your event/project aim to achieve (max 3)**

PUBLIC ENJOYMENT. INCREASE LOCAL HISTORY AWARENESS

4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?

ARTHUR & AREA HISTORICAL SOCIETY HAS DISCUSSED. WE WILL BE LOOKING FOR OTHER FUNDING PARTICIPANTS. THANK YOU PLAQUES. MESSAGE SHARED THROUGH BIZZ BULL & WELLINGTON ADVERTISER. ALSO SHARED THROUGH ARTHUR HISTORICAL FB PAGE - OVER 3000 VIEWS DAILY.

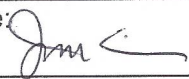
5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?

SECOND CHANCE HAS CONTRIBUTED \$1000 TOWARDS CABINET LOU'S CURRENT REDECORATING PROJECT.

6. Other information that you would like to provide. (Continue on the back if necessary)

A HAPPY PROJECT THAT WILL ENHANCE THE ENJOYMENT OF OTHERS FOR YEARS TO COME.

I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.

Signature: 	Title: CURRATOR.
Printed Name of Signatory: JEFF MCKEE	Date: APR 4 / 23

The personal information requested in this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. The information collected under the authority of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Municipal Clerk at 519-848-3620, ext. 4227 or at the Municipal Office, 7490 Sideroad 7 West, Kenilworth, ON N0G 2E0. Wellington North may promote the program and reserves the right to use approved and funded projects as examples in promotional programming including using photographs and descriptions of the project in promotional materials. All applications to be submitted to the Township of Wellington North Attention Clerk's Department.



# WELLINGTON NORTH

SEMPER PORRO

## 2022 – 2023 GRANTS AND DONATIONS APPLICATION FORM

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by **March 31<sup>st</sup>, 2023**. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2023. Applications received after March 31<sup>st</sup>, 2022, will be reviewed in April 2023.

Organization Name & Address: Arthur Public School		
Contact Name & Address: Crystal VanGerven 8904 Wellington Rd 16		
Contact Telephone: 519 216 2661	Contact email: crystalvangerven@idoud.com	Organization web-site: _____
Amount Requested: \$ 5000.00	Percentage of Overall Project Cost: 1.25%	Dates Funds Required: June 2023 would be great.
Can you provide financial statements if asked? : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Organization Mandate: The mission of Arthur Public school, a friendly rural JK-8 school, is to challenge our students to pursue excellence and attain a love of learning through a quality learning environment		

1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)

The parent community of Arthur Public is actively fundraiser and gaining sponsorships towards playground upgrades. We are hoping to start this project this coming summer. This will likely be a project that takes a few years to complete.

2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?

First time event/project: 2022 or number of years for this event/project 3-4 possibly

Is this the first time you have asked for funding from Wellington North for this event:  Yes  No

If no, how many years have you received funding for this event/project:

Benefits of this event/project:

Currently the students at APS have no outside equipment to use + play on. This funding will also help the general community of Arthur.

3. What main objective(s) does your event/project aim to achieve (max 3)

- a play structure for both primary and one for junior / intermediate students
- a nature space with raised surfaces and logs
- an accessible space for both our students and community to use.

4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?

During the school year of 2022, we sent out a survey to students, staff, parents and community members to gain an understanding of what they'd like to see with our school yard. Should we receive funding, we would have a photo opportunity at sc

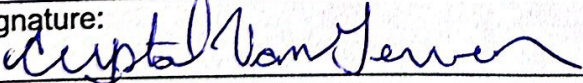
5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?

We have been lucky enough to gain donations from our community businesses and continue to actively fundraise within our school community. As a school we are offering charitable tax receipts and spreading the word as to who donates to our pr

6. Other information that you would like to provide. (Continue on the back if necessary)

We understand the amount of funding we might receive will depend on how many organizations apply each year. Please not we will be grateful for any consider

**I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.**

Signature: 	Title: Parent Council - Playground
Printed Name of Signatory: Crystal Van Gerven	Date: February 1, 2023

The personal information requested in this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. The information collected under the authority of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Municipal Clerk at 519-848-3620, ext. 4227 or at the Municipal Office, 7490 Sideroad 7 West, Kenilworth, ON N0G 2E0. Wellington North may promote the program and reserves the right to use approved and funded projects as examples in promotional programming including using photographs and descriptions of the project in promotional materials. All applications to be submitted to the Township of Wellington North Attention Clerk's Department.



# Arthur Public School

072

155 Conestoga Street North

PO Box 148

Arthur, ON N0G 1A0

Phone: (519) 848-3793 Fax: (519) 848-5994

Principal: Marni Barrow Vice Principal: Alan Gouk

September 13, 2022

Dear Township of Wellington North – Dale Small;

Being a strong presence within our local community, we wanted to reach out to you in hopes that your business would be willing to partner with us in pursuit of new playground equipment at the Arthur Public School.

You may, or may not be aware but this past school year the current equipment for both the primary and junior / intermediate areas was deemed unsafe, and had to be removed this summer leaving the children of Arthur PS with only a paved area, and grassed area to play on during their recess breaks. Unfortunately, when we discussed this situation with the UGDSB, we were informed that no funds would be made available to replace the play structures.

We, the parents committee of Arthur PS have decided to take this on as an opportunity to revamp the playground. We plan to use some conventional and unconventional equipment for all ages to enjoy for the foreseeable future. We are still in the fundraising stage; however have plans of applying a phased approach so some enjoyment can come immediately this current school year, and work more in year after year. These efforts will allow for not only enjoyment by the attending children of Arthur PS, but as well open to the community after hours, and during the summer months.

As part of our fundraising efforts, we're reaching out to local business owners like yourself in hopes you would support this initiative by donating to the cause. We are able to provide charitable receipts for donations, and are placing no minimum or maximums on what can be contributed.

Sincerely, Your local Arthur Public School Parent Council Committee

Contact info:

Crystal VanGerven

519-216-2661

crystalvangerven@icloud.com



## WELLINGTON NORTH

SEMPER PORRO

### 2022 – 2023 GRANTS AND DONATIONS APPLICATION FORM

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by **March 31<sup>st</sup>, 2023**. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2023. Applications received after March 31<sup>st</sup>, 2022, will be reviewed in April 2023.

Organization Name & Address: <i>Big Brothers Big Sisters of North Wellington</i> <i>110 Wellington St. E, PO Box 1311, Mount Forest, On N0G 2L0</i>		
Contact Name & Address: <i>Marianne Christie, Executive Director</i>		
Contact Telephone: <i>519-323-4273</i>	Contact email: <i>marianne.christie@bigbrothersbigsisters.ca</i>	Organization web-site: <i>northwellington, bigbrothersbigsisters.ca</i>
Amount Requested: <i>\$ 836.20</i>	Percentage of Overall Project Cost:	Dates Funds Required: <i>May 2023</i>
Organization Mandate: <i>The purpose of Big Brothers Big Sisters of North Wellington is to enable life changing mentoring relationships to ignite the power and potential of young people.</i>		Can you provide financial statements if asked? : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)**

*To use the 'meeting room' at the Mount Forest Sports Complex for our monthly Board meetings. We will meet May 2023 to April 2024, excluding the months of July and August,  
10 meetings @ \$83.62 per room rental.*

**2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?**

First time event/project: *no* or number of years for this event/project *36 years*

Is this the first time you have asked for funding from Wellington North for this event:  Yes  No

If no, how many years have you received funding for this event/project:

Benefits of this event/project: *This request for room rental fees is new, Our Board of Directors have always met in the location of our office but due to renovations, we have to meet elsewhere, The 'meeting room' at the Sports Complex meets our needs.*

**3. What main objective(s) does your event/project aim to achieve (max 3)**

The Board of Directors meet monthly to ensure the non-profit has adequate resources to advance it's mission.  
By adopting sound, ethical governance, the Board meets to ensure this.  
To discuss and review strategic plan and goals.

**4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?**

There are 9 community members who meet,  
Signage logo of Township of Wellington North can be put on our website as a supporter to show our appreciation and to show recognition of the grant.

**5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?**

None.

N/A

**6. Other information that you would like to provide. (Continue on the back if necessary)**

Thank you for your consideration.

**I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.**

Signature: <i>Marianne Christie</i>	Title: <i>Executive Director</i>
Printed Name of Signatory: <i>Marianne Christie</i>	Date: <i>March 16, 2023</i>

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# FACILITY RENTAL AGREEMENT

**Rental bookings are not confirmed until we receive a copy of this Facility Rental Agreement signed by the Licensee and accompanied by the initial rental fee payment and damage deposit, if any.**

## Contract

**Contract #:** FA-1201 **Prepared by:** Jessica Turnbull  
**Date:** 04 Jan 2023 **Status:** Firmed  
 Big Brothers Big Sisters of North Wellington 2023 Meetings

## Client Information

**Name:** Marianne Christie **Account:** Big Brothers Big Sisters of North Wellington  
**Phone #:** (519) 369-8334 **Email:** marianne.christie@bigbrothersbigisters.ca  
**Address:** 110 Wellington St. East, 2nd Floor, PO Box 1311, Mount Forest, Ontario, N0G 2L0

## Facility Rental Summary

Repeat	Facility	Day	Start	End	Date Range	# Sess.	Event ID
Custom	Mount Forest Meeting Room	-	06:30 PM	08:30 PM	13 Feb 2023 - 11 Dec 2023	9	00003435

## Exclusions, Additions & Modifications

Type	Facility	Day	Start	End	Date	Event ID
-	-	-	-	-	-	-

## Facility

Field	Start Date	End Date	Day	Time	Fee(s)	Subtotal
Mount Forest Meeting Room	13 Feb 2023	13 Feb 2023	Monday	06:30 PM - 08:30 PM	\$74.00 (Small Hall Hourly Rate Rental)	\$74.00
Mount Forest Meeting Room	13 Mar 2023	13 Mar 2023	Monday	06:30 PM - 08:30 PM	\$74.00 (Small Hall Hourly Rate Rental)	\$74.00
Mount Forest Meeting Room	17 Apr 2023	17 Apr 2023	Monday	06:30 PM - 08:30 PM	\$74.00 (Small Hall Hourly Rate Rental)	\$74.00
Mount Forest Meeting Room	08 May 2023	08 May 2023	Monday	06:30 PM - 08:30 PM	\$74.00 (Small Hall Hourly Rate Rental)	\$74.00
Mount Forest Meeting Room	12 Jun 2023	12 Jun 2023	Monday	06:30 PM - 08:30 PM	\$74.00 (Small Hall Hourly Rate Rental)	\$74.00
Mount Forest Meeting Room	11 Sep 2023	11 Sep 2023	Monday	06:30 PM - 08:30 PM	\$74.00 (Small Hall Hourly Rate Rental)	\$74.00
Mount Forest Meeting Room	16 Oct 2023	16 Oct 2023	Monday	06:30 PM - 08:30 PM	\$74.00 (Small Hall Hourly Rate Rental)	\$74.00
Mount Forest Meeting Room	13 Nov 2023	13 Nov 2023	Monday	06:30 PM - 08:30 PM	\$74.00 (Small Hall Hourly Rate Rental)	\$74.00

Mount Forest Meeting Room 11 Dec 2023 11 Dec 2023 Monday 06:30 PM - 08:30 PM \$74.00 (Small Hall Hourly Rate Rental) \$74.00

**Facility Fees**

Name	Subtotal	Discount	Tax	Total Price	# of Booking(s)
Mount Forest Meeting Room	\$666.00	\$0.00	\$86.58	\$752.58	9

**Extra Fees**

Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
-	-	-	-	-	-	-

**Extra Fees Details**

**Extras per Contract**

**Facility & Extra Summary**

Field	Date	Day	Time	Fees	Extra Fees	Discount	Tax	Total
Mount Forest Meeting Room	13 Feb 2023	Monday	06:30 PM - 08:30 PM	\$74.00	\$0.00	\$0.00	\$9.62	\$83.62
Mount Forest Meeting Room	13 Mar 2023	Monday	06:30 PM - 08:30 PM	\$74.00	\$0.00	\$0.00	\$9.62	\$83.62
Mount Forest Meeting Room	17 Apr 2023	Monday	06:30 PM - 08:30 PM	\$74.00	\$0.00	\$0.00	\$9.62	\$83.62
Mount Forest Meeting Room	08 May 2023	Monday	06:30 PM - 08:30 PM	\$74.00	\$0.00	\$0.00	\$9.62	\$83.62
Mount Forest Meeting Room	12 Jun 2023	Monday	06:30 PM - 08:30 PM	\$74.00	\$0.00	\$0.00	\$9.62	\$83.62
Mount Forest Meeting Room	11 Sep 2023	Monday	06:30 PM - 08:30 PM	\$74.00	\$0.00	\$0.00	\$9.62	\$83.62
Mount Forest Meeting Room	16 Oct 2023	Monday	06:30 PM - 08:30 PM	\$74.00	\$0.00	\$0.00	\$9.62	\$83.62
Mount Forest Meeting Room	13 Nov 2023	Monday	06:30 PM - 08:30 PM	\$74.00	\$0.00	\$0.00	\$9.62	\$83.62
Mount Forest Meeting Room	11 Dec 2023	Monday	06:30 PM - 08:30 PM	\$74.00	\$0.00	\$0.00	\$9.62	\$83.62

**Invoice**

Due Date	Amount	Remaining Balance
31 Mar 2023	\$83.62	\$83.62
30 Apr 2023	\$83.62	\$83.62
31 May 2023	\$83.62	\$83.62
30 Jun 2023	\$83.62	\$83.62
31 Jul 2023	\$83.62	\$83.62
31 Oct 2023	\$83.62	\$83.62
30 Nov 2023	\$83.62	\$83.62
31 Dec 2023	\$83.62	\$83.62
31 Jan 2024	\$83.62	\$83.62

**Contract Total**

<b>Rental Fee</b>	<b>Rental Tax</b>	<b>Extra Fees</b>	<b>Extra Tax</b>	<b>Total with Tax</b>
\$666.00	\$86.58	\$0.00	\$0.00	\$752.58

**Conditions of Use**

The following terms set out the agreement between the Corporation of the Township of Wellington North (the "Township") and the persons who have applied for the permit (the "Permit Holder") to use the Township's community resources and facilities as more particularly set out below.

**Damages and Indemnification**

1. The Permit Holder agrees to indemnify and save harmless the Township, its employees, agents, subcontractors, and Council Members from and against all liability, loss, claims, demands, costs, and expenses, including reasonable legal fees, to the extent that such losses arise out of any acts or omissions either in negligence whether willful or otherwise by the Permit Holder, or other persons for whom the Permit Holder is responsible.
2. The Township shall not be liable for the damage, loss, or other liability with respect to the damage, loss or theft of any items belonging to the Permit Holder or its invitees on to the facility set out in the permit (the "Facility").
3. As part of the consideration for the Township renting this Facility to the Permit Holder, on behalf of itself, its organization, its members, or anyone attending by invitation, the Permit Holder agrees to protect, indemnify and save the Township harmless from all claims, actions and proceedings, including any costs and expenses incurred by the Township thereby for loss, damage or injury including illness or death, to any persons or to any property arising in connection with the event held by the Permit Holder (the "Event") as a result of any act or omission of the applicant or group named herein or their members, officers, employees, agents or contractors or any person who attends the event (the "Permit Holder Group").
4. The Permit Holder or designate must be on site for the duration of the Event. No person under the age of 18 is permitted to rent or enter into any rental agreement with the Township or act as the Permit Holder's designate. If the Permit Holder is an individual, the Permit Holder hereby represents and warrants he/she has attained the age of 18.
5. Any modifications or additional equipment to be used within the rental space, must be included on the rental permit application, and must be certified as safe for the activity by a qualified third party. Any items to be constructed (e.g., stage, elevated platform, etc.), must be included on the rental permit application, and may require a Building Permit and/or approval by the Township.

**Health Considerations**

6. Permit Holders shall comply with all applicable provincial orders and directives, guidelines of public health authorities for the Province of Ontario and Wellington-Dufferin-Guelph Public Health, and, if applicable, return to sport protocols and guidance issued by the Permit Holder's national sport organization and provincial sport organization.
7. The Permit Holder, and the Permit Holder shall ensure the Permit Holder Group, assumes and accepts all inherent risk including any risk of damage, loss, injury, illness, or death while using the Facilities, including the possible exposure to a communicable disease, such as, by way of example, COVID-19.

**Insurance**

8. The Township requires the Permit Holder to carry Commercial General Liability Insurance satisfactory to the Township and underwritten by a reputable insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for bodily injury, property damage and personal injury and shall include but not be limited to:
  - a. A limit of liability of not less than two million dollars (\$2,000,000) per occurrence;
  - b. Add the Township of Wellington North as an additional insured with respect to the operations of the named insured under the policy;
  - c. The policy shall contain a provision for cross liability and severability of interest in respect of the named insured under the

policy;

- d. Non-owned automobile coverage with a limit not less than two million dollars (\$2,000,000) and shall include contractual non-owned coverage (SEF 96);
- e. Products and completed operations coverage;
- f. Broad Form Property Damage;
- g. Contractual Liability;
- h. Host Liquor Liability (when alcohol is being served); and
- i. The policy shall provide 30 days prior notice of cancellation to the Township.

9. Additional insurance may be required at the discretion of the Township. Proof of insurance must be provided in the form of a Certificate of Insurance supplied by the Permit Holder's Insurance Provider.

10. If requested, the Township designated department representative may provide a recommendation on where to purchase general liability insurance. Some restrictions may apply. Purchasing insurance through a Township recommended insurance provider in no way limits the obligations of the Permit Holder hereunder or implies any additional duties or obligations on the Township.

#### Assignment/Subletting

11. The Permit Holder will not sublet or exchange the use of the facility for the date(s) or time(s) of this agreement to any other person or group unless approved by the Township in writing.

#### Freedom of Information

12. Personal information is collected pursuant to Section 151, Municipal Act S.O. 2001, c.25, as amended, and will be used for the purpose of processing your application. Questions about this collection should be directed to the Clerk, 7490 Sideroad 7 W, Kenilworth, ON N0G 2E0, 519-848-3620 Ext 4227. The Township reserves the right to use and share all information provided in the permit/registration process, for the purpose of law and policy enforcement.

#### Alcohol & Gaming

13. The possession, sale and/or consumption of alcohol without the proper license or permit at all Township owned/operated facilities and parks is strictly prohibited, unless a Special Occasion Permit or other applicable license has been issued.

14. Any rentals involving alcohol, gaming or fundraising must comply with all rules and regulations of the Alcohol & Gaming Commission of Ontario (AGCO) and the Township's Alcohol Policy. The Permit Holder must familiarize themselves with these regulations and policies. For more information regarding gaming please contact the Clerk's Department at 519-848-3620 Ext 4227.

15. Proof of insurance, Special Occasion Permit and Smart Serve Certification, all as applicable, must be provided to the Recreation Department 14 business days prior to the date of the rental. Failure to comply may result in the immediate cancellation of the permit at no liability to the Township.

16. The Township reserves the right to inspect any bag or container brought onto Township property.

#### Smoking

17. All Township owned/operated properties are smoke-free and vape-free environments. Neither smoking nor vaping will be permitted in or around the Facility.

#### Pyrotechnics & Candles

18. Absolutely no pyrotechnics of any kind or lit candles are to be used in our facilities.

#### Conduct

19. The Permit Holder or designate will ensure that all persons in attendance at the event associated with this agreement, conduct themselves in an orderly manner and comply with all Federal, Provincial and Municipal laws, by-laws, and rules and regulations, and any facility rules as posted.

20. The Permit Holder or designate agrees to leave the facility in the condition in which it was found and will ensure that all garbage and recyclable materials are disposed of in the provided receptacles.

21. The Permit Holder is responsible for the removal of all personal property by the end of the rental period.

#### Service Animals

22. Service animals are welcome in the Facility. Proper identification or papers for service animals must be provided upon request. No other animals will be allowed inside the Facility.

#### Monitoring and Security

23. It is the responsibility of the Permit Holder to maintain security by monitoring and controlling the activities of the participants and spectators during the event. The Township reserves the right to require the Permit Holder to retain police supervision or licensed security staff at any event, at the expense of the Permit Holder.

#### On Site Injuries

24. The Ministry of Labour requires all critical injuries to be reported immediately. The Permit Holder is required to report critical injuries, as soon as they occur on Township owned/operated property, to Township staff. This includes injuries to participants, volunteers, organizers, and members of the public. If any injury occurs, your event may be postponed if the Township, Ministry of Labour, Police Services, Provincial Inspector, or Insurance Provider requests that the scene be secured for further investigation.

#### Amendments, Extensions and Cancellation

25. Cancellations by the Township: The Township reserves the right to cancel any permit for any reason. The Township will provide as much notice as possible and refund all fees and deposits received for permits cancelled by the Township. The Township will not be required to refund deposits or permit fees if the cancellation is the result of the Permit Holder's or the Permit Holder Group's failure to comply with this Agreement, regulatory requirements, posted rules or unsafe activities or concerns identified by staff.

Cancellations due to Weather: Cancellations due to weather, facility closures, operational issues, or school bus cancellations for local school rentals, are eligible for a 100% refund without penalty. Weather conditions must, at the discretion of the Township, prevent travel or result in road closures or unusable field conditions.

26. Cancellations during play-offs will be considered on a case-by-case basis by the Township. If an extension of a permit is required for play-offs, start dates for play-offs must be submitted to the Township as early as possible. Extension requests will be considered on a case-by-case basis by the Township and confirmation of such request will be provided as soon as possible upon request.

27. Cancellations by Permit Holder: The Permit Holder for casual, one-time rentals or Facility licensed events, must notify the designated department representative of any cancellation in writing 14 days prior to the booking date. Failure to do so will result in forfeiture of the full amount paid to the Township. Some administration fees may apply.

#### Administration Fee

28. An administration fee of \$25.00 will be charged for all payments returned Not Sufficient Funds (NSF). A statement will be sent to the Permit Holder with the NSF payment(s), and the permit(s) may be suspended and/or cancelled until full payment is received.

#### Music

29. All rentals and events where music is played require a license, as required under federal legislation. The Township purchases the license for all Facility Permits involving music from Entandem Licensing who collects these fees on behalf of SOCAN and RE:SOUND.

#### Damage and Security Deposit

30. The Township may request a security deposit of for use of the Facilities. The security deposit will be held without interest and returned in full if there are no damages incurred during the rental.

31. It is recommended that the Permit Holder inspect the rental space at the beginning of the permit. Any damage must be reported immediately to Facility Staff.

32. The Permit Holder agrees to compensate the Township for any damage, loss to property and maintenance over and above



the normal cleaning, arising from the use of the facility. The eligibility and amount refunded will be determined by the Township in consultation with the Permit Holder, based on all associated costs.

33. Any Facilities or room keys provided to the Permit Holder must be returned at the end of the use of the Facilities or room failing which the Permit Holder will pay a \$20 charge per key.

Payment

34. Banquet Hall licensed events (i.e. buck/does, etc.) must provide a refundable damage deposit, at the then current rate applicable at time of booking. Balances remaining are due not less than 14 days prior to event date. Failure to provide the balance due before the due date may result in revoking of the permit.

35. Registered Minor Sports Groups will be invoiced monthly in the first week of the month, payments will be due within 30 days.

36. Special Events shall be paid as follows; in full at the time of booking or 50% at time of booking and balance due 14 days prior to event.

37. Accounts over 90 days will be subject to interest charges of 1.5% per month. Accounts in arrears may be sent to a third-party collection and the Permit Holder may be denied access to future Township facility and the ability to book such facilities.

38. Failure to comply with payment terms may result in the cancellation or suspension of the permit until all arrears are paid in full.

39. Permit holders in arrears will not be able to rent additional space until the arrears are paid in full.

40. Permit holders with a previous history of late payment or payment in arrears, will be required to pay in full at time of booking.

The Permit Holder confirms that they have read and understands all the conditions and regulations of the permit and this Recreation Department Rental Agreement (the "Agreement") and agrees to adhere and be strictly bound by them.

### Questionnaire(s)

-

-

### Release and Waiver of Liability

**Date:** 17 Mar 2023

**Client Signature**

\_\_\_\_\_



# WELLINGTON NORTH

SEMPER PORRO

## 2022 – 2023 GRANTS AND DONATIONS APPLICATION FORM

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by **March 31<sup>st</sup>, 2023**. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2023. Applications received after March 31<sup>st</sup>, 2022, will be reviewed in April 2023.

<b>Organization Name &amp; Address:</b> Hospice Wellington 795 Scottsdale Dr. Guelph, ON N1G 3R8		
<b>Contact Name &amp; Address:</b> Kathryn Ladano 795 Scottsdale Dr. Guelph, ON N1G 3R8		
<b>Contact Telephone:</b> 519-500-4992	<b>Contact email:</b> kathryn.ladano@hospicewellington.org	<b>Organization web-site:</b> hospicewellington.org
<b>Amount Requested:</b> \$ 1,950	<b>Percentage of Overall Project Cost:</b> 100%	<b>Dates Funds Required:</b> June 30, 2023 <b>Can you provide financial statements if asked? :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Organization Mandate:</b> Hospice Wellington demonstrates a commitment to excellence in palliative care and wellness services. We offer community palliative support through onsite programming which includes respite care and individual assessment in the home, because not all clients can come to our facility. Our circle of care also extends beyond our clients to include caregivers and the bereaved.		

### 1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)

Hospice Wellington is requesting funding for our Walking Group, which supports our clients experiencing bereavement through participation in gentle physical exercise. The group, which takes place in Mount Forest at the Mount Forest & District Sports Complex, offers a compassionate atmosphere in which individuals are supported by others who are also experiencing grief. Our Walking Group provides an opportunity to connect with others and experience peer support between grieverers while participating in physical exercise. The weekly group takes place weekly on Fridays from 10-11am and is facilitated by trained staff and volunteers. The funds being requested would be used to rent "The Plume Room" at the complex for our weekly group, which costs \$37/hour.

### 2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?

First time event/project: Sept. 2022 or number of years for this event/project \_\_\_\_\_

Is this the first time you have asked for funding from Wellington North for this event:  Yes  No

If no, how many years have you received funding for this event/project:

Benefits of this event/project:

This project benefits those in the Mount Forest area experiencing grief and bereavement. These participants benefit from connecting with others experiencing loss, allowing them to share their own stories and experiences and learn more about common and normal grief responses.

### 3. What main objective(s) does your event/project aim to achieve (max 3)

The main objective this project aims to achieve is assisting individuals in Wellington North (specifically, Mount Forest) with the processing of grief. While our Hospice is located in Guelph, our mandate applies to all of Wellington County. Through projects such as our Mount Forest walking group, we are able to reach more people in different areas, giving them the supports that they need to deal with loss. Having others to connect with in our walking group is an important way of helping individuals process grief and know that they are not alone. This kind of support can be pivotal when overcoming the loss of a loved one.

**4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?**

Community members have been involved in this project in a variety of different ways. Hospice Wellington relies heavily on our volunteers when it comes to the creation and implementation of wellness programs such as our Walking Group in Mount Forest. Local community members help run this program by volunteering and being a part of the group every week, helping to establish a suitable space for the group to meet each week, and helping spread the work about the group throughout the local community. Funding will be recognized via social media posts, logo placement in any printed or digital materials connected to the group, and verbally at our public events.


**5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?**

Because this program is so new, having only been established in September of 2022, we have not yet developed specific partnerships or funders connected to this project. This project is part of a recent initiative - that of providing outreach and support to rural areas of Wellington County. Over the coming year, we will be applying for support from both foundations and government sources to help offset the costs of these new programs in rural Wellington county.

**6. Other information that you would like to provide. (Continue on the back if necessary)**

This grant request is specifically for the rental of "The Plume Room" in the Mount Forest & District Sports Complex. Our walking group has become too large to adequately fit into the communal space of the complex for shoe changing, which is interfering with other groups using the space. Switching to "The Plume Room" going forward will solve this problem, and it is the reason for our funding request.

***I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.***

Signature: 	Title: Grant Writer
Printed Name of Signatory: Kathryn Ladano	Date: March 7, 2023

*The personal information requested in this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. The information collected under the authority of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Municipal Clerk at 519-848-3620, ext.4227 or at the Municipal Office, 7490 Sideroad 7 West, Kenilworth, ON N0G 2E0. Wellington North may promote the program and reserves the right to use approved and funded projects as examples in promotional programming including using photographs and descriptions of the project in promotional materials. All applications to be submitted to the Township of Wellington North Attention Clerk's Department.*



**WELLINGTON NORTH**  
SEMPER PORRO

# FACILITY RENTAL AGREEMENT

**Rental bookings are not confirmed until we receive a copy of this Facility Rental Agreement signed by the Licensee and accompanied by the initial rental fee payment and damage deposit, if any.**

## Contract

**Contract #:** FA-1349 **Prepared by:** Jessica Turnbull  
**Date:** 24 Mar 2023 **Status:** Firmed  
 Hospice Wellington Plume Room Rental 2023

## Client Information

**Name:** Julie Martin-Jansen **Account:** Hospice Wellington  
**Phone #:** (226) 979-6758 **Email:** juliem.jansen@hospicewellington.org  
**Address:** 795 Scottsdale Drive, Guelph, Ontario, N1G 3R8

## Facility Rental Summary

Repeat	Facility	Day	Start	End	Date Range	# Sess.	Event ID
Weekly	Mount Forest Plume Room	Fri	10:00 AM	11:00 AM	21 Apr 2023 - 30 Jun 2023	11	00003701
Weekly	Mount Forest Plume Room	Fri	10:00 AM	11:00 AM	08 Sep 2023 - 15 Dec 2023	15	00003702

## Exclusions, Additions & Modifications

Type	Facility	Day	Start	End	Date	Event ID
-	-	-	-	-	-	-

## Facility

Field	Start Date	End Date	Day	Time	Fee(s)	Subtotal
Mount Forest Plume Room	21 Apr 2023	21 Apr 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	28 Apr 2023	28 Apr 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	05 May 2023	05 May 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	12 May 2023	12 May 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	19 May 2023	19 May 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	26 May 2023	26 May 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	02 Jun 2023	02 Jun 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00

Mount Forest Plume Room	09 Jun 2023	09 Jun 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	16 Jun 2023	16 Jun 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	23 Jun 2023	23 Jun 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	30 Jun 2023	30 Jun 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	08 Sep 2023	08 Sep 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	15 Sep 2023	15 Sep 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	22 Sep 2023	22 Sep 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	29 Sep 2023	29 Sep 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	06 Oct 2023	06 Oct 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	13 Oct 2023	13 Oct 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	20 Oct 2023	20 Oct 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	27 Oct 2023	27 Oct 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	03 Nov 2023	03 Nov 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	10 Nov 2023	10 Nov 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	17 Nov 2023	17 Nov 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	24 Nov 2023	24 Nov 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	01 Dec 2023	01 Dec 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	08 Dec 2023	08 Dec 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00
Mount Forest Plume Room	15 Dec 2023	15 Dec 2023	Friday	10:00 AM - 11:00 AM	\$37.00 (Small Hall Hourly Rate Rental)	\$37.00

**Facility Fees**

Name	Subtotal	Discount	Tax	Total Price	# of Booking(s)
Mount Forest Plume Room	\$407.00	\$0.00	\$52.91	\$459.91	11
Mount Forest Plume Room	\$555.00	\$0.00	\$72.15	\$627.15	15

**Extra Fees**

Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
-	-	-	-	-	-	-

**Extra Fees Details**

**Extras per Contract**

## Facility & Extra Summary

Field	Date	Day	Time	Fees	Extra Fees	Discount	Tax	Total
Mount Forest Plume Room	21 Apr 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	28 Apr 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	05 May 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	12 May 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	19 May 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	26 May 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	02 Jun 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	09 Jun 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	16 Jun 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	23 Jun 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	30 Jun 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	08 Sep 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	15 Sep 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	22 Sep 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	29 Sep 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	06 Oct 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	13 Oct 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	20 Oct 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	27 Oct 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	03 Nov 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	10 Nov 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	17 Nov 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	24 Nov 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	01 Dec 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	08 Dec 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81
Mount Forest Plume Room	15 Dec 2023	Friday	10:00 AM - 11:00 AM	\$37.00	\$0.00	\$0.00	\$4.81	\$41.81

## Invoice

<b>Due Date</b>	<b>Amount</b>	<b>Remaining Balance</b>
15 Dec 2023	\$1,087.06	\$1,087.06

### Contract Total

<b>Rental Fee</b>	<b>Rental Tax</b>	<b>Extra Fees</b>	<b>Extra Tax</b>	<b>Total with Tax</b>
\$962.00	\$125.06	\$0.00	\$0.00	\$1,087.06

## Conditions of Use

The following terms set out the agreement between the Corporation of the Township of Wellington North (the "Township") and the persons who have applied for the permit (the "Permit Holder") to use the Township's community resources and facilities as more particularly set out below.

### Damages and Indemnification

1. The Permit Holder agrees to indemnify and save harmless the Township, its employees, agents, subcontractors, and Council Members from and against all liability, loss, claims, demands, costs, and expenses, including reasonable legal fees, to the extent that such losses arise out of any acts or omissions either in negligence whether willful or otherwise by the Permit Holder, or other persons for whom the Permit Holder is responsible.
2. The Township shall not be liable for the damage, loss, or other liability with respect to the damage, loss or theft of any items belonging to the Permit Holder or its invitees on to the facility set out in the permit (the "Facility").
3. As part of the consideration for the Township renting this Facility to the Permit Holder, on behalf of itself, its organization, its members, or anyone attending by invitation, the Permit Holder agrees to protect, indemnify and save the Township harmless from all claims, actions and proceedings, including any costs and expenses incurred by the Township thereby for loss, damage or injury including illness or death, to any persons or to any property arising in connection with the event held by the Permit Holder (the "Event") as a result of any act or omission of the applicant or group named herein or their members, officers, employees, agents or contractors or any person who attends the event (the "Permit Holder Group").
4. The Permit Holder or designate must be on site for the duration of the Event. No person under the age of 18 is permitted to rent or enter into any rental agreement with the Township or act as the Permit Holder's designate. If the Permit Holder is an individual, the Permit Holder hereby represents and warrants he/she has attained the age of 18.
5. Any modifications or additional equipment to be used within the rental space, must be included on the rental permit application, and must be certified as safe for the activity by a qualified third party. Any items to be constructed (e.g., stage, elevated platform, etc.), must be included on the rental permit application, and may require a Building Permit and/or approval by the Township.

### Health Considerations

6. Permit Holders shall comply with all applicable provincial orders and directives, guidelines of public health authorities for the Province of Ontario and Wellington-Dufferin-Guelph Public Health, and, if applicable, return to sport protocols and guidance issued by the Permit Holder's national sport organization and provincial sport organization.
7. The Permit Holder, and the Permit Holder shall ensure the Permit Holder Group, assumes and accepts all inherent risk including any risk of damage, loss, injury, illness, or death while using the Facilities, including the possible exposure to a communicable disease, such as, by way of example, COVID-19.

### Insurance

8. The Township requires the Permit Holder to carry Commercial General Liability Insurance satisfactory to the Township and underwritten by a reputable insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for bodily injury, property damage and personal injury and shall include but not be limited to:
  - a. A limit of liability of not less than two million dollars (\$2,000,000) per occurrence;

- b. Add the Township of Wellington North as an additional insured with respect to the operations of the named insured under the policy;
- c. The policy shall contain a provision for cross liability and severability of interest in respect of the named insured under the policy;
- d. Non-owned automobile coverage with a limit not less than two million dollars (\$2,000,000) and shall include contractual non-owned coverage (SEF 96);
- e. Products and completed operations coverage;
- f. Broad Form Property Damage;
- g. Contractual Liability;
- h. Host Liquor Liability (when alcohol is being served); and
- i. The policy shall provide 30 days prior notice of cancellation to the Township.

9. Additional insurance may be required at the discretion of the Township. Proof of insurance must be provided in the form of a Certificate of Insurance supplied by the Permit Holder's Insurance Provider.

10. If requested, the Township designated department representative may provide a recommendation on where to purchase general liability insurance. Some restrictions may apply. Purchasing insurance through a Township recommended insurance provider in no way limits the obligations of the Permit Holder hereunder or implies any additional duties or obligations on the Township.

#### Assignment/Subletting

11. The Permit Holder will not sublet or exchange the use of the facility for the date(s) or time(s) of this agreement to any other person or group unless approved by the Township in writing.

#### Freedom of Information

12. Personal information is collected pursuant to Section 151, Municipal Act S.O. 2001, c.25, as amended, and will be used for the purpose of processing your application. Questions about this collection should be directed to the Clerk, 7490 Sideroad 7 W, Kenilworth, ON N0G 2E0, 519-848-3620 Ext 4227. The Township reserves the right to use and share all information provided in the permit/registration process, for the purpose of law and policy enforcement.

#### Alcohol & Gaming

13. The possession, sale and/or consumption of alcohol without the proper license or permit at all Township owned/operated facilities and parks is strictly prohibited, unless a Special Occasion Permit or other applicable license has been issued.

14. Any rentals involving alcohol, gaming or fundraising must comply with all rules and regulations of the Alcohol & Gaming Commission of Ontario (AGCO) and the Township's Alcohol Policy. The Permit Holder must familiarize themselves with these regulations and policies. For more information regarding gaming please contact the Clerk's Department at 519-848-3620 Ext 4227.

15. Proof of insurance, Special Occasion Permit and Smart Serve Certification, all as applicable, must be provided to the Recreation Department 14 business days prior to the date of the rental. Failure to comply may result in the immediate cancellation of the permit at no liability to the Township.

16. The Township reserves the right to inspect any bag or container brought onto Township property.

#### Smoking

17. All Township owned/operated properties are smoke-free and vape-free environments. Neither smoking nor vaping will be permitted in or around the Facility.

#### Pyrotechnics & Candles

18. Absolutely no pyrotechnics of any kind or lit candles are to be used in our facilities.



### Conduct

19. The Permit Holder or designate will ensure that all persons in attendance at the event associated with this agreement, conduct themselves in an orderly manner and comply with all Federal, Provincial and Municipal laws, by-laws, and rules and regulations, and any facility rules as posted.

20. The Permit Holder or designate agrees to leave the facility in the condition in which it was found and will ensure that all garbage and recyclable materials are disposed of in the provided receptacles.

21. The Permit Holder is responsible for the removal of all personal property by the end of the rental period.

### Service Animals

22. Service animals are welcome in the Facility. Proper identification or papers for service animals must be provided upon request. No other animals will be allowed inside the Facility.

### Monitoring and Security

23. It is the responsibility of the Permit Holder to maintain security by monitoring and controlling the activities of the participants and spectators during the event. The Township reserves the right to require the Permit Holder to retain police supervision or licensed security staff at any event, at the expense of the Permit Holder.

### On Site Injuries

24. The Ministry of Labour requires all critical injuries to be reported immediately. The Permit Holder is required to report critical injuries, as soon as they occur on Township owned/operated property, to Township staff. This includes injuries to participants, volunteers, organizers, and members of the public. If any injury occurs, your event may be postponed if the Township, Ministry of Labour, Police Services, Provincial Inspector, or Insurance Provider requests that the scene be secured for further investigation.

### Amendments, Extensions and Cancellation

25. Cancellations by the Township: The Township reserves the right to cancel any permit for any reason. The Township will provide as much notice as possible and refund all fees and deposits received for permits cancelled by the Township. The Township will not be required to refund deposits or permit fees if the cancellation is the result of the Permit Holder's or the Permit Holder Group's failure to comply with this Agreement, regulatory requirements, posted rules or unsafe activities or concerns identified by staff.

Cancellations due to Weather: Cancellations due to weather, facility closures, operational issues, or school bus cancellations for local school rentals, are eligible for a 100% refund without penalty. Weather conditions must, at the discretion of the Township, prevent travel or result in road closures or unusable field conditions.

26. Cancellations during play-offs will be considered on a case-by-case basis by the Township. If an extension of a permit is required for play-offs, start dates for play-offs must be submitted to the Township as early as possible. Extension requests will be considered on a case-by-case basis by the Township and confirmation of such request will be provided as soon as possible upon request.

27. Cancellations by Permit Holder: The Permit Holder for casual, one-time rentals or Facility licensed events, must notify the designated department representative of any cancellation in writing 14 days prior to the booking date. Failure to do so will result in forfeiture of the full amount paid to the Township. Some administration fees may apply.

### Administration Fee

28. An administration fee of \$25.00 will be charged for all payments returned Not Sufficient Funds (NSF). A statement will be sent to the Permit Holder with the NSF payment(s), and the permit(s) may be suspended and/or cancelled until full payment is received.

### Music

29. All rentals and events where music is played require a license, as required under federal legislation. The Township purchases the license for all Facility Permits involving music from Entandem Licensing who collects these fees on behalf of SOCAN and RE:SOUND.

### Damage and Security Deposit

30. The Township may request a security deposit of for use of the Facilities. The security deposit will be held without interest and returned in full if there are no damages incurred during the rental.

- 31. It is recommended that the Permit Holder inspect the rental space at the beginning of the permit. Any damage must be reported immediately to Facility Staff.
  - 32. The Permit Holder agrees to compensate the Township for any damage, loss to property and maintenance over and above the normal cleaning, arising from the use of the facility. The eligibility and amount refunded will be determined by the Township in consultation with the Permit Holder, based on all associated costs.
  - 33. Any Facilities or room keys provided to the Permit Holder must be returned at the end of the use of the Facilities or room failing which the Permit Holder will pay a \$20 charge per key.
- Payment
- 34. Banquet Hall licensed events (i.e. buck/does, etc.) must provide a refundable damage deposit, at the then current rate applicable at time of booking. Balances remaining are due not less than 14 days prior to event date. Failure to provide the balance due before the due date may result in revoking of the permit.
  - 35. Registered Minor Sports Groups will be invoiced monthly in the first week of the month, payments will be due within 30 days.
  - 36. Special Events shall be paid as follows; in full at the time of booking or 50% at time of booking and balance due 14 days prior to event.
  - 37. Accounts over 90 days will be subject to interest charges of 1.5% per month. Accounts in arrears may be sent to a third-party collection and the Permit Holder may be denied access to future Township facility and the ability to book such facilities.
  - 38. Failure to comply with payment terms may result in the cancellation or suspension of the permit until all arrears are paid in full.
  - 39. Permit holders in arrears will not be able to rent additional space until the arrears are paid in full.
  - 40. Permit holders with a previous history of late payment or payment in arrears, will be required to pay in full at time of booking.

The Permit Holder confirms that they have read and understands all the conditions and regulations of the permit and this Recreation Department Rental Agreement (the "Agreement") and agrees to adhere and be strictly bound by them.

### Questionnaire(s)

-  
-

### Release and Waiver of Liability

**Date:** 24 Mar 2023

**Client Signature**

\_\_\_\_\_



# WELLINGTON NORTH

SEMPER PORRO

## 2022 – 2023 GRANTS AND DONATIONS APPLICATION FORM

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by **March 31<sup>st</sup>, 2023**. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2023. Applications received after March 31<sup>st</sup> 2022, will be reviewed in April 2023.

<b>Organization Name &amp; Address:</b> Kenilworth Public School		
<b>Contact Name &amp; Address:</b> Laura Cozzarin 7478 Sideroad 7W., Kenilworth N0G2E0		
<b>Contact Telephone:</b> 519-848-3320	<b>Contact email:</b> Kenilworth.ps@ugdsb.on.ca	<b>Organization web-site:</b> <a href="https://www.ugdsb.ca/kenilworth/">https://www.ugdsb.ca/kenilworth/</a>
<b>Amount Requested:</b>	<b>\$ 12,500</b>	<b>Dates Funds Required:</b>
<b>Percentage of Overall Project Cost:</b> 25%		<b>Can you provide financial statements if asked? :</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Organization Mandate:</b> Outdoor Play Spaces Policy 307: The Upper Grand District School Board recognizes the need to promote positive outdoor play experiences within a safe school environment as per the requirements of current legislation, and in the context of the advice provided by the Board insurer.  Policy 504 Equity and Inclusive Education: It is the policy of the Upper Grand District School Board to ensure a safe and inclusive learning and working environment for all students, staff and the community, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, socio-economic status, employment, housing, sex, and sexual orientation		

### 1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)

Kenilworth Public School is currently seeking donations towards upgrading our 20+ year old playground equipment. We are a hub of the community and hope to move forward with the project as soon as we can raise the funds to do so. Our hopes is to be able to complete this project in time that the students and families contributing get to enjoy the equipment.

### 2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?

First time event/project: 2021 or number of years for this event/project \_\_\_\_\_

Is this the first time you have asked for funding from Wellington North for this event:  Yes  No

If no, how many years have you received funding for this event/project:

Benefits of this event/project:

We have been fundraising for the past two years.

By upgrading the playground equipment it will support the students and community by providing an area that promotes active and creative play.

### 3. What main objective(s) does your event/project aim to achieve (max 3)

Our objective is to create a safe and inclusive outdoor space for the children in the school and community. We hope to help support & develop their skills and encourage more imagination & outdoor play. Kenilworth public school is a community hub and with upgraded equipment we can support and encourage outdoor play in our growing town.

**4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?**

Within the school we have been fundraising for two years. As a rural school we recognize that we need the support of the community to reach our goals. We are currently brainstorming ways to involve the community and show our appreciation to everyone able to support our fundraising goals.

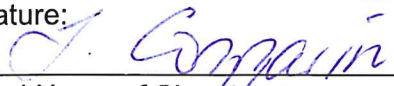
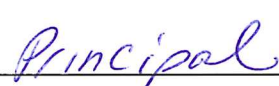

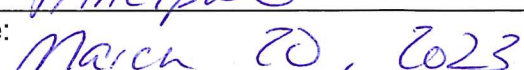
**5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?**

Currently we have not received any other grants or funding aside from school run fundraising by the students. In order for the current students to enjoy the benefits of their fundraising efforts we realize we need more support. We are currently looking into available options for funding and community organizations able to assist us in reaching our goals.

**6. Other information that you would like to provide. (Continue on the back if necessary)**

We would appreciate any support available. The community has always shown their pride and support for Kenilworth Public school, we hope we can continue to build on the small town spirit to get the community excited and involved in this fundraising project. Thank you for your consideration in helping to fund our playground equipment.

***I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.***

Signature: 	Title: 
Printed Name of Signatory: 	Date: 

The personal information requested in this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. The information collected under the authority of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Municipal Clerk at 519-848-3620, ext.4227 or at the Municipal Office, 7490 Sideroad 7 West, Kenilworth, ON N0G 2E0. Wellington North may promote the program and reserves the right to use approved and funded projects as examples in promotional programming including using photographs and descriptions of the project in promotional materials. All applications to be submitted to the Township of Wellington North Attention Clerk's Department.



**WELLINGTON NORTH**  
SEMPER PORRO

## 2022 – 2023 GRANTS AND DONATIONS APPLICATION FORM

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by **March 31<sup>st</sup>, 2023**. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2023. Applications received after March 31<sup>st</sup>, 2022, will be reviewed in April 2023.

<b>Organization Name &amp; Address:</b> The Personal Empowerment Studio		
<b>Contact Name &amp; Address:</b> 62 Main Street, Mount Forest ON, N0G 2L0 - Melanie Needham		
<b>Contact Telephone:</b> 519-803-1299	<b>Contact email:</b> melanie@mrdconsulting.ca	<b>Organization web-site:</b> www.thepersonalempowermentstudio.com
<b>Amount Requested:</b> \$2000		<b>Dates Funds Required:</b> July 2023
<b>Percentage of Overall Project Cost:</b> 60% for one session		<b>Can you provide financial statements if asked? :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Organization Mandate:</b> Whoever you are, wherever you come from, this space is for you. Let us help inspire you, heal you and empower you.		

### 1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)

We are opening a Personal Empowerment Studio in Mount Forest with a focus on youth. We will be offering many programs such as yoga, meditation, zumba, bellydancing etc. One of the programs I want to offer is an empowerment program for young girls as I feel there is a deep need in our community. This program is 10 weeks and I am hoping to find a grant or sponsor to fund the cost of the program so there is no barrier for young girls to attend. We have attached the details of the program.

### 2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?

First time event/project: \_\_\_\_\_ or number of years for this event/project \_\_\_\_\_

Is this the first time you have asked for funding from Wellington North for this event:  Yes  No

If no, how many years have you received funding for this event/project:

Benefits of this event/project:

Our community needs safe spaces for kids and a way to empower our youth. We are starting with girls but our goal is to offer groups for boys and LGBTQTS+ in the future.

### 3. What main objective(s) does your event/project aim to achieve (max 3)

Providing the tools for young girls to have greater influence and control over their own lives and futures  
 Strengthen self-confidence and build healthy lifestyles including fitness, nutrition and mental health  
 Identify strengths within each other and build a strong network to become leaders and role models

**4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?**

I have developed the program myself and engaged the community for support in certain areas. We will be advertising on our new website, Facebook pages and word of mouth. We will be disclosing any and all funding.

**5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?**

We will not be applying for any additional funding at this time. If we do not get any funding from the county then I will fund the program personally as much as possible and charge for the program

**6. Other information that you would like to provide. (Continue on the back if necessary)**

Please see attached program details.

***I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.***

Signature: <i>Melanie Needham</i>	Title: President and CEO
Printed Name of Signatory: Melanie Needham	Date: March 28, 2023

The personal information requested in this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. The information collected under the authority of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Municipal Clerk at 519-848-3620, ext.4227 or at the Municipal Office, 7490 Sideroad 7 West, Kenilworth, ON N0G 2E0. Wellington North may promote the program and reserves the right to use approved and funded projects as examples in promotional programming including using photographs and descriptions of the project in promotional materials. All applications to be submitted to the Township of Wellington North Attention Clerk's Department.

# It's A Girl Thing

**Small Group Curriculum for  
Empowering Adolescent Girl**

## Background Information

Instead of living in a society that embraces men and women for their differences, we live in a society that commends and appreciates masculinity and subordinates femininity. These patriarchal values are saturated throughout our society, socializing girls and boys from the day they are born with ways they should act, think, feel, and especially look. The mass media is one of the largest transmitters of idealized body images and there is substantial research indicating how it has contributed to negative body perceptions, especially among adolescent girls.

While adolescence is already a difficult transition for many children, these messages disproportionately contribute to young women's mental health problems including eating disorders, depression, and anxiety about physical appearance. All girls deserve to love themselves for who they are and to have opportunities to make smart decisions that will benefit their futures.

While there is not much research indicating the significance of creating small group counseling aimed at adolescent girls social/emotional issues, there is enough research to indicate that small group counseling has been shown to be effective in general and that adolescent girls are the most at risk of being negatively impacted by our cultural and societal standards. Creating small groups with a safe space for girls to communicate, explore, express, and reflect about the many daunting issues that impact their daily lives could create many positive implications for both individuals and schools as a whole.

The group curriculum below is created to empower girls to help them build self-esteem, develop life skills, re-label femininity, promote resiliency, and offer support for the wide range of issues that they may be dealing with as they transition into womanhood. It is targeted mainly towards pre-adolescent girls. We strongly believe there is going to be a need for this and knowing the schools don't have the resources and we do, we will be running this group four times a year.

The group will meet once a week and will last for ten consecutive weeks. It is recommended to have no more than 12 participants in each group. Too few or too many might take away from the effectiveness of the group or the ability for students to feel safe to share personal experiences. I look forward to seeing what results this curriculum might create in the future.

Melanie Needham, FCIP, CRM  
President & CEO  
The Personal Empowerment Studio



## **SESSION #1: GENERAL ORIENTATION / GROUP BONDING / CREATING SAFETY (90 MINUTES)**

### **OBJECTIVE:**

The participants will understand the purpose of the "It's a Girl Thing" group. The group will design the group rules and participate in a group icebreaker activity in order to begin the group bonding process.

### **MATERIALS NEEDED:**

Participant sign in sheet, tissue box, colored markers, large poster paper, question ball, and facilitator folder.

### **PRIOR TO MEETING:**

Place out journals for each participant, pens and markers. Set out snacks and drinks. Ensure Question Ball is present.

### **LESSON:**

1. Participants sign-in & confirm parental consent is signed and filed.
2. Facilitator Introductions: Explain the purpose of the "It's a Girl Thing" group, the weekly time and meeting place, reason you are interested in leading this group
3. Participant Introductions: Why are you here? What do you expect to get from this experience? What was difficult about coming here today?
4. Develop Group Rules: Discuss girls' needs in order to feel as safe and as comfortable as possible. Ask each member what they need from others to feel as much comfort and safety as possible in this group experience. Remember, the Rule of Confidentiality must be included and clearly explained. Include the four incidents when confidentiality may be broken: 1) A student is hurting him/herself. 2) Someone else is hurting a student. 3) A student is planning to hurt someone else. 4) A student has knowledge of someone being hurt. Only the facts of the class are shareable. Post the group rules somewhere visible at every group meeting. Remember, facilitators are "Keepers of the Rules."
5. Icebreaker Names & Ball of Questions:
  - Names: Go around the circle and ask everyone to share their name and a food they like. Ask group members to do their best to listen to one another's names, because they'll use names for the next activity. One group leader starts first to model.
  - Ball of Questions: Explain that the ball has many questions listed to answer – you will all take turns tossing the ball to group members, and

answer the question that lands closest to your right thumb. Before you throw the ball to one another you have to say their name. If you forget, you can ask them.

- Examples of questions to put on the ball: What is your favorite kind of music to listen to? What is your favorite thing to do on the weekends? Where is one place you would like to travel to? What is your favorite holiday? What is one of your strengths? Who is one of your role models? Where were you born?

6. Closing remarks and summary of what was covered in today's group meeting. Remind students of when and where next the next group's meeting will be held.

**FRIENDLY REMINDER:**

It is important to build trust and confidence within the group and it is very helpful if the facilitators do the exact activities as the students. Do whatever makes you and the group successful.

## SESSION #2: NORMATIVE BELIEFS (90 MINUTES)

**OBJECTIVE:** Upon completion of this lesson, participants will be able to: Identify normative beliefs regarding women's roles in the 21<sup>st</sup> century, list normative beliefs that girls would like to establish regarding women's roles, compare and contrast male and female gender roles, and examine relationship between normative beliefs about gender and aggression.

**MATERIALS NEEDED:** Group sign in sheet, group rules, tissue box, Gender Roles Cards & We Can Do It Handout (Below), white board or large poster paper to write on and display, white board markers or colored markers to write on paper, tape

### LESSON:

1. Participants sign in.
2. Feeling check or group opener. Review group rules and have student(s) volunteer to review what was discussed last week.
3. Introduce the vocabulary term **normative beliefs**. Ask if anyone has heard of this term or knows the meaning. Normative beliefs (norms) are self-regulating beliefs about the appropriateness of social behavior. Ask: Do girls and boys have the same set of normative beliefs regarding their behaviors and expectations? Why or why not? Encourage a healthy discussion regarding this question. Introduce the vocabulary term **gender roles**. Gender roles are normative beliefs regarding specific male or female behaviors.
4. On the white board or large poster paper, create a chart with headings for Girls and Boys. Distribute Gender Roles Cards among the group, and provide a piece of tape for each card. Have girls one by one add their cards to the chart. They must choose which gender the word(s) on their card is best associated with.
5. Lead a discussion using the following processing points:
  - Which words were the easiest to place?
  - Which words were hard to decide which gender they were best associated with?
  - What helped to make your decision on where to place the words that you had?
  - What themes or categories describe the words in the girls' column? The boys' column?
  - Are there any items on the girls' column that would be acceptable on the boys' column as well?

- Are there any items on the girls' column that would not be acceptable on the boys' column? What makes these items unacceptable?
- Is it more acceptable for girls to fulfill male gender roles or girls to fulfill female gender roles? Why?

6. We Can Do It Activity. Tell girls: In the 1940s, the roles of women were very clear: get married, have children, clean the house, cook meals. These behaviors were enforced by normative beliefs. However, during World War II when many men were drafted into military service women's roles began to drastically shift. Women were needed outside of the home to fill the positions of the men who left to go overseas and fight in the war. Normative beliefs regarding women's roles needed an immediate shift if the economy was to remain stable during wartime.

7. Show girls the now well-known poster "We Can Do It." This poster was created to encourage women to break out of the current normative beliefs that enforced a female gender role based solely in the home. The woman in the poster, who came to be known as "Rosie the Riveter" is shown in a masculine pose and wearing a men's work shirt. She still, however, retains her femininity with obviously female features and a colorful scarf on her head. This poster was credited with helping many women break into industrial work and begin to change normative beliefs that women were indeed capable of working outside of the home.

8. Break girls into several groups. Have girls create a poster encouraging women in the 21<sup>st</sup> Century to fulfill positions outside of the current normative beliefs. These could include STEM (Science, Technology, Engineering, and Mathematics) positions, politics, professional sports, or any other jobs that are still considered to be male dominated fields.

9. Have groups share their posters and then display posters for others to see.

10. Normative beliefs between genders even persist regarding aggression. Lead a discussion using the following processing points:

- Think of the three types of aggression: physical, verbal, and relational. What type(s) of aggression are considered more male? Which are considered to be more female?
- Is the perception of "mean girls" or "girl bullying" based on a normative belief as to how girls should relate to each other?
- Does our culture have normative beliefs about the use of relational aggression in girls?
- Why have these normative beliefs regarding aggression persisted?

11. Close by having girls write one way they can work to change normative beliefs regarding gender and aggression. Ask if anyone would like to share. Have someone summarize the group's lesson.

### Gender Roles Cards

Cut out and distribute cards.

<b>Sports</b>	<b>Cars</b>	<b>Baking</b>	<b>Sewing</b>
<b>Video Games</b>	<b>Honor Roll</b>	<b>Cheer-leading</b>	<b>Debate Team</b>
<b>Blue</b>	<b>Pink</b>	<b>Tea</b>	<b>Coffee</b>
<b>Salad</b>	<b>Shoes</b>	<b>Swimsuits</b>	<b>Polo Shirts</b>
<b>Pajamas</b>	<b>Dating</b>	<b>Facebook</b>	<b>Texting</b>
<b>ESPN</b>	<b>Food Network</b>	<b>Roller-skating</b>	<b>Reading</b>
<b>Golf</b>	<b>Hair Salon</b>	<b>Barber Shop</b>	<b>Mall</b>

<b>Walmart</b>	<b>Tattoos</b>	<b>Piercings</b>	<b>Beach</b>
<b>Ponytail</b>	<b>Army</b>	<b>Baby-sitting</b>	<b>Bowling</b>
<b>Pool Tables</b>	<b>Hunting</b>	<b>Singing</b>	<b>Dancing</b>
<b>Rap Music</b>	<b>Heavy Metal Music</b>	<b>Computers</b>	<b>Opera</b>
<b>Chess</b>	<b>Science</b>	<b>Detention</b>	<b>Math</b>
<b>English Class</b>	<b>Social Studies</b>	<b>Politics</b>	<b>Blue Jeans</b>
<b>Musicals</b>	<b>Star Wars</b>	<b>Swimming</b>	<b>MTV</b>

## We Can Do It Poster



Note: This work is in the public domain because it was published in the United States between 1923 and 1977, inclusive, without a copyright notice.



### SESSION #3: SELF/BODY IMAGE (90 MINUTES)

**OBJECTIVE:** To help girls develop an awareness of how they experience themselves in relation to others and their community. To explore feelings such as shame, self-doubt in the context of their culture, race, gender, and to begin to develop a healthy discourse and social analysis of this critical issue.

**MATERIALS NEEDED:** flashcards, pencils, computer with Internet access, 8-10 popular culture magazines, scissors for each group member, glue sticks, large poster paper

#### LESSON:

1. Participant Sign-In & Review Group Rules.
2. Tell participants how today we are going to be talking about body image and self-awareness and feelings associated with those concepts. Have a discussion about those terms (what they mean). Pass out flashcards. Ask students to answer the question: "What affects our image of ourselves (including media, books, family, fashion, etc.)?" on their flashcards.
3. Ask participants to share what they wrote on their flashcards. Have a discussion about the objectification of women through media and societal expectations of what a desirable woman is. Ask the group how this has affected them?
4. Show Dove video: <https://www.youtube.com/watch?v=iYhCn0jf46U>  
Discuss video. Ask: What stood out to you about this video?
5. Discuss how adolescent girls treat their bodies. Suggestions for discussion: acknowledge the body exists (i.e. these are my hands, this is my face), body in relation to food, hygiene & self-care, exercise, self-mutilation, what it means to be female, how girls feel about various parts of their anatomy
6. Group Exercise: Have girls create a collage of images from popular culture coming out of the discussions. Have the group share what they created and the implications of these images.
7. Discuss how the popular culture and media has affected the girls' image of her body, herself and her sexuality. Explain how violence, abuse and neglect interrupt and complicate normal development, particularly the child/adolescent's curiosity and pleasure with the body and its abilities. Some ways girls deal with these issues include numbing out via substance

use, and self-mutilation.

8. Closing discussion: what can we do to empower other girls and ourselves?

## SESSION #4: IDENTITY & SELF-ESTEEM (90 MINUTES)

**OBJECTIVE:** To explore identities and self-esteem and understand how others can have an impact on these entities. To better understand the concept of “self in relation to others.” To identify the adolescent girl’s self-concept and how others may view/experience her differently in contrast to her own individual experience.

**MATERIALS NEEDED:** Group sign-in sheet, group rules, tissue box, Mask Induction Handout (Below), colored construction paper, scissors, computer with Internet access

### LESSON:

1. Participant sign-in & Review group rules.
2. Feeling check in (Compare feelings to weather).
3. Introduce today’s activity by showing the video/short film “Identity.”  
<https://www.youtube.com/watch?v=ikGVWEvUzNM>
4. When it gets to the part near the end of the film where the girl is back in the bathroom, pause the video for discussion. Ask:
  - What was happening in the film?
  - What did the yellow masks mean?
  - Why do you think everyone was wearing a mask?

Explain how sometimes we wear different masks to fit in around our school and what some of those masks are. At the end of the discussion, ask students to think about what their mask would look like. Explain that the girls are now going to make their own masks that represent some aspects of themselves, including the most threatening (rage, pain, sorrow, fear of going crazy, etc.) using the materials provided. When they are done, ask the girls to share why they chose to draw their masks that way.

5. After some discussion about each participant’s mask, watch the entire film again, this time in its entirety. Resume the discussion:
  - Would you have been able to do what she did and why?
  - How do you think the other students felt seeing her without the mask?
  - Was she a leader in her school? Notice how her mask was very different and she took hers off, but she didn’t have any friends.

- Why do you think she took her mask off? (I am hoping students will respond along the lines of being true to herself)

6. Closing statements: have girls share ideas about how they can show their true colors at school and empower others to do the same.

7. Give each girl a box of Confidence Cards and explain how to use the cards. Here is the link to the cards <https://www.amazon.ca/Little-Box-Confidence-Beautiful-Yourself/dp/1800071531>

## SESSION #5: HANDLING PEER PRESSURE (90 MINUTES)

**OBJECTIVE:** Participants will be able to identify what makes them feel good about themselves, ways that they can say no to peer pressure, and ways they can value individual differences at school.

**MATERIALS:** Sign-in sheets, group rules, “What Makes Me Feel Good About Myself” & “Ways to Say No” Handout

### LESSON:

1. Participant sign-in and review group rules.
2. Feeling check-in.
3. Hand out “What Makes Me Feel Good About Myself” worksheet and have students fill out.
4. Have students share their answers. Enforce the right to pass.  
Possible discussion questions:
  - Why do you make the choices that you do?
  - What influences these choices?
  - Who defines your happiness?
  - Is there ever a time where you felt left out based on what was important to you?
5. Pass out “Ways to Say No” Handout. Go around the circle and have each participant to read one at a time. Create a discussion around peer pressure. Ask the group: “What makes it hard to say no sometimes?” Ask students if anyone else has ideas about ways to say no and have them add ideas to the list.
6. Closing. Have participants share ways they can value individual differences around campus. Remind participants that next session will be our last session!

### What Makes Me Feel Good About Myself

Rate each item in order of importance from 1 to 10. You can use the same number twice if two things are equally important.

1. The movies/TV I look at \_\_\_\_\_
2. The grades I get in school \_\_\_\_\_
3. The clothes I wear \_\_\_\_\_
4. The brand of athletic shoes I have \_\_\_\_\_
5. The number of friends I have \_\_\_\_\_
6. What I do when I'm not in school \_\_\_\_\_
7. Where I live \_\_\_\_\_
8. How I get spending money \_\_\_\_\_
9. The hobbies I've got \_\_\_\_\_
10. What sports I play \_\_\_\_\_

### Ways to Say No

No, thank you.  
 I don't feel like it.  
 No thanks.  
 Get out of here.  
 No way.  
 I'll pass.  
 I can't.  
 I don't want to.  
 Forget it!  
 I'm just fine.  
 That's not very smart.  
 I don't feel well.  
 I don't have any money.  
 I'm broke.  
 I want to live.  
 I don't want to mess up my head.  
 That stuff ruins your life.  
 I don't want bad breath.  
 That's really dumb.  
 Not today.  
 I'm too busy.  
 I got to get home.  
 I'm on my way to... (home, next class)  
 (Drugs, cigarettes, alcohol)...isn't good for you.  
 My (grades, family, soccer team) means more to me.  
 I have to go the bathroom..  
 I'm afraid of the cops.  
 I don't want to get busted.  
 You've got to be joking!

### Other Ways To Say No

Make an excuse. Sometimes a quick excuse will help you get out of a very dangerous or sticky situation.  
 Keep an excuse ready.  
 Ignore the person. Pretend not to hear or understand and keep moving.  
 Leave the scene. Talk fast and keep your feet moving.  
 Make a joke. Humor can cure many ills. Get people to laugh.  
 Other \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SESSION #6: ALL ABOUT ANXIETY (90 MINUTES)

**OBJECTIVE:** This session will assist participants in identifying what creates anxious feelings in their lives. We will have a discussion normalizing anxiety and what it really means to remove the stigma. We will also discuss tools to reduce anxiety by engaging in some activities.

**MATERIALS:** Sign-in sheets, group rules, Handouts: Mandala Colouring Books, Mandala Mood Tracker, Breathing Activities

### LESSON:

1. Participant sign-in and review group rules.
2. Feeling check-in.
3. Presentation
4. Have students share their answers. Enforce the right to pass.  
Possible discussion questions:
  - Why makes you feel nervous?
  - What worries you?
  - How does your body feel when you are nervous?
5. Pass out all the handouts and go through each activity one by one with the group.
6. Closing.



## SESSION #7: KNOWING YOUR WORTH (90 MINUTES)

**OBJECTIVE:** This session will assist participants in identifying their self-worth. Intentionally noticing the positive in others and in the world around them helps children notice the positive in themselves too.

**MATERIALS:** Sign-in sheets, group rules, jars for each girl and all craft supplies for activity.

### LESSON:

1. Participant sign-in and review group rules.
2. Feeling check-in.
3. Presentation about gratitude.
4. Activity: Making a gratitude jar
5. Discuss how to use the gratitude jar and encourage the healthy activity.
6. Closing.

## SESSION #8: NUTRITION AND HEALTH (90 MINUTES)

**OBJECTIVE:** This session will assist participants in understanding how important nutrition is for our minds and body. We will discuss how eating habits affect our performance, thoughts, sleep and everything in-between.

**MATERIALS:** Sign-in sheets, group rules. Handouts:

**LESSON:**

1. Participant sign-in and review group rules.
2. Feeling check-in.
3. Presentation
4. Pass out all the handouts and go through each activity one by one with the group.
5. Closing.

## SESSION #9: DREAMS ARE GOALS (90 MINUTES)

**OBJECTIVE:** This session will assist participants in developing goals. Setting and achieving goals (or even making a significant progress toward them) is a major confidence boost for everyone.

**MATERIALS:** Sign-in sheets, group rules, Handouts: Goals Journal, Growth Mindset Journal

### LESSON:

1. Participant sign-in and review group rules.
2. Feeling check-in.
3. Discussion about goals. Possible discussion questions:
  - Why makes you feel nervous?
  - What worries you?
  - How does your body feel when you are nervous?
4. Work through a goal development activity.
  - Ask each participant to write down one measurable, achievable goal.
  - Then ask them to write down how they can achieve that goal.
  - Ask them to write down the potential obstacles that may arise
  - Finally, ask them to write down who will be their goal supporter
5. Closing.

## SESSION #10: GROUP CLOSURE (60 MINUTES)

**OBJECTIVE:** To upshift participants as they go out into the world, hopefully with a new understand of themselves and others. By the end of this group, participants and facilitators will have had the opportunity to make any closing remarks and will have been able to share their positive and negative feedback about the group.

**MATERIALS NEEDED:** Group sign-in sheet, group rules, tissue box, paper, pens

**LESSON:**

1. Participant sign-in.
2. Remind participants that today is the last session and we will be doing a closing activity.
3. Positive Bombardment activity: each person in the group is going to receive positive feedback from everyone else in the group. You can be creative in how you facilitate this process so that everyone receives positive feedback from everyone. Remind students that the feedback can be brief, but everyone needs to hear from everyone. You can also do this activity on paper by each person writing their name on the top of their paper and then passing it around the circle for everyone to write a positive thing about each other. You can do this exercise based on which way you think would work best dependent on the group. Having the feedback written is always nice because then group members can go back and read these comments whenever they want.
4. Ask for any feedback about how the group went so that you can make it better for next time.

**SAMPLE PRE/POST TEST**

Name \_\_\_\_\_

## Self-esteem Pre/Post Test

Directions: Rate yourself on the following traits. Number 1 is low and 5 is high and 3 would be average.

I AM FAIR 1 2 3 4 5

I AM KIND 1 2 3 4 5

I AM HELPFUL 1 2 3 4 5

I AM CONFIDENT 1 2 3 4 5

I AM A GOOD LISTENER 1 2 3 4 5

I AM ARTISTIC 1 2 3 4 5

I AM ATHLETIC 1 2 3 4 5

I AM GOOD AT ACADEMICS 1 2 3 4 5

I AM DEPENDABLE 1 2 3 4 5

I AM TRUSTWORTHY 1 2 3 4 5

I AM OPEN-MINDED 1 2 3 4 5

I AM ACCEPTING 1 2 3 4 5

I HAVE A SENSE OF HUMOR 1 2 3 4 5

I HAVE LEADERSHIP SKILLS 1 2 3 4 5

HANDLING PEER PRESSURE 1 2 3 4 5





**Press Release**  
**Attention: Education/Youth/Economic Development**

Monday, April 3<sup>rd</sup>, 2023

**Contact**

Andrea Rowntree  
 Saugeen Economic Development Corp.  
 Training, Communications and Project  
 Administrator  
 519-799-5750 EXT 301  
 andrea@sbdc.ca



## **Saugeen Connects launches 4<sup>th</sup> annual Summer Student Start-Up Program**

**Saugeen Connects gives youth a chance to receive grants to try self-employment over the summer months**

NEUSTADT: Saugeen Connects, a partnership between Saugeen Economic Development Corporation (SEDC) and seven municipalities, Arran-Elderslie, Brockton, Hanover, Minto, Wellington North, West Grey, and South Bruce, are promoting youth starting their own business this summer with the Saugeen Student Start-Up Program (SSUP). This is the program's fourth year running, and it has helped over 147 students gain entrepreneurial experience by providing start-up funding and valuable training opportunities to try entrepreneurship.

This year we have done an overhaul on our program and revamped it with more interactive-based workshops. To kick off the program this year, we will have Jessica Flynn, CEO and Founder of Foundations for The Future: The You Power Project as our keynote speaker, speaking on "Believing Anything Is Possible" to help inspire and motivate students to pursue their dreams and overcome obstacles as they navigate the challenges of entrepreneurship and innovation.

(More)

SSUP has partnered this year with The You Power Project for a variety of workshops, such as 'Creating a Wall Worthy Vision Board', which will help students develop a clear vision of their personal and professional goals. Another workshop is 'The Power of YOU', which will help guide students through the process of finding their business niche and crafting a compelling elevator pitch. The third workshop we have with the You Power Project is 'Building a Business Card' using creative tools like Canva and Adobe. SUPP has also partnered with the Royal Bank of Canada (RBC) and their Future Launch Champions program to provide a 'Making Sense of Savings' workshop to help students understand the importance of financial literacy. Our final workshop will be on how to advertise your business using TikTok.

This program is designed to fuel creativity and business skills for youth in the area. Students start by completing a small business plan application, and eligible applicants can earn \$150 cash in start-up funds for their business. Throughout the program, youth can attend workshops and earn bonus cash for every workshop and deliverable they hand in. This is an opportunity for youth to earn an added bonus of \$150 cash for their business. To close off the program, youth will submit their final business evaluation for an additional \$150. In total, youth enrolled in the SSUP program have the potential to earn up to \$450 cash for their summer business plus their own business profits. Saugeen Connects has committed time, resources and cash to spark this program and is now looking for companies and organizations to join us in investing in our future leaders and entrepreneurs.

Applications are being accepted until Friday, May 5<sup>th</sup>, 2023, with successful applicants being notified by Friday, May 26<sup>th</sup>, 2023.

If you're a youth with a summer business idea or are a business or organization that would like to sponsor a student, visit [www.saugeenconnects.com/youth](http://www.saugeenconnects.com/youth) or email [andrea@sbdc.ca](mailto:andrea@sbdc.ca)

SEDC and seven municipalities; Brockton, Hanover, Minto, Wellington North, West Grey, Arran-Elderslie, and South Bruce, banded together in a partnership to create a project called "Saugeen Connects." The mission is to collaborate and positively impact area economic growth, support youth retention and development, support growth and retention of businesses, and integrate efforts to support workforce development and leverage immigrant attraction to the area as residents, workers, entrepreneurs, business owners, operators, and investors.



4/11/23

**Township of Wellington North**  
**VENDOR CHEQUE REGISTER REPORT**  
**Payables Management**

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<b>Cheque Number</b>	<b>Vendor Cheque Name</b>	<b>Cheque Date</b>	<b>Amount</b>
79167	Abell Pest Control Inc	4/06/23	\$138.32
79168	Advantage Automotive Refinishi	4/06/23	\$6,074.13
79169	Arthur Foodland	4/06/23	\$5.96
79170	Arthur ACE Hardware	4/06/23	\$66.29
79171	Cancer Patient Services Corpor	4/06/23	\$5,115.35
79172	Canadian Tire #066	4/06/23	\$54.22
79173	Chalmers Fuels Inc	4/06/23	\$7,175.44
79174	Cotton's Auto Care Centre	4/06/23	\$36.05
79175	Eastlink	4/06/23	\$536.75
79176	Horrigan Overhead Doors 2019	4/06/23	\$7,930.34
79177	Hydro One Networks Inc.	4/06/23	\$4,968.44
79178	Jim's Auto Service	4/06/23	\$279.56
79179	Manulife Financial	4/06/23	\$36,754.23
79180	Mount Forest Foodland	4/06/23	\$44.62
79181	Mildmay Tent Rental	4/06/23	\$459.63
79182	The Murray Group Limited	4/06/23	\$1,869.20
79183	Peavey Mart	4/06/23	\$350.27
79184	Premier Equipment Ltd.	4/06/23	\$193.24
79185	Royal Bank Visa	4/06/23	\$7,548.61
79186		4/06/23	\$56,012.66
79187		4/06/23	\$1,900.00
79188	Enbridge Gas Inc.	4/06/23	\$4,023.19
79189	W.H.A. Publications	4/06/23	\$751.45
79190	Wightman Telecom Ltd.	4/06/23	\$135.36
EFT0004911	Arthur Home Hardware Building	4/06/23	\$275.16
EFT0004912	B M Ross and Associates	4/06/23	\$3,381.86
EFT0004913	Canada's Finest Coffee	4/06/23	\$91.50
EFT0004914	CARQUEST Arthur Inc.	4/06/23	\$411.48
EFT0004915	Cook's Garage	4/06/23	\$1,295.97
EFT0004916	Cordes Enterprise	4/06/23	\$3,458.38
EFT0004917	Corporate Express Canada Inc.	4/06/23	\$285.45
EFT0004918	Darroch Plumbing Ltd.	4/06/23	\$1,130.94
EFT0004919	Delta Elevator Co. Ltd.	4/06/23	\$492.84
EFT0004920	Duncan, Linton LLP, Lawyers	4/06/23	\$792.58
EFT0004921	Eric Cox Sanitation	4/06/23	\$144.64
EFT0004922	Excel Business Systems	4/06/23	\$400.82
EFT0004923	FOSTER SERVICES/822498 ONT INC	4/06/23	\$3,512.04
EFT0004924	FOXTON FUELS LIMITED	4/06/23	\$333.43
EFT0004925	Ideal Supply Inc.	4/06/23	\$470.56
EFT0004926	Industrial Alliance Insurance	4/06/23	\$180.76
EFT0004927	International Trade Specialist	4/06/23	\$526.78
EFT0004928	J J McLellan & Son	4/06/23	\$937.90
EFT0004929		4/06/23	\$55.00
EFT0004930		4/06/23	\$328.67
EFT0004931	MRC Systems Inc	4/06/23	\$670.24

<b>Cheque Number</b>	<b>Vendor Cheque Name</b>	<b>Cheque Date</b>	<b>Amount</b>
EFT0004932	Maitland Valley Conservation	4/06/23	\$51,124.00
EFT0004933	Midwest Co-operative Services	4/06/23	\$2,872.75
EFT0004934	Officer's Auto Care Inc.	4/06/23	\$106.98
EFT0004935	Ont Clean Water Agency	4/06/23	\$2,878.82
EFT0004936	PETRO-CANADA	4/06/23	\$4,005.71
EFT0004937	PPE Solutions Inc.	4/06/23	\$8,356.35
EFT0004938	ROBERTS FARM EQUIPMENT	4/06/23	\$347.08
EFT0004939	Sanigear	4/06/23	\$409.15
EFT0004940	Shred All Ltd.	4/06/23	\$276.85
EFT0004941	Suncor Energy Inc.	4/06/23	\$28,675.48
EFT0004942	Superior Tire Sales & Service	4/06/23	\$320.47
EFT0004943	T&M BBQ Catering Ltd	4/06/23	\$250.00
EFT0004944	Teviotdale Truck Service & Rep	4/06/23	\$1,638.15
EFT0004945	Triton Engineering Services	4/06/23	\$20,138.02
EFT0004946	Viking Cives Ltd	4/06/23	\$143.53
EFT0004947	Wellington North Power	4/06/23	\$65,005.65
EFT0004948	Wilson-Ford Surveying & Engine	4/06/23	\$6,330.26
EFT0004949	Work Equipment Ltd.	4/06/23	\$160.53
EFT0004950	Young's Home Hardware Bldg Cen	4/06/23	\$444.51
	Total Amount of Cheques:		\$355,084.60



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of April 17, 2023

**From:** Tammy Stevenson, Development Technologist  
Corey Schmidt, Manager, Environmental Services

**Subject:** OPS 2023-015 being a report on the 2023 sewage allocations

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report OPS 2023-015 being a report on the 2023 sewage allocations;

**AND FURTHER THAT** Council direct staff to work towards entering a sewage allocation agreement with the following developers in Wellington North:

- VED Homes - Extension of Adelaide Street, west of Conestoga Street – 35 Units;
- Dan Prospero & Ines Prospero - 178 Main Street South – 14 Units;
- John Welton Custom Homebuilding Ltd. - Sunvale Homes Subdivision (NW Corner of Cork and Martin Streets) – 100 Units; and
- Farhan Mahood - 425 - 427 King Street East – 18 Units.

**AND FURTHER THAT** Council award the necessary units to allow the Building Department to have twenty (20) units of sewage allocation for distribution during 2023 for infill lots within Arthur;

**AND FURTHER THAT** Council award the necessary units to allow the Building Department to have twenty (20) units of sewage allocation during 2023 for infill lots within Mount Forest;

**AND FURTHER THAT** Council authorize the Mayor and Clerk to sign the by-laws to enter into the agreements;

**AND FURTHER THAT** Council direct staff to revise the fees and charges by-law associated with sewage allocation applications to include a nominal fee of \$250 per site application for 2024.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2021-013 being a report on the 2021 sewage allocations

Report OPS 2022-011 being a report on the 2022 sanitary allocations

Report OPS 2023-012 being a report on growth within the community of Arthur

<b>BACKGROUND</b>
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The Township's current sewage allocation policy, dated April 12, 2021, provides that 15% of the uncommitted sewage reserve is available for allocation each April. This means that, given the Triton Engineering Services Limited (TESL) letters dated March 7, 2023, Township Council can allocate a total of 55 units of sewage allocation in Arthur and 132 units of sewage allocation in Mount Forest, in 2023, by policy.

In the future, the recommendation contained within this report would provide water and wastewater reserve capacity, whereas the conversation for Wellington North to date has been about wastewater capacity.

Township's current revision of the "Sewage Allocation" policy can be reviewed at [sewage-allocation-policy-2021.pdf \(wellington-north.com\)](https://www.wellington-north.com/~/media/2022/04/Sewage-Allocation-Policy-2021.pdf).

Township staff have evaluated each application based on the criteria (or characteristics) within the policy and detailed them on the chart which follows:

<b>ARTHUR WASTEWATER TREATMENT PLANT</b>	
2022 Uncommitted Reserve Capacity	368 Units
15% of Uncommitted Reserve	55 Units

Table 1 – Arthur Sewage Allocation That Meets Requirements As Per Policy

Developer / Project Location	# of Units	Score per Policy
VED Homes Extension of Adelaide Street, west of Conestoga Street	35	35 Submitted zoning application Public meeting Zoning approved pending 20- day appeal period
<b>TOTAL</b>	<b>35</b>	

Table 2 – Arthur Sewage Allocation Application That Does Not Meet Requirements As Per Policy\*

Developer / Project Location	# of Units	Score per Policy
Arthur North Developments Inc. Lands in Arthur north of the former rail corridor / west of Eliza Street	199	NA  Awaiting possible OP Amendment
Arthur Green Developments Inc. 101 George Street** (Sussman's)	12	NA  Zoned C1
New Town Green Farms Inc. 110 Frederick Street East (Sussman's)	16	NA  Zoned C1
Arthur Green Developments Inc.	36	NA

143 George Street (Sussman's)		Zoned C1
Arthur Green Developments Inc. 164 George Street**	9	Building Department can issue these units as per policy, as appropriate  Site plan and easements currently under approval process
Arthur Green Developments Inc. 168 George Street**	6	Building Department can issue these units as per policy, as appropriate  Site plan and easements currently under approval process
<b>TOTAL</b>	<b>278</b>	

**MOUNT FOREST WASTEWATER TREATMENT PLANT**

2021 Uncommitted Reserve Capacity	880 Units
15% of Uncommitted Reserve	132 Units

Table 3 – Mount Forest Sewage Allocation That Meets Requirements As Per Policy

Developer / Owner	# of Units	Score per Policy
Dan Prospero & Ines Prospero 178 Main Street South	14	49  Site Plan Agreement
John Welton Custom Homebuilding Ltd. Sunvale Homes Subdivision (NW Corner of Cork and Martin Streets)	141	32  Curtis Issuing Draft Plan Approval – Next Week
Farhan Mahood 425 - 427 King Street East	18	35  Application for site plan with 1 <sup>st</sup> submission of detail design review Zoning is approved
<b>TOTAL</b>	<b>173</b>	

Table 4 – Mount Forest Sewage Allocation Applications That Does Not Meet Requirements As Per Policy\*

Developer / Owner	# of Units	Score per Policy
Mamta Developments Inc. NE Corner of Cork and Martin Streets	34	NA  Filed zoning amendment
Wilson Developments Inc.	28	NA

440 Wellington Street East		Pre-consultation
Wilson Developments Inc. Jack's Way Townhomes**	4	Building Department can issue these units per policy, as appropriate
Wilson Developments Inc. 405 Wellington Street East**	8	Building Department can issue these units per policy, as appropriate  Zoning has been applied for
Mount Forest Green Management Inc. 187 Main Street South	50	NA  Pre-consultation
<b>TOTAL</b>	<b>124</b>	

\* - Applicants within Tables 2 & 4 do not meet clause two within the procedure of the Township's "Sewage Allocation Policy" dated April 12, 2021. Any decision by Council to award sewage allocation to these projects will require that Council waive procedure clause two and, depending on the project, recommendation may have commitment of sewage allocation conditional.

For ease of reference Procedure Clause 2 of the Township's "Sewage Allocation Policy reads:

*Requests for sewage allocation units will only be considered by Council once the development has achieved draft plan approval or site plan agreement or subdivision agreement or development agreement or similar approvals.*

NA – Applications that did not meet Clause 2 were not scored by Township staff.

\*\* - These projects require less than twelve sewage allocations which can be awarded directly by the Building Department per the Township's "Sewage Allocation Policy" dated April 12, 2021.

### FINANCIAL CONSIDERATIONS

A unit of sewage allocation, based on the Arthur WWTP – Phase 1 project budget, has a value of approximately \$21,000 per unit (2019 dollars).

### ATTACHMENTS

Schedule A – TESL Letter dated March 7, 2023, titled "Township of Wellington North Community of Arthur 2023 Reserve Capacity Calculations"

Schedule B – TESL Letter dated March 7, 2023, titled "Township of Wellington North Community of Mount Forest 2023 Reserve Capacity Calculations"

Schedule C – 2023 Township staff scoring of "Application for Sewage Allocation"

**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:** Matthew Aston, Director of Operations

*Matthew Aston*

**Recommended By:** Brooke Lambert, Chief Administrative Officer

*Brooke Lambert*



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 Ontario N1M 1S6  
 Tel: (519) 843-3920  
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 Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • HARRISTON

March 7, 2023

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

Attention: Darren Jones,  
 Chief Building Official

RE: Township of Wellington North  
 Community of Arthur  
 2023 Reserve Capacity Calculation  
 Our File: A5510(23) R05 & R46

Dear Sir:

The attached tables outline the 2023 reserve capacity calculations for the water supply and sewage treatment systems in Arthur. The reserve capacities have been calculated in accordance with Ministry of the Environment, Conservation and Parks (MECP) guidelines. **125** building permits were issued and assumed occupied within the municipal systems in Arthur in 2022. These permits were assumed to equate to 1 equivalent residential unit (ERU) each.

### **Water System:**

The three (3) year average maximum day demand of the water system increased from 1,531m<sup>3</sup>/day to **1,557m<sup>3</sup>/day** over the past year. The 2023 uncommitted reserve capacity of the water system has increased from 489 to **547** new development ERUs based on the systems firm capacity of **2,255m<sup>3</sup>/day**.

The Arthur water system is a single pressure zone watermain distribution network that includes two elevated towers and three supply wells. MECP Guidelines indicate that the water supply system is to be capable of satisfying the Maximum Day Demand (MDD), and that where the supply available is greater than MDD, the storage requirement can be reduced accordingly. The current storage volume requirement is **1,066m<sup>3</sup>** which is below the system storage volume currently available of 1,137m<sup>3</sup>. Note: This current volume does not include the multileg tower volume (227 m<sup>3</sup>) as the recent inspection indicated that the structure is nearing the end of its service life and further maintenance and/or modifications to extend this are not advisable.

The storage volume required to support the committed developments noted in Table 3 indicates that the existing available storage is expected to be sufficient to service the committed developments. This is based on the multileg tower remaining in service, without it there would be a slight deficiency.

Refer to Table 1.0 and Table 1.1 for additional information.



### Wastewater Treatment Plant:

The Arthur WWTP has a treatment capacity of 1,860m<sup>3</sup>/day. The three-year annual average day flow decreased from 1,293m<sup>3</sup>/day to **1,263m<sup>3</sup>/day**. Calculations provided in Table 2 (attached) indicate the uncommitted reserve capacity has decreased from 391 to **368** new development ERUs.

Based on Golden Valley Farm's most recent monitoring report dated December 2022, the number of remaining committed units for this industry is zero (**0**) ERUs as reflected in Table 3.

Additionally, in conjunction with the reserve capacity calculations, we have completed a high-level assessment of the extraneous flows within the Arthur sewage collection system. This assessment compares the precipitation, temperature, average day demand of water and the average day flow measured at the WWTP on a monthly basis. The results indicate that the extraneous flows over and above the expected amount within a typical system is, on average, **123m<sup>3</sup>/day**, which equates to an estimated **131 ERUs**. This amount is slightly less than last year. The relationship between the wastewater flows, precipitation and temperature is indicative of a system that is subject to groundwater infiltration and sump pump connections to the sanitary system, but not necessarily direct inflow (i.e., roof leaders, catchbasins), given the high wastewater flows noted during the spring melt with little correlation noted to high precipitation events during lower groundwater periods (i.e., June through September).

### Summary:

It is important to note that Cachet, Forest View Estates, Seawaves Homes and Phase 4 of the Eastridge Landing Subdivision are included as committed development in these calculations as per Table 3, therefore will not reduce the water supply and wastewater treatment ERUs available for uncommitted developments.

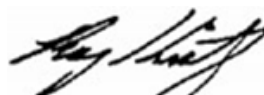
Following Council's review and adoption of the attached report, we would recommend that a copy be forwarded to the MECP District Office in Guelph and the Wellington County Planning Department.

We trust you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact this office.

Respectfully,  
Triton Engineering Services Limited



Dustin Lyttle, P. Eng.



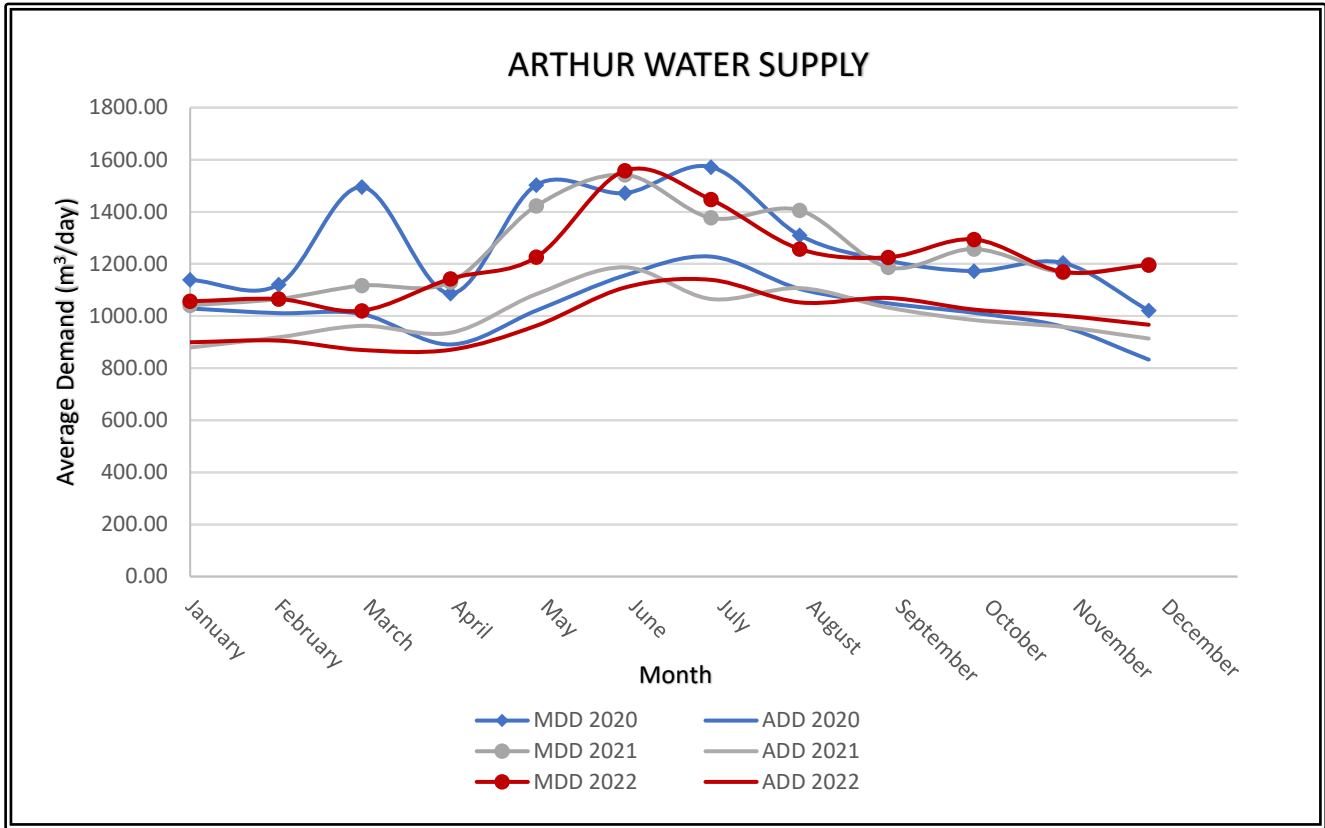
Ray Kirtz, P.Eng.

Encl.

cc: Tammy Stevenson, Development Technologist, Township of Wellington North  
Brooke Lambert, Chief Administrative Officer, Township of Wellington North  
Matt Aston, Director of Operations, Township of Wellington North  
Corey Schmidt, Water & Sewer Supervisor, Township of Wellington North

**TABLE 1.0**  
**TOWNSHIP OF WELLINGTON NORTH**  
**ARTHUR**  
**WATER SUPPLY 2023 RESERVE CAPACITY**

DESCRIPTION	2022
1 Firm Capacity <sup>1</sup>	2,255
2 Three-Year Max Day Demand (m <sup>3</sup> /d) <sup>2</sup>	1,557
3 Three-Year Average Day Demand (m <sup>3</sup> /d) <sup>3</sup>	1,005
4 Reserve Capacity (m <sup>3</sup> /d) (1) - (2)	698
5 Three-Year Max/Average Day Peak Factor (2) ÷ (3)	1.55
6 Three-Year Average Day Residential Demand (m <sup>3</sup> /d) <sup>4</sup>	585
7 Peaked Max Day Residential Flow (m <sup>3</sup> /d) (5) x (6)	906
8 Occupied Serviced Households <sup>5</sup>	1,093
9 Persons Per Existing Residential Unit <b>(2021 Census Data)</b>	2.6
10 Population Served (8) x (9)	2,842
11 Maximum Residential Day Demand Per Capita (m <sup>3</sup> /d) (7) ÷ (10)	0.319
12 Additional Population that can be Served (4) ÷ (11)	2,188
13 Person Per New Equivalent Residential Unit (ERU) (2018 Growth Management Plan)	2.7
14 Additional Equivalent Residential Units that can be served. (12) ÷ (13)	813
15 Committed Equivalent Residential Units (Table 3)	266
<b>16 Uncommitted Reserve Capacity Equivalent Residential Units (14) - (15)</b>	<b>547</b>
<sup>1</sup> Based on production for Well 8A/8B only (2,255m <sup>3</sup> /day each), assumes Well 7A (1,961m <sup>3</sup> /d) is off-line.	
<sup>2</sup> Max day demand is the average of the maximum day demand of 2020, 2021 and 2022 adjusted (1,572m <sup>3</sup> /d, 1,542m <sup>3</sup> /d and 1,558m <sup>3</sup> /d respectively).	
<sup>3</sup> Average day demand is the average daily demand from 2020, 2021 and 2022 (1,025m <sup>3</sup> /d, 1,002m <sup>3</sup> /d and 989m <sup>3</sup> /d respectively)	
<sup>4</sup> Average residential demand is the average daily demand with the ICI users discounted from 2020, 2021 and 2022 (587m <sup>3</sup> /day, 589m <sup>3</sup> /day and 580m <sup>3</sup> /day respectively)	
<sup>5</sup> 968 (2021) + 125 additional ERUs occupied in 2022.	



**TABLE 1.1**  
**TOWNSHIP OF WELLINGTON NORTH**  
**ARTHUR**  
**WATER SYSTEM 2023 STORAGE ASSESSMENT**

DESCRIPTION	2022
1 Existing System Storage (m <sup>3</sup> ) <sup>1</sup>	1,137
2 Three-Year Max Day Demand (m <sup>3</sup> /d) (Table 1)	1,557
3 Storage Required (m <sup>3</sup> ) (as per MECP Guidelines)	1,066
<b>4 Existing Surplus Storage Available (m<sup>3</sup>) (1) - (3)</b>	<b>71</b>
5 Committed Equivalent Residential Units (Table 3)	266
6 Storage Required to Service Committed Developments (m <sup>3</sup> )	1,177
<b>7 Additional Storage Available (m<sup>3</sup>) (1) - (6)</b>	<b>-40</b>
<sup>1</sup> Existing multi-leg tower is nearing the end of its expected service life. Therefore, its volume (227m <sup>3</sup> ) has not been included in available storage assessment.	

**TABLE 2.0**  
**TOWNSHIP OF WELLINGTON NORTH**  
**ARTHUR**  
**WASTEWATER 2023 RESERVE CAPACITY**

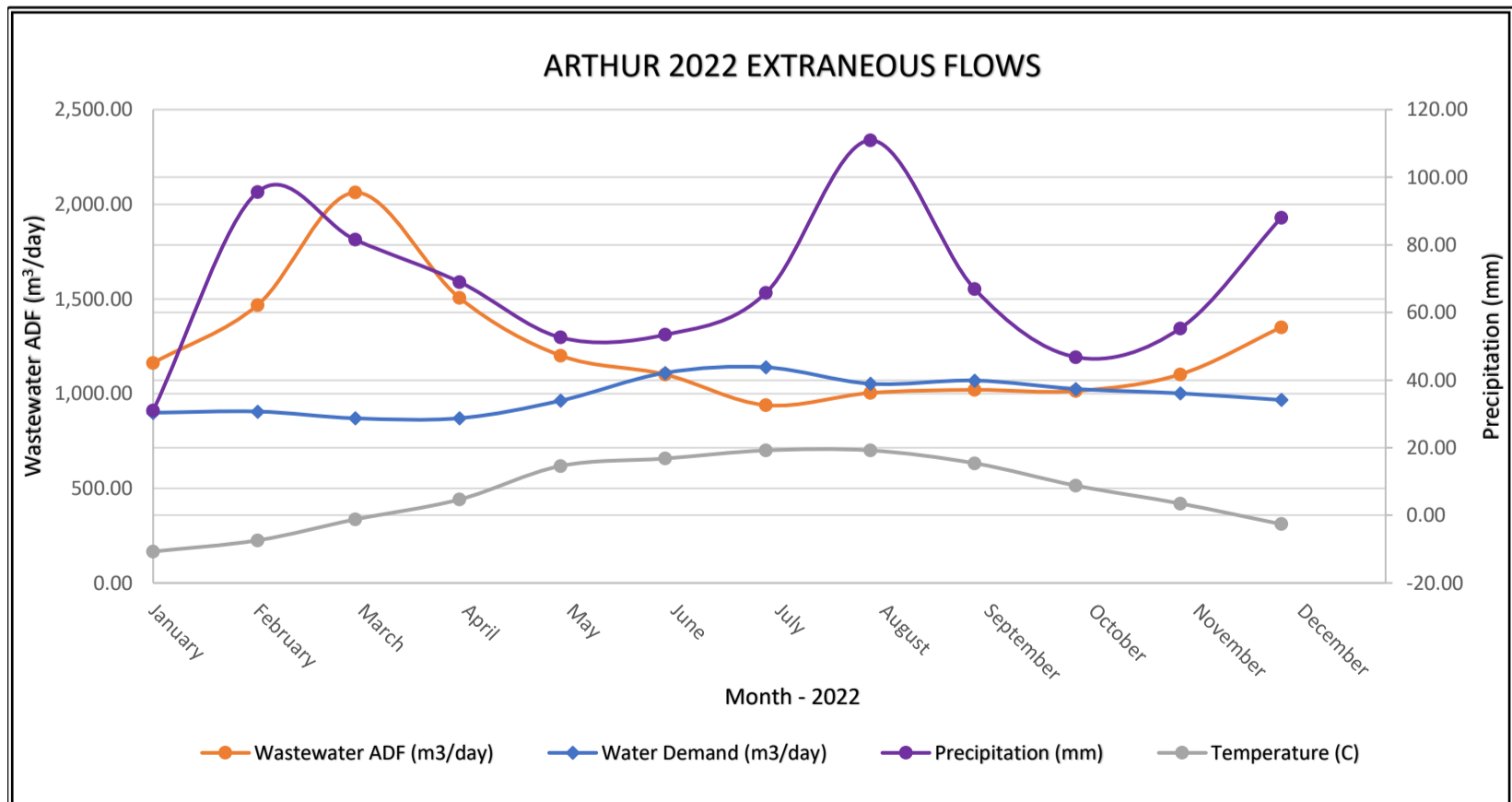
DESCRIPTION	2022
1 Design Capacity of Sewage Treatment Facility (m <sup>3</sup> /d)	1,860
2 Average Day Flow <sup>1</sup> (m <sup>3</sup> /d) (Average of 2020, 2021 and 2022 Average Day Flows)	1,263
3 Reserve Capacity (m <sup>3</sup> /d) (1) - (4)	597
4 Expected New Development Per Capita Flow <sup>2</sup> (m <sup>3</sup> /d)	0.350
5 Additional Population that can be Served (3) ÷ (4)	1,706
6 Person Per Equivalent Residential Unit (2018 Growth Management Plan)	2.7
7 Estimated New Equivalent Residential Unit Flow Rate (4) x (6)	0.942
8 Additional New Equivalent Residential Units that can be Served (5) ÷ (6)	634
9 Committed Development Residential Units (Table 3)	266
10 <b>Uncommitted Reserve Capacity New Development Equivalent Residential Units (7) - (8)</b>	<b>368</b>
<sup>1</sup> Average of 2020, 2021 and 2022 (1,311m <sup>3</sup> /day, 1,234 m <sup>3</sup> /day and 1,244 m <sup>3</sup> /day respectively).	
<sup>2</sup> Adjusted per person flow rate based on MOE recommended values and supported by current water usage rates.	

**TABLE 3.0**  
**TOWNSHIP OF WELLINGTON NORTH**  
**ARTHUR**  
**SUMMARY OF COMMITTED DEVELOPMENTS 2022**

COMMITTED DEVELOPMENTS	TOTAL UNITS	UNITS ALLOCATED IN 2022	REMAINING UNITS AT END OF 2022
Eastridge Landing (Phase 3 & 4)	103	19	56
Forest View Estates (Domville St.)	50	0	50
Seawaves Homes (Gordon St.)	37	0	37
D. Martin Development (Conestoga Street)	1	0	1
Cachet Development (Preston Street)	197	95	102
INFILL LOTS <sup>1</sup>	20	11	20
<b>SUB-TOTAL</b>		<b>125</b>	<b>266</b>
GOLDEN VALLEY <sup>2</sup>	0		0
<b>TOTAL COMMITTED UNITS</b>			<b>266</b>
<sup>1</sup> 20 infill lots to be allocated each year.			
<sup>2</sup> Golden Valley Farms Maximum Semi-Annual Average Day Flow was determined to be 200m <sup>3</sup> /day. This is 19m <sup>3</sup> /day in excess of the allowable flow rate of 181m <sup>3</sup> /day.			

**TABLE 4.0  
TOWNSHIP OF WELLINGTON NORTH  
ARTHUR  
EXTRANEOUS FLOWS 2022**

MONTH	PRECIPITATION <sup>1</sup> (mm)	AMBIENT TEMP. (C°)	WASTEWATER ADF (m <sup>3</sup> /day)	WATER ADD (m <sup>3</sup> /day)	EXTRANEOUS FLOW (m <sup>3</sup> /day)
January-2022	31.00	-10.70	1,162.13	899.12	263
February-2022	95.60	-7.40	1,467.68	905.43	562
March-2022	81.50	-1.20	2,061.56	869.60	1,192
April-2022	69.00	4.70	1,505.14	870.30	635
May-2022	52.60	14.60	1,200.89	962.75	238
June-2022	53.40	16.80	1,101.39	1,109.58	-8
July-2022	65.80	19.20	939.04	1,138.85	-200
August-2022	110.90	19.20	1,003.65	1,052.29	-49
September-2022	66.90	15.40	1,019.74	1,069.24	-49
October-2022	46.80	8.80	1,013.81	1,024.67	-11
November-2022	55.30	3.50	1,101.72	1,001.43	100
December-2022	88.00	-2.60	1,350.00	966.41	384
<b>AVERAGE</b>	<b>879.2 (TOTAL)</b>	<b>6.69</b>	<b>1,244</b>	<b>989</b>	<b>255</b>
<b>REASONABLE EXTRANEOUS FLOW BASED ON POPULATION(m<sup>3</sup>/day)<sup>2</sup></b>					<b>131</b>
<b>EXTRANEOUS FLOW OVER AND ABOVE REASONABLE AMOUNT(m<sup>3</sup>/day)</b>					<b>123</b>
<b>EQUIVALENT RESIDENTIAL UNITS USED BY EXTRANEOUS FLOWS (ERU)<sup>3</sup></b>					<b>131</b>
<sup>1</sup> Environment Canada - Daily Data Report Mount Forest.					
<sup>2</sup> Expected infiltration based 60Litres per person per day allowable infiltration, based on modified historic MOE Standard.					
<sup>3</sup> Based on Future Development Unit Sanitary Flow Rate.					





105 Queen Street West, Unit 14  
 Fergus  
 Ontario N1M 1S6  
 Tel: (519) 843-3920  
 Fax: (519) 843-1943  
 Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • HARRISTON

March 7, 2023

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

Attention: Darren Jones,  
 Chief Building Official

RE: Township of Wellington North  
 Community of Mount Forest  
 2023 Reserve Capacity Calculations  
 Our File: A5510(23) R03 & R47

Dear Sir:

The attached tables outline the 2023 reserve capacity calculations for the water supply and sewage treatment systems in Mount Forest. The reserve capacities have been calculated in accordance with Ministry of the Environment, Conservation and Parks (MECP) guidelines. **93** building permits were issued and assumed occupied within the municipal systems in Mount Forest in 2022. These permits were assumed to equate to 1 equivalent residential unit (ERU) each.

#### **Water System:**

The three (3) year average maximum day demand of the water system decreased from 2,546m<sup>3</sup>/day to **2,477m<sup>3</sup>/day** over the past year. The 2023 uncommitted reserve capacity of the water system has decreased from 3,723 to **3,661** new development (ERUs) based on the systems operational firm capacity of **5,976m<sup>3</sup>/day**.

The Mount Forest water system is a single pressure zone watermain distribution network that includes one elevated standpipe and four supply wells. MECP Guidelines indicate that the water supply system is to be capable of satisfying the Maximum Day Demand (MDD), and that where the supply available is greater than MDD, the storage requirement can be reduced accordingly. Given this, the current storage volume requirement is **2,746m<sup>3</sup>** which is above the system storage volume currently available of 2,000m<sup>3</sup>.

The storage volume required to support the committed developments noted in Table 3 indicates that the existing available storage is expected to be insufficient to service the committed developments. However, it should be noted that the Mount Forest water system has a significant surplus of supply which is available to augment this storage deficiency.

Refer to Table 1.0 and Table 1.1 for additional information.



### Wastewater Treatment Plant:

The Mount Forest WWTP has a rated treatment capacity of 2,818m<sup>3</sup>/day. The three-year annual average day flow decreased from 1,962 m<sup>3</sup>/day to **1,907m<sup>3</sup>/day**. Calculations provided in Table 2 (attached) indicate the uncommitted reserve capacity has increased from 785 to **880** equivalent residential units.

Table 2 summarizes the sewage treatment reserve capacity calculations for 2023.

Additionally, in conjunction with the reserve capacity calculations, we have completed a high-level assessment of the extraneous flows within the Mount Forest sewage collection system. This assessment compares the precipitation, temperature, average day demand of water and the average day flow measured at the WWTP on a monthly basis. The results indicate that the system is not subject to extraneous flows over and above a reasonable amount within a typical system. There does appear to be a relationship between the wastewater flows, precipitation and temperature however the resulting infiltration/inflow on an annual basis is not significant.

### Summary:

It is important to note that the active developments as listed in Table 3 are included as committed development, therefore will not reduce the water supply and wastewater treatment ERUs available for uncommitted developments.

The need for additional municipal water storage is apparent based on the calculations. Although the storage deficit is becoming significant, the excess supply in the system provides a safe guard to supplement storage deficiencies. However, with growth the excess supply will diminish as storage requirements increase at the same time, therefore it is recommended that the process of establishing additional system storage commence as soon as possible. This process would start with a Municipal Class EA for the construction of a new water storage facility.

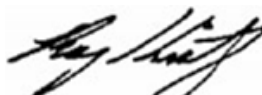
Following Council's review and adoption of the attached report, we would recommend that a copy be forwarded to the MECP District Office in Guelph and the Wellington County Planning Department.

We trust you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact this office.

Respectfully,  
Triton Engineering Services Limited



Dustin Lyttle, P. Eng.



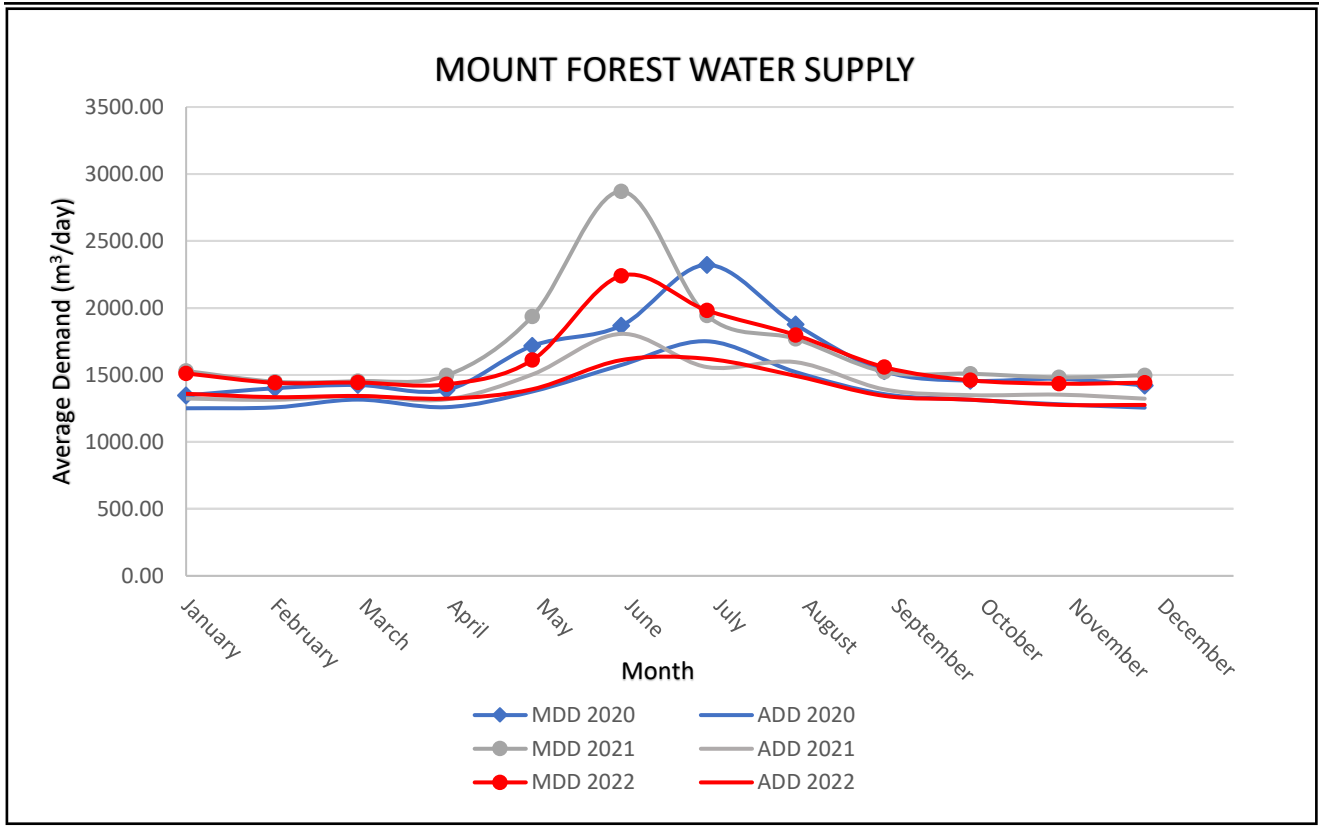
Ray Kirtz, P.Eng.

Encl.

cc: Tammy Stevenson, Development Technologist, Township of Wellington North  
Brooke Lambret, Chief Administrative Officer, Township of Wellington North  
Matt Aston, Director of Operations, Township of Wellington North  
Corey Schmidt, Water & Sewer Supervisor, Township of Wellington North

**TABLE 1.0**  
**TOWNSHIP OF WELLINGTON NORTH**  
**MOUNT FOREST**  
**WATER SUPPLY 2023 RESERVE CAPACITY**

DESCRIPTION	2022
1 Firm Operational Capacity <sup>1</sup>	5,976
2 Three-Year Max Day Demand (m <sup>3</sup> /d) <sup>2</sup>	2,477
3 Three-Year Average Day Demand (m <sup>3</sup> /d) <sup>3</sup>	1,400
<b>4 Reserve Capacity (m<sup>3</sup>/d)</b> <b>(1) - (2)</b>	<b>3,499</b>
5 Three-Year Max/Average Day Peak Factor (2) ÷ (3)	1.77
6 Three-Year Average Day Residential Demand (m <sup>3</sup> /d) <sup>4</sup>	1,094
7 Peaked Max Day Residential Flow (m <sup>3</sup> /d) (5) x (6)	1,937
8 Occupied Serviced Households <sup>5</sup>	2,293
9 Persons Per Existing Residential Unit <b>(2021 Census Data)</b>	2.2
10 Population Served (8) x (9)	5,136
11 Maximum Residential Day Demand Per Capita (m <sup>3</sup> /d) (7) ÷ (10)	0.377
12 Additional Population that can be Served (4) ÷ (11)	9,277
13 Person Per New Equivalent Residential Unit (ERU) (2018 Growth Management Plan)	2.4
14 Additional Equivalent Residential Units that can be served. (12) ÷ (13)	3,865
15 Committed Equivalent Residential Units (Table 3)	204
<b>16 Uncommitted Reserve Capacity Equivalent Residential Units</b> <b>(14) - (15)</b>	<b>3,661</b>
<sup>1</sup> Operational Capacity is noted as the historic maximum flow rates at each of the Wells, as per the 2020 Technical Study Update.	
<sup>2</sup> Max day demand is the average of the maximum day demand of 2020, 2021 and 2022 (2,322m <sup>3</sup> /d, 2,870m <sup>3</sup> /d and 2240 m <sup>3</sup> /d respectively).	
<sup>3</sup> Average day demand is the average daily demand from 2020, 2021 and 2022 (1,376m <sup>3</sup> /d, 1,432m <sup>3</sup> /d and 1391m <sup>3</sup> /d respectively).	
<sup>4</sup> Average residential demand is the average daily demand with the ICI users discounted from 2020, 2021 and 2022 (1,075m <sup>3</sup> /d, 1,127m <sup>3</sup> /d and 1082m <sup>3</sup> /d respectively).	
<sup>5</sup> 2,200 (2021) + 93 ERUs connected in 2022.	



**TABLE 1.1**  
**TOWNSHIP OF WELLINGTON NORTH**  
**MOUNT FOREST**  
**WATER SYSTEM 2023 STORAGE ASSESSMENT**

DESCRIPTION	2022
1 Existing System Storage (m <sup>3</sup> ) <sup>1</sup>	2,000
2 Three-Year Max Day Demand (m <sup>3</sup> /d) (Table 1)	2,477
3 Existing Storage Required (m <sup>3</sup> ) (as per MECP Guidelines)	2,746
<b>4 Existing Surplus Storage Available (m<sup>3</sup>) (1) - (3)</b>	<b>-746</b>
5 Committed Equivalent Residential Units (Table 3)	204
6 Storage Required to Service Committed Developments (m <sup>3</sup> )	2,967
<b>7 Additional Storage Available (m<sup>3</sup>) (1) - (6)</b>	<b>-967</b>
<sup>1</sup> Existing System Storage provided by Stand Pipe constructed in 1985.	

**TABLE 2.0**  
**TOWNSHIP OF WELLINGTON NORTH**  
**MOUNT FOREST**  
**WASTEWATER 2023 RESERVE CAPACITY**

DESCRIPTION	2022
1 Design Capacity of Sewage Treatment Facility (m <sup>3</sup> /d)	2,818
2 Average Day Flow <sup>1</sup> (m <sup>3</sup> /d) (Average of 2020, 2021 and 2022 Average Day Flows)	1,907
3 Reserve Capacity (m <sup>3</sup> /d) (1) - (4)	911
4 Expected New Development Per Capita Flow <sup>2</sup> (m <sup>3</sup> /d)	0.350
5 Additional Equivalent Population that can be Served (3) ÷ (4)	2,603
6 Person Per Equivalent Residential Unit (ERU) (2018 Growth Management Plan)	2.4
7 Estimated New Equivalent Residential Unit Flow Rate (4) x (6)	0.840
8 Additional New Equivalent Residential Units that can be Served (5) ÷ (6)	1,084
9 Committed Development Residential Units (Table 3)	204
10 <b>Uncommitted Reserve Capacity New Development Equivalent Residential Units</b> <b>(7) - (8)</b>	<b>880</b>
<sup>1</sup> Average day flow is the average daily flow from 2019, 2020, 2021 and 2022 (1,954m <sup>3</sup> /d, 1,937m <sup>3</sup> /d, 1,994m <sup>3</sup> /d and 1790m <sup>3</sup> /d respectively)	
<sup>2</sup> Adjusted per person flow rate based on MOE recommended values and supported by current water usage rates.	

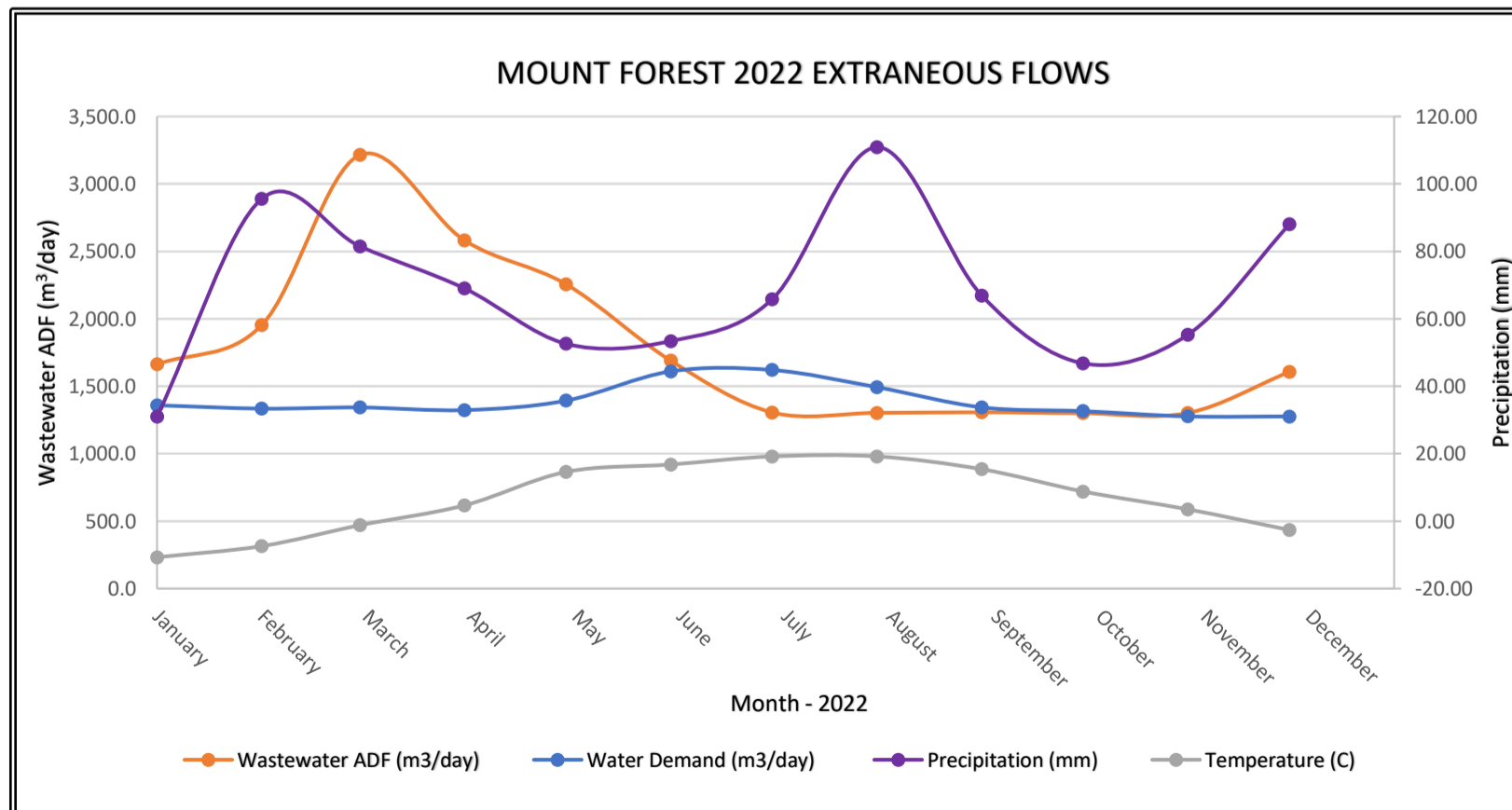
**TABLE 3.0**  
**TOWNSHIP OF WELLINGTON NORTH**  
**MOUNT FOREST**  
**SUMMARY OF COMMITTED DEVELOPMENTS 2022**

COMMITTED DEVELOPMENTS	TOTAL UNITS	UNITS ALLOCATED IN 2022	REMAINING UNITS AT END OF 2022
Albert Street Estates (Reeves)	1	0	1
Lucas Subdivision (Reeves)	19	3	4
Martin Street (Betty Dee Ltd.)	1	0	1
London Road Subdivision (Bye)	30	4	22
Marlanna Homes Subdivision (400 King Street East)	24	2	22
Mount Forest Developments Inc. (Church/Durham)	30	16	0
Sharon Farms - 730 Princess St	15	15	0
Jack's Way Subdivision & London Rd Apartment (Wilson)	60	33	27
Archcon Group Ltd (773 Princess St)	32	0	32
Deer Ridge Heights Subdivison	75	0	75
INFILL LOTS <sup>1</sup>	20	20	20
<b>SUB-TOTAL</b>		<b>93</b>	<b>204</b>
<b>TOTAL COMMITTED UNITS</b>			<b>204</b>

<sup>1</sup> 20 infill lots to be allocated each year.

**TABLE 4.0  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST  
EXTRANEOUS FLOWS 2022**

MONTH	PRECIPITATION <sup>1</sup> (mm)	AMBIENT TEMP. (C°)	WASTEWATER ADF (m <sup>3</sup> /day)	WATER ADD (m <sup>3</sup> /day)	EXTRANEOUS FLOW (m <sup>3</sup> /day)
January-2022	31.00	-10.70	1,662.0	1,359.1	303
February-2022	95.60	-7.40	1,953.7	1,334.2	620
March-2022	81.50	-1.20	3,214.5	1,343.0	1,872
April-2022	69.00	4.70	2,580.6	1,323.2	1,257
May-2022	52.60	14.60	2,256.7	1,393.3	863
June-2022	53.40	16.80	1,689.3	1,610.4	79
July-2022	65.80	19.20	1,306.0	1,620.4	0
August-2022	110.90	19.20	1,302.8	1,493.1	0
September-2022	66.90	15.40	1,307.2	1,343.7	0
October-2022	46.80	8.80	1,300.2	1,315.5	-15
November-2022	55.30	3.50	1,302.0	1,276.6	25
December-2022	88.00	-2.60	1,606.6	1,276.2	330
<b>AVERAGE</b>	<b>879.2 (TOTAL)</b>	<b>6.69</b>	<b>1,790</b>	<b>1,391</b>	<b>445</b>
<b>REASONABLE EXTRANEOUS FLOW BASED ON POPULATION(m<sup>3</sup>/day)<sup>2</sup></b>					<b>557</b>
<b>EXTRANEOUS FLOW OVER AND ABOVE REASONABLE AMOUNT(m<sup>3</sup>/day)</b>					<b>-112</b>
<b>EQUIVALENT RESIDENTIAL UNITS USED BY EXTRANEOUS FLOWS (ERU)<sup>3</sup></b>					<b>-133</b>
<sup>1</sup> Environment Canada - Daily Data Report for Mount Forest					
<sup>2</sup> Expected infiltration based 60Litres per person per day allowable infiltration, based on modified historic MOE Standard.					
<sup>3</sup> Based on Future Development Unit Sanitary Flow Rate					



## SCHEDULE C

## SCHEDULE A

APPLICATION FOR SEWAGE ALLOCATION

DATE	JANUARY 27, 2023		
APPLICANT	PATTERSON PLANNING CONSULTANTS INC. SCOTT PATTERSON		
ADDRESS	6095 LINE 66 MONKTON, ONTARIO NOK 1P0		
PHONE	519-577-9817	EMAIL ADDRESS	scott@lplan.com

DEVELOPER	2786713 ONTARIO INC. O/A VED HOMES		
ADDRESS	62 SIR JACOBS CRESCENT BRAMPTON, ONTARIO L7A 3V2		
HOME PHONE	647-292-3977	EMAIL ADDRESS	vedhomes20@gmail.com

PROJECT NAME	VED - ARTHUR		
ROLL #	234 9000013198070000 234 9000013198100000		
STREET	EXTENSION OF ADELAIDE STREET		
LEGAL DESCRIPTION	PART OF PARK LOT 3, SOUTH OF COMVILLE ST.		
# OF ALLOCATIONS	35 UNITS (ENTIRE PROJECT)		
PROJECT DESCRIPTION	15 STREET FRONTING TOWNHOUSES 20 CLUSTER TOWNHOUSES		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

- YES      DRAFT PLAN OF SUBDIVISION APPLICATION IS IN PROGRESS,  
ZONING BY-LAW AMENDMENT ZBA27/22 IS IN PROCESS.
- NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:



Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.

Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.

Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).

Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).

Project will utilize existing sanitary infrastructure.

Project meets the unit density required by current planning policy.

Project includes the building of purpose built rental.

Project includes provisions that are consistent with the Township's Community Growth Plan:

Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).

Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 [tpingle@wellington-north.com](mailto:tpingle@wellington-north.com) 519-848-3620 ext 4435.

*Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administering the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227*

SIGNATURE:

*Scott Patterson*

DATED: FEB. 1/2023

PRINT NAME: SCOTT PATTERSON

**PRIORITY CONSIDERATIONS**

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

// 35

**SCHEDULE A****APPLICATION FOR SEWAGE ALLOCATION**

DATE	March 28, 2023		
APPLICANT	Dan Prospero & Ines Prospero		
ADDRESS	178 Main Street, Mount Forest		
PHONE	416-677-9822	EMAIL ADDRESS	ines@accrueltd.com dan@accrueltd.com

DEVELOPER	Dan Prospero & Ines Prospero		
ADDRESS	48 McCauley Dr. Bolton ON L7E 0B3		
HOME PHONE	416-677-9822	EMAIL ADDRESS	ines@accrueltd.com dan@accrueltd.com

PROJECT NAME	178 Main Street, Mount Forest		
ROLL #	23 49-000-002-10900-0000		
STREET	178 Main Street, Mount Forest		
LEGAL DESCRIPTION	Mount Forest E/S Main St PT LOT 18		
# OF ALLOCATIONS			
PROJECT DESCRIPTION	14 rental residential Units with ground floor retail/commercial space.		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES SPA has been approved

NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental.
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 [toringie@wellington-north.com](mailto:toringie@wellington-north.com) 519-848-3620 ext 4435.

*Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227*

SIGNATURE:



DATED:

Mar. 28 2023

PRINT NAME:

Danny Prospero

**PRIORITY CONSIDERATIONS**

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

// 49

## SCHEDULE A

### APPLICATION FOR SEWAGE ALLOCATION

DATE	March 24, 2023		
APPLICANT	Cobide Engineering		
ADDRESS	517 10th Street, Hanover		
PHONE	519-506-5959	EMAIL ADDRESS	tburnside@cobideeng.com

DEVELOPER	John Welton Custom Homebuilding Ltd.		
ADDRESS	66 Kirby Ave, Collingwood, ON L9Y 3Y8		
HOME PHONE	416-346-0883	EMAIL ADDRESS	johnzwelton@sunvalehomes.com

PROJECT NAME	Sunvale Homes Subdivision		
ROLL #	2349000004001750000		
STREET	Cork Street/ Martin Street		
LEGAL DESCRIPTION	Pt Park Lots 10,11,12 S of Princess St., Pt Park Lots I, K L McDonalds Survey and Pt of Division 1 Lot 2 Conc WOSR		
# OF ALLOCATIONS	141		
PROJECT DESCRIPTION	Residential Subdivision		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES

NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:



- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental. Depending on who buys the multi-family block, there is potential these could be purpose built rentals
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 [tpringle@wellington-north.com](mailto:tpringle@wellington-north.com) 519-848-3620 ext 4435.

*Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227*

SIGNATURE:



DATED: 3/24/2023

PRINT NAME: TRAVIS BURNSIDE

**PRIORITY CONSIDERATIONS**

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

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32

**SCHEDULE A****APPLICATION FOR SEWAGE ALLOCATION**

DATE	March 16, 2023		
APPLICANT	Farhan Mahmood		
ADDRESS	6512 ELLIS Road, Puslinch, Ontario N3C 2V4		
PHONE	416-846-8566	EMAIL ADDRESS	farhann23@gmail.com

DEVELOPER	Farhan Mahmood		
ADDRESS	6512 ELLIS Road, Puslinch, Ontario N3C 2V4		
HOME PHONE	416-846-8566	EMAIL ADDRESS	farhann23@gmail.com

PROJECT NAME	425-427 King St E		
ROLL #	23 49 000-002-00125-0000 23 49 000-002-00123-0000		
STREET	King St E		
LEGAL DESCRIPTION	PT PARK LOT 3 RP60R2483 Part 1 PT PARK LOT 3 RP60R2483 Part 2		
# OF ALLOCATIONS	18		
PROJECT DESCRIPTION	Construction of an 18-unit cluster townhouse development		

Applications will only be processed by staff if the applicant can answer "YES" to the following statement.

Project has a draft plan of subdivision, site plan agreement, development agreement, subdivision agreement or similar approvals.

YES

NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- Project is located within the built boundary of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project is located within the central intensification corridor of Arthur or Mount Forest as described within the Township's Development Charges By-Law.
- Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- Project will see a capital contribution for Municipal Infrastructure (roads, water, storm or sanitary).
- Project will utilize existing sanitary infrastructure.
- Project meets the unit density required by current planning policy.
- Project includes the building of purpose built rental.
- Project includes provisions that are consistent with the Township's Community Growth Plan:
- Project design will be consistent with the Township's Municipal Servicing Standards and Servicing Master Plan(s).
- Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy 012-19. Furthermore, Township of Wellington North acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Development Clerk, Township of Wellington North, 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0 [tpingle@wellington-north.com](mailto:tpingle@wellington-north.com) 519-848-3620 ext 4435.

*Personal information collected by the Township of Wellington North under the authority of the Municipal Act is for the purpose of administrating the Township's sewage allocation distribution. Any questions can be directed to the Director of Legislative Services/Clerk at 519-848-3620 ext. 4227*

SIGNATURE: DocuSigned by:  
*Farhan Mahmood*  
949E842EBEC84A7...

DATED: March 16, 2023

PRINT NAME: Farhan Mahmood

425-427 King St. E.

**PRIORITY CONSIDERATIONS**

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Boundary (Arthur or Mount Forest)	
No	0
Yes	2
Central Intensification Corridor	
No	0
Yes	2
Ministry of Environmental Approvals (Environmental Compliance Approval)	
No	0
Yes or N/A	5
Capital Contribution by Developer	
No	0
Yes	5 sidewalk
Existing Sanitary Infrastructure	
Connects to Existing Sanitary Main	10
Minor Extension (<25m) to Existing Sanitary Main	5
Major Extension (>25m) to Existing Sanitary Main	3
Purpose Built Rental Housing	
No	0
Yes	5
Community Growth Plan (CGP)	
Non-Consistent	0
Consistent with Some of CGP	3
Consistent with Multiple Aspects of CGP	5
Unit Density - Project Meets Official Plan Density Targets	
No	0
Yes	3
Consistent with Municipal Servicing Standards and Servicing Master Plan	
No	0
Yes	2

425-427 King St. E. 158

Construction Starts in Next 18-Months	
Unlikely	0
Somewhat Likely	5
Very Likely	10
Developer Has Received Other Municipal Approvals	
Not Yet Applied	0
Applied But Not Yet Approved	3
Yes or N/A	5

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35



# Staff Report

**To:** Mayor and Members of Council Meeting of 2023  
**From:** Tasha Grafos, Community Recreation Coordinator  
Tom Bowden, Manager of Recreation Services  
**Subject:** OPS 2023-016 being a report on use of a playground for the summer by Life Gears Academy summer camp

**RECOMMENDATION**

**THAT** the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-016 being a report on the use municipal property to allow the Life Gears Academy to operate a day camp for six weeks.  
**AND THAT** Council support Option 2 – the use of the Cork Street property and playground, as described in this report at a cost of \$150.00 per week.  
**AND FURTHER THAT**, Council direct staff to enter into an agreement with Life Gears Academy to specify the terms and conditions of this partnership.

**PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS**

None

**BACKGROUND**

Life Gears Academy runs programming traditionally out of the Guelph area through the neighborhood group to provide low-cost programming. Recently, one of the instructors moved to Mount Forest which launched their interest in this area. Last summer, the camp was allowed to operate at Murphy Park through an informal agreement. The camp had approximately 8 kids a week and allowed the public to share the space. They have also just run a March break camp at Arthur Presbyterian church.

Life Gears Academy is hoping to operate again in Wellington North for the 2023 summer season. They are hoping to do 6 weeks starting July 11th – August 26th and taking the week off Aug 7th off. Programming usually runs 9am – 4pm allowing for extended care. There is a fee associated with the program, but they also offer 3-4 subsidized positions a week and can partner with organizations that have connections with families in town that need that support. Groups are limited to 15 kids ages 7-11. The organization is also insured up to 3 million dollars in coverage. They typically tell the insurance company a location and they provide an extra certificate based on the space.

There was also a request for space in Arthur (specifically the Arena, Optimist Pavilion and park) – however, the Township does not have any suitable space available. Currently there is another camp that rents this space from the Township (SU Sports Camp) and this space is used extensively by our Wellington North Day Camp. In addition, this space is frequently rented for luncheons, meetings, and other events throughout the summer.



Life Gears Academy attended the Parks and Recreation Committee on April 4, 2023 and staff were directed to work with the group to identify options in Mount Forest for Council consideration. Staff have reviewed two options; the use of Murphy Park and the use of Cork Street park outlined below.

### **Option 1 – Murphy’s Park**

There is no fee associated with the use of Murphy’s Park as it is a public space that is not covered under our Fees and Charges by-law. This park allows for access to porta-potties. If selected, a Memorandum of Understanding should be developed with the Township and Life Gears Academy, that would cover some of the permit Terms and Conditions (that would be in a typical Rental Agreement). A certificate of insurance is required from Life Gears name the Township as an additional insured, as well as an independent Emergency Plan in the case of severe inclement weather.

### **Option 2 – Cork Street Park**

Staff have reviewed Cork Street as an option and are comfortable with a reduced fee of \$150.00 per week. This fee would assist in covering staff costs associated with opening, cleaning, and preparing the pavilion and washrooms. If approved, staff would enter into a contractual agreement that would be bound by our typical permit terms and conditions. This fee allows use of the pavilion and washrooms.

As with our rental contracts, “The applicant will take out a comprehensive policy of public liability and property damage insurance acceptable to the management. This policy should provide coverage for any single accident to a minimum limit of TWO MILLION DOLLARS, exclusive of costs against loss of or damage to property arising in connection with the activity as a result of any act or omission of the applicant, its members or invitees. Such policy shall name the Township of Wellington North as an additional insured and a certified copy of the policy or certificate shall be provided to the management prior to the date of the function.”

In addition to this, Life Gears shall have an Emergency Plan submitted to the Township prior to the start date of the contract. The Township will offer emergency shelter at the Mount Forest & District Sports Complex.

### **Recommended Option**

Based on the considerations for staff time, insurance, camper safety and consistency with other summer programming partnerships, staff is recommending Council approve the use of the Cork Street Park as a location for a partnership with the Life Gears Academy.

#### **FINANCIAL CONSIDERATIONS**

If approved, a reduced rental fee of \$150.00 per week will be approved.

#### **ATTACHMENTS**

#### **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

<b>Prepared By:</b>	Tasha Grafos, Community Recreation Coordinator Tom Bowden, Manager of Recreation Services	<i>Tasha Grafos</i> <i>Tom Bowden</i>
<b>Recommended By:</b>	Brooke Lambert	<i>Brooke Lambert</i>

# DRINKING WATER SOURCE PROTECTION

Our Actions Matter

Ausable Bayfield  
Maitland Valley  
Source Protection Region

## Municipal Newsletter

March 2023

This is the March 2023 municipal update about the work we do, in partnership with you, to protect municipal drinking water sources in Maitland Valley and Ausable Bayfield source protection areas.

### **Contents:**

1. Doug Hocking, John Thompson are newest members of committee working to protect drinking water sources
2. Local source protection authorities submit proposed updates to source protection plans to Province
3. Best practices for source water protection
4. Preparing Annual Progress Report for year 2022
5. Preparing video on municipal and other partners who are part of the water team

### **1. Doug Hocking, John Thompson are newest members of committee working to protect drinking water sources**

Doug Hocking, John Thompson are newest members of committee working to protect drinking water sources

Our local committee, working to protect municipal drinking water sources, has two new members. Doug Hocking, of Exeter, and John Thompson, of Goderich, are the newest members of the Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee (SPC). They took part in their first SPC meeting on March 1, 2023 in Holmesville.

The SPC creates policies to protect local sources of municipal drinking water from possible threats such as fuel, salt, chemicals, nutrients, pesticides, and hazardous waste in areas near the municipal wells.

### **About Us**

#### **Source Protection Committee**

- 12 members plus a Chair
- Represents local municipalities, economic sectors and public

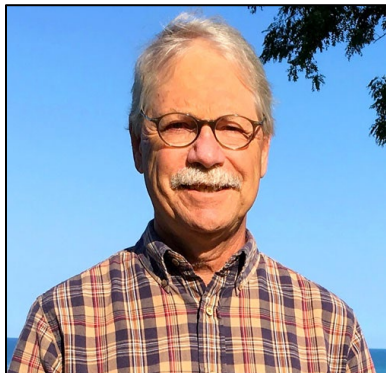
#### **Source Protection Plans (SPP)**

- Developed locally
- Approved by Province in 2015; Amended in 2023
- Policies to protect municipal sources of drinking water
- Area covered – Ausable Bayfield and Maitland Valley source protection areas

**Goal:** To protect region's municipal sources of drinking water – aquifers and lakes – from contamination and overuse

Doug Hocking is a Property Owner representative on the committee and John Thompson is a municipal representative for the North Group of municipalities (Ashfield-Colborne-Wawanosh; Goderich; Huron-Kinloss; and South Bruce).

SPC Chair Matt Pearson welcomed the two new members to the committee. “Both John and Doug have a great deal of interest in, and knowledge of, drinking water source protection,” he said. “With their strong backgrounds in environmental issues they will provide great insight and commitment as we continue to implement source protection planning policies.”



John Thompson was elected Councillor for the Town of Goderich in 2022. He has a lifelong interest in ecological concerns. He has a Master in Environmental Studies degree from York University in 1992 and a PhD in Human Development and Applied Psychology from the University of Toronto. He has been a volunteer in his community including work with environmental organizations. He has worked as a journalist and rural economic development researcher. He has also been a library planner and computer consultant.



Doug Hocking has Bachelor of Science in Agriculture (Honours Program) and Bachelor of Arts degrees from the University of Guelph. He is a long-time resident of Exeter who was raised on a farm in West Perth and who also lived in Listowel. Before retirement, Doug worked in close partnership with local urban and rural landowners for more than 30 years in water quality stewardship at Ausable Bayfield and Maitland Valley conservation authorities. In addition to stewardship work, he also analyzed thousands of surface water and sediment samples from drains, rivers and Lake Huron.

The source protection committee has 12 members plus a Chair and non-voting liaisons. The 2023 committee includes Chair Matt Pearson and the following members: Municipal: Allan Rothwell (East); Paul Heffer (Central); John Thompson (North); Dave Frayne (South West); Philip Keightley (Commerce); Rowland Howe (Industry); Bert Dykstra (Agriculture); Mary Ellen Foran (Agriculture); John Graham (Environment); Jennette Walker (Environment); Doug Hocking (Property Owner); and Alyssa Keller (Public-at-Large).

To find out more visit the Ausable Bayfield Maitland Valley Source Protection Region committee web page (<https://www.sourcewaterinfo.on.ca/the-committee/>) on the local source protection website at <https://www.sourcewaterinfo.on.ca>

## 2. Proposed updates to local source protection plans submitted to Province

The source protection committee has developed updates to the source protection plans to better protect sources of drinking water. These proposed changes are prepared per section 36 of the *Clean Water Act*. They were submitted to the Province in March for Minister's approval.

Thanks to all our local municipalities for their input on the proposed changes and thanks to the public who took part in consultation opportunities.

## 3. Best practices for source water protection

The Province of Ontario is working to help Ontarians to protect water sources and **non-municipal** drinking water systems that are not included in a source protection plan or aren't regulated by the Ontario *Clean Water Act, 2006*.

The Province of Ontario released some of the strategies that can be employed on the source water protection best practices web page (<https://www.ontario.ca/document/best-practices-source-water-protection>) The SPC, in conjunction with Conservation Ontario and with assistance from Huron Perth Public Health, are developing a plan to promote some of these resources on a local basis.

## 4. Preparing Annual Progress Report for year 2022

Last year (2021), our source protection region submitted its Fifth Annual Progress Report for drinking water source protection in the Ausable Bayfield and Maitland Valley areas. This was for the 2021 year and it is available on our local source protection website (<https://www.sourcewaterinfo.on.ca/portfolio/fifth-annual-progress-report-2021/>)

We are now working on completion of the 2022 Annual Progress Report which we will submit to the Province of Ontario shortly. When it is approved, we will post it to our website.

## 5. Preparing video on municipal and other partners who are part of the water team

***Be Part of the Water Team*** will be the newest video in the SPC video series and it will detail the role municipal councils, water operators, public works and environmental managers, and many other partners play in keeping our municipal drinking water safe and clean.

The narrator for this video is Paul Heffer, SPC Municipal Rep. and Township of North Huron Reeve. The Ausable Bayfield Maitland Valley Source Protection Region thanks all the municipal partners, agencies and businesses who are helping us to add another video to our popular source water protection series, which has exceeded 20,000 views.

We will show a draft of the video at the March 29th SPC meeting and we expect to share it publicly in the coming weeks. When it's ready, we will post it to our source protection videos web page (<https://www.sourcewaterinfo.on.ca/news/videos/>) and share it with your municipal staff. Watch for it!

## Next Source Protection Committee meeting

The next meeting of the Ausable Bayfield Maitland Valley Source Protection Committee is Wednesday, March 29, 2023 at 9:30 a.m. at Libro Community Hall, 239 Bill Fleming Drive, Clinton. The next SPC meeting after that is scheduled for Wednesday, May 31, 2023 at 9:30 a.m., location to be determined.



Shown, in March 2023, celebrating the Source Protection Committee completion of draft updates to the Ausable Bayfield and Maitland Valley source protection plans are, from left to right, Chair Matt Pearson; Doug Hocking (Property Owner); Allan Rothwell (Municipal East); Bert Dykstra (Agriculture); John Thompson (Municipal North); Mary Ellen Foran (Agriculture); Philip Keightley (Commerce); Jennette Walker (Environment); and Rowland Howe (Industry). Not in photo are Paul Heffer (Municipal Central); Dave Frayne (Municipal South-West); John Graham (Environment); and Alyssa Keller (Public-at-Large).

**If you have new staff members who need training on drinking water source protection or would like a presentation to your council, please give us a call so we can assist you.**

Ausable Bayfield Maitland Valley Source Protection Region  
c/o Ausable Bayfield Conservation Authority  
71108 Morrison Line, R.R. 3  
Exeter, ON N0M 1S5

Tel 519-235-2610 ext. 247  
Fax 519-235-1963  
Toll-free 1-888-286-2610  
[www.sourcewaterinfo.on.ca](http://www.sourcewaterinfo.on.ca)

This project has received funding support from the Government of Ontario.  
Such support does not indicate endorsement of the contents of this material.

## THE CORPORATION OF THE COUNTY OF WELLINGTON

**File No:** OP-2022-02  
**Municipality:** County of Wellington  
**Subject Lands:** Entire County of Wellington

**Date of Adoption:** March 30, 2023  
**Date of Notice:** April 6, 2023  
**Last Date of Appeal:** April 26, 2023

**NOTICE OF ADOPTION**  
**With Respect to an Official Plan Amendment**  
**to the County of Wellington Official Plan**  
**Section 17(23) of the Planning Act**  
**(Re: OPA 121 - County of Wellington)**

**Take Notice** that on **March 30, 2023** the Corporation of the County of Wellington passed **By-law No. 5812-23** to adopt **Official Plan Amendment No. 121** to the County of Wellington Official Plan.

### **Purpose and Effect of the Official Plan Amendment**

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 provisions in the Planning Act regarding Community Planning Permits Systems and Alternative Consultation Measures related to Minor Zoning By-law amendments.

### **Public Input**

None of the commenting agencies that provided written submissions had any concerns. There were oral submissions from the public made at the Public Meeting regarding minor zoning by-law amendments and how a minor amendment is to be determined. Revisions were made to the amendment to clarify that municipal councils would be required to determine what type of minor applications could proceed under this delegated authority.

### **Exempt from Provincial Approval**

The proposed Official Plan Amendment is exempt from approval by the Ministry of Municipal Affairs and Housing and the decision of County Council is final if a notice of appeal is not received before or on the last day of filing a notice of appeal as noted above.

### **When and How to file An Appeal**

Any appeal to the Ontario Land Tribunal must be filed with the Corporation of the County of Wellington no later than 20 days from the date of this notice, as shown above as the last date of appeal. The notice of appeal must be sent to the attention of the Clerk for the County of Wellington at the address shown below and it must:

- (1) set out the specific part of the proposed official plan amendment to which the appeal applies,
- (2) set out the reasons for the request for appeal, and
- (3) be accompanied by the fee prescribed under the Ontario Land Tribunal Act in the amount of \$1,100.00 payable by certified cheque to the Minister of Finance, Province of Ontario.

### **Who Can File An Appeal**

Only individuals, corporations or public bodies may appeal the decision of the Corporation of the County of Wellington to the Ontario Land Tribunal. A notice of appeal may not be made by an unincorporated association or group. However, a notice of appeal may be made in the name of an individual who is a member of the association or the group on its behalf.

### **Getting Additional Information:**

Additional information about the application is available for public inspection during regular office hours at the Corporation of the County of Wellington at the address noted below.

### **Mailing Address for Filing a Notice of Appeal:**

Clerk, County of Wellington  
Administration Centre  
74 Woolwich Street, Guelph ON, N1H 3T9  
**tel:** (519) 837-2600 **fax:** (519) 837-1901



**THE CORPORATION OF THE COUNTY OF WELLINGTON**

**BY-LAW 5812-23**

A by-law to adopt Amendment No. 121 (Development Approval Updates)  
to the Official Plan of 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 enact as follows:

1. That Amendment No. 121 (Development Approval Updates) 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, SECOND AND THIRD TIME AND PASSED MARCH 30, 2023.**

A handwritten signature in black ink, appearing to read "Andy Lennox", written over a horizontal line.

**ANDY LENNOX, WARDEN**



A handwritten signature in black ink, appearing to read "Jennifer Adams", written over a horizontal line.

**JENNIFER ADAMS, COUNTY CLERK**



AMENDMENT NUMBER 121  
TO THE  
COUNTY OF WELLINGTON OFFICIAL PLAN

March 30, 2023

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 combined Official Plan Amendments and Zoning By-law 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 item 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 item 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 item 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 item 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 item 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 item 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**

As provided for under section 39.2 of the Planning Act, 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 may 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 Council of a 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 and a delegation by-law has been passed outlining the use of this alternative consultation process.”

- 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 in accordance with section 70.2 of the Planning Act, 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.

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2023-1754

April 6, 2023

Good afternoon,

Today, our government announced further action to tackle the housing supply crisis and reach our goal of 1.5 million homes by 2031. The *Helping Homebuyers, Protecting Tenants Act* is the latest in a series of steps our government is taking to increase housing supply and help more Ontarians find a home they can actually afford.

Despite external economic challenges that are slowing down new home construction, including inflation and soaring interest rates, Ontario's plan to build more homes faster is working – with the highest number of housing starts in more than 30 years in 2021 and 2022, and the highest number of rental housing starts on record last year.

Details about the range of measures in our plan can be found in the [news release here](#).

As part of the plan, our government is introducing a new province-wide planning policy document that would provide municipalities with more flexibility, reduce duplication, create more homes in urban and rural communities, support local economies and create jobs while continuing to protect the environment (including existing Greenbelt protections), and public safety. It would also require coordination between municipalities and school boards to consider school and childcare needs earlier in the planning process, so that families moving to new housing can expect that local schools will be available for their children.

Ontario is undertaking a 60-day consultation on the proposed new Provincial Planning Statement until June 6, 2023 <https://ero.ontario.ca/notice/019-6813>.

In addition, the plan contains numerous actions to further tackle Ontario's housing crisis, including:

- A \$6.5 million investment to appoint an additional 40 adjudicators and hire five staff to improve service standards and continue to reduce active applications and decision timeframes at the Landlord and Tenant Board. This increase more than doubles of the number of full-time adjudicators at the Landlord Tenant Board.

.../2

- Proposed changes to make life easier for renters, with changes that would, if passed, clarify and enhance tenants' rights to install air conditioners. We are proposing to further strengthen protections against evictions due to renovations, demolitions and conversions, as well as those for landlord's own use.
- Proposed changes to the *Planning Act*, *City of Toronto Act*, and *Ministry of Municipal Affairs and Housing Act* to support the proposed new Provincial Planning Statement as well as other housing supply priorities.
- Doing more to protect first-time home buyers and their savings by expanding deposit insurance for First Home Savings Accounts held at Ontario credit unions.
- We are exploring a cooling-off/cancellation period on purchases of new freehold homes, and a requirement that purchasers of all new homes receive legal advice on their purchase agreements when they make one of the biggest purchases of their lives – a new home.

These and other related consultations can be found through the [Environmental Registry of Ontario and the Ontario Regulatory Registry](#).

Our plan was informed by AMO's 2022 A Blueprint for Action and ROMA's 2022 Task Force Report on Attainable Housing and Purpose-Built Rentals. These changes build on our continued work to provide a solid foundation to address Ontario's housing supply crisis over the long term and will be supplemented by continued action in the future.

The housing supply action plan is the latest in a series of steps our government is taking to increase housing supply and help more Ontarians find a home they can afford. We look forward to continued collaboration with our municipal partners to create the homes that Ontarians need today, tomorrow and in the decades to come.

Sincerely,



Steve Clark  
Minister

c. Chief Administrative Officer

**Ministry of  
Transportation**

Office of the Minister

777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M7A 1Z8  
416 327-9200  
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[www.ontario.ca/transports](http://www.ontario.ca/transports)

April 3, 2023

His Worship Andy Lennox  
Mayor  
Township Wellington North  
[alennox@wellington-north.ca](mailto:alennox@wellington-north.ca)

Dear Mayor Lennox:

I am pleased to advise you that the Township Wellington North has been selected for funding through the Ministry of Transportation's 2023-24 Connecting Links Program. You may proceed with your project upon receipt of this letter subject to the conditions noted below.

The ministry's maximum provincial contribution for your project is \$1,056,123 towards the Reconstruction of Smith Street (Arthur).

Ministry staff will follow up with your municipality to provide the contribution agreement and discuss the milestones and other requirements that must be met. The contribution agreement needs to be signed and returned to the ministry within two months of receipt. The ministry will require a signed agreement, accompanied with a council resolution before funding can be provided; however, as noted above, you may proceed with your project upon receipt of this letter. Any eligible costs incurred on or after April 1, 2023, will be reimbursable through the payment and reporting process after the contribution agreement has been signed by both parties.

I look forward to continuing our cooperative relationship and wish you success with your project.

Sincerely,

A handwritten signature in cursive script that reads "Caroline Mulroney".

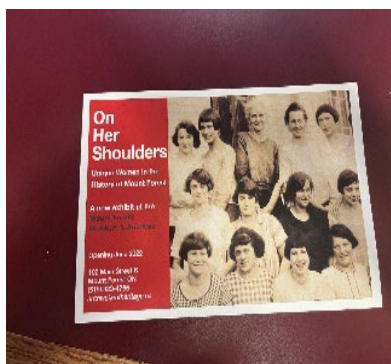
Caroline Mulroney  
Minister of Transportationc. Brooke Lambert, CAO, [blambert@wellington-north.com](mailto:blambert@wellington-north.com)



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

### CULTURAL MOMENT FOR APRIL 17<sup>RD</sup> CELEBRATES HELEN FAIR

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 Helen (Oulton) Fair ; 1909 – 1993.



Helen Fair came to Mount Forest in 1952 with a definite plan. She had spent her first ten years of marriage in New York City with her husband Harold Fair, a well-known newspaper correspondent at Reuters. Harold had been the first Canadian journalist sent overseas in September of 1939 to report on the war. Originally from Arthur Ontario, Harold created a plan to move back to his home in Wellington North and purchase and edit a local newspaper.

In 1954, Arthur Wright's daughter Grace was selling the *Mount Forest Confederate* after her father's death. Harold and Helen Fair bought the *Confederate* and, from the start, Helen shared equally in the management and editing of the paper. That same year Harold Fair died. Helen Fair was now the sole editor of her own newspaper.

Described as a very quiet and almost shy woman, Helen Fair could have called it quits. Instead, she became a hard-working, intelligent editor who oversaw a very successful and respected weekly paper until 1971. Through many printing and mechanical advances and through the tumultuous decade of the 60's, Helen ran the newspaper with humility and humour according to former employees.

Sheila MacEachern ran the linotype press at the paper in 1965 when she took a break one day to see a movie in Harriston before returning for her later shift. The sad movie had reduced Sheila to tears, and her editor noticed that she had been crying. Fearing that Sheila was very distraught over some grave personal matter, Helen called her into her office for comfort and reassurance. Sheila set her boss straight, but she realized then that working for a sensitive female boss like Helen Fair was going to be a wonderful new experience. Helen Fair is buried beside Harold in Arthur's Greenfield cemetery.

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 029-23**

**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 APRIL 17, 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 April 17, 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 17TH DAY OF APRIL, 2023.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**