THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AGENDA OF REGULAR COUNCIL MEETING – SEPTEMBER 8, 2025 AT 2:00 P.M. CLOSED SESSION PRIOR TO OPEN SESSION AT 1:00 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/81558149045

Or join by phone:

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

Webinar ID: 81558149045

PAGE#

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the September 8, 2025 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:

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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:

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

1. REPORTS

- Wellington North Power Update verbal update CAO
- 2026 Union Negotiations verbal update CAO
- John St. By-law Enforcement verbal update CAO

2. REVIEW OF CLOSED SESSION MINUTES

June 23, 2025

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 the verbal Wellington North Power update from the CAO;

AND THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the verbal 2026 Union Negotiations update from the CAO:

AND THAT Council approve the confidential direction to staff

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive John St. By-law Enforcement update from the CAO;

AND THAT Council approve the confidential direction to staff

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the June 23, 2025 Council Meeting.

O'CANADA

PRESENTATIONS

- 1. Michelle Steele, Principal, RLB Chartered Professional Accountants
 - Township of Wellington North 2024 Financial Statements Presentation

001 030

 Draft Consolidated Financial Statements for the year ended December 31, 2024

Recommendation:

That the Council of the Corporation of the Township of Wellington North receive the draft Consolidated Financial Statements for the year ended December 31, 2024;

AND FURTHER THAT Council authorizes staff to allocate general surplus pursuant to the Reserves and Reserve Funds Policy 006-19.

2. Sarah Bowers-Peter, Program Coordinator, Crime Stoppers Guelph Wellington

054

Dave Elloway, Board Chair, Crime Stoppers Guelph Wellington

 request to proclaim September as Crime Stoppers Month in the Township of Wellington North.

| DEPUTATIONS | |
|--|-----|
| Christine Veit, Program Co-Ordinator, Safe Communities Wellington County Community Safety and Well-Being Plan | 057 |
| 2. Larry Knight and Susan Hoey, Church Street NorthTraffic Calming on Church Street North, | 089 |
| QUESTIONS ON AGENDA ITEMS (REGISTRATION REQUIRED) | |
| ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING | |
| 1. Regular Meeting of Council, August 25, 2025 | 090 |
| 2. Public Meeting, August 25, 2025 | 095 |
| Recommendation: THAT the minutes of the Regular Meeting of Council and the Public Meeting held on August 25, 2025 be adopted as circulated. | |
| BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL | |
| 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 September 8, 2025 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 | |
| ITEMS FOR CONSIDERATION | |
| 1. MINUTES | |
| a. Arthur Business Improvement Area, June 18, 2025 | 099 |
| Recommendation: THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Area meeting held on June 18, 2025. | |
| b. Wellington North Cultural Roundtable, August 14, 2025 | 101 |
| Recommendation: THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable meeting held on August 14, 2025. | |
| Grand River Conservation Authority, Summary of the General Membership Meeting – August 22, 2025 | 105 |

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority, Summary of the General Membership Meeting held on August 22, 2025.

PLANNING

Report DEV 2025-014, Consent Application B35-25 1595655 Ontario
 Ltd. & Robert Cottell

106

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-014 Consent Application B35-25 1595655 Ontario Ltd. & Robert Cottell (Easement).

AND THAT Council support consent application B35-25 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 \$250.00 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 installs and maintains 'one way' signage posted at the Main Street entrance to indicate one way traffic flow and no vehicle parking within 1.5m of property line.

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

 b. Planning Report prepared by Jamie Barnes, Planner, County of Wellington, dated August 29, 2025, regarding 12375532 Canada Inc., Survey Crown Part Park Lot 6; RP 60R3069 Part 1, 341 Smith Street, Arthur, Zoning By-law Amendment (ZBA07/25) 112

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Jamie Barnes, Planner, County of Wellington, dated August 29, 2025, regarding 12375532 Canada Inc., Survey Crown Part Park Lot 6; RP 60R3069 Part 1, 341 Smith Street, Arthur, Zoning By-law Amendment (ZBA07/25);

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

3. BUILDING

a. Report CBO 2025-012, Building Permit Review July 2025

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CBO 2025-012 being the Building Permit Review for the month of July 2025.

4. COMMUNITY & ECONOMIC DEVELOPMENT

a. Report C&ED 2025-031, LiveBarn update

123

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-031 being a report on LiveBarn update;

AND THAT Council authorizes the Mayor and Clerk to sign the by-law to authorize a 3-year agreement with LiveBarn Inc.;

AND FURTHER THAT Council direct staff to work with local minor sports organizations to establish agreements and promote the streaming service.

FINANCE

a. Report TR 2025-007, 2026 Budget Schedule

127

131

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2025-007 being a report on the proposed 2026 budget schedule;

AND FURTHER THAT council endorse the schedule proposed by staff as follows:

- September 5 Budget templates circulated to Senior Management Team
- September 19 or earlier Budget inputs provided to finance team for consolidation.
- October 8 or earlier Budget Discussions between Senior Management Team Members and Director of Finance
- October 22 Consolidated Budget Draft prepared for Senior Management review.
- November 3 Staff presents proposed budget to Council.
- December 1 Staff / Council presents revised budget to Public for Comment
- December 15, 2025 Staff / Council presents revised budget based with Public Consultation (if required), and 2026 Budget By-law passed.
- Township of Wellington North, General Fund Financial Summary,
 Budget vs Year to Date Ending June 30, 2025

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Township of Wellington North, General Fund Financial Summary, Budget vs Year to Date – Ending June 30, 2025.

c. Report TR 2025-008, 2025 Capital Projects Status Update

134

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2024-008 being a report on the update of the status of the Township 2025 capital projects;

AND That Council approve the allocation of \$54,000 from the Sanitary and Cemetery reserves to fund the amounts required for the following projects:

- Mount Forest WWTP Filter 1 and 2 Rehabilitation \$36,000
- Mount Forest Cemetery cremated remains interment \$18,000

6. ADMINISTRATION

a. Report CLK 2025-013, George Kirkness Drain update

142

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2025-013 being a report on the George Kirkness Drain update;

AND FURTHER THAT Council direct staff to pay Robinson Farm Drainage \$1,953.36 regarding interest on the deposit that was made by them when the RFT 2024-008 tender for the drain was awarded.

b. Report CLK 2025-013, Heritage Update

146

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2025-012 being a report to on Heritage update.

7. COUNCIL

 David Arbuckle, MPA, Executive Director, AMCTO, correspondence dated August 14, 2025, regarding Tasha Grafos – Graduate of AMCTO's Diploma in Municipal Administration with Honours 216

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive correspondence from David Arbuckle, MPA, Executive Director, AMCTO, dated August 14, 2025, regarding Tasha Grafos – Graduate of AMCTO's Diploma in Municipal Administration with Honours.

NOTICE OF MOTION

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Renken (Ward 1):

- 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 Aguatic 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):

- 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

BY-LAWS

| a. | By-law Number 046-2025 being a by-law to authorize an agreement between The Corporation of the Township of Wellington North and LiveBarn Inc. | 217 |
|----|--|-----|
| b. | By-law Number 056-2025 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Survey Crown Part Park Lot 6; RP60R3069 Part 1 with a civic address of 341 Smith Street, Arthur - 12375532 Canada Inc.) | 222 |

Recommendation:

THAT By-law Number 046-2025 and 056-2025 be read and passed.

CULTURAL MOMENT

Celebrating Dr. Norman Truemner and his dentist chair
 226

CONFIRMING BY-LAW

228

Recommendation:

THAT By-law Number 057-2025 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 September 8, 2025 be read and passed.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of September 8, 2025 be adjourned at __: p.m.

| MEETINGS, NOTICES, ANNOUNCEMENTS | | | | | | |
|---|--|----------------------------|--|--|--|--|
| Wellington North Farmers' Market, 393 Parkside Drive, Mount Forest | Every Saturday until September 27 th | 8:30 a.m. to 12:00 p.m. | | | | |
| Mount Forest Business Improvement Area, Mount Forest & District Sports Complex, Meeting Room | Tuesday, September 9, 2025 | 8:00 a.m.to 9:00 a.m. | | | | |
| Arthur Chamber of Commerce Meeting, Arthur Arena, Upper Hall | Wednesday, September 10, 2025 | 5:30 p.m. to 6:30 p.m. | | | | |
| Mount Forest Chamber of Commerce Meeting, Mount Forest Chamber Office | Tuesday, September 16, 2025 | 5:00 p.m. to 6:00 p.m. | | | | |
| Safe Communities Wellington County, Wellington County Museum and Archives | Wednesday, September 17, 2025 | 9:30 a.m. to 11:30 a.m. | | | | |
| Arthur Business Improvement Area, virtual | Wednesday, September 17, 2025 | 7:30 p.m. to 8:30 p.m. | | | | |
| Volunteer Celebration and Newcomer Welcome Event, Mount Forest & District Sports Complex Auditorium | Thursday, September 18, 2025 | 11:00 a.m. to 2:00 p.m. | | | | |
| Regular Council Meeting | Monday, September 22, 2025 | 7:00 p.m. | | | | |





AGENDA

- Audit Overview
- Audit Report
- Financial Statements
- Next Steps

Audit Overview

- Final materiality = \$1,100,000
- No change in key audit areas, risks or planned procedures since communicated in Pre-Audit Communication Letter
- No significant internal control deficiencies to communicate
- No known independence issues
- 13 adjusting entry identified and communicated
 - 3 entries for tangible capital assets
 - 2 entries for reserve activities
- 9 unadjusted differences identified and communicated

Audit Report

- The financial statements present fairly, in all material respects, the financial position, result of operations and cash flows of the Township of Wellington North in accordance with Canadian public sector accounting standards
- Audit conducted in accordance with Canadian generally accepted auditing standards

Statement of Financial Position

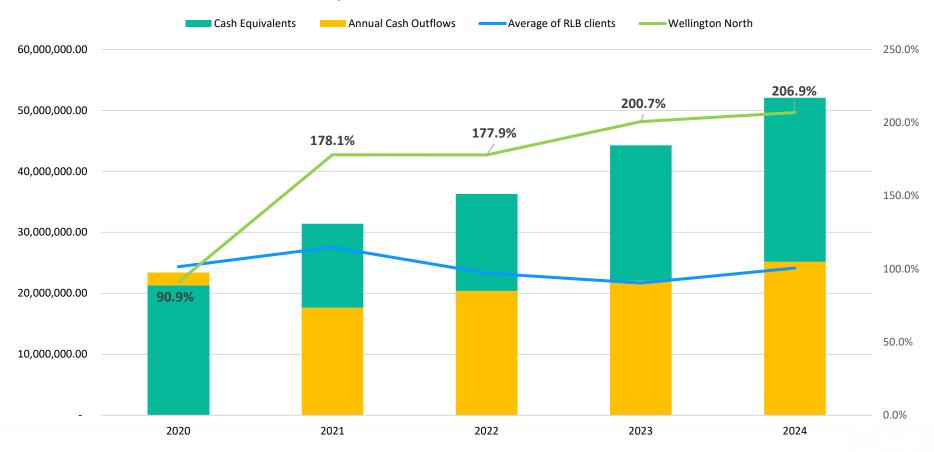
- The Statement of Financial Position (similar to a Balance Sheet for non-public entities) is a snapshot of the municipality's assets, liabilities and accumulated surplus at a point in time
- Key areas:
 - Cash equivalents
 - Taxes receivable
 - Long term debt
 - Tangible capital assets
 - Accumulated surplus

Statement of Financial Position

| | 2024 | 2023 | | |
|--|--|---|--|--|
| FINANCIAL ASSETS | | | | |
| Cash (note 3) Investments Taxes receivable Trade and other receivables Long term receivables (note 4) Investment in Wellington North Power Inc. (note 5) | \$ 47,068,582 5,000,025 2,712,956 4,020,709 120,776 7,318,342 66,241,390 | 5,000,025 | | |
| LIA BILITIE S | | | | |
| Accounts payable and accrued liabilities Deferred revenue (note 6) Long term debt (note 7) Asset retirement obligations (note 9) | 9,826,970 15,065,443 3,506,370 636,315 29,035,098 | 6,638,807 13,176,185 4,187,689 611,589 24,614,270 | | |
| NET FINANCIAL ASSETS | 37,206,292 | 32,254,174 | | |
| NON-FINANCIAL ASSETS | | | | |
| Tangible capital assets (schedule 2) Prepaid expenses | 128,487,234 55,992 128,543,226 | 125,706,365 20,046 125,726,411 | | |
| ACCUMULATED SURPLUS (schedule 3) | \$ <u>165,749,518</u> | \$ <u>157,980,585</u> | | |

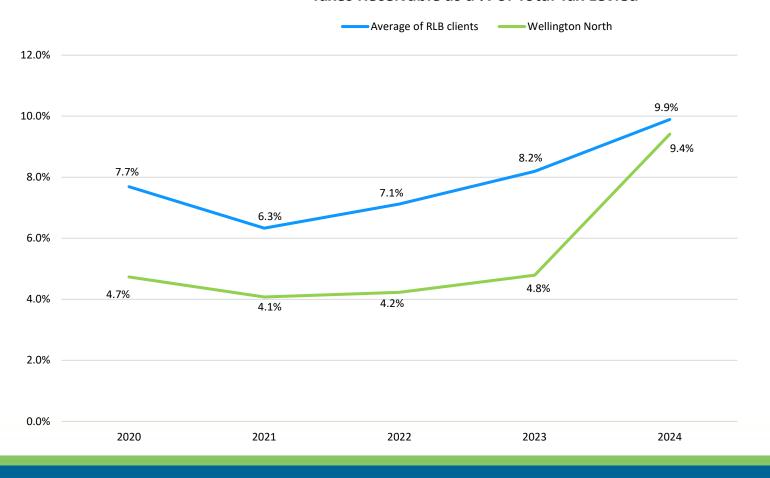
Cash Equivalents

Cash Equivalents as a % of Annual Cash Outflows



Taxes Receivable

Taxes Receivable as a % of Total Tax Levied

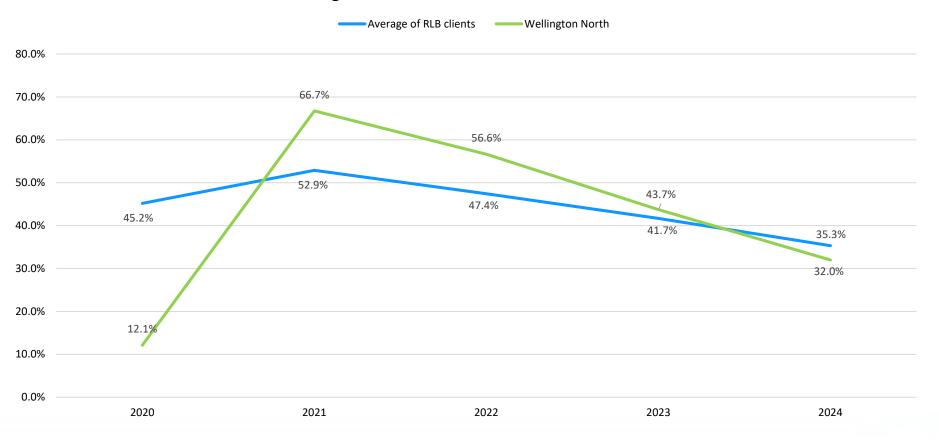


MMAH Level of Risk:

Low < 10% Moderate 10 - 15% High >15%

Long Term Debt

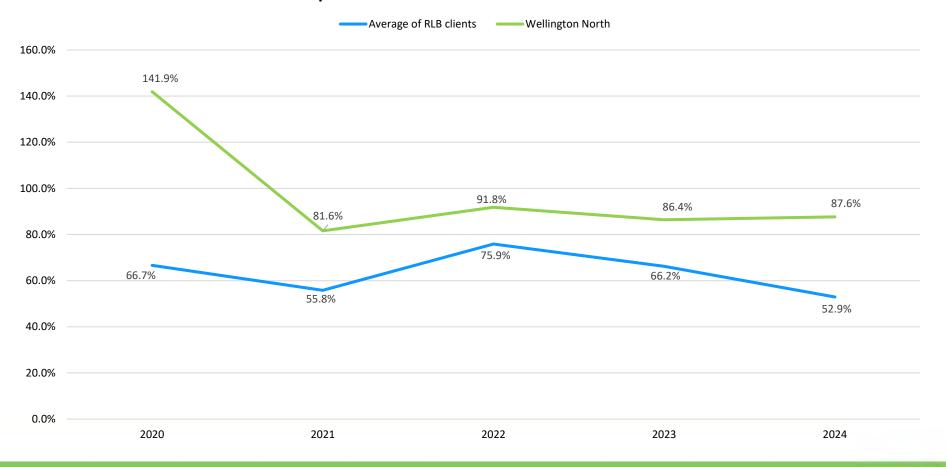
Long Term Debt as a % of Total Tax Revenue





Tangible Capital Assets

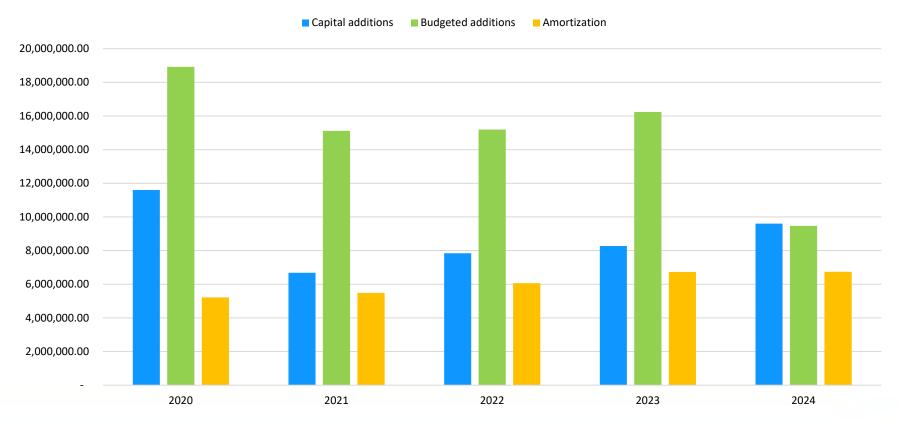
Capital Additions as a % of Total Tax Revenue





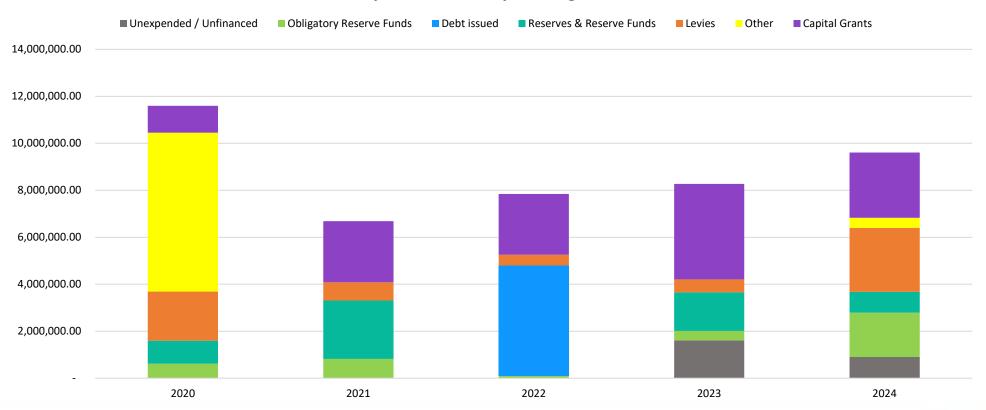
Tangible Capital Assets

Capital Additions vs. Budget vs. Amortization



Tangible Capital Assets

Capital Additions by Funding Source



Statement of Operations

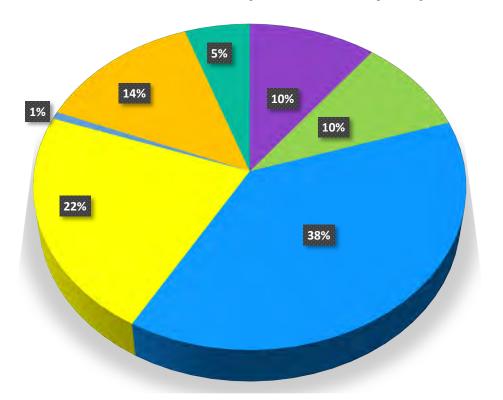
- The Statement of Operations reports the revenues less expenses resulting in the annual surplus of the municipality
- Key areas:
 - Budget vs. actual results
 - Expenditures by department
 - Annual surplus
 - Accumulated surplus

Statement of Operations

| | 2024 Budget (note 10) | 2024 Actual | 2023 Actual |
|--|------------------------------|-----------------------|-----------------------|
| REVENUE | | | |
| Net taxation/user charges | \$ 10,185,099 | \$ 10,958,612 | \$ 9,575,486 |
| Fees and service charges | 6,217,012 | 7,083,586 | 6,562,133 |
| Grants | 4,301,318 | 4,383,447 | 5,546,459 |
| Other income (note 8) | 1,795,166 | 5,084,047 | 4,118,097 |
| Obligatory reserve funds revenue | | | |
| recognized (note 6) | 4,843,915 | 1,882,715 | 406,667 |
| | 27,342,510 | 29,392,407 | 26,208,842 |
| EXPENSES (schedule 1) | | | |
| General government | 1,961,321 | 2.251.444 | 1,989,676 |
| Protection to persons and property | 2,243,750 | 2,067,990 | 1,932,360 |
| Transportation services | 7,899,264 | 8,294,477 | 7,889,310 |
| Environmental services | 4,728,973 | 4,786,181 | 4,544,099 |
| Health services | 170,916 | 155,214 | 143,867 |
| Recreation and cultural services | 2,804,042 | 2,917,554 | 2,646,907 |
| Planning and development | 1,104,103 | 1,150,614 | 754,180 |
| | 20,912,369 | 21,623,474 | 19,900,399 |
| ANNUAL SURPLUS | \$ <u>6,430,141</u> | \$ <u>7,768,933</u> | \$ <u>6.308.443</u> |
| ACCUMULATED SURPLUS at beginning of year | | \$157,980,585 | \$151,672,142 |
| Annual surplus | | 7,768,933 | 6,308,443 |
| ACCUMULATED SURPLUS at end of year | | \$ <u>165,749,518</u> | \$ <u>157,980,585</u> |

Expenditures by Department

Expenditures by Department





Expenditures by Department

| | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|-------|-------|-------|-------|-------|
| Expenses - General government | 7.5% | 8.1% | 7.6% | 10.0% | 10.4% |
| Expenses - Protection services | 10.4% | 10.0% | 9.9% | 9.7% | 9.6% |
| Expenses - Transportation services | 40.8% | 41.2% | 39.6% | 39.6% | 38.4% |
| Expenses - Environmental services | 23.8% | 23.6% | 24.7% | 22.8% | 22.1% |
| Expenses - Health services | 0.9% | 0.8% | 0.7% | 0.7% | 0.7% |
| Expenses - Recreation and cultural services | 12.3% | 12.6% | 12.9% | 13.3% | 13.5% |
| Expenses - Planning and development | 4.3% | 3.8% | 4.6% | 3.8% | 5.3% |

Statement of Changes in Net Financial Assets

 The Statement of Changes in Net Financial Assets reconciles the annual surplus to the change in net financial assets, removing the activity of the nonfinancial assets

Statement of Changes in Net Financial Assets

| | 2024 Budget (note 10) | 2024 Actual | 2023 Actual |
|---|--|---|---|
| Annual surplus | \$ <u>6,430,141</u> \$_ | 7,768,933 \$_ | 6,308,443 |
| Acquisition of tangible capital assets Amortization of tangible capital assets (Gain) loss on disposal of tangible capital assets Proceeds on disposal of tangible capital assets | (9,472,009) 6,733,172 (30,000) 0 (2,768,837) | (9,604,390) 6,743,768 (698,658) 778,411 (2,780,869) | (8,272,347) 6,733,172 (51,842) 51,842 (1,539,175) |
| Change in prepaid expenses | 0 | (35,946) | 32,741 |
| INCREASE IN NET FINANCIAL ASSETS | \$ <u>3,661,304</u> | 4,952,118 | 4,802,009 |
| NET FINANCIAL ASSETS at beginning of year | _ | 32,254,174 | 27,452,165 |
| NET FINANCIAL ASSETS at end of year | \$ <u></u> | 37,206,292 \$_ | 32,254,174 |

Statement of Cash Flows

• The Statement of Cash Flows breaks down the change in cash equivalents through the year between operating and capital sources

Statement of Cash Flows

| | 2024 2023 | 3 |
|--|---------------------------------------|-----------------|
| CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES | | |
| Annual surplus for the year | \$ <u>7,768,933</u> \$ <u>6,308</u> | 3 <u>,443</u> |
| Items not requiring an outlay of cash | | |
| Amortization | | 3,172 |
| (Gain) loss on disposal of tangible capital assets | | 1,842) |
| Share of income of Wellington North Power Inc. | | 9 <u>,952</u>) |
| | <u>5,657,850</u> <u>6,221</u> | 1 <u>,378</u> |
| | 13,426,783 12,529 | 9,821 |
| Net changes in non-cash working capital | | |
| Taxes receivable | (1,499,056) (223 | 3,091) |
| Trade and other receivables | 368,297 (1,737 | |
| Accounts payable and accrued liabilities | |),121 |
| Deferred revenue | | 3,123 |
| Asset retirement obligations | | 1,589 |
| Prepaid expenses | • | 2,741 |
| | 3,935,442 4,291 | _ |
| | 17,362,225 16,821 | 1,793 |
| CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES | | |
| Acquisition of tangible capital assets | (9,604,390) (8,272 | 2,347) |
| Proceeds on disposal of tangible capital assets | 778,411 51 | 1,842 |
| | (8,825,979) (8,220 |) <u>,505</u>) |
| CASH USED IN FINANCING ACTIVITIES | | |
| Net issuance (repayment) of long term debt | <u>(681,319</u>) <u>(652</u> | <u>2,174</u>) |
| CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES | | |
| Decrease (increase) in investments | 0 | (25) |
| Net change in long term receivables | (65,011) 32 | 2,870 |
| | | 2,845 |
| NET INCREASE IN CASH | 7,789,916 7,981 | 1,959 |
| CASH, beginning of year | 39,278,666 31,296 | <u> 6,707</u> |
| CASH, end of year | \$ <u>47,068,582</u> \$ <u>39,278</u> | 3 <u>,666</u> |
| | | |



020

Schedule of Accumulated Surplus

- The Schedule of Accumulated Surplus (Schedule 3) shows the various sources of the accumulated surplus, including reserves
- Reserves shown are amounts set aside by the municipality for specific purposes

Schedule of Accumulated Surplus

| | 2024 | 2023 (note 17) |
|---|-----------------------|----------------------------|
| SURPLUSES | | |
| Invested in tangible capital assets | | |
| Tangible capital assets at cost less amortization | \$128,487,234 | |
| Unexpended capital financing | 2,964,504 | 2,059,011 |
| Capital assets financed by long term debt and | | (0.45, 0.40) |
| to be funded in future periods | 0 | (245,310) |
| | 131,451,738 | 127,520,066 |
| Investment in Wellington North Power Inc. | 7,318,342 | 6,931,082 |
| Recreation, community centres and arenas | (5,430) | |
| Business improvement areas | (153,862) | |
| Other | 16,494 | 40,243 |
| | 138,627,282 | 134,350,832 |
| RESERVE FUNDS | | |
| Capital purposes | 24,838,643 | 21,176,070 |
| | | |
| RESERVES | 000 000 | 4 000 405 |
| Working funds | 990,392 | 1,363,485 |
| Current purposes | 1,273,502 | 1,073,431 |
| Capital purposes | 19,699 2,283,593 | <u>16,767</u> 2,453,683 |
| | | 2,433,003 |
| | \$ <u>165,749,518</u> | \$ <u>157,980,585</u> |

Deferred Revenue

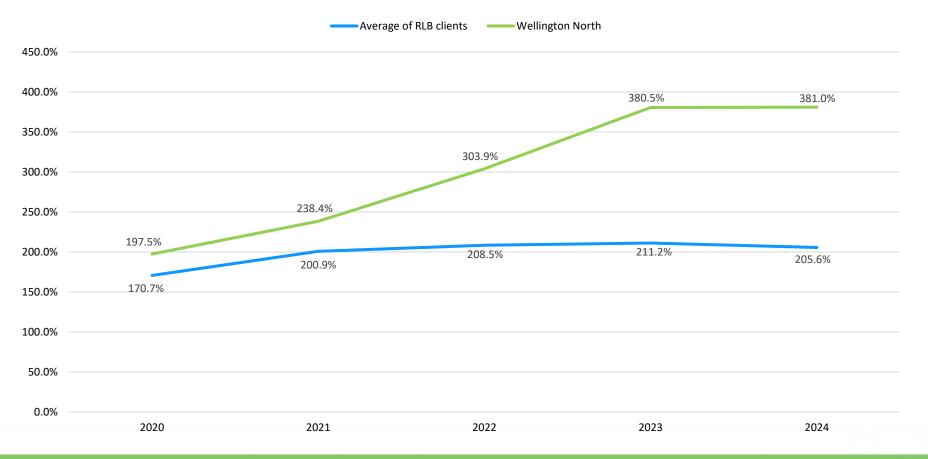
- The deferred revenue note reconciles the activity within obligatory reserve funds and other deferred items
- Deferred revenue is revenue received that has not yet been spent
- Obligatory reserve funds are deferred revenue that the municipality is required by law, regulation or the funding agreement that a reserve fund be utilized

Deferred Revenue

| | DEC 31/23 | CONTRI- BUTIONS RECEIVED | | INVEST- MENT INCOME | REVENUE RECOGNIZED | DEC 31/24 |
|---------------------|----------------------|--------------------------------|-----|---------------------------|------------------------|----------------------|
| OBLIGATORY RESER | R V E | | | | | |
| FUNDS | | | | | | |
| Development charges | s \$ 9,587,555 | \$ 2,314,769 | \$ | 414,596 | \$ (269,822) | \$12,047,098 |
| Recreational land | 501,222 | 438,750 | | 21,672 | 0 | 961,644 |
| OCIF funding | 1,101,188 | 0 | | 47,613 | (617,078) | 531,723 |
| Gas tax | <u>1,614,155</u> | <u>396,719</u> | | 69,793 | <u>(995,815</u>) | <u>1,084,852</u> |
| | 12,804,120 | 3,150,238 | | 553,674 | (1,882,715) | 14,625,317 |
| OTHER | <u>372,065</u> | 568,286 | | 0 | (500,225) | 440,126 |
| | \$ <u>13,176,185</u> | \$ <u>3,718,524</u> | \$_ | 553,674 | \$ <u>(2,382,940</u>) | \$ <u>15,065,443</u> |

Reserve & Reserve Funds

Reserves & Reserve Funds as a % of Total Tax Revenue



Next Steps

Council and management to communicate any changes to representations given throughout the audit process or any awareness of fraud up to the date of financial statement approval

Approval of financial statements by Council

Receipt of signed management representation letter

Township's submission of Financial Information Return (FIR)



nank YOU!

rlb

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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

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YEAR ENDED DECEMBER 31, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Wellington North

Opinion

We have audited the accompanying consolidated financial statements of The Corporation of the Township of Wellington North, which comprise the consolidated statement of financial position as at December 31, 2024 and the consolidated statements of operations, change in net financial assets and cash flow for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the consolidated financial position of The Corporation of the Township of Wellington North as at December 31, 2024 and the consolidated results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of The Corporation of the Township of Wellington North in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the corporation's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are
 appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of
 the corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including
 the disclosures, and whether the financial statements represent the underlying transactions and events in a
 manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario

Chartered Professional Accountants
Licensed Public Accountants

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH CONSOLIDATED STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2024

| | 2024 | 2023 | | | | |
|--|--|---|--|--|--|--|
| FINANCIAL ASSETS | | | | | | |
| Cash (note 3) Investments Taxes receivable Trade and other receivables Long term receivables (note 4) Investment in Wellington North Power Inc. (note 5) | \$ 47,068,582 5,000,025 2,712,956 4,020,709 120,776 7,318,342 66,241,390 | \$ 39,278,666 5,000,025 1,213,900 4,389,006 55,765 6,931,082 56,868,444 | | | | |
| LIABILITIES | | | | | | |
| Accounts payable and accrued liabilities Deferred revenue (note 6) Long term debt (note 7) Asset retirement obligations (note 9) | 9,826,970 15,065,443 3,506,370 636,315 29,035,098 | 6,638,807 13,176,185 4,187,689 611,589 24,614,270 | | | | |
| NET FINANCIAL ASSETS | 37,206,292 | 32,254,174 | | | | |
| NON-FINANCIAL ASSETS | | | | | | |
| Tangible capital assets (schedule 2) Prepaid expenses | 128,487,234 55,992 128,543,226 | 125,706,365 20,046 125,726,411 | | | | |
| ACCUMULATED SURPLUS (schedule 3) | \$ <u>165,749,518</u> | \$ <u>157,980,585</u> | | | | |

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH CONSOLIDATED STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2024

| | 2024 Budget (note 10) | 2024 Actual | 2023 Actual |
|--|------------------------------|-----------------------|-----------------------|
| REVENUE | | | |
| Net taxation/user charges | \$ 10,091,899 | \$ 10,958,612 | \$ 9,575,486 |
| Fees and service charges | 6,217,012 | 7,083,586 | 6,562,133 |
| Grants | 4,301,318 | 4,383,447 | 5,546,459 |
| Other income (note 8) | 1,795,166 | 5,084,047 | 4,118,097 |
| Obligatory reserve funds revenue | | | |
| recognized (note 6) | <u>4,843,915</u> | <u>1,882,715</u> | 406,667 |
| | <u>27,249,310</u> | 29,392,407 | <u>26,208,842</u> |
| EXPENSES (schedule 1) | | | |
| General government | 1,961,321 | 2,251,444 | 1,989,676 |
| Protection to persons and property | 2,243,750 | 2,067,990 | 1,932,360 |
| Transportation services | 7,899,264 | 8,294,477 | 7,889,310 |
| Environmental services | 4,728,973 | 4,786,181 | 4,544,099 |
| Health services | 170,916 | 155,214 | 143,867 |
| Recreation and cultural services | 2,804,042 | 2,917,554 | 2,646,907 |
| Planning and development | 1,104,103 | <u>1,150,614</u> | <u>754,180</u> |
| , | 20,912,369 | 21,623,474 | 19,900,399 |
| ANNUAL SURPLUS | \$_6,336,941 | \$ <u>7,768,933</u> | \$ <u>6,308,443</u> |
| ACCUMULATED SURPLUS at beginning of year | | \$157,980,585 | \$151,672,142 |
| Annual surplus | | 7,768,933 | 6,308,443 |
| ACCUMULATED SURPLUS at end of year | | \$ <u>165,749,518</u> | \$ <u>157,980,585</u> |

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2024

| | 2024 Budget (note 10) | 2024 Actual | 2023 Actual |
|--|--|---|---|
| Annual surplus | \$ <u>6,336,941</u> \$_ | 7,768,933 \$_ | 6,308,443 |
| Acquisition of tangible capital assets Amortization of tangible capital assets (Gain) loss on disposal of tangible capital assets Proceeds on disposal of tangible capital assets | (9,472,009) 6,733,172 (30,000) 0 (2,768,837) | (9,604,390) 6,743,768 (698,658) 778,411 (2,780,869) | (8,272,347) 6,733,172 (51,842) 51,842 (1,539,175) |
| Change in prepaid expenses | 0 | (35,946) | 32,741 |
| INCREASE IN NET FINANCIAL ASSETS | \$ <u>3,568,104</u> | 4,952,118 | 4,802,009 |
| NET FINANCIAL ASSETS at beginning of year | _ | 32,254,174 | 27,452,165 |
| NET FINANCIAL ASSETS at end of year | \$ ₌ | 37,206,292 \$ | 32,254,174 |

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH CONSOLIDATED STATEMENT OF CASH FLOW

FOR THE YEAR ENDED DECEMBER 31, 2024

| | 2024 | 2023 |
|---|---------------------------------------|--------------------------|
| CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES | | |
| Annual surplus for the year Items not requiring an outlay of cash | \$ <u>7,768,933</u> | \$ <u>6,308,443</u> |
| Amortization | 6,743,768 | 6,733,172 |
| (Gain) loss on disposal of tangible capital assets | (698,658) | (51,842) |
| Share of income of Wellington North Power Inc. | (387,260) | <u>(459,952</u>) |
| | <u>5,657,850</u> | 6,221,378 |
| | 13,426,783 | 12,529,821 |
| Net changes in non-cash working capital | (4, 400, 056) | (222.004) |
| Taxes receivable Trade and other receivables | (1,499,056) 368,297 | (223,091) (1,737,511) |
| Accounts payable and accrued liabilities | 3,188,163 | 810,121 |
| Deferred revenue | 1,889,258 | 4,798,123 |
| Asset retirement obligations | 24,726 | 611,589 |
| Prepaid expenses | (35,946) | 32,741 |
| Topala Stpelless | 3,935,442 | 4,291,972 |
| | · · · · · · · · · · · · · · · · · · · | |
| | <u>17,362,225</u> | <u>16,821,793</u> |
| CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES | | |
| Acquisition of tangible capital assets | (9,604,390) | (8,272,347) |
| Proceeds on disposal of tangible capital assets | 778,411 | 51,842 |
| y y | (8,825,979) | (8,220,505) |
| CASH USED IN FINANCING ACTIVITIES | | , |
| Net issuance (repayment) of long term debt | <u>(681,319</u>) | (652,174) |
| CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES | | |
| Decrease (increase) in investments | 0 | (25) |
| Net change in long term receivables | <u>(65,011</u>) | 32,870 |
| | <u>(65,011</u>) | <u>32,845</u> |
| NET INCREASE IN CASH | 7,789,916 | 7,981,959 |
| CASH, beginning of year | 39,278,666 | 31,296,707 |
| CASH, end of year | \$ <u>47,068,582</u> | \$ <u>39,278,666</u> |

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of The Corporation of the Township of Wellington North are the representation of management prepared in accordance with Canadian public sector accounting standards (PSAS) as established by the Public Sector Accounting Board (PSAB) of CPA Canada. Significant accounting policies adopted by The Corporation of the Township of Wellington North are as follows:

(a) ACKNOWLEDGEMENT OF RESPONSIBILITY

The management of The Corporation of the Township of Wellington North acknowledges its responsibility for the creation and compilation of the consolidated financial statements and the following significant accounting policy decisions and related policy notes.

(b) BASIS OF CONSOLIDATION

(i) These consolidated statements reflect the assets, liabilities, revenues and expenses of the current fund, capital fund, reserves and reserve funds of all municipal organizations, committees and boards which are controlled by Council. All interfund assets and liabilities and revenues and expenses have been eliminated on consolidation. The following board has been reflected in the consolidated financial statements:

Mount Forest Business Improvement Area 100% Arthur Business Improvement Area 100%

Government business enterprises and partnerships are separate legal entities which do not rely on the corporation for funding. Investments in government business enterprises are accounted for using the modified equity method. The following government business enterprise is reflected in the consolidated financial statements:

Wellington North Power Inc. 96.71%

(ii) Accounting for County and School Board Transactions:

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards and the County of Wellington are not reflected in the municipal fund balances of these financial statements. Overlevies (underlevies) are reported on the Consolidated Statement of Financial Position as accrued liabilities (other receivables). See note 12.

(iii) Trust funds and their related operations administered by the corporation are not consolidated, but are reported separately on the Trust Funds Statement of Financial Position and Continuity.

(c) BASIS OF ACCOUNTING

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) USE OF ESTIMATES

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management's estimates include amortization of tangible capital assets and accrued liabilities. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.

(e) INVESTMENTS

Investments held by the corporation are recorded at cost.

(f) LONG TERM RECEIVABLES

Long term receivables are recorded at cost.

(g) DEFERRED REVENUE

The revenue is reported on the consolidated statement of operations in the year in which it is used for the specified purpose, and any unspent revenue is deferred to the following year.

(h) FINANCIAL INSTRUMENTS

Measurement of financial instruments

The corporation initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The corporation subsequently measures all its financial assets and financial liabilities at amortized cost.

Impairment

For financial assets measured at cost or amortized cost, the corporation determines whether there is objective evidence of impairment. When there is, and the corporation determines that a loss in value that reflects the expectation that the underlying economic resource has diminished in a manner that is other than temporary, a write-down is recognized in the statement of operations.

Transaction costs

The corporation recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(i) NON-FINANCIAL ASSETS

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over its estimated useful life as follows:

| Land improvements | 30 to 75 years |
|-------------------------|----------------|
| Buildings | 20 to 50 years |
| Machinery and equipment | 5 to 50 years |
| Vehicles | 10 to 20 years |
| Roads | 30 years |
| Bridges and culverts | 50 years |
| Water and sewer systems | 70 years |

Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value and are recognized as revenue at the date of receipt.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(j) POST-EMPLOYMENT BENEFITS

The contributions to the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer defined benefit plan, are expensed when contributions are due.

(k) REVENUE RECOGNITION

Revenues are recognized as follows:

- (i) Taxation, user charges, and penalties and interest on taxation are recognized as revenue when the amounts are levied on the corporation's ratepayers.
- (ii) Other fines and penalties, and donations are recognized when collected.
- (iii) Fees and services charges, and other income are recorded upon sale of goods or provision of service when collection is reasonably assured.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(k) REVENUE RECOGNITION (continued)

- (iv) Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur providing the transfers are authorized, eligibility criteria have been met and reasonable estimates of the amounts can be made.
- (v) Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes, such as grants, is reported as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

2. FINANCIAL INSTRUMENTS

Unless otherwise noted, it is management's opinion that the corporation is not exposed to significant interest, credit, currency, liquidity, or other price risks arising from its financial instruments.

The extent of the corporation's exposure to these risks did not change in 2024 compared to the previous period.

The corporation does not have a significant exposure to any individual customer or counterpart.

3. CASH

The Township of Wellington North has an undrawn credit facility of \$1,000,000 for operating purposes.

The corporation's deposits are held with a Canadian Chartered Bank. The Canadian Deposit Insurance Corporation insures deposits up to a maximum of \$100,000 per depositor.

4. LONG TERM RECEIVABLES

| | | 2024 | 2023 | | |
|---|----|---------|------|---------|--|
| Sewer loans, 6%, various repayment amounts, due 2025 | \$ | 7,004 | \$ | 9,004 | |
| Arthur BIA, 2.45% interest, equal installments of principal of \$10,200 from 2022 to 2031 | | 71,400 | | (4,748) | |
| Tile drainage loans, 6%, various repayments, due 2028 | | 42,372 | | 51,509 | |
| | \$ | 120,776 | \$ | 55,765 | |

5. INVESTMENT IN WELLINGTON NORTH POWER INC.

Wellington North Power Inc. is a corporation incorporated under the laws of the Province of Ontario and provides municipal electrical services. The Corporation of the Township of Wellington North owns 96.71% of the outstanding shares of Wellington North Power Inc.

The following summarizes the financial position and operations of the government business enterprise which has been reported in these financial statements using the modified equity method:

| | 2024 | 2023 |
|--|---------------------|---------------------|
| Investment in common shares | \$ 1,585,016 | \$ 1,585,016 |
| Note receivable on demand, interest at 4.54% | 985,016 | 985,016 |
| Share of accumulated net income | 4,748,310 | 4,361,050 |
| | \$ <u>7,318,342</u> | \$ <u>6,931,082</u> |

During 2024, The Corporation of the Township of Wellington North received interest of \$44,720 (2023 - \$44,720) and dividends of \$119,520 (2023 - \$129,790) from Wellington North Power Inc. The corporation paid service fees of \$116,344 (2023 - \$109,539) and other expenses of \$31,199 (2023 - \$77,510) to Wellington North Power Inc.

The following is selected financial information from the December 31, 2024 audited financial statements of Wellington North Power Inc.

| | | 2024 | 2023 |
|--|---|---------------------------------------|---------------------------------------|
| Assets | | \$ <u>19,156,953</u> | \$ <u>18,634,217</u> |
| Liabilities Equity Regulatory balances | Y | \$ 11,941,660 7,106,462 108,831 | \$ 11,896,206 6,556,963 181,048 |
| | | \$ <u>19,156,953</u> | \$ <u>18,634,217</u> |
| Revenues Expenses | / | \$ 17,815,647 <u>17,142,562</u> | \$ 16,873,852 16,187,287 |
| Net income for the year | | \$ <u>673,085</u> | \$ <u>686,565</u> |

6. DEFERRED REVENUE

| | DEC 31/23 | CONTRI- BUTIONS RECEIVED | INVEST- MENT INCOME | | - | REVENUE COGNIZED | DEC 31/24 |
|---------------------|----------------------|--------------------------------|---------------------------|---------|-------------|---------------------|----------------------|
| OBLIGATORY RESER | VE | | | | | | |
| FUNDS | | | | | | | |
| Development charges | \$ 9,587,555 | \$ 2,314,769 | \$ | 414,596 | \$ | (269,822) | \$12,047,098 |
| Recreational land | 501,222 | 438,750 | | 21,672 | | 0 | 961,644 |
| OCIF funding | 1,101,188 | 0 | | 47,613 | | (617,078) | 531,723 |
| Gas tax | <u>1,614,155</u> | 396,719 | _ | 69,793 | _ | (995,815) | 1,084,852 |
| | 12,804,120 | 3,150,238 | | 553,674 | (| 1,882,715) | 14,625,317 |
| OTHER | 372,065 | <u>568,286</u> | _ | 0 | _ | (500,225) | 440,126 |
| | \$ <u>13,176,185</u> | \$ <u>3,718,524</u> | \$_ | 553,674 | \$ <u>(</u> | <u>2,382,940</u>) | \$ <u>15,065,443</u> |

7. LONG TERM DEBT

The balance of long term debt on the Consolidated Statement of Financial Position is made up of the following:

| · · | | | 2024 | 2023 |
|---|-----------|-------------|---------------------|-----------|
| Tile drainage loans payable, 6%, due 2028 Debenture payable, 5.84%, payable \$128,114 semi-annually, principal and interest, matured August 2024 Debenture payable, 3.65%, payable \$282,626 semi-annually, | | \$ | 42,372 \$ | 51,509 |
| | | | 0 | 245,310 |
| principal and interest, due July 2031 | , | _3 | 3,463,998 | 3,890,870 |
| | | \$ <u>3</u> | <u>3,506,370</u> \$ | 4,187,689 |
| Principal repayments, in aggregate, are due as | follows: | | | |
| | 2025 | \$ | 452,643 | |
| | 2026 | | 469,362 | |
| | 2027 | | 486,888 | |
| | 2028 | | 504,981 | |
| | 2029 | | 511,795 | |
| T | hereafter | _1 | ,080,701 | |
| | 7 | \$ <u>3</u> | 3,506,370 | |

8. OTHER INCOME

| | (| 2024 Budget (note 10) | | 2024 Actual | 2023 Actual |
|---|-----|------------------------------|-----|----------------|----------------|
| Penalties and interest on taxation | \$ | 130,000 | \$ | 222,640 \$ | 165,271 |
| Miscellaneous | | 44,300 | | 155,039 | 91,671 |
| Other fines and penalties | | 4,000 | | 4,070 | 5,630 |
| Investment income (note 5) | | 547,000 | | 2,096,678 | 1,913,914 |
| Rents, concessions and franchises | | 1,016,366 | | 1,084,594 | 1,335,764 |
| Donations | | 1,000 | | 202,710 | 2,774 |
| Gain on disposal of tangible capital assets | | 30,000 | | 698,658 | 51,842 |
| Developer contributions | | 22,500 | | 232,398 | 91,279 |
| Government business enterprise (note 5) | _ | 0 | _ | 387,260 | 459,952 |
| | \$_ | 1,795,166 | \$_ | 5,084,047 | 4,118,097 |

9. ASSET RETIREMENT OBLIGATIONS

Asset retirement obligations have been defined in accordance with industry standards and include decommissioning and rehabilitation costs related to various assets put into use by the corporation from 1948 to 2014. At year end, the estimated liability for these obligations is \$636,315 (2023 - \$611,589). This obligation is inflated based on an average annual rate of 3.44% per year and discounted at a rate of 3.25%. The corporation has not made allocations to fund the liability at this time and future expenses are anticipated to be funded from taxation billings.

10. BUDGET AMOUNTS

The budget figures are presented for comparison purposes as prepared and approved by Council, reclassified to confirm to the current financial statement presentation. The budgeted figures are prepared on the cash basis of accounting and have been restated to confirm to the accrual basis of accounting on which the actual figures are reported. The following chart reconciles the approved budget with the budget figures as presented in these consolidated financial statements:

| Revenue Approved Budget Transfers from reserves and reserve funds, net Prior year carried forward Total revenues | \$ 30,476,494 (1,471,307) (1,755,877) 27,249,310 |
|--|---|
| Expenses | |
| Approved Budget | 30,476,494 |
| Acquisition of tangible capital assets | (9,472,009) |
| Debt principal repayments | (672,299) |
| Amortization | 6,733,172 |
| Contribution to Operating from Capital Fund, | y |
| Reserves and Reserve Funds | (6,152,989) |
| Total expenses | 20,912,369 |
| | |
| Annual surplus | \$ <u>6,336,941</u> |

11. PENSION AGREEMENTS

The corporation makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 81 (2023 - 64) members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement entitlement to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The employer amount contributed to OMERS for 2024 by the corporation was \$372,901 (2023 - \$357,098). The contribution rate for 2024 was 9.0% to 14.6%, depending on age and income level, which is consistent with the previous year.

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the corporation does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2024. At that time, the plan reported a \$2.9 billion actuarial deficit (2023 - \$4.2 billion actuarial deficit), based on accrued pension obligations of \$140.8 billion (2023 - \$134.6 billion) and net assets available for benefits of \$138.4 billion (2023 - \$128.8 billion).

12. OPERATIONS OF THE SCHOOL BOARDS AND THE COUNTY OF WELLINGTON

During the year, the following taxation revenue was raised and remitted to the school boards and County of Wellington:

| | 2024 | 2023 |
|---------------------------------------|----------------------|----------------------------|
| School Boards County of Wellington | \$ 4,233,958 | \$ 3,874,447 11,902,685 |
| | \$ <u>17,861,083</u> | \$ <u>15,777,132</u> |

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

13. TRUST FUNDS

The trust funds administered by the corporation amounting to \$441,954 (2023 - \$408,325) have not been included in the statement of financial position, nor have the operations been included in the statement of operations.

14. CONTINGENT LIABILITIES

The corporation is subjected to legal claims in the ordinary course of its operations. At the date of issuance of these financial statements, there was one such claim outstanding. It is the opinion of management that any liability arising from this claim will be covered by insurance, and that any remaining liability not covered by insurance would not be material to the financial statements.

15. COMMITMENTS

The Corporation of the Township of Wellington North has entered into several contracts as of year end, including maintenance, paving, and excavating services. The expected future payments until the conclusion of the contracts are as follows:

| 2025 2026 | 7 | \$ | 1,336,624 8,250 |
|--------------|---|-----|--------------------|
| | | \$_ | 1,344,874 |

16. SEGMENTED INFORMATION

The Corporation of the Township of Wellington North is a diversified municipal government institution that provides a wide range of services to its residents such as fire, sewer, water, recreational and planning. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This segment relates to the governance and operations of the corporation itself and cannot be directly attributed to another specific segment.

Protection to Persons and Property

Protection is comprised of fire protection, conservation authority, emergency measures, animal control and building and structural inspection. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers. The building department provides a number of services including maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

Transportation Services

Transportation services is responsible for construction and maintenance of the corporation's roadways, bridges, parking areas and streetlights.

Environmental Services

This segment provides the corporation's drinking water, processes and cleans sewage and ensures the corporation's water systems meet all provincial standards.

12. **SEGMENTED INFORMATION** (continued)

Health Services

Health services includes contributions to the operations of local cemeteries.

Recreation and Cultural Services

This segment provides services meant to improve the health and development of the corporation's residents. The corporation operates and maintains parks, arenas, swimming pools and community centres. The corporation also provides recreational programs.

Planning and Development

This segment is responsible for planning and zoning, including the official plan. This service area also includes tourist information and promotion, economic development, business improvement area and drainage.

17. CORRESPONDING FIGURES

Certain figures presented for corresponding purposes have been reclassified to conform to the current year's presentation.

18. MATERIAL UNCERTAINTY RELATED TO TARIFFS

As of the date of these consolidated financial statements, the corporation faces material uncertainty regarding the potential impact of tariffs and trade restrictions on its operations, cost structure, and potential revenues. Ongoing changes in tariffs and international trade policies, particularly those implemented by major trading partners such as the United States of America, the European Union, and China, create uncertainty around procurement strategies, supply chain logistics, and future demand for the corporation's services (e.g. building permits).

The corporation recognizes that the outcome of ongoing tariff-related uncertainties and trade negotiations may materially affect its operations, financial position, and cash flows in the future if tariffs or other new trade barriers are imposed. This includes potential increases in tangible capital asset purchase costs, delays in the supply chain, and disruptions in global trade. As such, there remains a material uncertainty regarding the financial impact of these tariffs, and the full extent of the potential effects on the corporation cannot be reasonably estimated at this time. The corporation continues to monitor and assess the evolving trade environment and is taking steps to mitigate the risks related to these potential tariffs.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH SCHEDULE OF SEGMENTED DISCLOSURE

Schedule 1

FOR THE YEAR ENDED DECEMBER 31, 2024

| | | eneral vernment | | Protection Services | | sportation ervices | | vironmental Services | ; | Health Services | | creation and tural Services | | anning and velopment | ; | 2024 | | 2023 |
|----------------------------|--------------|--------------------|-----|------------------------|-------------|-----------------------|-----|-------------------------|----|--------------------|------------|--------------------------------|----|----------------------|---------------|---------|-------------|-----------|
| EXPENSES | | | | | | | | | | | | | | | | | | |
| Salaries and benefits | \$ | 905,804 | \$ | 834,823 | \$ 1 | ,948,143 | \$ | 745,514 | \$ | 47,826 | \$ | 1,011,926 | \$ | 586,184 | \$ 6, | 080,220 | \$ | 5,261,036 |
| Materials | | 564,479 | | 701,624 | 1 | ,967,223 | | 1,129,976 | | 102,756 | | 1,222,592 | | 342,276 | 6, | 030,926 | | 5,247,185 |
| Contracted services | | 525,860 | | 114,105 | | 188,545 | | 995,949 | | 2,481 | | 163,586 | | 222,154 | 2, | 212,680 | | 2,125,507 |
| Rents and financial | | | | | | | | | | | 4 | | | | | | | |
| expenses | | 110,631 | | 0 | | 0 | | 0 | | 0 | 1 | 0 | | 0 | | 110,631 | | 102,165 |
| Interest on long term debt | | 0 | | 0 | | 0 | | 149,182 | | 0 | , | 0 | | 0 | | 149,182 | | 177,897 |
| Amortization | | 88,119 | | 209,614 | 4 | .190,566 | | 1,733,868 | | 2,151 | | 519,450 | | 0 | 6. | 743,768 | | 6,733,172 |
| Other | | 56,551 | _ | 207,824 | _ | 0 | _ | 31,692 | _ | 0 | \ - | 0 | _ | 0 | | 296,067 | _ | 253,437 |
| 5 | \$ <u>2,</u> | 251,444 | \$_ | 2,067,990 | \$ <u>8</u> | ,294,477 | \$_ | 4,786,181 | \$ | 155,214 | \$_ | 2,917,554 | \$ | 1,150,614 | \$ <u>21,</u> | 623,474 | \$ <u>1</u> | 9,900,399 |

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2024

Schedule 2

| | Land and Land Improvements | Buildings | Machinery and Equipment | Vehicles | Roads | Bridges and Culverts | Water and Sewer Systems | 2024 | 2023 |
|-------------------------------|-------------------------------|---------------|----------------------------|--------------|----------------|-------------------------|----------------------------|----------------|----------------|
| COST | | | | | | | | | |
| Balance, beginning of year | \$ 6,253,686 | \$ 21,342,084 | \$ 35,247,101 | \$ 9,916,281 | \$ 156,303,682 | \$ 9,249,129 | \$ 44,079,846 | \$ 282,391,809 | \$ 274,204,940 |
| Additions during the year | 791,684 | 448,522 | 670,849 | 934,676 | 4,177,827 | 1,660,787 | 920,045 | 9,604,390 | 8,272,347 |
| Disposals during the year | (39,657) | (221,675) | (47,384) | (390,692) | 0 | 0 | 0 | (699,408) | (85,478) |
| Balance, end of year | 7,005,713 | 21,568,931 | 35,870,566 | 10,460,265 | 160,481,509 | 10,909,916 | 44,999,891 | 291,296,791 | 282,391,809 |
| ACCUMULATED AMORTIZA | TION | | | | | | | | |
| Balance, beginning of year | 753,818 | 8,923,469 | 14,234,782 | 4,745,866 | 109,060,648 | 4,051,461 | 14,915,400 | 156,685,444 | 150,037,750 |
| Amortization for the year | 33,699 | 437,392 | 640,875 | 583,193 | 3,431,936 | 213,435 | 1,403,238 | 6,743,768 | 6,733,172 |
| Accumulated amortization | , | , | • | , | | | | , , | , , |
| on disposals | 0 | (221,121) | (32,182) | (366,352) | 0 | 0 | 0 | (619,655) | (85,478) |
| Balance, end of year | 787,517 | 9,139,740 | 14,843,475 | 4,962,707 | 112,492,584 | 4,264,896 | 16,318,638 | 162,809,557 | 156,685,444 |
| | | | | | | | | | |
| NET BOOK VALUE OF TANK | GIBLE | | | | , | | | | |
| CAPITAL ASSETS | \$ 6,218,196 | \$ 12,429,191 | \$ 21,027,091 | \$ 5,497,558 | \$ 47,988,925 | \$ <u>6,645,020</u> | \$ 28,681,253 | \$ 128,487,234 | \$ 125,706,365 |

The net book value of tangible capital assets not being amortized because they are under construction (or development or have been removed from service) is \$12,044,354 (2023 - \$6,249,093).

No contributed capital assets were recognized in the financial statements during the year.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS AS AT DECEMBER 31, 2024

Schedule 3

| | 2024 | 2023 (note 17) |
|--|-----------------------|--------------------------|
| SURPLUSES | | |
| Invested in tangible capital assets | | |
| Tangible capital assets at cost less amortization | \$128,487,234 | \$125,706,365 |
| Unexpended capital financing Capital assets financed by long term debt and | 2,964,504 | 2,059,011 |
| to be funded in future periods | 0 | (245,310) |
| · | 131,451,738 | 127,520,066 |
| Investment in Wellington North Power Inc. | 7,318,342 | 6,931,082 |
| Recreation, community centres and arenas | (5,430) | |
| Business improvement areas | (153,862) | (134,652) |
| Other | 16,494 | 40,243 |
| | <u>138,627,282</u> | 134,350,832 |
| DECEDVE FUNDO | | |
| RESERVE FUNDS Capital purposes | 24,838,643 | 21,176,070 |
| RESERVES | | |
| Working funds | 990,392 | 1,363,485 |
| Current purposes | 1,273,502 | 1,073,431 |
| Capital purposes | 19,699 | 16,767 |
| | 2,283,593 | <u>2,453,683</u> |
| | \$ <u>165,749,518</u> | \$ <u>157,980,585</u> |
| | | |



INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Wellington North

Opinion

We have audited the accompanying financial statements of The Corporation of the Township of Wellington North trust funds, which comprise the statement of financial position as at December 31, 2024 and the statement of continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Wellington North trust funds as at December 31, 2024 and the results of their operations for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Wellington North in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the trust funds' ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the trust funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the trust funds' financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are
 appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of
 the trust funds' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the trust funds' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the trust funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario

Chartered Professional Accountants
Licensed Public Accountants

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH - TRUST FUNDS STATEMENTS OF FINANCIAL POSITION AND CONTINUITY AS AT DECEMBER 31, 2024

| | Subdividers | | C | Cemetery Care and Maintenance | | History Books | | 2024 | | 2023 | |
|--|--------------|-------------------------------|----------------|---|----------------|--------------------------------|----------------|---|----------------|--|--|
| STATEMENT OF FINANCIAL | POSI | ΓΙΟΝ | | | | | | | | | |
| Assets Cash Investments (note 2) Due from Township Accounts receivable | \$ \$ | 0 2,866 0 0 2,866 | \$ - \$_ | 144 417,477 16,221 606 434,448 | \$ _ \$_ | 9,568 0 0 9,568 | \$ _ \$_ | 144 429,911 16,221 606 446,882 | \$ _ \$_ | 135 418,751 0 0 | |
| Liabilities Due to Township Prepaid plots | \$ | 0 0 0 | \$ | 4,178 750 4,928 | \$_ | 0 0 0 | \$ | 4,178 750 4,928 | \$ | 9,811 750 10,561 | |
| Fund balance | \$ <u></u> | 2,866 2,866 | \$_ | 429,520 434,448 | \$_ \$_ | 9,568 9,568 | \$ <u></u> | 441,954 446,882 | - \$_ | 408,325 418,886 | |
| STATEMENT OF CONTINUIT | Υ | | | | | | | | | | |
| Fund balance, beginning of year | \$ | 2,734 | \$_ | 396,465 | \$_ | 9,126 | \$_ | 408,325 | \$_ | 383,533 | |
| Receipts Interest earned Gain on disposal of investments Share of plot sales Monument fees | | 132 0 0 0 0 | _ | 19,179 16,228 14,327 2,500 52,234 | _ | 442 0 0 0 0 442 | _ | 19,753 16,228 14,327 2,500 52,808 | - | 18,603 12,903 9,190 2,150 42,846 | |
| Disbursements Transfer to municipality | | 0 | | 19,179 | _ | 0 | _ | 19,179 | | 18,05 <u>4</u> | |
| Fund balance, end of year | \$ | 2,866 | \$_ | | \$_ | | \$_ | 441,954 | \$_ | 408,325 | |

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH - TRUST FUNDS NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the trust funds of The Corporation of the Township of North Wellington are the representation of management prepared in accordance with accounting policies prescribed for Ontario municipalities by the Ministry of Municipal Affairs and Housing and Canadian public sector accounting standards. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgments.

(a) BASIS OF ACCOUNTING

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

2. INVESTMENTS

Total investments of \$429,911 (2023 - \$418,751) reported on the statement of financial position at cost have a market value of \$412,307 (2023 - \$358,312).

September is CSGW Month CRIM

Local program honours the founding of Crime Stoppers



For Release – September 1, 2025

Crime Stoppers Guelph Wellington (CSGW) is celebrating the creation of Crime Stoppers.

The anonymous and confidential method of reporting crime was first created by Ontario-born Detective Greg MacAleese, who was working as an investigator in Albuquerque, New Mexico in 1976. MacAleese created Crime Stoppers to solve an outstanding homicide. The program was launched September 8, 1976. Locally the CSGW Board of Directors felt it was important to recognize this annually.

"Celebrating Crime Stoppers in September is a logical opportunity to increase Community Safety," stated CSGW Board Chair Dave Elloway. "Not everyone wants involvement in the criminal justice system, and it is so important to offer a method to provide information to investigators, where the individual providing the information doesn't get drawn into the court process — they remain anonymous. Because of Crime Stoppers we can provide vital information to investigators, one tip at a time, that helps prevent and solve crimes."

The theme for CSGW Month is "Fostering Community Safety...One Tip At A Time". This message reinforces the need for individuals to take an active role in reporting crime. When MacAleese created the program, he quickly saw the benefit of community engagement, as the homicide was solved within 72 hours. Additional information was forthcoming on the tip line that solved other crimes. The concept of anonymity, cash reward and working with police and media are key elements that CSGW adheres to in 2025.

CSGW will celebrate with flag raisings in a number of communities, including Mount Forest at 11 a.m. on Sept. 12 at the Mount Forest Archives and Guelph at 11:45 a.m. Sept. 15th at Guelph City Hall. Remarks from local dignitaries and community partners will help recognize the importance of the program and its role in community safety. The public is invited to attend these events.

Additionally, CSGW will tie in its Shredding Events, which are annual fundraisers. Along with raising funds for the not for profit, charitable organization, the Shredding Events are simple solution to prevent and increase awareness of Identity Theft.

"Declaring CSGW Month in September gives us the opportunity to celebrate with more of our community partners and share in the success we've had in community safety," said Program Coordinator Sarah Bowers-Peter.

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| | | ~30~ | | | |
|------------------------------|---------------------|------------------|-------------------|---------------------------|-------------|
| For further information, con | tact Sarah Bowers-P | eter, Program Co | ordinator, at 519 | -400-7344 or <u>saral</u> | n@csgw.tips |
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WHEREAS, the Crime Stoppers Program was launched September 8, 1976 and Crime Stoppers Guelph Wellington feels it is important to recognize this annually;

WHEREAS, celebrating Crime Stoppers in September is a logical opportunity to increase community safety;

WHEREAS Crime stoppers offers a method to provide information to investigators without being involved in the criminal justice system;

WHEREAS the theme for Crime Stoppers Guelph Wellington is "Fostering Community Safety.. One Tip At A Time" to reinforce the need for individuals to take an active role in reporting crime.

NOW THEREFORE, I, Andrew Lennox, Mayor of the Township of Wellington North,

DO HEREBY PROCLAIM September 2025 as "Crime Stoppers Month" in the Township of Wellington North

Dated this 8th day of September, 2025.

| Andrew Lennox, May | or |
|--------------------|----|









Chris White | Wellington County Warden

The County's Community Safety and Well-Being Plan (CSWP) prioritizes proactive measures. We aim to prevent injuries and reduce the reliance on emergency responses. This approach not only promotes individual well-being but also fosters a safer and more resilient community.

A cornerstone of the CSWP is the emphasis on collaboration. By bringing together various sectors—including municipalities, police, paramedics, education, public health, healthcare, social services, and community-based human services agencies—we move beyond working in isolation. This unified effort allows us to effectively address the unique needs of Wellington County and implement strategies that benefit all residents.

Through collaboration, we have identified and focused on priority risks within our communities. This joint effort has led to the development of targeted initiatives aimed at mitigating these risks and enhancing the overall safety and well-being of our County.



Andy Lennox | Wellington County Ontario Provincial Police Detachment Board Chair

The Wellington County Ontario Provincial Police Detachment Board (WCOPPDB) is a five-member civilian body that oversees the County of Wellington OPP. The WCOPPDB annually reviews and approves the operating budget for policing in the County for a population base of over 107,000 residents.

The CSWP is a collaborative effort that addresses local risks to the safety and well-being of our residents. This plan outlines our priorities and action items to mitigate these risks.

As WCOPPDB Chair, I would like to thank Safe Communities Wellington County, Wellington County OPP, and all our local partners for their work on the CSWP.

Leadership Table (Advisory Committee Members)

Gianni Accettola Wellington Healthcare Alliance Manager, Quality and Patient Safety

Luisa Artuso Wellington County Social Services Administrator

Sara Bailey Township of Puslinch Councillor

Wendy Bieman Guelph Wellington Paramedic Service Commander

Brittany Boomer Wellington County Infrastructure Technical Analyst

Sarah Bowers-Peter Crime Stoppers Guelph-Wellington Programme Coordinator

Stephanie Chidlow Wellington North, Mapleton and Minto Fire Services

Administrative Coordinator

Pasquale Costanzo Wellington County Technical Services Supervisor

Michael Dehn Town of Erin Mayor

Helen Edwards Township of Mapleton Programme Coordinator

Mary Lloyd Wellington County Councillor

Barbara Lustgarten Evoy Fergus Educational Services Owner

Angelle Eybel Safe Communities Wellington County Co-Chair

Alexandra Fournier Wellington Dufferin Guelph Public Health Health Promotion Specialist

Tasha Grafos Township of Wellington North Executive Assistant to the CAO

Darren Hale Upper Grand District School Board Principal

Jean Hopkins Guelph Wellington Drug Strategy Manager

Sooriya Jayandan Guelph Eramosa Township Deputy Clerk

Kimber Jolley Wellington County Caseworker

Allysandra Kent Community Resource Centre of North

and Centre Wellington Executive Director

Callise Loos Wellington North, Mapleton and Minto Fire Services Deputy Fire Chief

Lisa MacDonald Township of Centre Wellington Councillor

Kayla Martin Wellington County Engineering Technologist

Ariel Oleynikov Guelph Wellington Women in Crisis Public Educator

Marlene Ottens Township of Mapleton Councillor

Christopher Paluch Centre Wellington Fire Services Fire Prevention Officer

Stephen Thomas Former Wellington County OPP Detachment Commander

Dave Turton Town of Minto Mayor

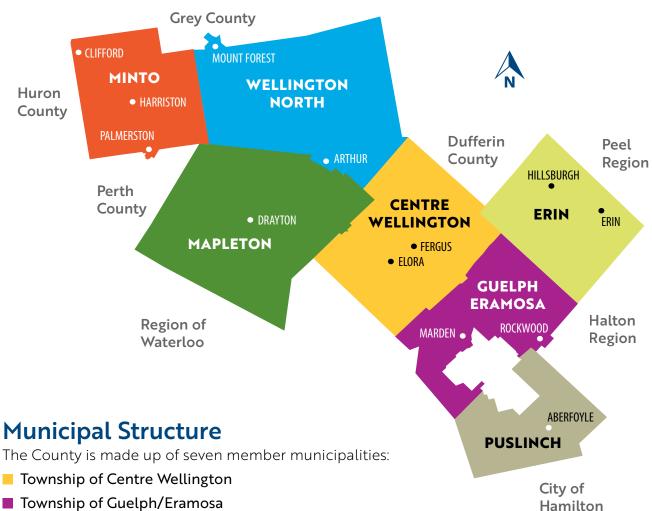
Amber Van De Peer Wellington County Emergency Management Assistant

Will Wycherley Compass Community Services Director Support Services

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|--|------|
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Wellington County, located in southwestern Ontario approximately 100 kilometers west of Toronto, is a region characterized by its blend of urban and rural landscapes, including rolling farmlands, small towns, and natural reserves. Bordered by Waterloo Region, Halton Region, Perth County, and Grey Bruce, the County is traversed by the Grand River, enhancing its agricultural and natural appeal.



- Township of Guelph/Eramosa
- Town of Minto
- Township of Mapleton
- Township of Puslinch
- Township of Wellington North
- Town of Erin

Population and Growth

Currently, Wellington County has a population of 107, 610. Projections indicate that by 2051, the population is expected to reach 160,000, reflecting significant growth and development in the region.

Wellington County's location, diverse communities, and commitment to sustainable development make it a vibrant and evolving region within Ontario.

Community Engagement

Safe Communities Wellington County (SCWC) conducted a Priority Setting Exercise at the Wellington County Museum and Archives, inviting over 150 interest groups from across Wellington County on June 21, 2023. The event featured statistical presentations by Wellington-Dufferin-Guelph Public Health (WDGPH), Wellington County Ontario Provincial Police (OPP), Guelph Wellington Paramedic Service, and local municipal fire services. Attendees reviewed data on emergency department visits, hospitalizations, and deaths to identify key injury categories.

cical OFF.

Following the exercise, SCWC engaged in community consultations with each member municipality and action groups to develop a five-year action plan addressing the identified priorities. Additional stakeholders, including WDGPH, Upper Grand District School Board (UGDSB), Wellington Catholic District School Board (WCDSB), and the County of Wellington Roads Department, conducted community engagement activities to further develop the plan.

The collaborative efforts of SCWC and its partners aim to enhance community safety and well-being throughout Wellington County.

Priority Risks and Wellington County's Accomplishments

Enhancing Mental Health Supports

Intentional self-harm has remained a significant public health concern in Wellington County. The Canadian Mental Health Association Waterloo Wellington (CMHA WW), Compass Community Services, Wellington County OPP and the Suicide Awareness Council of Wellington Dufferin (SACWD) (until 2022) have collaborated to improve access to mental health supports throughout Wellington County.

Coordinated strategies include:

- · Innovative outreach.
- · Enhanced crisis intervention.
- Public education.
- · Community-based programming.

These strategies have contributed to more accessible care and a reduction in self-harm behaviours.

Intentional self-harm and suicidal behaviours pose serious health risks. By recognizing these challenges, local stakeholders have implemented a range of programmes and services aimed at:

- Increasing public awareness about mental health.
- Providing easier and more equitable access to support services.
- Reducing the occurrence of intentional self-harm through proactive, community-based interventions.



Association Canadienne pour la sante-mentale Waterloo Wellington

Strategies

Improving Access to **Mental Health Supports**



Integrated Crisis Response – CMHA WW supports accessible crisis intervention through 24/7 helplines (e.g., Here 24/7 and the national 9-8-8 Suicide Crisis Helpline). These services provide

immediate support to individuals in crisis, ensuring that help is always available.



Impact – The CMHA WW and the Wellington County

OPP teamed up in 2015 to provide mental health crisis care. They created the Integrated Mobile Police and Crisis Team (IMPACT) to respond to mental health and substance-use related calls. The team consists of specially trained CMHA WW staff and police officers who work together to provide immediate and comprehensive care. The goal of IMPACT is to provide a communitybased crisis response that results in better health outcomes for individuals in need. This has reduced the need for emergency room visits and hospital stays.



Here4Hope - Wellington County's community-based life promotion, suicide prevention project. Here4Hope The project focuses on:

- · Raising awareness about suicide and its impacts
- · Encouraging community members to attend SafeTALK and ASIST to develop confidence in talking about suicide with those at risk
- · Support those impacted in the aftermath of a death by suicide.

Everyone has a role to play in preventing suicide and the goal of Here4Hope is to engage as many individuals and organizations as possible in this important work.

Wellington County OPP Youth Advisory

Committee – Informing youth in Wellington County about accessible mental health services available to them through a poster campaign.

Community-Based Services and Drop-In Centres –

Compass Community Services has expanded its network of drop-in centres and case management services, ensuring that individuals can access mental health support without long waiting periods or barriers related to transportation.

Expanded Telehealth and Virtual Supports

- Compass, Suicide Awareness Council and CMHAWW have increased their use of telehealth platforms, allowing residents to connect with mental health professionals remotely, an especially crucial service during public health emergencies or for those in remote areas.

Enhancing Public Education and Awareness

Public Education Campaigns – Here4Hope hosts an annual community event designed to engage the community in promoting life, decreasing stigma, and encouraging help seeking. In 2024, A Practical Path to Mindfulness with Mindful Mike (Mike Masse), encouraged the community to explore how simple breath work is an important tool in your mental health toolbox. In 2023, Tyler Smith one of 13 survivors of the 2018 Humboldt Broncos bus crash, shared an impact message that challenged common misconceptions about mental health. In 2022, the event focused on workplace mental health and featured Mary Ann Banyton, a workplace relations specialist, and one of the founders of the National Standard for Psychological Safety in the Workplace.

Training Programmes and Workshops – CMHA WW offers training sessions (e.g., safeTALK and ASIST) that provide community members, educators, and first responders with skills to identify and support individuals at risk of self-harm. These programmes empower communities to recognize early signs of distress and intervene before a crisis escalates.

Coordination and Collaborative Efforts

Inter-Agency Collaboration. Here4Hope is a partnership between the CMHA WW and the County of Wellington. This partnership demonstrates the scope of community commitment to raising awareness about mental health and suicide.

Here4Hope in partnership with the Waterloo Region Suicide Prevention Council participated in Roots of Hope a four-year National Suicide Prevention Research Demonstration Project being led by the Mental Health Commission of Canada. Since the project's completion in 2022, Here4Hope has continued to participate in the Roots of Hope National Community of Practice. Where communities across the country working on community-based suicide prevention gather to learn and share knowledge.

Data-Driven Interventions – Our local healthcare providers and public health agencies continuously analyze incident data (e.g., emergency department visits related to self-harm) to identify trends and high-risk populations. This information informs targeted outreach and the allocation of resources to areas with the greatest need.

Impact and Outcomes

Increased Service Utilization – Access to crisis helplines and drop-in services has led to a measurable increase in the number of residents who are content with their mental health support.

Reduction in Self-Harm Incidents – Early evaluations suggest that coordinated education campaigns and training programmes are contributing to a decline in the number of intentional self-harm incidents in Wellington County.

Enhanced Community Engagement – The collaborative efforts have raised public awareness, reduced stigma, and empowered communities to take an active role in suicide prevention and mental health promotion.

Conclusion

The combined efforts of the CMHA WW, Compass Community Services, Wellington County OPP and the SACWD have significantly improved access to mental health supports and contributed to a reduction in intentional self-harm incidents in the region. By offering comprehensive crisis services, public education, training programmes, and a coordinated approach to suicide prevention, these organizations have built stronger, more resilient communities. Continued collaboration and innovation will be essential to sustaining these improvements and addressing emerging challenges in the mental health landscape.







Decreasing Motor Vehicle Collisions in Wellington County

Between 2010 and 2015, Wellington County experienced over 1,600 hospitalizations due to motor vehicle collisions, leading to a potential loss of 437 years.¹

Notably, young Canadians, who represent 13% of licensed drivers, accounted for over 20% of motor vehicle-related fatalities and injuries during this period. In response, Wellington County has implemented a comprehensive Road Safety Strategy in collaboration with the Wellington County Roads Department, Wellington County OPP, SCWC and all seven member municipalities.

Motor vehicle collisions pose a significant public health risk in Wellington County, impacting individuals, families, and the broader community. To address this issue, a multifaceted approach has been adopted, focusing on data-driven interventions, public education, enforcement, infrastructure enhancements, and community engagement.

Identifying High-Risk Areas

Data Collection and Analysis: The County collaborates with Wellington County OPP and WDGPH to gather and analyze collision data, identifying high-risk areas and informing targeted interventions.

Black Cat Radar Units: These devices collect traffic data, including vehicle speed, volume, and classification, aiding in traffic engineering, community safety, and enforcement efforts.

Awareness and Education Campaigns: Public education initiatives highlight the dangers of aggressive, distracted, and impaired driving through a variety of media channels and educational programmes in elementary and high schools across Wellington County.

Enhanced Police Enforcement: The Wellington County OPP has increased its presence in highrisk areas, implementing targeted enforcement initiatives such as the R.I.D.E. (Reduce Impaired Driving Everywhere) programme.

Automated Speed Enforcement

(ASE) cameras: The County has implemented a one-year pilot programme.
ASE cameras have been deployed in Community Safety Zones to deter speeding and enhance road safety.



Ontario Mortality Data [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023

² National Ambulatory Care Reporting System (NACRS) [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023

Infrastructure Improvements



Traffic Calming Measures:

Implementations such as roundabouts, speed humps, and road narrowing have been introduced to reduce speeding and enhance safety.

Improved Signage and Road Markings:

Enhancements include reflective road markers, LED speed signs, and clearer pedestrian crossings to improve visibility and safety.

Intersection Safety Enhancements: Adjustments to traffic signal timing and the addition of dedicated turn lanes have been made to improve traffic flow and reduce collision risks.

School-Based Programmes: Collaboration with local schools to educate young drivers on safe driving habits - fostering a culture of safety from an early age.



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Partnerships with Local Businesses: Businesses are encouraged to promote safe driving habits with employees, extending the reach of safety initiatives into the workplace.

Through these concerted efforts, Wellington County strives to enhance road safety, reduce motor vehicle collisions, and protect the well-being of its residents.

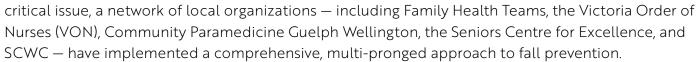


Conclusion

Wellington County has taken a multifaceted approach to reducing motor vehicle collisions, leveraging data analysis, law enforcement collaboration, infrastructure enhancements, and community engagement. The combined efforts of the Wellington County Roads Department, Wellington County OPP, and WDGPH aim to create safer roads and reduce the number of injuries and fatalities associated with motor vehicle collisions. Continued monitoring and adaptation of these initiatives will be crucial to further improving road safety in the region.

Fall Prevention Initiatives for Older Adults in Wellington County

Falls are a leading cause of injury and reduced quality of life among aging adults in Wellington County.³ Recognizing this



Our initiatives range from proactive screening and home safety assessments to exercise programmes, educational workshops, and enhanced care coordination. This collaborative effort is designed to reduce fall-related injuries, promote independence, and improve overall well-being in the aging population.

Falls among seniors can lead to significant physical, emotional, and financial consequences. In response, Wellington County's healthcare and community service providers have adopted a holistic strategy that addresses both individual risk factors and environmental hazards. By leveraging expertise across primary care, home care, community paramedicine, and senior support services, these organizations are working together to create safer living conditions and empower seniors with the tools and knowledge to prevent falls.

Fall Prevention Initiatives

Family Health Teams

Proactive Screening and Risk Assessments -

Family Health Teams conduct routine fall risk screenings as part of regular primary care visits. They assess factors such as balance, mobility, vision, and medication side effects that could contribute to falls.

Integrated Care and Referrals – When a senior is identified as at-risk, primary care providers refer them to allied health professionals — such as physiotherapists, occupational therapists, and pharmacists — for further evaluation and intervention.

Medication Reviews – Regular reviews of medication regimens are performed to identify drugs that may increase the risk of falls, with adjustments made as needed.

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Home Safety Recommendations – Families receive guidance on modifying home environment — such as installing grab bars, improving lighting, and removing tripping hazards—to reduce fall risk.

VON

Home Visits and Safety Assessments – VON nurses provide home visit services that include comprehensive fall risk assessments. During these visits, they evaluate the home for potential hazards and advise on modifications.

³ National Ambulatory Care Reporting System (NACRS) [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023

Education and Training – The VON conducts educational sessions for seniors and their caregivers on fall prevention strategies, safe mobility techniques, and emergency preparedness.

Follow-Up and Monitoring – Regular follow-up visits ensure that recommended modifications are implemented and that seniors continue to receive support in managing their fall risk.

Community Paramedicine Guelph Wellington

Rapid Response and Preventive Home

Assessments – Paramedics visit aging adults in their homes to assess immediate fall risks and provide on-site education regarding safe mobility and emergency response planning.

Integration with Primary Care – Paramedics work in close coordination with Family Health Teams and the VON to ensure that fall risk assessments and recommendations are incorporated into care plans for seniors.

Telehealth and Remote Monitoring – Community Paramedicine programmes are expanding their use of telehealth technologies to conduct remote assessments and follow-ups, especially in rural or hard-to-reach areas.

Seniors Centre for Excellence and Local Seniors Centres

Exercise and Balance Programmes – Seniors Centres offer group exercise classes, such as: Tai Chi, yoga, and strength training, designed to improve balance, flexibility, and overall physical strength—key factors in fall prevention.

Educational Workshops and Seminars – Regular workshops educate seniors on nutrition, safe movement, and strategies for maintaining independence. Topics include proper use of mobility aids and techniques to avoid falls.

Social Engagement and Peer Support – By fostering social connections through clubs and community events, these centres help reduce isolation—a factor that can indirectly increase fall risk by limiting seniors' access to support.



Fall Prevention Initiatives continued...

Resource Distribution – Seniors Centres provide brochures, safety checklists, and one-on-one consultations to guide older adults and their caregivers on practical fall prevention measures.

Collaborative Partnerships and Data Monitoring

Integrated Approach – The collaboration between Family Health Teams, VON, Community Paramedicine, and Seniors Centres creates a seamless continuum of care. Information sharing and joint case management ensure that high-risk seniors receive comprehensive support.



Continued collaboration, data-driven strategies, and innovation in service delivery are key to sustaining and further improving these outcomes.

Data-Driven Interventions – Regular collection and analysis of fall-related data enable stakeholders to identify trends and measure the impact of interventions. This data informs continuous improvement in fall prevention strategies.

Strategies implemented at the **SCWC Leadership Table** – Exercise booklets to

increase exercising at home, a fall prevention checklist, and mobility aid purchases.

Community Engagement – Joint public awareness campaigns and community events, supported by all partners, ensure that the broader population is informed about fall prevention, further reducing stigma around seeking help.

Conclusion

Through coordinated, multi-sector efforts, Wellington County's Family Health Teams, the VON, Community Paramedicine Guelph Wellington, and Seniors Centres have made significant strides in preventing falls among older adults. Their comprehensive approach — ranging from clinical risk assessments and home safety interventions to community-based exercise programmes and educational workshops — has not only reduced fall-related injuries but also enhanced the overall quality of life for seniors in the region. Continued collaboration, data-driven strategies, and innovation in service delivery are key to sustaining and further improving these outcomes.

Reducing Accidental Poisonings in Wellington County

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Between 2010 and 2015, nearly 1,000 emergency department visits in Wellington County were attributed to accidental poisonings. In response, Wellington County – together with the Wellington Guelph Drug Strategy (WGDS) and WDGPH – has implemented a range of initiatives aimed at preventing both pediatric poisonings (stemming from hazardous items within a child's reach) and drug poisoning related incidents in teens and adults.

Accidental poisonings remain a significant public health issue in Wellington County. Young children are at risk due to curious behaviour and inadequate storage of toxic substances, while accidental drug poisonings (also known as overdose) among youth and adults often result from the unpredictability and toxicity of the unregulated drug market. Recognizing these challenges, Wellington County has coordinated with the Wellington Guelph Drug Strategy and WDGPH to develop and implement targeted interventions. These strategies include public education, safe storage initiatives, enhanced data monitoring, and cross-sector collaboration with partners such as the Ontario Poison Centre.

Accidental Poisonings Initiatives



Public Education and Awareness Campaigns

Targeted Outreach for Families – WDGPH, SCWC and the GWDS have launched educational programmes and events directed at at community members, parents and caregivers:

- Emphasizing the importance of storing medications, household chemicals, and other hazardous substances securely.
- Substance use Prevention and Awareness Workshops.
- Distributing information about naloxone.
- · Community seminars.
- School-based programmes.

This important work continues to provide awareness of poisoning risks among all residents.

Coordinating with partners to plan and implement awareness events, including:

- The Community Harm Reduction Forum held in May 2024, engaged over 150 people across multiple sectors in Wellington County and shared information about harmreduction approaches and substance use services.
- Annual Drug Poisoning Awareness Day
 Events held in Mount Forest, which brings
 together health and social services,
 community members, and those most
 impacted by the drug toxicity crisis.
- Safer Substance Use Education: The WGDS
 has incorporated drug poisoning prevention
 into its broader campaigns within the
 County. These efforts educate residents
 about the risks of drug toxicity. Whether
 from prescription medications, over-thecounter drugs, or unregulated substances,
 and promote safer substance use practices.

⁴ National Ambulatory Care Reporting System (NACRS) [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023

Multi-Platform Communication – Through the use of local media, social media platforms, informational videos, and community newsletters, evidence-based information is distributed in the community to provide clear and consistent messaging on accidental poisoning prevention. This collaborative messaging has helped ensure that residents receive consistent advice from multiple trusted resources and information about supports and resources within the County.

Policy and Regulatory Support – Efforts are underway to work with local policymakers to encourage standards and, where possible, regulatory measures that support safe storage practices. These policies aim to reduce the accessibility of hazardous substances to children and minimize risks associated with accidental poisonings.

Enhanced Data Collection and Monitoring

Collaboration with the Ontario Poison Centre

– Regular data sharing and consultation with the Ontario Poison Centre has allowed SCWC, Parachute Canada, and WDGPH to track poisoning incidents in real time. Additionally, data related to opioid harms within the County is tracked and monitored through WDGPH. Alerts are circulated through WGDS and WDGPH within the County if there is an increased risk of drug poisoning in the unregulated drug supply. These collaborations support timely responses and help fine-tune prevention strategies based on current trends. Cross-Sector Collaboration and Community Partnerships.

Inter-Agency Task Force

Wellington County has established a multistakeholder leadership table that includes representatives from all partner agencies. This task force meets every six weeks to review data, share best practices, and coordinate efforts to prevent accidental poisonings.

Partnerships with Community Organizations

– Local community groups and healthcare providers have joined forces with the WGDS and WDGPH to host events, distribute educational resources, and provide technical assistance to families and at-risk populations.



Safe Storage and Environmental Interventions

Promotion of Safe Storage Practices – Wellington County, in partnership with public health agencies, has promoted the use of child-proof storage devices and secure cabinets in homes and community settings. Educational materials and local initiatives have provided practical guidance on how to safely store medications and toxic substances.

Conclusion

Through a coordinated approach, Wellington County — along with the WGDS, SCWC and WDGPH — has made significant strides in reducing accidental poisonings. By combining robust public education, environmental safety initiatives, enhanced data monitoring, promotion of harm reduction approaches and strong cross-sector collaboration, the County is better equipped to protect its residents from accidental poisoning. Continued investment in these strategies will be essential as Wellington County grows and faces evolving public health challenges.

Enhancing Safety for Vulnerable Road Users in Wellington County

Between 2010 and 2015, over 1,200 emergency department visits in Wellington County were attributed to accidents involving pedestrians and cyclists.⁵ With population projections

rising to 122,000 by 2031, increased vehicular traffic is expected, which could further endanger vulnerable road users (VRUs). In response, the County of Wellington, in partnership with its seven member municipalities, aims to strengthen existing safety programmes, educate road users, and explore innovative traffic-calming strategies to safeguard cyclists and pedestrians.

VRUs — including pedestrians, cyclists, and scooter riders — face heightened risks on roadways where vehicular traffic is increasing. In Wellington County, data from 2010 to 2015 shows that accidents involving these groups result in significant numbers of emergency department visits.⁶

In response, the County, in collaboration with its seven municipalities and key partners focused on:

- → Strengthening existing safety programmes
- → Educating road users
- → Identifying new avenues for traffic calming and infrastructure improvements

Vulnerable Road User Initiatives

Traffic Calming and Road Design

- Municipalities have invested in designing and implementing bike lanes, clearly marked crosswalks, and pedestrian islands at highrisk intersections.
- Intersection Redesign: Improvements have been made to signal timing, signage, and intersection geometry to increase visibility and reduce speed in areas with heavy pedestrian and cyclist traffic.
- Speed Management: Initiatives such as speed humps, narrowed roadways, and raised medians have been introduced in residential areas and near schools to lower vehicular speeds.

Active Transportation Initiatives

- Safe Routes Programmes: Collaborative efforts have been made to identify and improve routes that are frequently used by pedestrians and cyclists, including better lighting, signage, and maintenance of sidewalks and trails.
- Pilot Projects: Several pilot projects have been launched in key corridors to test innovative traffic-calming measures and to gather data for future County-wide implementation.
- Creation of both an Active Transportation Plan and Wellington County's Roads Master Action (RMAP).

⁵ and 6 National Ambulatory Care Reporting System (NACRS) [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023

Public Education and Awareness

Targeted Campaigns

- Driver and VRU Awareness Campaigns:
 Wellington County has rolled out multi media public education campaigns focused
 on encouraging safe driving practices and
 educating vulnerable road users on how to
 navigate busy roadways safely.
- School and Community Programmes:
 Workshops and safety training sessions —
 such as Safe Walking, Bike Safety, and Winter
 Walk Month—are provided in schools and
 community centres. These programmes
 educate children, teenagers, and their
 caregivers on the importance of safe road
 use and the benefits of using protective
 equipment (helmets, reflective clothing).
- Canada Youth Road Safety Week, Students
 Against Impaired Driving Day, Safe Kids Week
 are campaigns run by SCWC.

Collaborative Outreach

- Engaging Local Stakeholders: The County's leadership table, which includes representatives from all seven member municipalities, works closely with community organizations, schools, and law enforcement to ensure consistent messaging across the County.
- Data-Driven Messaging: Educational materials and public service announcements are informed by local crash and injury data, ensuring that the messages address the highest-risk areas and behaviours.



Conclusion

Wellington County has taken a proactive and coordinated approach to improve the safety of its vulnerable road users. Through comprehensive infrastructure improvements, targeted education campaigns, and collaborative intermunicipal efforts, the County is working to reduce the incidence of pedestrian and cyclist injuries. As the County continues to grow, these initiatives — backed by data-driven policies and community engagement—will be critical in ensuring that all residents, regardless of how they travel, can enjoy safer roads and a healthier community.





Decreasing Sports and Recreation Injuries in Wellington County

Between 2010 and 2015, sports and recreation related injuries in Wellington County resulted in over 4,000 emergency department visits. This figure, recorded prior to the implementation of Rowan's Law in 2018, underscores the high prevalence of injuries — particularly concussions — among young athletes. There is a clear need to strengthen concussion and safety protocols. This environmental scan examines current practices among sports organizations and schools across Wellington County, identifies existing gaps, and outlines opportunities for collaboration with sports medicine.

Wellington County boasts a vibrant sports and recreation culture, with numerous schools, community leagues, and sports clubs engaging youth and adults in physical activities. However, the high volume of sports and recreation related injuries between 2010 and 2015 reveals a critical public health concern. The introduction of Rowan's Law in 2018, which focuses on concussion awareness and management, has marked an important regulatory advancement. Yet, there remains substantial opportunity to build on these measures by integrating comprehensive injury prevention strategies across the County's sports and school communities.

Sports and Recreation Initiatives

Injury Incidence

Over 4,000 ED visits attributed to sports and recreation injuries have been reported, highlighting a notable risk in competitive and recreational sports.8

Concussion Protocols

Prior to Rowan's
Law, concussion
protocols varied
widely among local
sports organizations.
Many clubs have since
started to standardize
these protocols.

Education and Awareness

Schools have primarily focused on general safety and injury prevention. Enhanced education on concussion risks and injury management protocols is needed to ensure the well-being of student athletes.

Collaboration

Some local schools and teams have partnered with local sports medicine experts. There is a significant opportunity to strengthen these partnerships for ongoing training and rapid response.

Conclusion

Wellington County has made significant strides in addressing sports and recreation injuries, yet the high number of Emergency Department visits prior to the implementation of Rowan's Law signals that further improvements are essential. By standardizing concussion protocols, fostering robust collaborations among sports organizations, schools, medical experts, and enhancing educational outreach, Wellington County can build a safer environment for athletes of all ages. These efforts will not only reduce the incidence of sports-related injuries but also contribute to the long-term health and well-being of the community.

⁷ and 8 National Ambulatory Care Reporting System (NACRS) [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023



Preventing Agricultural Injuries in Wellington County

Agriculture remains a cornerstone of Wellington County's economy, yet farming activities carry inherent risks. In response, the Wellington County Federation of Agriculture (WCFA), in partnership with Workplace Safety and Prevention Services, has launched a series of initiatives aimed at reducing farm injuries. These efforts focus on education, training, improved equipment standards, on-farm safety assessments, and collaborative data-driven strategies. Together, these measures are designed to minimize the risk of incidents such as: tractor rollovers, grain bin mishaps, and other workplace injuries, thereby safeguarding the well-being of the County's agricultural community.

Farming in Wellington County involves the use of heavy machinery and hazardous equipment, which can lead to serious injuries if proper safety protocols are not followed. Recognizing the need to protect farm workers and owners, the WCFA and Prevention Services have collaborated on comprehensive prevention programmes. Their work includes delivering targeted education, enforcing safety standards, and engaging directly with the agricultural community to promote best practices.

Agricultural Injury Initiatives

Safety Workshops and Seminars

The WCFA regularly hosts training sessions focused on preventing common agricultural injuries. Workshops cover:

- Safe operation of tractors and other farm machinery with an emphasis on the proper use of rollover protective structures (ROPS).
- Grain bin safety protocols, including proper access techniques, lockout/tagout procedures, and emergency rescue methods.
- General farm safety, including the safe handling of chemicals, equipment maintenance, and hazard recognition.

On-Farm Safety Demonstrations

Field-based training sessions allow farmers to see best practices in action. These sessions include demonstrations of equipment checks, hazard assessments, and safe work practices in real farm settings.

Risk Assessments and Audits

Workplace Safety teams, in conjunction with the WCFA, conduct on-site safety assessments. These audits help identify potential hazards on farms—from machinery maintenance issues to environmental risks — and provide recommendations for corrective actions

Community Engagement

Participation in agricultural fairs and local events provides opportunities for direct engagement with the farming community. These interactions help to raise awareness of farm safety issues and encourage a culture of continuous improvement.

Conclusion

Through robust educational initiatives, rigorous on-farm safety assessments, and strong interagency collaboration, the WCFA, Workplace Safety and Prevention Services and The Wellington County Farm and Home Safety Association are making significant strides in preventing farm injuries. These efforts help protect farmers and farm workers from the hazards associated with agricultural operations — such as tractor rollovers and grain bin mishaps — while fostering a culture of safety that is essential for the long-term success of the County's agricultural community.

Priority Risks for Wellington County

Priority Risk # 1 – Mental Health Priority Risks in Wellington County

Wellington County faces significant mental health challenges, particularly amongst youth in rural communities

Youth Mental Health Concerns

Emergency Responses: In 2024, there were 971 Mental Health Act occurrences reported to the Wellington County Ontario Provincial Police (OPP), indicating a substantial demand for mental health crisis interventions.

Intentional Self-Harm: Intentional self-harm is the leading cause of hospitalizations among youth aged 13-19 years from 2005 to 2021.¹⁰

Suicidal Thoughts: There was a 27% increase in students in grades 7-12 reporting thoughts of suicide between 2019 and 2022."

Mental Health in the Agricultural Community

 Prevalence of Mental Health Issues: Canadian farmers face unique challenges in their work, such as market volatility and extreme weather events, which are compounded by difficult farm working conditions that involve long hours in often isolated conditions and a high risk of occupational injury. These stressors correlate with farmers experiencing mental health challenges, including anxiety and depression, at higher rates than the general population.

Future Directions

- Expansion of Virtual Services: Enhancing Telehealth capabilities to reach more remote or underserved populations.
- Strengthening Data Integration: Refining data collection and analysis to better target highrisk areas and measure intervention impacts.
- Ongoing Community Engagement: Sustaining public education efforts and expanding training programmes to reduce self-harm incidents.

Addressing these mental health challenges necessitates a collaborative approach, integrating community resources, healthcare providers, and support networks to foster a healthier environment for all residents of Wellington County.

⁹ Wellington County OPP Detachment Board Report, 2024 Year End, page 32.

Discharge Abstract Database (DAD) [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023.

¹¹ Well-Being and Health Youth (WHY) Survey | WDG Public Health

Priority Risk # 2 – Motor Vehicle Collisions

Motor vehicle collisions (MVC) remain a significant public safety issue in Wellington County. In 2018, the mortality rate for MVC related injuries reached its highest level at 11 deaths per 100,000 residents. While there has been a notable decline, with the most recent data from 2021 reporting 6 deaths per 100,000 residents, collisions continue to pose a serious risk to residents.¹²

In 2024 alone, Wellington County responded to 2,072 MVC calls, highlighting the continued frequency of road incidents and the need for ongoing preventative measures.¹³

Future Directions

- Strengthening enforcement and traffic monitoring.
- Expanding the use of Black Cat Radar Units to gather traffic data and identify high-risk areas.
- Increasing police presence in collisionprone areas, with targeted enforcement of impaired, distracted, and aggressive driving.
- Investing in Infrastructure Improvements that are identified in Wellington County's RMAP.
- Expanding Public Education and Awareness
- Collaborating with WDGPH, UGDSB, WCDSB, and the Grove Youth Hubs to run educational campaigns on road safety.
- Engaging the community through workshops, public forums, and partnerships with local businesses to promote responsible driving behaviors.



Priority Risk # 3 – Falls in the Older Population

Current Concerns

Falls account for 64% of injury-related Emergency Department visits and 74% of injury related hospitalizations (2005 – 2021). Among those aged 75 plus years, falls make up 91% of injury-related Emergency Department visits for that age group (2005-2021).¹⁴

Future Directions

Improved Identification and Intervention:

Increased screening and proactive risk assessments have led to earlier interventions, reducing the incidence of falls and related injuries.

Enhanced Home Safety: Home modifications and safety recommendations have decreased environmental hazards, contributing to safer living conditions for seniors.

Increased Participation in Exercise Programmes:

Higher enrollment in balance and strength classes has demonstrated positive outcomes in improving physical stability and reducing fall risk.

Continuous Education: Ongoing training for healthcare providers and community workers, along with periodic refresher courses for seniors, will maintain momentum and ensure long-term success in fall prevention.

Policy Advocacy: Collaborative advocacy for local policies that support home safety modifications, assistive aids and public infrastructure improvements will continue to be a priority.

Increase exercise classes throughout Wellington County.

Priority Risk # 4 – Accidental Poisonings in Wellington County

Among youth aged 0 - 19 years, rates of ED visits for accidental poisonings are highest in children under 4 years of ages (2005 - 2021).¹⁵

Accidental drug poisonings have increased significantly since 2015 in Wellington County. This is due to the unregulated drug supply containing unpredictable and high potency opioids, leading to drug poisonings (also known as overdose).

Fentanyl and its analogues remain the leading cause of opioid-related deaths. In 2023, fentanyl was responsible for approximately 79% of all opioid related deaths in the Wellington Dufferin Guelph Region.¹⁷

Future Directions

Increased Public Awareness: Early evaluations indicate improved awareness among families and the public regarding the safe storage of hazardous substances.

Enhanced Coordination: The collaborative framework has resulted in more consistent and comprehensive messaging across Wellington County, helping to bridge gaps between different municipalities.

Data-Driven Adjustments: With enhanced surveillance, public health officials can more effectively measure the impact of prevention initiatives and adjust programmes as needed.

Scaling Up Successful Initiatives: Plans are in place to expand safe storage campaigns,

educational workshops and harm reduction services throughout the County.

Policy Development: Ongoing discussions with municipal leaders and policymakers aim to establish more formalized standards for the safe storage of medications and toxic substances, as well as the harm reduction services.

Continuous Monitoring and Evaluation: Future efforts will focus on refining data collection methods and using the resulting information to guide further program development and resource allocation.

Partnering with WDGPH to support the expansion of the FAST Overdose response monitoring system within Wellington County to ensure accurate data and monitoring of the drug poisoning crisis through real-time input from partner agencies.

Priority Risk # 5 – Pedestrians and Cyclists (Vulnerable Road Users)

Among Youth Aged 0-19 years, pedestrian and cyclist injury-related ED visits and hospitalizations are highest among youth aged 10 to 15 years (2005-2021).¹⁸

Future Directions

Increased Community Engagement: The collaboration among member municipalities and community stakeholders has fostered a strong sense of shared responsibility, leading to broader public support for safety initiatives.

Improved Infrastructure: Significant investments in road design improvements and traffic calming

¹² Ontario Mortality Data [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023

¹³ Wellington County OPP Detachment Board Report, 2024 Year End, page 19.

¹⁴ National Ambulatory Care Reporting System (NACRS) [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023

¹⁴ Discharge Abstract Database (DAD) [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023

¹⁵ and 18 National Ambulatory Care Reporting System (NACRS) [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023

¹⁶ https://wdgpublichealth.ca/sites/default/files/bh.01.apr0324.r11_-_injury_surveillance.pdf, page 6

¹⁷ https://wdgpublichealth.ca/sites/default/files/bh.01.sep0424.r28_-_opioids.pdf, page 2

have already been implemented in several high-risk areas.

Scaling Successful Initiatives: The County plans to expand pilot projects and continue refining the centralized data system to ensure that all municipalities can benefit from the most effective strategies.

Preparing for Growth: With population projections rising, ongoing efforts will focus on adaptive planning to manage increased vehicular traffic while protecting VRUs.

Continuous Education: Further investment in public education and outreach is planned to sustain long-term behavioral changes among drivers and VRUs alike.

Priority Risk # 6 – Sports and Recreation in Wellington County

Sports and recreation injuries are the second leading cause of injury-related ED visits in Wellington County, accounting for 13% of injury-related ED Visits (2005 – 2021).19

Future Directions

Strengthen and Standardize Concussion Protocols

- Develop County-wide guidelines for concussion management, leveraging Rowan's Law as a framework.
- Establish mandatory training sessions for coaches, athletic trainers, and school personnel, conducted in partnership with sports medicine and physiotherapy experts.

Expand Educational Outreach

 Launch targeted public awareness campaigns through social media, local media, and community events to educate athletes,

- parents, and educators on the risks of concussions and injury prevention strategies.
- Encourage regular injury prevention workshops and health screenings in schools and sports clubs.

Priority Risk # 7 – Agriculture Related Injuries in Wellington County

Rates of injuries related to agricultural machinery and tools are highest for Wellington County, and specifically the municipalities of Wellington North and Minto.²⁰

Future Directions

Increase awareness about Agriculture related injuries through events, social media and workshops.

Expansion of Training Programmes:

Plans are underway to broaden the scope and frequency of safety workshops, incorporating emerging technologies and updated regulatory standards through Workplace Safety and Prevention Services.

Enhanced Data Collaboration: Future initiatives will focus on integrating real-time data analytics to better track incident trends and tailor interventions accordingly.

Strengthening Policy Advocacy: Continued advocacy for stricter safety regulations and funding for safety equipment improvements will be essential as agricultural operations evolve and expand.

Leveraging Technology: The adoption of new technologies—such as mobile safety apps and remote monitoring systems—will be explored to further support proactive safety measures on the farm.

¹⁹ National Ambulatory Care Reporting System (NACRS) [2005-2021], Ontario Ministry of Health and Long-Term Care, IntelliHEALTH ONTARIO, Date Extracted: May 2023

²⁰ Injury Surveillance and Prevention Report, Wellington-Dufferin-Guelph Public Health, June 7, 2024, page 3.



Action Groups (Implementation Teams)

Motor Vehicle Collision Action Group Falls Prevention Action Group Accidental Poisoning Action Group Mental Wellness Action Group

County of Wellington Safe Communities Leadership Table (Advisory Committee) - Terms of Reference

Mission

To support the establishment and implementation of a coordinated approach to addressing safety issues in the County of Wellington as identified in the current Injury Prevention Priority Setting Exercise.

Guiding Principles

- Multi-sectoral partnerships and shared responsibility.
- Culturally appropriate (Equity, anti-racism, and anti-opression).
- Evidence-based.
- Includes crime and other injuries (intentional and unintentional).
- · Respect.
- · Awareness.
- Accessibility.

Goal/Functions/Activities

Long-Term Goals

- To have an effective and coordinated approach addressing safety issues in the County of Wellington.
- Facilitate implementation of activities that will address the priorities identified in our Priority Setting.
- · Maintain a Strategic Plan to support the identified priorities.
- · Conduct reviews and evaluations of activities as required.

Glossary of Roles

Co-Chairs

- Chairs Leadership (Advisory Committee) and Executive Table Meetings.
- Responsible for conduct of Leadership (Advisory Committee) and Executive Table meetings and of members.
- Follows agendas created by Safe Communities Programme Coordinator.
- Provides feedback to Safe Communities
 Programme Coordinator.

Safe Communities Programme Coordinator

- Sole administrator of Safe Communities Wellington County.
- Lead spokesperson for Safe Communities Wellington County.
- Creates agenda and distributes all communication for Leadership (Advisory Committee) and Executive Table meetings.
- Responsible for Marketing, Public Relations, and Event Planning.
- Assists Action Groups, Safe Communities Groups and Municipalities.
- Ex-Officio Member without voting rights.

Executive Table

- A minimum of two members of the Executive Team must approve financial and administrative decisions for Safe Communities Wellington County.
- Attends both Executive Table and Leadership Table (Advisory Committee) meetings.
- Supports Safe Communities Programme Coordinator as required.

Leadership Table (Advisory Committee)

- Votes to elect the Safe Communities
 Wellington County Co-Chairs.
- Provides the first step in approving the annual Safe Communities Wellington County budget.
- Comprised of a cross section of safety and wellness stakeholders across Wellington County (See Membership List).
- Each municipality must have representation on the Leadership Table (Advisory Committee).
- Determines whether a new Action Group is required based on emerging statistics and priority setting.
- Members present safety and wellness activities from their organizations/action groups/safe communities at each meeting.

Action Group (Implementation Team)

- Create injury prevention strategies and actions based on statistics and priority setting exercise.
- Create strategies and actions based on the capacity of the group.
- Each Group has the opportunity to receive up to \$2,500 annually to support their injury prevention strategies.
- Action Groups are required to submit a donation request form to the Safe Communities Programme Coordinator to request funding.
- A wrap-up document is required to be sent to the Safe Communities Programme Coordinator after receiving the donation.
- Required to submit an annual action plan in January prior to the first Leadership Table meeting of the calendar year.

Safe Communities Groups

- Represents a specific municipality within Wellington County.
- Report about current injury prevention activities for their municipality at each Leadership Table meeting.
- Receives up to \$750 annually for injury prevention activities within their municipality/region.
- Safe Communities Groups are required to submit a donation request form to the Safe Communities Programme Coordinator to request funding.
- A wrap-up document is required to be sent to the Safe Communities Programme Coordinator after receiving the donation.

Membership of Leadership Table (Advisory Committee)

The Leadership Table must include representation from the following:

- A person who represents, Ontario Health, or
 ii. an entity that provides services to improve
 the physical or mental health of individuals
 in the community or communities.
 A person who represents an entity that
 provides educational services in the
 municipality.
- A person who represents an entity that provides community or social services in the municipality.
- A person who represents an entity that provides community or social services to children or youth in the municipality.
- A person who represents an entity that provides custodial services to children or youth in the municipality.
- An employee of the municipality or a member of the municipal council.
- A person who represents the police service board or, if there is no police service board, the commander of the detachment of the Ontario Provincial Police that provides policing in the area or his or her delegate.

- A chief of police of a police service that provides policing in the area or his or her delegate.
- Municipal Fire Departments in Wellington County.

In addition, representatives from a wide variety of community organizations shall participate.

Leadership Table (Advisory Committee)

Chair Positions

The Leadership Table (Advisory Committee) will be co-chaired by representatives chosen from the membership of the Leadership Table (Advisory Committee). Any member of the Leadership Table (Advisory Committee) can be nominated to serve as Co-Chair. The Co-Chair position shall be for a two-year period. When the Co-Chair's two-year term expires, the Leadership Table (Advisory Committee) can extend the term for a further two-year term in perpetuity. If the current holder of the position does not wish to have their term extended, or another member is interested in the co-chair position, nominations for a new co-chair and an election shall be conducted. To maintain continuity, the Co-Chair terms shall start and end one year apart.

Leadership Table (Advisory Committee)

Temporary Chair Position

From time to time a current Co-Chair may need to step back from their position for a short time. In this instance, the Executive will appoint a current member of the Leadership Table to step into the role until their return or the completion of the term.

Leadership Sub-Committees

- The Leadership Table (Advisory Committee)
 will establish Action Groups (Implementation
 Teams) with guidelines to address specific
 priority areas.
- Membership on Action Groups will include local Safe Communities.
- Membership on Action Groups may include non-members of the Leadership Table.
- Leadership Table (Advisory Committee) may recognize local community groups as subcommittees.
- Additional priorities from the priority setting exercise will be considered for emerging opportunities annually.

Executive of Leadership Table

The Executive may consist of:

- · Current Co-Chairs of Leadership Table.
- Appointed representative from Wellington County Council.
- Appointed member from Wellington County OPP.
- Appointed member from the Guelph Wellington Paramedic Service.
- · Appointed member from WDGPH.
- Appointed member of Wellington County staff (Not limited to Social Services, Human Resources, Roads).
- Appointed member from Ontario Health or an entity that provides services to improve the physical or mental health of individuals in the community or communities.
- Safe Communities Programme Coordinator (ex-officio member).

Executive Meeting Schedule

Executive meetings will be held monthly or at the call of either Co-Chair.

Specifications of Quorum for Executive Table

A quorum of four members of the Executive must be present for a vote to be held.

Communication

- The Safe Communities Programme
 Coordinator shall ensure meeting minutes
 are recorded and circulated to the
 Leadership Table (Advisory Committee)
 members, and to the Chairperson of all
 sub-committees for distribution to their
 committee members.
- Leadership Table (Advisory Committee)
 members are responsible to circulate
 meeting notes to appropriate members of
 their respective organizations.
- Social media shall be used to distribute appropriate information to members of the public, stakeholders, and members of the Leadership Table (Advisory Committee).

Reporting and Financial Accountability

- Members of the Leadership Table (Advisory Committee) should report to their respective organizations.
- The Action Groups constituted by the Leadership Table (Advisory Committee) will report to the Leadership Table (Advisory Committee).
- Financial Accountability: The Leadership Table (Advisory Committee) will approve an annual budget for Safe Communities Wellington County and will provide the Treasury Department of the County of Wellington with the budget information.
- The Executive will report to the Wellington County OPP Detachment Board on a quarterly basis (at minimum).
- Members of the Executive will approve expenses and Safe Communities Programme Coordinator invoices electronically as needed throughout the year.

Frequency of Meetings

The Leadership Table (Advisory Committee) will meet the following months: January, March, May, June, September and November.

Additional Meetings may be called at the call of the Co-Chairs.

Frequency of Executive Table Meetings

The Executive Table will meet the following months: January, February, March, April, May, June, September, October and November.

Additional meetings may be called at the call of the Co-Chairs.

Decision Making

- Leadership Table (Advisory Committee)
 decisions will be based on a quorum of
 eligible voters. The Co-Chairs will encourage
 meaningful discussion on issues preceding
 the calling of the vote. All members should
 be provided the opportunity for full and fair
 comment on any issues of interest.
- The majority vote of members decides the outcome where a quorum is present.
- The Safe Communities Programme Coordinator will serve in an Ex-Officio role, and shall not have a vote

Review

Addendum to 4.5

Action Groups are able to create strategies based on the priority settings and current statistics and provide actions that support the specific injury prevention category.

All our Action Groups utilize larger community resources to assist in educating and providing prevention to the residents of Wellington County.



As an executive, we base our strategies on the hospital stays and Emergency Department visits. We recommend all our Action Groups utilize the statistics provided through our Priority setting exercise to assist in their short- and long-term goals.

Safe Communities Wellington County receives funding from Wellington County through direction from the Wellington County OPP Detachment Board. Funding requests can be made at any time in the future should our resources require more than what is currently allotted. Provincial funding was given initially at the creation of the Community Safety and Well-Being Plan. Current funding is for current capacity. Any new grass root organizations are encouraged to approach their local Municipal Safe Communities group and work together to bring their strategy to fruition.

Let's continue to work together in injury prevention and education.

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TOWNSHIP OF WELLINGTON NORTH DEPUTATION REQUEST FORM

| Name / Spokesperson: | | |
|--|---|------|
| Name of Group or Organ | zation (if applicable): | |
| Address: | | |
| Email: | Phone: | |
| Date of Meeting: | | |
| Topic of Deputation: | | |
| | tation/notes specify what action would you like the Towns with respect to your matter | ship |
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| | | |
| Estimated Municipal Fina | icial Impact | |
| Capital \$: | Annual Operating \$: | |
| Signature: | Date: | |
| Date & time received by (| lerk: | |
| Deputation requests mus Council Meeting. | be submitted by 3:00 p.m. on the Monday preceding a | |

If you wish to deputate on a matter appearing on a published agenda, a request must

be submitted by 11:00 am on the day of the meeting.

July 2024

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH MINUTES OF REGULAR COUNCIL MEETING – AUGUST 25, 2025 AT 7:00 P.M. MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING

August 25, 2025 Township of Wellington North Council Meeting (youtube)

Members Present: Mayor: Andrew Lennox

Councillors: Sherry Burke

Lisa Hern Penny Renken

Member Absent: Councillor: Steve McCabe

Staff Present:

Chief Administrative Officer: Brooke Lambert

Director of Legislative Services/Clerk: Karren Wallace

Deputy Clerk: Catherine Conrad

Executive Assistant to the CAO: Tasha Grafos

Director of Finance: Jeremiah Idialu Human Resources Manager: Amy Tollefson

Chief Building Official: Darren Jones

Manager of Infrastructure and Engineering: Tammy Stevenson

Manager Recreation Community & Economic Development: Mandy Jones

Manager of Development Planning: Curtis Marshall

Planner: Jamie Barnes

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2025-221

Moved: Councillor Burke
Seconded: Councillor Hern

THAT the Agenda for the August 25, 2025 Regular Meeting of Council be accepted

and passed. CARRIED

DISCLOSURE OF PECUNIARY INTEREST

Councillor Burke declared an indirect pecuniary interest with the following:

ITEMS FOR CONSIDERATION

- 7. COUNCIL
- a. County of Wellington Planning and Land Division Committee, Notice of an Application or Consent, dated August 8, 2025, regarding Town of Minto Part, Lots 2 & 3, Concession A, Roy Noone

Her employer worked on some of the appendices in the report.

Councillor Hern declared a deemed pecuniary interest with the following:

ITEMS FOR CONSIDERATION

- 4. FINANCE
- a. Vendor Cheque Register Report, August 19, 2025

Her husband is employed by one of the payees.

O'CANADA

RECESS TO MOVE INTO MEETINGS UNDER THE PLANNING ACT

RESOLUTION: 2025-222

Moved: Councillor Renken Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North recess the August 25, 2025 Regular Meeting of Council at 7:03 p.m. for the purpose of holding

meetings under the Planning Act.

CARRIED

COMMITTEE OF ADJUSTMENT

A13/25 Marcia Anderson

PUBLIC MEETING

ZBA 09/25 Wilson Developments

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2025-223

Moved: Councillor Renken Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North resume the

August 25, 2025 Regular Meeting of Council at 8:02 p.m.

CARRIED

QUESTIONS ON AGENDA ITEMS (REGISTRATION REQUIRED)

No questions on agenda items were registered.

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- 1. Regular Meeting of Council, August 11, 2025
- 2. Development Charges Public Meeting, August 11, 2025

RESOLUTION: 2025-224

Moved: Councillor Burke
Seconded: Councillor Renken

THAT the minutes of the Regular Meeting of Council and the Development Charges

Public Meeting held on August 11, 2025 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

4a, 5a, 7a

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2025-225

Moved: Councillor Renken Seconded: Councillor Hern

THAT all items listed under Items For Consideration on the August 11, 2025 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 Mount Forest Business Improvement Area Association Meeting held on August 12, 2025.

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-013 regarding the final approval of the James Martin Site Plan Control Agreement for the new Sentry Door location.

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED2025-030 being a report on the sale of land on Newfoundland Street known as Lane Survey Hart's Mount Forest E of Newfoundland St except as in DN10880 now the Township of Wellington North,

AND THAT Council declares the land to be surplus to their needs;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the By-law to enter into the Agreement of Purchase and Sale for the property;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the By-law to permanently close the road/lane.

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2025-011 being a report to abandon WL Drain 5 & 8 Branch F under Section 84 of the Drainage Act;

AND THAT Council approve the abandonment part of the WL Drain 5 & 8 Branch F, under Section 84 of the Drainage Act;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the by-law to abandon part of the Drain, specifically Station F0+00 to F 15+20.

THAT the Council of the Corporation of the Township of Wellington North receive the notice from the County of Grey, Planning Department, dated July 30, 2025, regarding Advanced Circulation of Proposed OPA-28 H. Bye Construction.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

Councillor Hern moved away from the Council table as she had declared an interest in this item.

RESOLUTION: 2025-226

Moved: Councillor Burke
Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive the

Vendor Cheque Register Report dated August 19, 2025.

CARRIED

Councillor Hern returned to the Council table.

RESOLUTION: 2025-227

Moved: Councillor Renken Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive

Report INF 2025-015 being a report on Traffic Calming Pilot Program;

AND FURTHER THAT Council direct staff to undertake a traffic calming pilot program to implement and report back to Council with findings and recommendations on the below traffic calming devices:

- Installation of radar speed signs on Concession Road 11, at north and south limits at or near the existing 60 km/hr sign in Farwell.
- Installation of a radar speed sign on Sideroad 3W, east of Wellington Road 6 and west of Sally Street at or near the existing 60 km/hr sign.
- Installation of centre line flexible traffic calming delineators on Domville Street (Arthur) between Eliza Street and Conestoga Street.
- Installation of centre line flexible traffic calming delineators on Church Street North (Mount Forest) between Sligo Road and Wellington Street East.

CARRIED

Council Burke left the Council meeting as she had declared an interest in this item.

RESOLUTION: 2025-228

Moved: Councillor Renken Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive the Notice of an Application or Consent from the County of Wellington Planning and Land Division Committee, dated August 8, 2025, regarding Town of Minto Part, Lots 2 & 3, Concession A, Roy Noone.

CARRIED

Councillor Burke returned to the Council meeting.

NOTICE OF MOTION

No notice of motion tabled.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Hern (Ward 3):

• Guelph Lake Nature Centre grand opening is on September 4th

Mayor Lennox:

- Attended the AMO convention and met with three different Ministries
 - Ministry of Sport with regard to capital funding for the Mount Forest pool.
 Mayor Milne from Southgate and Mayor Turton from Minto joined him and provided support. They were informed there will be another intake of grant opportunities this fall.
 - Ministry of Municipal Affairs to discuss issues related to growth.

- Ministry of Infrastructure and were joined by our MPP to advocate for funding for the Arthur Waste Water Treatment Plant upgrade. They announced another \$1.5 billion for this type of project and hopefully we will receive some funding this time.
- Arthur Fall Fair is coming up and he received a request for Council to participate in parade on September 5th

BY-LAWS

- a. By-law Number 052-2025 being a by-law to abandon a portion of the West Luther Drain 5 & 8 Branch F in the Township of West Luther, now the Township of Wellington North
- b. By-law Number 053-2025 being a by-law to authorize the sale of real property know as Lane Survey Hart's (Mount Forest) East of Newfoundland Street except DN10880 Mount Forest now Wellington North
- c. By-law Number 054-2025 being a by-law to permanently close a portion of a road allowance known as Lane Survey Hart's (Mount Forest) east of Newfoundland Street except DN10880 Mount Forest now Wellington North

RESOLUTION: 2025-229

Moved: Councillor Renken Seconded: Councillor Burke

THAT By-law Number 052-2025, 053-2025, and 054-2025 be read and passed.

CARRIED

CULTURAL MOMENT

Celebrating Rixon Rafter

CONFIRMING BY-LAW

RESOLUTION: 2025-230 Moved: Councillor Burke Seconded: Councillor Hern

THAT By-law Number 055-2025 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 August 25, 2025 be read and passed.

CARRIED

ADJOURNMENT

RESOLUTION: 2025-231

Moved: Councillor Renken Seconded: Councillor Hern

THAT the Regular Council meeting of August 25, 2025 be adjourned at 8:23 p.m.

CARRIED

| MAYOR | CLERK | |
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THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH PUBLIC MEETING MINUTES AUGUST 25, 2025 @ 7:00 P.M. HYBRID MEETING – IN PERSON AND VIA WEB CONFERENCING

August 25, 2025 Township of Wellington North Council Meeting (youtube)

Members Present: Mayor: Andrew Lennox

Councillors: Sherry Burke

Lisa Hern Penny Renken

Member Absent: Councillor: Steve McCabe

Staff Present:

Chief Administrative Officer: Brooke Lambert

Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad

Executive Assistant to the CAO: Tasha Grafos

Director of Finance: Jeremiah Idialu

Human Resources Manager: Amy Tollefson

Chief Building Official: Darren Jones

Manager of Infrastructure and Engineering: Tammy Stevenson

Manager Recreation Community & Economic Development: Mandy Jones

Manager of Development Planning: Curtis Marshall

Planner: Jamie Barnes

CALLING TO ORDER

Mayor Lennox called the meeting to order

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

OWNERS/APPLICANT

ZBA 09/25 Wilson Developments.

LOCATION OF THE SUBJECT LAND

The land subject to the proposed amendment is described as Pt PKLT 1 N/S Durham St & E/S Main St PL, Town of Mount Forest and municipally known a 345 Durham St E, Mount Forest. The subject property is approximately 0.31 ha (0.76 ac) in size.

PURPOSE AND EFFECT OF THE APPLICATION

The purpose and effect of the proposed amendment is to rezone a portion of the subject lands from Low Density Residential (R1C) Zone to Medium Density Residential (R2) Zone to facilitate the construction of 4 street townhouse units. The existing dwelling is proposed to be demolished. A future severance (lot line adjustment) is proposed which would sever off the rear portion of the lot and merge it with an adjacent property.

NOTICE

Notices were mailed to property owners within 120 meters of the subject property as well as the applicable agencies and posted on the subject property on July 31st, 2025.

PRESENTATIONS

Jamie Barnes, Planner, County of Wellington, Township of Wellington North

Planning Report dated August 15, 2025

CORRESPONDENCE FOR COUNCIL'S REVIEW

Derek McMurdie, Grey County

• Email dated August 1, 2025 (No Objections)

Danielle Fisher, Risk Management Inspector, Wellington Source Water Protection

Letter dated August 14, 2025 (No Objections)

Mike Oberle, Environmental Planning Technician, Saugeen Valley Conservation Authority

Email dated August 22, 2025 (No objections)

Annette and Bob Fox, 314 Egremont St. N. Mount Forest

Email dated August 25, 2025 (Objections)

REQUEST FOR NOTICE OF DECISION

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

MAYOR OPENS FLOOR FOR COMMENTS/QUESTIONS

Annette and Rob Fox, owner of 314 Egremont Street North which backs onto the subject property, listed concerns regarding lot grading so there is no impact to their property, keeping the cedar trees for privacy or installing a fence to their liking, parking for the new homes, and snow storage.

Marc Darrigo, 344 Durham St E., owner of property across the road from the subject property, expressed concerns with the potential tree removal, character of the neighbourhood, and tenants in the rental units.

Matt Rapke, Applicant, was present to answer questions regarding the application. They are waiting for the survey to show the location of everything. The front trees will likely be removed so the front of the building can line up with other homes on the street. If fencing is required under the zoning by-law, they will construct one. He noted this type of development is what the PPS and Official Plan state. The townhouses will be similar to those on Wellington Street East, so they are not that out of character for the area. There will be four townhouses with the back piece of the property joining 119 Byeland Drive, to the north. The rezoning to R2 doesn't allow more than four townhouses in a row and they will be in compliance with all the setbacks, height and frontage requirements. Once the R plan is complete, they will move forward with the land division portion of this application.

Annette Fox has concerns with the back half of the property being sold to 119 Byeland Drive and questioned if this will make an entrance to a mirror subdivision to these townhouses where parking and snow storage would also be issues. Mr. Rapke explained that keeping it would create lots with a super deep backyards that in the long term would not be a good use of the land. By keeping it one and conveying it to the north there could be some long-term future densification but at this time they have no intent to do that. Any long-term development would require demolition of the house and amendments.

COMMENTS/QUESTIONS FROM COUNCIL

Councillor Burke expressed concerns with the portion of land being conveyed to 119 Byeland Drive, noting longer lots for the townhouses would give more green space to the families living there. She was happy that the townhouses would comply with the R2 zoning but questioned what will happen when the developer decides to do something with the back portion and will variances be required. Councillor Burke also expressed concern with the removal of trees.

Councillor Renken requested clarification that the severance will take place after the townhouses are built because the larger portion is required to zone the portion as R2. Curtis Marshall, Planner, explained the draft by-law that staff will prepare for Council's consideration will propose to leave the rear portion zoned as R1C, so it has similar zoning when merged. That wouldn't permit townhouses.

Councillor Renken inquired why the severance is not being done now, and what portion of the building will cover the land after the severance. Mr. Marshall stated that planning staff have requested a sketch to show where the proposed dwellings will be placed. It was noted that there are existing homes on either side, and it would be ideal to see the new dwellings built at a similar set back. It would be possible to have the dwellings further back to provide the streetscape, extra parking and snow storage. Rezoning the front portion to R2 that would later be divided into four new lots, each with a townhouse, would have to meet the requirements. The townhouses would be 40% of the new lot. Mr. Rapke clarified that they are applying for the R2 zone on the front portion of the lot. It is a 40-metre-deep area. The current single lot front portion will be divided into four portions, each will be at least 292 square metres. The R2 zone requires a minimum of 280 square metres. Within each lot, each unit will comply with the lot coverage provisions of the zoning by-law. An exact drawing has not been produced because the R Plan isn't totally refined yet. The design will adapt to the provisions of the R2 zone.

Councillor Renken commented that the larger rear yard could be used for children playing safely away from the road, a garden, or a swimming pool, and asked if it could be put into the sale contract that it was originally a larger lot. CBO Jones stated that the Township could request that but was not sure what that would accomplish on the Township's behalf.

Mayor Lennox commented that to create the lots the severance would have to be completed first. They are not rezoning the whole thing, so a definition of where that

severance is going to occur to complete the rezoning is needed, noting this is not what was in front of them now.

Mr. Rapke clarified that the lots are not being sold that illustrated a lot depth that goes all the way to the rear and then severing it and giving people 40% of the lot they planned on buying. They need everything approved and carry on approved before they can sell anything. It makes more sense to join the back portion with an abutting property for potential long-term use.

Councillor Hern stated she is supportive of efficient use of space, and space that will provide homes for young families and retirees noting there is a deficit in those types of homes in Wellington North. She would like to see these homes being close to the affordability index. She would prefer to see the trees remain, or alternatively a fence built.

Annette Fox asked if it would it be possible for Council say no to four townhouses and put in two homes on the lot, as are the neighbouring homes. Mayor Lennox explained that Council has to deal with the application presented, nothing it is private property, and the owner has the right to develop it as they see fit provided it is permitted under our by-laws.

Councillor Burke inquired if the developer could give an idea about the future of the parcel to be conveyed to 119 Byeland to give Council some idea of the future of that property, nothing if it isn't conveyed it would be landlocked

Mayor Lennox stated that he would like to see a more detailed drawing, including information regarding the livable space of the townhouses to understand who the market might be for their use. Mr. Rapke clarified that they will bring a sketch. The bylaw will be complied with. The zoning is what controls what is built. These are going to be two bedrooms, two bathrooms on the main floor, with an unfinished basement.

ADJOURNMENT

| , iboooniii | WIE141 | | |
|-------------|------------------------------|----------------------------------|--|
| RESOLUTI | ON: PM-2025-007 | | |
| Moved: | Councillor Burke | | |
| Seconded | Councillor Hern | | |
| THAT the F | Public meeting of August 25, | , 2025 be adjourned at 8:02 p.m. | |
| CARRIED | | | |
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| MAYOR | | CLERK | |



MINUTES OF MEETING OF ARTHUR BIA

Wednesday, June 18, 2025 @ 7:30 PM Virtual via Zoom link

Board Members present:

Angela Alaimo, Chair Paula Coffey, Vice Chair Chris McIntosh, Treasurer Jim Coffey Mitch Keirstead Councillor Lisa Hern

Other Attendees Absent

Gord Blyth Sheila Faulkner Robyn Mulder EDO

Review and Adoption of the Agenda

Meeting called to order at 7:31pm

THAT the agenda for the meeting of the June 18, 2025 Arthur Business Improvement Area be accepted and passed. Jim moved to accept and Mitch seconded.

Review and Approval of Minutes

THAT the minutes from the May 18, 2025 Arthur Business Improvement Area meeting be approved and passed. Motion to approve by Paula, and seconded by Chris

Robyn's report Robyn wasn't in attendance

Financial Report

Review of financial report from Chris Chris mentioned that he wasn't sure if we had received the correct amount of the levy. Angela will check into it with the Township CFO. There were two cannas leftover from planting and Paula purchased them. Motion to approve by Chris and seconded by Jim

We agreed to have the new planters purchased with one at the barber shop and one at Roberto's ice cream shop. Motion made by Paula and seconded by Mitch

Roundtable Discussion:

Angela thanked Paula for getting and planting the flowers again this year and commended the volunteers that helped. With the banners and planters the village is looking great.

We discussed the possibility of purchasing décor for the holiday season. We would need grants to purchase some of the décor that Paula saw at the Conference.

There are ten foot tall iron trees that light up – could do them at RBC or in the cenotaph. Next year they will be less expensive since they will be getting a different supplier. Jake Walsh may be able to produce the same thing and is local. There is nowhere to store them so something like the Bloom rental may work out best from November to January 1.

We will brainstorm and see if we can come up with ideas for our next meeting.

Chris thought we should be doing some forward thinking as the BIA about what is missing in town and what will be needed in town if they go ahead with the next 1,000 houses being constructed. Lisa suggested that the County should be involved with that planning as well.

We decided to do a poll about the meeting next month. Everyone agreed that would be a good idea.

Date of next meeting:To be determined **Adjournment** Paula



THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH CULTURAL ROUNDTABLE MEETING MINUTES THURSDAY, AUGUST 14 @ 12:00 PM VIRTUAL

Committee Members Present:

- Doris Cassan, Member, Acting Chair
- Penny Renken, Member, Councillor (arrived 12:25pm)
- Trina Reid, Member
- Linda Hruska, Member
- Tim McIntosh, Member
- Carol Vair, Member

Regrets:

- Bonny McDougall, Chair
- Faye Craig, Member

Staff Members Present:

- Mandy Jones, Manager of Recreation, Community & Economic Development
- Robyn Mulder, Economic Development Officer
- Mike Wilson, Community Development Coordinator

Calling to Order

Acting Chair Cassan called the meeting to order at 12:04 p.m.

Adoption of Agenda

Moved by Member McIntosh Seconded by Member Reid

THAT the agenda for the August 14, 2025, Wellington North Cultural Roundtable Committee meeting be accepted and passed as presented.

CARRIED

Disclosure of Pecuniary Interest

None

Minutes of Previous Meeting - July 10, 2025

The Committee reviewed the minutes of the previous meeting, held on July 10, 2025, and approved at the July 28, 2025, meeting of Wellington North Council.

Moved by Member McIntosh Seconded by Member Hruska

THAT the Wellington North Cultural Roundtable Committee receive for information the minutes of the July 10, 2025, Committee Meeting.

CARRIED

Deputation

None

Business Arising

Heritage District Discussion

Staff provided information regarding the Community Improvement Program and the accompanying façade guidelines document. From January to June 2025, staff collaborated with the original CIP Consultant, Pl.ural, to revise the façade guidelines to further emphasize the value of heritage buildings and historical components. This update was completed in consultation with the Mount Forest Museum and Archives to ensure the document met the desired outcomes and provided comprehensive guidance for CIP applicants. Member Renken suggested that the wording in the North Perth guidelines should be considered and possibly included moving forward.

Additionally, the discussion explored potential options to incentivize property owners and businesses to preserve the heritage aspects of their buildings. This could include, adding more funding for heritage buildings or heritage value attributes through the Community Improvement Program.

New Business

Staff advised the committee that the Terms of Reference for the Cultural Roundtable Committee were approved at the July 28 Council meeting.

Member Hruska officially offered her resignation which was accepted by the committee.

Update on Workplan Items

Workplan Item 1: Wellington North Farmers' Market

Member Reid, a vendor at the Farmers' Market, provided a very positive review of both the Market and its new location to the Committee. Reid also praised Market Lead, Casey Taylor, for doing an excellent job in marketing the Farmers' Market, creating engagement, and being highly involved with the vendors. Additionally, Reid noted that Casey has great events planned every week.

Member McIntosh shared that local influencer, Jessica Turnblom, visited the market and posted a fun and very positive reel of the Wellington North Farmers' Market and surrounding area attractions on her social media channels. The Committee thanked the County of

Wellington Economic Development Department and Casey Taylor for coordinating the influencer visit to Wellington North and the Farmers' Market.

Workplan Item 2: Cultural Grants and Donations

Staff reported that no applications have been received since the last meeting, and there has been no update from the organizers of the proposed Mount Forest Diwali event.

Workplan Item 3: Cultural Moments No update.

Workplan Item 5: Wellington North Culture Days

Culture Days Brochure

Acting Chair Cassan noted that the Lynes Blacksmith Shop is not open as frequently throughout the year and suggested that it would be beneficial to have it open more often to showcase this valuable cultural asset. Staff shared that while the building is under renovations, it cannot be accessed. Committee requested that staff connect with the Mount Forest Museum and Archives to confirm plans for the Blacksmith Shop during Culture Days.

Recommendation:

THAT the Wellington North Cultural Roundtable Committee approve the Culture Days Brochure as amended.

Moved by Member McIntosh Seconded by Member Reid

CARRIED

Workplan Item 6: Minto, Hanover, WN Cultural Roundtable partnership - Tourism Growth Program

No update.

Items for Consideration

None.

Upcoming Events

Volunteer Celebration and Newcomer Welcome Thursday, September 18, 2025 Mount Forest and District Sports Complex 11:00 a.m. – 2:00 p.m. Register on Eventbrite:

https://WNNewcomerEvent2025.eventbrite.com

Artisan Showcase Saturday, September 27, 2025 Mount Forest and District Sports Complex 10:00 a.m. – 3:00 p.m. Member Vair shared that 22 artisans have been confirmed. The Farmers' Market will set up outside unless weather is uncooperative then the Lower Leisure Hall will be used. Member Renken and EDO Mulder will organize refreshments for the event.

Saugeen Culture Bus Tour Saturday, October 4 Various locations throughout Wellington North, Minto and Hanover 10:00 a.m. – 4:00 p.m. Register on Eventbrite:

https://2025SaugeenCultureBus.eventbrite.com

Roundtable (verbal)

None

Date of next meeting and adjournment

Next Meeting: Thursday, November 13, 2025, Arthur Arena

Moved by Member McIntosh

THAT the Wellington North Cultural Roundtable Committee meeting of August 14, 2025, be adjourned at 1:20 p.m.

CARRIED



To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.

Action Items

The Board approved the resolutions in the following reports as presented in the agenda:

- GM-08-25-70 By-law Update Delegation of Power
- GM-08-25-72 Chair, Vice-Chair, and Board Evaluation Policy
- GM-08-25-74 Records Retention Policy
- GM-08-25-81 Financial Summary
- GM-08-25-78 Tender Award Demolition of Four (4) Properties
- GM-08-25-75 Administrative Review Policy under Section 8, Ontario Regulation 41/24
- GM-08-25-76 North Brantford and Tutela Heights Subwatershed Study
- Proposed or pending acquisition or disposition (City of Kitchener)
- Proposed or pending acquisition or disposition (County of Brant)

Information Items

The Board received the following reports as information:

- GM-08-25-79 Chair's Report
- GM-08-25-73 Customer Service Strategy
- GM-08-25-71 Cash & Investment Status
- GM-08-25-68 Permits Issued under Ontario Regulation 41/24
- GM-08-25-77 Lower Conestogo River Floodplain Mapping Update
- GM-08-25-69 Update of the Grand River Water Management Plan
- GM-08-25-80 Current Watershed Conditions

Correspondence

The Board received the following correspondence:

Halton Region - 2026 Budget Direction & July 2024 Flood Response Action Update

Source Protection Authority Correspondence & Action Items

The General Membership of the GRCA also acts as the Source Protection Authority Board.

- Ministry of Environment, Conservation and Parks Amended Grand River Assessment Report and Source Protection Plan (County of Brant & City of Brantford)
- SPA-08-25-01 Source Protection Committee Member Appointments
- SPA-08-25-02 Authorization to Issue Notices of Amendments

For full agendas and reports, and past minutes, please refer to our <u>Board meeting calendar</u>. The minutes of this meeting will be posted on following approval at the next meeting of the General Membership.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-09-08

MEETING TYPE: Open

SUBMITTED BY: Tammy Pringle, Development Clerk

REPORT #: DEV 2025-014

REPORT TITLE: Consent Application B35-25 1595655 Ontario Ltd. & Robert Cottell

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-014 Consent Application B35-25 1595655 Ontario Ltd. & Robert Cottell (Easement).

AND THAT Council support consent application B35-25 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 \$250.00 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 installs and maintains 'one way' signage posted at the Main Street entrance to indicate one way traffic flow and no vehicle parking within 1.5m of property line.

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 REPORTS/BY-LAWS/RESOLUTIONS

- DC 2022-017 Consent Application B52-22 (Lot Line Adjustment)
- DC 2023-013 Revised Consent Application B52-22 (Easement)

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.

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

Note: This is a resubmission of lapsed application B52-22

ANALYSIS

This application has been reviewed in accordance with the *Planning Act, R.S.O. 1990*. Staff are advising the above recommendations.

CONSULTATION

Staff have consulted with the Building, Planning & Development Department, Infrastructure Department and Transportation Services in the Township as well as the County of Wellington, Planning and Development Department on its behalf.

FINANCIAL CONSIDERATIONS

The municipality will realize \$250.00 in clearance fee.

ATTACHMENTS

DEV 2025-014 **APPENDIX A** – Severance Sketch 22-9596

Prepared by Greg Ford at Wilson-Ford Surveying & Engineering dated February 21, 2023

DEV 2025-014 **APPENDIX B** – Aerial View of Subject Lands

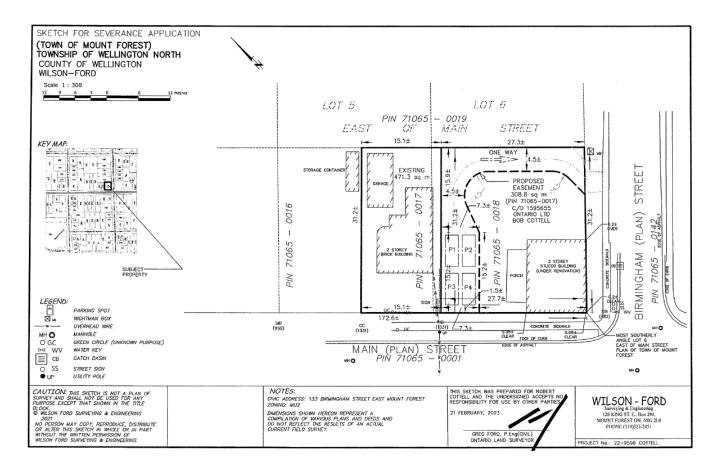
DEV 2025-014 **APPENDIX C** – Planning Report

Dated August 27, 2025, Thomas Freeman, Planner, Planning and Development Department, County of Wellington

STRATEGIC PLAN 2024

⋈ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ⊠







Planning and Development Department | County of Wellington
County Administration Centre | 74 Woolwich Street | Guelph ON N1H 3T9
T 519.837,2600 | F 519.823,1694

Application B35-25

Location Part Lot 6, East of Main St

TOWNSHIP OF Wellington North (Mount Forest)

Applicant/Owner | 1595655 Ontario Ltd & Robert Cottell

PRELIMINARY PLANNING OPINION: This application for a 308.8 m² (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. N.

This application was previously applied for and approved in 2022 (consent application B52-22); however, the conditions were not satisfied within the two-year period resulting in the consent lapsing. 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 comments.

PROVINCIAL PLANNING STATEMENT (PPS 2024): The subject property is located within the Urban Centre of Mount Forest. Section 2.3.1.1 states that settlement areas shall be the focus of growth and development.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated RESIDENTIAL TRANSITION and located within the 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 appears to be zoned Residential (MU2 and MU2-21). Further zoning compliance will be reviewed by the local municipality.

SITE VISIT INFORMATION: The subject property was visited and photographed on June 21, 2022. A second site visit is proposed prior to the application being heard by Land Division Committee.

Thomas Freeman, RPP MCIP

Planner

August 27, 2025



PLANNING REPORT for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

DATE: August 29th, 2025 **TO:** Darren Jones, CBO

Township of Wellington North

FROM: Jamie Barnes, Planner

County of Wellington

SUBJECT: 12375532 Canada Inc.

Survey Crown Part Park Lot 6; RP 60R3069 Part 1

341 Smith Street, Arthur

Zoning By-law Amendment (ZBA07/25)

Schedules 1 – Applicant's Response Letter

2 – Draft Zoning By-law amendment

PLANNING SUMMARY

The purpose and effect of the proposed amendment is to rezone the subject lands from Low Density Residential (R1B) Zone to Site-Specific Medium Density Residential (R2-79) Zone to facilitate the construction of two single detached dwellings. The proposed zoning by-law amendment also recognizes a reduced lot area and lot frontage. The applicant has indicated that a related consent application will be filed with the County of Wellington in the future to create separate lots for the proposed residential use.

Planning Staff have no concerns with the Zoning Amendment as presented and are of the opinion that the zoning by-law amendment is consistent with Provincial Policy and conforms to the County of Wellington Official Plan.

Planning staff have prepared a draft zoning by-law amendment for Council's consideration. A copy of the draft by-law is attached as **Schedule 2** to this report.

INTRODUCTION

The land subject to the proposed amendment is described as Survey Crown Part Park Lot 6; RP60R3069 Part 1 with a civic address of 341 Smith Street, Arthur. The subject property is approximately 0.1 ha (0.24 ac) in size with an existing dwelling that is intended to be demolished in the future. The location of the subject lands is shown in Figure 1.

PROPOSAL

The purpose and effect of the proposed amendment is to rezone the subject lands from Low Density Residential (R1B)



Zone to Site-Specific Medium Density Residential (R2-79) Zone to facilitate the construction of two single detached dwellings. The proposed zoning by-law amendment includes site specific requirements for lot area and lot frontage for the proposed single detached dwellings. The applicant has indicated that a related consent application will be filed with the County of Wellington in the future to create separate lots for proposed residential use. The proposed site plan is shown in Figure 2.

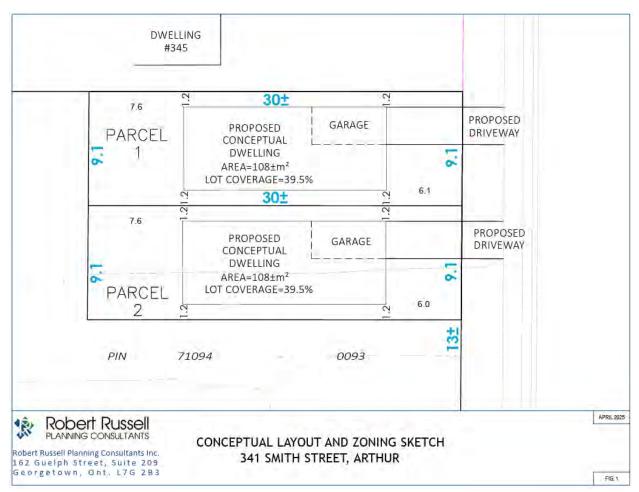


Figure 2. A Site Plan prepared by Robert Russell Planning Consultants.

SUPPORTING STUDIES

The applicant has submitted the following technical reports and studies in support of the proposed applications:

- A Cover Letter prepared by Robert Russell Planning Consultants.
- A Site Plan prepared by Robert Russell Planning Consultants.
- A Severance Survey Sketch prepared by Van Harten.

REVIEW OF PLANNING POLICY

A review of applicable planning policy including the PPS, Growth Plan and County of Wellington Official Plan was provided in the public meeting report. Planning Staff are of the opinion that the proposed zoning by-law amendment application is consistent with Provincial Policy and conforms to the County of Wellington Official Plan.

PLANNING REPORT for the Township of Wellington North 12375532 Canada Inc.

August 29th, 2025

PUBLIC MEETING COMMENTS

The public meeting for the application was held on July 14th, 2025. There were no neighboring residents that spoke at the public meeting, however there were concerns raised by Council regarding appropriate dwelling type and snow storage. The applicant has provided a response letter included as Schedule 1.

The letter includes an analysis comparing the proposed single detached dwellings with a semi detached dwelling and the impacts area provided for snow storage.

Planning staff note that the Township could require these driveways to be paired together increase the spacing between driveways on Smith St.

AGENCY COMMENTS

The application was circulated to commenting agencies in accordance with the Planning Act. No objections or concerns were received.

PLANNING COMMENT

The proposed Residential R2 zoning category is appropriate for the development as this zone permits a range of uses including single, semi, duplex, triplex, fourplex and three- or four-unit street townhouses. The proposed zoning by-law amendment requests for site specific zoning (R2-79) to permit a reduced lot areas and lot frontages for the proposed single detached dwellings as summarized in the following chart:

| Regulations for Single Detached Residential Dwelling - R2 Zone | Required | Proposed | Difference |
|---|--------------------------|-----------------------------|-----------------------------|
| Section 12.2.1.1 | 371.6. m² | 270 m² | 101.6 m² |
| Lot Area, Minimum | (4,000 ft ²) | (2,906.25 ft ²) | (1,093.75 ft ²) |
| Section 12.2.1.2 | 12 m | 9.1 m | 2.9 m |
| Lot Frontage, Minimum | (39.3 ft) | (29.85 ft) | (9.45 ft) |

The proposal maintains the building setbacks required in the R2 zone, by reducing the frontage and area of the lot a smaller dwelling footprint can be constructed on the property. Given there has been no request for reduced setbacks, planning staff are satisfied that a single detached dwelling would be able to function within the proposed lot area and frontage.

The proposed R2 zone allows for additional housing types from the R1B zone which is restricted to single detached buildings only. Properties on Smith St are a combination of being zoned R2 and R1B, a recent semi detached dwelling has been constructed across the street from this property.

DRAFT ZONING BY-LAW AMENDMENT

A draft zoning by-law amendment has been prepared for public review and Council's consideration and attached to this report as **Schedule 1**.

CONCLUSION

Planning Staff is of the opinion that the proposed application represents an appropriate and desirable use of the land and is consistent with Provincial Policy and local policies. The proposed townhouse development is consistent with the 2018 Wellington North Community Growth Plan as well as the recently updated (2024) Wellington North Growth Management Action Plan and conforms to the County Official

PLANNING REPORT for the Township of Wellington North 12375532 Canada Inc. August 29th, 2025 Plan which supports residential development and intensification. The proposed development is a compatible form of intensification and provides a desirable form of housing in the community.

We trust that the above comments will assist the Council in this matter.

Respectfully submitted,

Jamie Barnes Junior Planner

Schedule 1: Applicant's Response Letter



August 18, 2025

Tammy Pringle, Development Clerk Township of Wellington North 7490 Sideroad 7 West, P.O. Box 125 Kenilworth, ON NOG 2E0

Re: Comment Responses Pursuant to Public Meeting Development of 2 Single Detached dwellings

> 335 – 341 Smith Street, Arthur Township File: ZBA 07/25

The Statutory Public Meeting for Zoning By-law Amendment application ZBA 07/25 was held on July 14, 2025 at the Wellington North Council meeting. No members of the public made oral submissions at this meeting.

Some comments were provided by Council related to the type of dwelling and also related to concerns about snow storage availability. This letter is to serve as our formal response to those comments, in anticipation of an upcoming recommendation report advancing to Council for consideration.

Dwelling Type

The comment from Council suggested that the proposed lot size would be better suited to a pair of semidetached dwellings rather than two single detached dwellings.

The proposed lot width for 341 Smith Street is 9.1 metres. Commonly semi-detached units are 7.5 metres or less. For example, the existing semi-detached units on Farrell Lane appear to only be 6.5 metres as measured from the lot fabric provided through the VuMap system using the Teranet database.

The above is intended to demonstrate that typical semi-detached lot widths are smaller than what is proposed for this site. It also should be noted that typical or common lot sizes, for any style of dwelling, are also driven primarily by balancing project cost with market demands. The higher land price and dwelling construction cost for a 9.1 m semi-detached unit is often greater than what a home buyer is willing to pay.

It was also suggested by Council that the width of the future laneway for the future development lands at 335 Smith Street could be narrower to allow for wider single detached lots. This may or may not end up being true, however, it is too early to make this determination. Until such time as the owner is prepared to advance those development plans, the servicing and grading design are unknown. It is our experience with similar projects proposing development behind existing lots, that the access driveway may be at a higher or lower grade than the adjacent lot, thus requiring additional width to match the grades between the properties. As such, the width of 335 Smith Street at the front lot line is wider than a standard private condominium laneway to accommodate the potential for a sidewalk and additional grading.

Snow Storage

Snow storage was a topic of discussion during a previous agenda item regarding minimum front yard sizes. That discussion carried over to the Public Meeting for ZBA 07/25. We do not believe snow storage will be an issue for the proposed 9.1 m lots.

PLANNING REPORT for the Township of Wellington North 12375532 Canada Inc. August 29th, 2025 August 18, 2025 Cover Letter – Application for Zoning Amendment 335 and 341 Smith Street, Arthur Page 2 of 2



Below is a table comparing the statistics for the proposed lots as compared to existing zones within the Township. For the purposes of this comparison all lots are assumed to have a 6 m front yard depth and 6 m driveway length.

| Type and Zone | Frontage | Driveway Width | Total Front Yard Area | Driveway Area | Landscape Area (Front Yard) | Yard Area to Driveway Ratio |
|---------------------------|----------|-------------------|--------------------------|-------------------|-----------------------------------|--|
| Proposed Lots | 9.1 m | 3.0 m | 54.6 m ² | 18 m² | 36.6 m² 67 % | 2.03 m ² to 1 m ² |
| Semi- Detached R2B | 9.0 m | 3.0 m | 54,0 m ² | 18 m² | 36.0 m ² 66.67 % | 2 m² to 1 m² |
| Townhouse R2B | 6,5 m | 3.0 m | 39 m² | 18 m ² | 21 m² 53.8 % | 1.17 m ² to |
| Single Detached R1B | 15.0 m | 6.0 m (2 car) | 90 m² | 36 m² | 54 m² 60 % | 1.5 m² to 1 m² |

To properly evaluate the snow storage capacity for a front yard, it is important to consider the landscape area in relation to the driveway area. As such, the relative figures provided in the landscape area percentage or the driveway ratio columns are the relevant parameters to consider, rather than the absolute width of the lot or driveway.

The proposed 9.1 m semi-detached lots provide more snow storage area per square meter of driveway than would a dwelling constructed in accordance with any of the existing zone standards listed above. For every 1 m² of driveway surface that needs to be cleared, there is over 2 m² of front yard space upon which to store it. This is substantially more than a townhouse would provide if constructed in accordance with the R2B zone. Although it seems counter intuitive, this is also a higher ratio than that of a 15 m single detached dwelling, assumed that such a dwelling would have a 2 car driveway.

Conclusion

Given the explanations provided above regarding the appropriateness of the proposed lot sizes, we continue to believe that the proposed Zoning By-law Amendment is consistent with the PPS, and complies with the County and Township Official Plans. Furthermore the proposed development represents good planning and is appropriate for the redevelopment of the subject property.

If you should have any comments or questions, please feel free to contact me at your convenience.

Yours Truly,

ROBERT RUSSELL PLANNING CONSULTANTS INC.

Rob Russell, MCIP, RPP

President

PLANNING REPORT for the Township of Wellington North 12375532 Canada Inc.

August 29th, 2025 Page 6

Schedule 2: Draft Zoning by-law amendment

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

| BY-LAW NUMBER | |
|---------------|--|
|---------------|--|

BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01 BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

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

- 1. THAT Schedule 'A' Map 2 to By-law 66-01 is amended by changing the zoning on lands legally described as Survey Crown Part Park Lot 6; RP60R3069 Part 1 with civic address 341 Smith Street, Arthur as shown on Schedule "A" attached to and forming part of this By-law from:
 - Residential (R1B) to Site-Specific Residential (R2-79)
- 2. THAT Section 31, Exception Zone 1 Arthur, is amended by the inclusion of the following new exception:

| 31.79 | R2-79 | Notwithstanding any other provisions to the contrary, the land zoned R2-79 shall be subject to the following regulations: | | | |
|---|-------|---|------------------------|--|--|
| Survey Crown Part | | | | | |
| Park Lot 6; RP60R3069 Part 1 (341 | | Single Detached Residential Dwellin i. Minimum lot area ii. Minimum lot frontage | g 270.0 m² 9.1 m | | |
| Smith St) | | | | | |

- 3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
- 4. THAT this By-law shall come into effect from the date of passing by Council and come into force in accordance with the requirements of the Planning Act, R.S.O., 1990, as amended.

DEAD A FIRST AND SECOND TIME THIS

| READ A FIRST AND SECOND TIME THIS | _ DAY OF | , 2025 |
|-----------------------------------|----------|--------|
| READ A THIRD TIME AND PASSED THIS | _ DAY OF | 2025 ر |
| | | |
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MAYOR CLERK

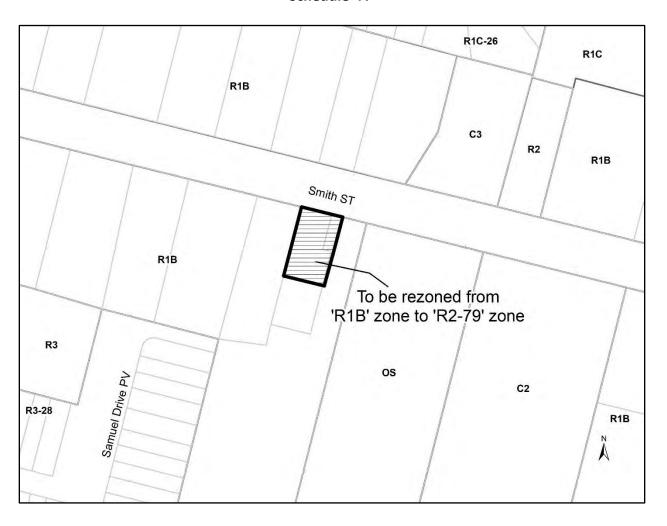
DAVOE

2025

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. _____

Schedule "A"



| | inis is Sc | nedule "A" t | o By-Iaw | <u> </u> | |
|-------|-------------|--------------|----------|----------|---|
| | Passed this | day of | | 2025 | |
| | | | | | |
| | | | | | |
| MAYOR | | | CLERK | | - |

EXPLANATORY NOTE

| BY-LAW N | JMBER | |
|----------|-------|--|
| | | |

THE LOCATION OF THE SUBJECT LANDS

The subject property is legally described as Survey Crown Part Park Lot 6; RP60R3069 Part 1 with a civic address of 341 Smith Street, Arthur. The lands subject to the amendment is approximately 0.1 ha (0.24 ac) in size and are currently zoned Low Density Residential (R1B).

THE PURPOSE AND EFFECT of the amendment is to rezone the subject lands from Low Density Residential (R1B) Zone to Site-Specific Residential (R2-79) Zone to facilitate the construction of two single detached residential dwellings with site specific standards for lot frontage and area.



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-09-08

MEETING TYPE: Open

SUBMITTED BY: Darren Jones, Chief Building Official

REPORT #: CBO 2025-012

REPORT TITLE: Building Permit Review July 2025

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CBO 2025-012 being the Building Permit Review for the month of July 2025.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

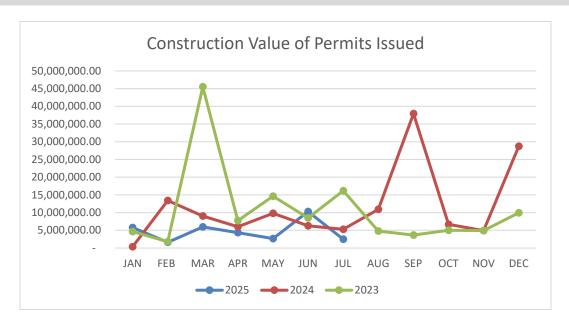
CBO 2025-011 Building Permit Review for the month of June 2025

BACKGROUND

| PROJECT DESCRIPTION | PERMITS ISSUED | CONSTRUCTION VALUE | PERMIT FEES | RESIDENTIAL UNITS CREATED |
|----------------------|-------------------|--------------------|-------------|---------------------------|
| | | | | |
| Residential Building | 5 | 1,383,373.00 | 11,526.78 | 2 |
| Accessory Structures | 6 | 274,500.00 | 2,541.04 | 0 |
| Pool Enclosures | 0 | 0.00 | 0.00 | 0 |
| | | | | |
| Assembly | 1 | 3,000.00 | 230.00 | 0 |
| Institutional | 1 | 40,000.00 | 360.00 | 0 |
| Commercial | 1 | 15,000.00 | 526.95 | 0 |
| Industrial | 0 | 0.00 | 0.00 | 0 |
| Agricultural | 4 | 750,000.00 | 4,881.26 | 0 |
| Sewage System | 1 | 25,000.00 | 620.00 | 0 |
| Demolition | 4 | 5,200.00 | 920.00 | -1 |
| | • | | | • |
| Monthly Total | 23 | 2,496,073.00 | 21,606.03 | 1 |
| Total Year to Date | 163 | 33,148,898.00 | 268,076.15 | 33 |

| 12 Month Average | 22 | 10,195,012.58 | 51,493.39 | 11 |
|----------------------------|-----|---------------|------------|----|
| 10 Year Monthly Avg. | 31 | 5,480,378.30 | 42,779.38 | 5 |
| 10 Year, Year to Date Avg. | 178 | 33,010,774.80 | 301,935.58 | 52 |

ANALYSIS



CONSULTATION

None.

FINANCIAL CONSIDERATIONS

There are no financial considerations in receiving this report for information.

ATTACHMENTS

None.

STRATEGIC PLAN 2024

- ☐ Shape and support sustainable growth
- ☐ Deliver quality, efficient community services aligned with the Township's mandate and capacity
- ☐ Enhance information sharing and participation in decision-making
- ⋈ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ⊠



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-09-08

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2025-031

REPORT TITLE: LiveBarn Update

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-031 being a report on LiveBarn update;

AND THAT Council authorizes the Mayor and Clerk to sign the by-law to authorize a 3-year agreement with LiveBarn Inc.;

AND FURTHER THAT Council direct staff to work with local minor sports organizations to establish agreements and promote the streaming service.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

C&ED 2025-028 LiveBarn July 28, 2025 report

BACKGROUND

At the July 28, 2025 meeting of Council, report C&ED 2025-028 regarding an agreement with LiveBarn and the potential for livestreaming events at our facilities, was presented for consideration. At the meeting, Council requested further clarification on privacy concerns, scheduling, and ways to mitigate human error.

LiveBarn has communicated that they extensive experience ensuring that venues are well prepared and supported throughout the duration of partnership. They have created streamlined processes, based on over 4,000 installations, for timely and efficient installations. The entire process from contract delivery to "Go Live" takes an average of 4-6 weeks

On August 14, a Teams meeting was held with representatives from the Township, including the Clerk and the Manager of Recreation, Community and Economic Development, as well

as the Chief Operating Officer and Senior Manager of Operations from LiveBarn. The discussion focused on addressing the above-mentioned concerns.

ANALYSIS

Privacy: LiveBarn functions as a third-party service provider and complies with Canadian privacy legislation, specifically the Personal Information Protection and Electronic Documents Act (PIPEDA). While LiveBarn manages the technical aspects of video storage, the Township remains responsible for adhering to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), including obligations related to Freedom of Information (FOI) requests. LiveBarn has confirmed that it retains sole custody of all video recordings, which are stored for 30 days and are never held by the municipality. As a result, any FOI request submitted to the Township would not include access to these recordings. To support transparency, permanent signage will be installed in the facility to notify patrons of camera presence. Additionally, two of the Minor Hockey Associations confirmed that their registration process included a photography and videography release, signed by players or their guardians.

Scheduling: Clarification was provided regarding schedule mirroring. Unfortunately, LiveBarn does not support integration with municipal booking software due to the diversity of systems across its 4,000+ installations. This means livestream scheduling cannot be mirrored automatically with the Township's booking system.

To reduce scheduling errors, it is proposed that user groups, primarily Minor Hockey, take full responsibility for managing their livestream schedules. A formal agreement should be established to confirm their accountability for scheduling livestreams of their events.

Mitigating Human Error: LiveBarn provides comprehensive support to reduce human error including initial training via Teams prior to activation, with ongoing support available upon request. An admin manual is embedded within the console for quick reference. The console itself enables real-time viewing, editing, and scheduling of livestreams up to one year in advance, with immediate updates applied to any changes. Additionally, administrators can configure blackout periods (no recording) and private recordings (password protected) in 30-minute blocks to manage privacy and access effectively.

The company acknowledged that human error is inevitable, especially with decentralised scheduling and is strengthening safeguards in their upcoming release, which will include:

- Ability to assign multiple admins for redundancy.
- An updated interface with filters and day/week/month views.
- Minute-level control for blackout and private recording settings.
- Extended scheduling capability beyond one year.
- Weekly reminders to admins to review and update schedules.
- A best practices one-pager to guide users before going live.

Next Steps

If approved by Council, staff will collaborate with user groups to establish agreements that clarify the Township's role in providing the facility while not being responsible for monitoring the schedule. User groups will be accountable for managing their own schedules, with the Township reviewing them weekly, to ensure blackout times are observed. Additionally, the policy for video recording and livestreaming in Wellington North facilities, attached as Schedule A, will be supplemented with a Standard Operating Procedure (SOP) to provide more detailed guidance.

CONSULTATION

Karren Wallace, Director of Legislative Services LiveBarn Staff, Chief Operating Officer and Senior Manager of Operations

FINANCIAL CONSIDERATIONS

There are no financial implications in receiving this report.

ATTACHMENTS

By-law No. 046-2025 authorize an agreement included in this agenda

Schedule A Draft policy on notification to users of livestreaming in the facility

STRATEGIC PLAN 2024

| Shape and support sustainable growth How: |
|---|
| Deliver quality, efficient community services aligned with the Township's mandate and capacity How: LiveBarn presents an opportunity to enhance community access to local sports events, particularly for those unable to attend in person, while also generating passive revenue for the Township. |
| Enhance information sharing and participation in decision-making How: |

Approved by: Brooke Lambert, CAO ⊠

N/A Core-Service

Video Recording and Livestreaming in Facilities Policy

Department: Recreation Policy Number: 2025-XXX

Effective Date: September 1, 2025

Legislative Authority: N/A

Approved by: Mandy Jones, Manager Recreation, Community and

Economic Development

Review Period: As needed

Purpose:

To inform all individuals entering Township of Wellington North facilities that video recording and livestreaming may occur, and that such content is managed by third-party platforms.

Scope:

This policy applies to all users, visitors, staff, and event participants within Township-owned facilities.

Policy Statement:

Livestreaming may occur during certain events or activities held in Township of Wellington North facilities. At present, the Township does not record or retain any video footage; however, this may change in the future based on operational needs.

Currently, all livestreams and any associated recordings are managed and stored by third-party service providers, and are subject to their terms and schedules. All livestreaming and recording activities must comply with applicable Canadian privacy legislation, specifically the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA). Individuals entering the facility should be aware that they may appear in livestreams during these times.

Notification:

Signage will be prominently posted in areas where livestreaming or recording equipment is installed. These signs will inform individuals of the potential for video capture and direct them to further information about the third-party platforms used.

Procedures:

Standard Operating Procedures (SOPs) will provide detailed guidance for staff and user groups, including scheduling, equipment-use, privacy considerations, and coordination with third-party services. SOPs will be reviewed and updated regularly.



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-09-08

MEETING TYPE: Open

SUBMITTED BY: Jeremiah Idialu, Treasurer/Director of Finance

REPORT #: TR 2025-007

REPORT TITLE: 2026 Budget Schedule

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2025-007 being a report on the proposed 2026 budget schedule.

AND FURTHER THAT council endorse the schedule proposed by staff as follows:

- September 5 Budget templates circulated to Senior Management Team
- September 19 or earlier Budget inputs provided to finance team for consolidation.
- October 8 or earlier Budget Discussions between Senior Management Team Members and Director of Finance
- October 22 Consolidated Budget Draft prepared for Senior Management review.
- November 3 Staff presents proposed budget to Council.
- December 1 Staff / Council presents revised budget to Public for Comment
- December 15, 2025 Staff / Council presents revised budget based with Public Consultation (if required), and 2026 Budget By-law passed.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The purpose of this report is to define the proposed schedule for the completion of the 2026 annual budget (operating and capital). The author believes that providing clarity around cadence, timing, and expectations to deliver a comprehensive, well-thought-out municipal budget for council consideration will alleviate uncertainty and allow for appropriate scheduling for both council and staff.

The proposed timeline is consistent with the township's past budget timelines

ANALYSIS

The annual Township Budget details the operational and capital expenditures of the organization for the year and is integral in setting the levy to be imposed upon businesses and residents of the Township to facilitate service delivery.

CONSULTATION

CAO, All Department Heads

FINANCIAL CONSIDERATIONS

There are no financial considerations in receiving this report for information.

ATTACHMENTS

Proposed 2026 budget schedule.

| STR | ΔT | FG | IC: | PI | IN A | 202 | 24 |
|---------|------------|---------|-----|------|------|-------------|----|
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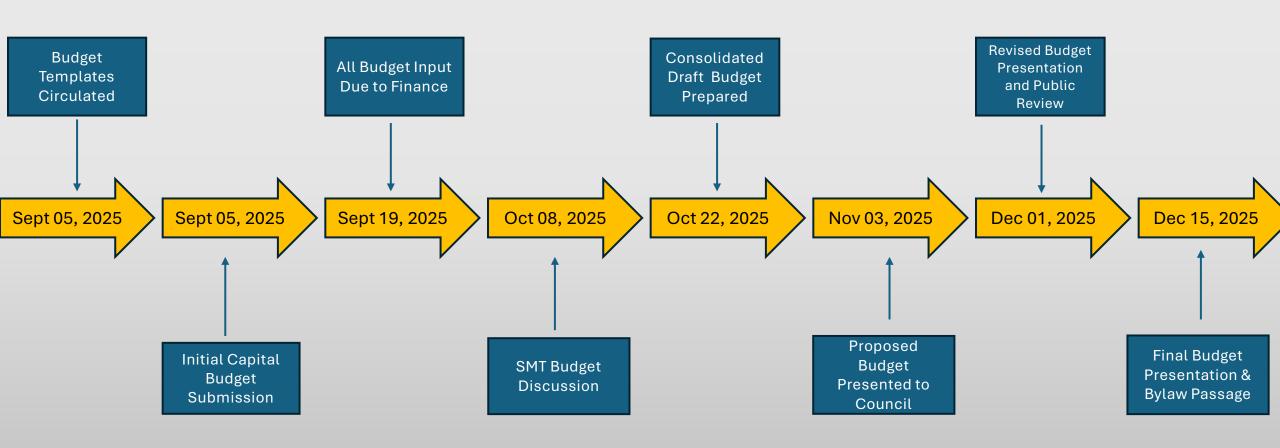
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|-----------|---|
| | Shape and support sustainable growth How: |
| | Deliver quality, efficient community services aligned with the Township's mandate and capacity How: |
| | Enhance information sharing and participation in decision-making How: |
| \square | N/A Core-Service |

Approved by: Brooke Lambert, Chief Administrative Officer ⊠





2026 Budget Development Timeline



Township of Wellington North

General Fund Financial Summary

Budget vs Year to Date – Ending June 30, 2025

| | 2025 Actuals YTD | 2025 Budget June 30 | Actual vs Budget YTD (over)/under | Variance % | 2024 Actuals YTD | 2025 vs 2024 YTD Variance |
|--|------------------------|---------------------------|---|---------------|------------------------|---------------------------------|
| | | | | | | |
| | | | | | | |
| REVENUE | | | · · | | | |
| Net Taxation (100%) | (5,248,648) | (5,653,155) | 404,507 | -7.2% | (4,677,835) | (570,813) |
| Fees and Service Charges | (3,165,009) | (3,238,481) | 73,472 | -2.3% | (3,213,385) | 48,376 |
| Grants and Subsidies | (915,886) | (847,100) | (68,786) | 8.1% | (769,450) | (146,436) |
| Trsf from Reserves & Res Funds | (240,233) | (240,233) | - | 0.0% | (338,049) | 97,817 |
| Other Income | | | | | - | |
| Penalties and Interest on Taxation | (163,195) | (80,000) | (83,195) | 104.0% | (92,590) | (70,605) |
| Miscellaneous | (72,335) | (83,480) | 11,145 | -13.4% | (28,631) | (43,704) |
| Investment Income | (264,175) | (272,000) | 7,825 | -2.9% | (379,284) | 115,109 |
| Rents, Concessions and Franchises | (317,692) | (373,183) | 55,491 | -14.9% | (313,554) | (4,138) |
| Donations | (2,125) | (39,575) | 37,450 | -94.6% | (3,855) | 1,730 |
| | (10,389,297) | (10,827,206) | 437,909 | -4.0% | (9,816,633) | (572,664) |
| EXPENSES | | | | | | |
| Council | 156,619 | 151,823 | (4,797) | -3.2% | 169,801 | 13,182 |
| Administration | 717,057 | 885,109 | 168,052 | 19.0% | 667,259 | (49,798) |
| Property | 71,791 | 68,320 | (3,471) | -5.1% | 73,179 | 1,388 |
| Fire Services | 538,650 | 509,361 | (29,289) | -5.8% | 435,191 | (103,459) |
| Policing & Crossing Guard Services | 38,901 | 34,391 | (4,511) | -13.1% | 40,381 | 1,480 |
| Conservation Authority | 155,730 | 117,469 | (38,262) | -32.6% | 111,413 | (44,317) |
| Protective Inspections & Control | 376,699 | 307,615 | (69,084) | -22.5% | 365,162 | (11,537) |
| Animal Control | 7,105 | 22,485 | 15,380 | 68.4% | 24,709 | 17,604 |
| Property Standards | 13,857 | 34,014 | 20,157 | 59.3% | 14,401 | 544 |
| Roadways | 1,955,381 | 1,980,002 | 24,621 | 1.2% | 1,907,516 | (47,865) |
| Street Lighting | 62,299 | 76,086 | 13,787 | 18.1% | 63,986 | 1,687 |
| Cemetery | 82,085 | 107,183 | 25,098 | 23.4% | 76,537 | (5,548) |
| Recreation | 989,266 | 1,235,971 | 246,705 | 20.0% | 987,068 | (2,198) |
| Planning | 67,664 | 131,170 | 63,506 | 48.4% | 127,006 | 59,342 |
| Community & Economic Development | 396,905 | 378,051 | (18,854) | -5.0% | 345,380 | (51,525) |
| WNP Holding | 390,903 | 576,031 | (10,054) | -5.070 | 343,360 | (31,323) |
| Municipal Drains | 30,231 | 38,968 | 8,737 | 22.4% | 43,079 | 12,848 |
| Rural Water | 2,646 | 3,700 | 1,054 | 28.5% | 5.472 | 2,826 |
| Sanitary Sewers | 970,386 | 1,194,822 | 224,437 | 18.8% | 1,089,961 | 119,576 |
| Water Works | 693,105 | 759,403 | 66,298 | 8.7% | 629,908 | (63,197) |
| Transfers to Reserves/Res Funds | 659,112 | 759,403 659,112 | - | 0.0% | 951,955 | 292,843 |
| Transfers to Reserves/Res Funds Transfers to capital fund | 2,132,156 | 2,132,156 | - | 0.0% | 1,750,735 | (381,421) |
| Transiers to Capital Iuliu | 10,117,644 | 10,827,207 | 709.563 | 6.6% | 9,880,099 | (237,546) |
| - | 10,117,044 | 10,027,207 | 709,563 | 0.0% | 5,000,099 | (237,346) |
| <u>-</u> | | | | | | |
| (SURPLUS)/DEFICIT | (271,653) | 1 | | | | |

Township of Wellington North

General Fund Financial Summary Budget vs Year to Date – Ending June 30, 2025

1. The budget update for the Township of Wellington North's operating activities were prepared on a cash basis. The only significant adjustments made to the budget summary were to accrue revenue for water and sewer user fees to correspond with expenses incurred, taxation revenues (budget adjusted to actual), audit fees (2/4 of budget), insurance expenses (2/4 of budget), Fire charges to other Municipalities (2/4 of budget), Arthur Medical centre revenues (2/4 of budget), and inter-functional transfers (2/4 of budget). Additionally, transfers to reserves, reserve funds and capital have been normalized for year-to-date activity only.

REVENUES

- 2. Net Taxation: Stated YTD Actuals includes two-quarter of budgeted revenues.
- 3. Fees and Service Charges: User fees and service charges include manual accrual adjustment for Sewer and Water revenue YTD due to the significance of the amount.
- 4. Miscellaneous: revenues are currently below budget these are largely attributable to seasonality of revenue generation in this segment it is anticipated these will become more in-line with budget expectations as the year progresses.
- 5. Investment Income This year's investment income is below the budget and prior year, largely due to reduced deposit interest income because of bank of Canada rate cuts.
- 6. Rents, Concessions & Franchises: Actual trailing in year budget and prior year driven by seasonal factors, and are expected to come in-line with budget over Q4.

EXPENSES

- 7. Council: Expenses have exceeded the budget mainly due to timing of conference expenses and memberships, higher computer/internet services, materials, and supplies for sound improvements.
- 8. Administration: This year, actuals are below budget primarily due to timing of expenses and fees; the disparity between budgeted and actual expenditures will narrow in the coming months, but higher than 2024 expenses at the same period due to increased staffing cost.
- 9. Property: Actuals are currently over budget and lower than the prior year; however, expectation is that they will fall in line with budget as year progresses, variance is largely due to timing of revenue collection.
- 10. Fire Services: Actuals are currently over budget and up year-over-year; however, expectation is that they will fall in line with budget as year progresses. Current year variance widely distributed across budgeted expense profile and driven by timing of expenses. Year over year variance is largely driven by timing of actual wage & benefit expenditures.
- 11. Policing & Crossing Guard Services: Current year actuals are higher than the budget, primarily due to timing of wages & benefits, actuals will align with the budget by year end (Schools are closed for two months in the summer).

- 12. Protective Inspection & Control: Current year actuals are higher than the budget, primarily due to wages & benefits expenditure yet to be reclassed to Planning and property standards, and timing of expenses like software cost, it is anticipated these will become more in-line with budget expectations at year end after transfers are completed.
- 13. Property Standards: Current year actuals currently trailing budget; however, higher than prior year over a similar timeline. Current year variance largely attributable to timing of Prop Stan/By-law Enf Services & Rents Guelph expenses and legal fees, software cost, timing of wage and benefit expenditures transfers.
- 14. Roads: Actuals are below budget and higher than prior year Current year variance widely distributed across expense profile and mainly driven by timing/seasonality of expenses.
- 15. Street Lighting: Current year actuals trailing budget. Current year variance largely attributable to maintenance and hydro costs trailing expectations; however, it is anticipated that full year expenditures (hydro) will come in line with budget expectations.
- 16. Recreation: Current year expenditures are trailing budget, the variance is due to timing of expenses, we expect more invoices and expenses to be incurred in Q3/Q4, especially as the summer activities ramp up.
- 17. Planning: Current year actuals are below budget; the current year variance is largely driven by pending wage and benefit expenditures transfers from protective inspection & control.
- 18. Community & Economic Development: Current year expenses are over budget and over prior year. Both variances are largely driven by timing of Grants & Donations (Community Development Fund) and Business Retention & Expansion Programs
- 19. Municipal Drains: Current year variance to budget is driven by timing of expense realization for municipal drain contributions and superintendent expenditures but is expected to come in line with full-year budget expectations as the year progresses.
- 20. Sanitary Sewers: Current year actuals lower than budget and prior year. Current year variance is largely attributable to timing of OCWA agreement expenses which is expected to be in line with budget as the year progresses.
- 21. Water Works: Overall, expenditures are lower than the budget. In-year budget to actual variance is widely distributed across budgeted expense accounts and are mainly driven by timing/seasonality, Year over Year is higher due to higher inter-functional transfer recoverable in 2024.



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-09-08

MEETING TYPE: Open

SUBMITTED BY: Jeremiah Idialu, Treasurer/Director of Finance

REPORT #: TR 2025-008

REPORT TITLE: 2025 Capital Projects Status Update

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2024-008 being a report on the update of the status of the Township 2025 capital projects.

AND That Council approve the allocation of \$54,000 from the Sanitary and Cemetery reserves to fund the amounts required for the following projects:

- Mount Forest WWTP Filter 1 and 2 Rehabilitation \$36,000
- Mount Forest Cemetery cremated remains interment section \$18,000

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

The purpose of this report is to provide an update on the capital budget. Regular reviews and updates to our capital budget ensure that the township remains responsive to the dynamic needs of our community and stays aligned with our long-term strategic goals.

This update aims to offer insights into staff implementation of the budget passed by Council for 2025.

ANALYSIS

The 2025 Capital Budget shows strong progress, with a favorable financial variance for tendered projects. Of the 65 approved projects, 13% are completed, 81% are in progress, 6% are on hold or carried forward.

Tender results have generally come in below budget estimates, creating favorable variances. Additional costs for items such as milling of existing asphalt, new granular for base and shoulder gravel, which will completed by township staff and Other project related components, such as engineering, geotechnical, technology and legal fees, are included in the overall Capital Budget but are not reflected in the individual project amounts shown in the attached presentation; it simply compares tendered amounts to the budget.

Staff have identified two projects that are deemed priorities for completion this year and are recommending that funds be allocated from the respective applicable reserves (Sanitary & Cemetery) to support these items. These projects include:

- Mount Forest WWTP Filter 1 and 2 Rehabilitation \$36,000 (filter rehabilitation identified during other associated maintenance activities underway in 2025)
- Mount Forest Cemetery cremated remains interment section \$18,000 (opportunity for more cost effective expansion of this area, if the work planned for 2026 is advanced to 2025 to be combined with already approved capital works in the same area)

Additionally, any favorable variance realized after accounting for all project-related costs and tendered amounts is proposed to be transferred to reserve and reserve fund and applied toward the 2026 Capital Program.

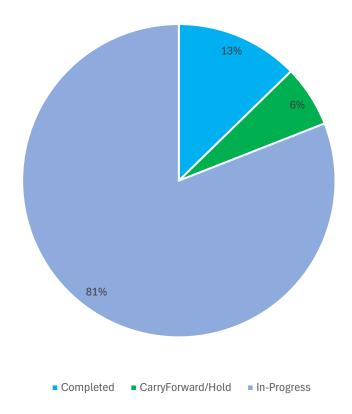
| CONS | SULTATION |
|-----------|---|
| CAO, | All Department Heads. |
| FINAN | NCIAL CONSIDERATIONS |
| Capita | al \$54,000; funded through the Sanitary and Cemetery Reserve Funds |
| ATTA | CHMENTS |
| Attach | nment 1 - 2025 Capital Budget Update. |
| STRA | TEGIC PLAN 2024 |
| | Shape and support sustainable growth How: |
| | Deliver quality, efficient community services aligned with the Township's mandate and capacity How: |
| | Enhance information sharing and participation in decision-making How: |
| \bowtie | N/A Core-Service |

2025 Mid-Year Capital Budget Update



Capital Project Overview





- For all 2025 projects (65 Total):
 - 13% are Completed
 - 6% are Carryforward
 - 81% In-Progress

2025 Hold/Carry-Forward Projects

- Water Tower Design (Arthur), Land for Drinking Water, Operations, and Well House Design (Arthur) are on hold out until Well EA is completed
- Full Development Charges to be completed in 2026

| Project Name | 2025 Budget | 2025 Actual |
|---------------------------------------|----------------|----------------|
| Water Tower Design (Arthur) | \$143,736 | \$0 |
| Development Charges | \$80,001 | \$0 |
| Land for Drinking Water Operations | \$300,000 | \$0 |
| Well House Design (Arthur) | \$226,283 | \$0 |
| Total | \$750,020 | \$0 |

2025 Budget vs Bid

| Department | Number | Project Name | Status | Total Budget | Winning Bid Amount | Variance |
|-------------|-------------|--|-------------|--------------|--------------------|------------------|
| Roads | RFT2025-001 | Ashphalt Project (Rural and Urban) | In progress | 1,893,894.00 | 1,230,033.82 | (663,860.18) |
| Multiple | RFT2025-002 | Fleet (2 Replacement trucks, and one vehicle for Managed CE&D) | Completed | 185,000.00 | 151,431.00 | (33,569.00) |
| Roads | RFT2025-003 | John Street Reconstruction (MF) | In progress | 1,905,406.00 | 1,125,184.00 | (780,222.00) |
| Roads | RFT2025-005 | Industrial Drive Extension | In progress | 270,620.00 | 142,014.85 | (128,605.15) |
| Water/Sewer | RFP2025-008 | Water & Sewer Rate Study & Financial Plan | In progress | 35,000.00 | 28,109.00 | (6,891.00) |
| Recreation | RFP2025-009 | Hutchison Park Playground Upgrades | In progress | 160,000.00 | 157,581.60 | (2,418.40) |
| Sewer | RFP2025-012 | Master Servicing Plan Technical Update Arthur | In progress | 62,150.00 | 57,630.00 | (4,520.00) |
| Sewer | RFP2025-013 | Master Servicing Plan Technical Update MF | In progress | 62,150.00 | 57,630.00 | (4,520.00) |
| Property | RFP2025-019 | Arthur Municipal Office Renovation | In progress | 589,000.00 | 423,807.63 | (165,192.37) |
| | | | | | | |
| | | | | 5,163,220.00 | 3,373,421.90 | * (1,789,798.10) |

^{*} Tender results are below budget. Additional costs (engineering, geotech, legal, technology, asphalt, granular) are in the Capital Budget for these projects but not reflected in individual project winning bid amounts shown.

2025 Budget vs Bid

- Overall budget for tendered projects equals \$5,163,220
- Winning bid for those projects equals \$3,373,421.90
- Thereby, creating a favorable variance of (\$1,789,798.10)*

* Tender results are below budget. Additional costs (engineering, geotech, legal, technology, asphalt, granular) are in the Capital Budget for these projects but not reflected in individual project winning bid amounts shown.

In Year Ask For Project Funding

- Mount Forest WWTP Filter 1 and 2 Rehabilitation \$36,000
- Mount Forest Cemetery cremated remains interment \$18,000



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-09-08

MEETING TYPE: Open

SUBMITTED BY: Karren Wallace, Director Legislative Services/Clerk

REPORT #: CLK 2025-013

REPORT TITLE: George Kirkness Drain update

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2025-013 being a report on the George Kirkness Drain update;

AND FURTHER THAT Council direct staff to pay Robinson Farm Drainage \$1,953.36 regarding interest on the deposit that was made by them when the RFT 2024-008 tender for the drain was awarded.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

RFT 2024-008

CLK 2025-007 George Kirkness Drain

CLK 2024-020 George Kirkness Drain

CLK 2024-004 Award George Kirkness Drain

By-law 089-2023 Provisional By-law George Kirkness (Asbridge) Drain

By-law 094-2023 Appoint Court of Revision for George Kirkness (Asbridge) Drain

CLK 2023-032 Consideration Final Engineer's Report for George Kirkness (Asbridge) Drain

Report CLK 2022-017 being a report regarding a petition for a municipal drain

BACKGROUND

At the July 28, 2025 meeting, Council directed staff to enter into discussions with Robinson Farm Drainage (RFD) regarding their request to be reimbursed interest on the deposit of \$34,054.60 that they made when the RFT 2024-008 tender was awarded.

The project was delayed for more than 17 months waiting for a permit from the Ministry of Transportation (MTO).

Originally RFD requested interest in the amount of \$3,065.65, which was for seventeen months the money was on deposit, at 6.1% interest. Through negotiations, RFD has agreed to reduce the term to 11 months at 6.1%. This would result in a payment being made to RFD of \$1,953.36, a reduction of \$1,112.29 from their original ask. This cost will eventually be assessed to the MTO when the work is complete.

ANALYSIS

The cost for the permit, retendering and engineering to obtain the MTO permit are assessed to the MTO under Section 26 of the Drainage Act.

The MTO has now issued the permit and K Smart Associates are working on two tenders, one for the work in the Highway 6 Right of Way (Contract 1) and one for the drain work (Contract 2).

CONSULTATION

Director of Finance

K. Smart Associates Limited

FINANCIAL CONSIDERATIONS

There is an immediate financial impact to the municipality of \$1,953.36 but that will be assessed to the MTO when the drainage work is billed out.

ATTACHMENTS

Schedule A Correspondence dated August 20, 2025 Robinson Farm Drainage Limited

Schedule B Invoice from Robinson Farm Drainage for interest on their deposit

| STRA | TEGIC PLAN 2024 |
|------|---|
| | Shape and support sustainable growth How: |
| | Deliver quality, efficient community services aligned with the Township's mandate and capacity How: |
| | Enhance information sharing and participation in decision-making How: |

Approved by: Brooke Lambert ⊠

N/A Core-Service

X

ROBINSON FARM DRAINAGE LIMITED

34834 Cassidy Road Ailsa Craig, Ontario N0M 1A0 Phone: 519-293-3645

Email: robinsonfarmdrainage@gmail.com

August 20, 2025

Township of Wellington North 7490 sideroad 7 W., PO Box 125 Kenilworth, Ontario, NOG 2E0

Attention: Karren Wallace

To Whom it may concern,

After reviewing your letter and council notes, We, Robinson Farm Drainage Limited, are offering this in response. We are willing to work with you, the Township of Wellington North, in regards to the term of calculated interest. We are willing to use your requested timeline of July 18, 2024 to June 17, 2025. Thus, calculating compounded interest for the duration of eleven months, instead of our originally calculated seventeen months. However, we are not willing to compromise on the interest rate for which this is calculated at. We understand that your Director of Finance advised that your earned interest rate would have been 4.75% during this time. Unfortunately, our interest fee to you, is not reflective of what you would have earned. It is a direct reflection of the banking fees that We, Robinson Farm Drainage Limited, incurred during this time period. Our fees are 6.1% annually, working out to 0.5083333% monthly, compounded over the eleven months. With the original certified cheque amount of \$34,054.60, this results in a cumulative interest charge of \$1,953.36. We feel that this \$1,112.29 reduction from our original invoice of \$3065.65, is more than fair.

Please see the attached invoice, reflecting the previously stated compromises.

Respectfully,

Karl Robinson
Owner/President

Robinson Farm Drainage Limited

ROBINSON FARM DRAINAGE LTD.

34834 Cassidy Rd Ailsa Craig, Ontario N0M 1A0

Phone # 519-293-3645

| Date | Invoice # |
|----------|-----------|
| 07/18/25 | 4362 |

Invoice To

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

| Project | Terms | Due Date |
|-----------------|----------------|----------|
| George Kirkness | Due on receipt | 07/18/25 |

| Description | Qty | Unit | Rate | Amount |
|---|-----|------------|-----------------|------------|
| Interest Charge George Kirkness Municipal Drain - Fees incurred for RFD maintaining Certified Cheque, Tender Deposit for an excessive amount of time. | 1 | | 1,953.36 | 1,953.36 |
| Sales Tax Summary | | s | ubtotal | \$1,953.36 |
| Total Tax | 0.0 | 0 s | ales Tax | \$0.00 |
| | | P | ayments/Credits | \$0.00 |
| o% | | В | alance Due | \$1,953.36 |



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-09-08

MEETING TYPE: Closed

SUBMITTED BY: Karren Wallace, Director Legislative Services/Clerk

REPORT #: CLK 2025-013

REPORT TITLE: Heritage Update

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2025-012 being a report to on Heritage update.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

See Attachment 1

BACKGROUND

At the July 28, 2025 meeting of Council, Council directed staff to bring a report on the feasibility of adopting a by-law, policy, or guidelines that would preserve the historical facades (exterior only) of the commercial buildings constructed before 1985 in the downtown core areas as set out in the zoning by-law. There are two options for Council to consider going forward:

- 1) Expanding on current heritage related initiatives.
 - a. Enhanced community education and awareness;
 - b. Local recognition through the Historical Societies; and
 - c. Enhanced Community Improvement Program (CIP) by additional funding stream for facades.
- 2) Adopting a prescriptive regulatory approach with associated enforcement.
 - a. Listing individual properties through the Heritage Register;
 - b. Designate individual properties by Heritage By-law; and

c. Create a Heritage Conservation District.

All of these options have different benefits and challenges related to them. For a summary of these, please see Attachment 2.

Moratorium/Interim Control

Council requested more information on the option of implementing a moratorium or interim control by-law to stop the modification of facades until a more prescriptive framework (by-law or conservation district) was put in place – if Council decided to adopt that approach. Staff have reviewed this request with the Township Solicitor and have confirmed that the only option for implementing a moratorium/interim control on façade improvements is to enact a Heritage Conservation District (HCD) under Section 40 of the Ontario Heritage Act (OHA) and pass a By-law under Section 40.1 of the OHA, which would prohibit or limit the alteration of property or the demolition of buildings etc. for up to a year. During this moratorium/interim control period, a study must be undertaken to designate properties in the HCD.

Further, the moratorium/interim control by-law can be appealed to the Ontario Land Tribunal (OLT). Additionally, the period of the moratorium/interim control can only apply for a one-year period, after which no portion of the area can be subject to such a by-law again for three years.

If the period of interim control/moratorium expires before a HCD plan is implemented, there may be a rush of applications between the end of the one-year period and when the plan is in place. Thus, it is important that the timing of these decisions be made carefully.

Heritage Designation Process

This process requires that the County Official Plan (OP) contain provisions relating to the establishment of such districts and the County has confirmed these provisions are included in the OP.

The process for designation of an individual property or a conservation district can be found in Attachment 3.

Consultation with the Cultural Roundtable and Mount Forest Museum and Archives

Over the past several months, staff have worked closely with Councillor Renken to advance heritage preservation initiatives, with the Cultural Roundtable serving as a key platform for discussion and direction. Initial conversations focused on strategies to protect historical facades in downtown areas, exploring options such as formal designation, listing, and local recognition. These discussions highlighted the limitations of property standards enforcement and the need for creative alternatives.

Following direction from the Cultural Roundtable, staff and Councillor Renken met with the Mount Forest Museum and Archives in the spring of 2025 to discuss several key heritage initiatives, outlined below.

1. Lynes Blacksmith Shop

a. Renovations at the Lynes Blacksmith Shop are nearing completion. Once reopened to the public, the building will accommodate up to 32 visitors, with future planning focused on summer programming. At this time, formal heritage designation is not being pursued from the Committee's perspective due to potential constraints on preservation efforts. However, Councillor Renken has expressed interest in exploring designation by by-law in the future.

2. Main Street Plaque Program

a. 22 plaques have been installed on businesses within the "historical downtown" corridor; Queen Street to Birmingham Street, promoting engagement with local history through storytelling. Although the initiative received strong support from local building owners, additional outreach was needed for properties owned by individuals outside the community.

3. Housing Plaque Program and Digital Registry

a. Originally launched in 1979 to recognize centennial homes, the housing plaque program has evolved into a digital registry maintained by the Mount Forest Museum and Archives. The registry now includes over 200 homes. A dedicated group of volunteers takes photographs, documents addresses, historical details, and captures the current state of each property. While some plaques have been reinstalled and new ones erected, the program has shifted toward digital documentation.

4. Historical Society Updates

a. To support ongoing promotion of local history, storytelling, and further improve communication, updates from the Arthur and Mount Forest Historical Societies will be provided at each Cultural Roundtable meeting. These updates will highlight recent activities, exhibits, and initiatives, with the intent for them to be shared with the committee and recorded in the meeting minutes.

5. CIP Design Guidelines

a. Recognizing the importance of the Community Improvement Plan (CIP) and its role in enhancing and preserving the downtown core, staff collaborated with Pl.ural, the original authors of the CIP Façade Design Guidelines, to update the document in the spring of 2025. The revised guidelines were circulated to the Mount Forest Museum and Archives for comment, and the feedback received was beneficial in improving clarity and strengthening the heritage-focused

- language. The updated formatting now prioritizes buildings and features of heritage and historical value, with downtown properties clearly categorized as historical, historically modified, or modern. These enhancements are intended to support façade restoration and guide future development in the downtown area. The final draft is included in this report as Attachment 3.
- b. At the August 14 Cultural Roundtable meeting, staff presented the updated façade design guidelines to committee members. The document was well received for its clarity and emphasis on heritage. Several members also volunteered to promote the program and assist with sharing it more broadly throughout the community.

ANALYSIS

Based on the feedback from Council, the legal and procedural advice obtained by staff, and discussions with the Cultural Roundtable, staff are recommending that the township expand current heritage related initiatives through communication, partnership and an enhanced CIP program.

Recognizing the value of the CIP in enhancing the downtown core, expanding the program to better support heritage preservation is a powerful tool to incentivize business and property owners. While participation in the program remains voluntary, those who choose to incorporate heritage elements may be eligible for additional financial incentives. The updated façade design guidelines are intended to support applicants in aligning their projects with Council's preferred heritage aesthetic.

The recommended areas of focus are further defined below:

Communication

- Strengthen community education and awareness through updated materials and outreach.
- Distribute a formal letter and the updated façade design guidelines to local business and property owners.

Partnership

- Promote local recognition in partnership with the Arthur and Mount Forest Historical Societies.
- Engage the Arthur and Mount Forest Chambers of Commerce and BIAs to support in promotion of the CIP Program.
- Leverage local media, including 88.7 The River as well as print publications to highlight the program.

Enhance the CIP

- Reopen the CIP (last updated in 2023) to include a dedicated funding stream for historically significant façade upgrades.
- Currently, the CIP offers up to \$2,500 for façade and signage improvements. Staff propose increasing this to allow an additional \$2,500 for projects that incorporate heritage elements.

The townships operating budget currently allocates \$35,000 in total CIP funding across five funding streams:

- 1) Façade Improvement Loan and Grant Program
- 2) Tax Increment Equivalent for Rehabilitation & Redevelopment (TIERR) Grant Program
- 3) Public Art Grant
- 4) Building Conversion and Improvement Grant
- 5) Green Energy Grant

If a more prescriptive approach is desired by Council, it is recommended that staff be directed to develop a capital justification form for a full heritage designation process, including additional staff resources required, consultancy fees, and anticipated legal fees.

It should also be noted that there is concern that a more prescriptive approach could have the unintended consequences:

- 1. Additional approvals required for development and re-development, often referred to as "Red Tape"
- 2. Additional costs
 - a. Fees for municipal approval
 - b. Fees for consultants to prepare reports and studies that will be required as part of their application to the Township
 - c. These costs are often passed on to the buildings end user, making it difficult for our existing residents to afford to work, live and shop locally
- 3. Additional applications means additional time for approval (and opportunity cost born by the applicants). Staff endeavour to process these applications in an efficient and timely fashion to minimize these costs.
- 4. Potential developers and existing developers may simply pass opportunities in Wellington North by and move on to opportunities in other communities.

CONSULTATION

Peter Hertz, Solicitor Duncan Linton
Curtis Marshall, Manager of Development Planning County Wellington
Darren Jones, Chief Building Official
Mandy Jones, Manager Recreation, Community and Economic Development

| Brooke Lambert, C | Chief | Administrative | Officer |
|-------------------|-------|----------------|---------|
|-------------------|-------|----------------|---------|

| FINANCIAL C | ONSID | ERATI | ONS |
|-------------|-------|-------|-----|
|-------------|-------|-------|-----|

There are no financial considerations in receiving this report for information.

ATTACHMENTS

Attachment 1 Timeline of heritage discussions

Attachment 2 Benefits and challenges of various options

Attachment 3 Heritage paper presented to Cultural Roundtable

Attachment 4 Façade Design Guidelines for Community Improvement Plan

| SI | TRA | TF | GIC | : PI | AN | 202 | 4 |
|----|------------|----|-----|------|----|-----|---|
| | | | | | | | |

| Shape and support sustainable growth How: |
|---|
| Deliver quality, efficient community services aligned with the Township's mandate and capacity How: |
| Enhance information sharing and participation in decision-making How: |
| N/A Core-Service |

Approved by: Brooke Lambert, Chief Administrative Officer $\ oxdots$

Attachment 1 **History of Heritage Discussions**

| History of Heritage Discussions | | | | | |
|---------------------------------|-------------------|-------------|--|--|--|
| DATE | Council/Committee | Document | Particulars | | |
| 15-Jun-23 | Cultural | Minutes | Moved by Councillor Renken that council direct staff | | |
| | Roundtable | | to prepare a report and by-law so we can better | | |
| | | | understand and dive into the provincial regulations | | |
| | | | around heritage. | | |
| | | | The intent of the Cultural Roundtable, as a start, is | | |
| | | | that we get the heritage designation applied to the | | |
| | | | Lynes Blacksmith Shop, the Mount Forest Museum & | | |
| | | | Archives and Mount Forest Library. | | |
| 10-Jul-23 | Council | Minutes | Council only received the Cultural Roundtable | | |
| | | | minutes of June 15, 2023 RESOLUTION: 2023-246 | | |
| | | | no direction was given or reports requested. | | |
| 22-Aug-23 | Cultural | Agenda | Business Arising from June 15, 2023 Minutes | | |
| 22 / lug 25 | Roundtable | Agenda | Heritage by-law request to council (Lynes, | | |
| | Rodridiable | | Blacksmith Shop, Mount Forest Library and Mount | | |
| | | | • • | | |
| 22 4.15 22 | Cultural | Minutes | Forest Museum & Archives Buildings.) | | |
| 22-Aug-23 | Cultural | Minutes | Business arising from June 19, 2023 e-vote minutes: | | |
| | Roundtable | | that council direct staff to prepare a report so we can | | |
| | | | better understand and dive into the provincial | | |
| | | | regulations around heritage. The intent of the | | |
| | | | Cultural Roundtable is to establish a by-law and | | |
| | | | heritage guidelines that, initially, will lead to heritage | | |
| | | | designations applied to the Lynes Blacksmith Shop, | | |
| | | | the Mount Forest Museum & Archives, the Mount | | |
| | | | Forest Library and Arthur Seniors Centre locations. | | |
| 11-Sep-23 | Council | Minutes | RESOLUTION: 2023-317 THAT the Council of the | | |
| | | | Corporation of the Township of Wellington North | | |
| | | | direct staff to prepare a report for Council regarding | | |
| | | | the provincial legislation and regulations regarding | | |
| | | | heritage designations and associated staffing and | | |
| | | | budgetary implications. | | |
| | | Report CLK | | | |
| | | 2023-040 | 461 (was not pulled for separate discussion) | | |
| | | Heritage | , | | |
| 11-Dec-23 | Council | Designation | | | |
| | | Minutes | Roundtable Councillor Renken discussed Heritage | | |
| | | November | Designations and identifying properties with Historical | | |
| | Cultural | 14, 2024 | significance and will bring a recommendation to the | | |
| 15-Feb-24 | Roundtable | 11, 2027 | next committee meeting. | | |
| 14-Nov-24 | Cultural | Heritage | Minutes state: The committee reviewed a report | | |
| 17 140V-Z4 | Roundtable | paper | prepared by the Clerk. After a thorough discussion, | | |
| | างอนานเฉมเซ | November | the consensus of the Committee was that they are | | |
| | | 14, 2024 | not interested in seeking formal designations for | | |
| | | 14, 2024 | | | |
| | | | buildings - outside of the Lynes Blacksmith Shop. | | |
| | | | Instead, the Committee is interested in pursuing a | | |
| | | | Cultural Significance program. ACTION: Manager of | | |

| DATE | Council/Committee | Document | Particulars |
|-----------|------------------------|---------------------------------|--|
| | | | Community and Economic Development and Councillor Renken to meet with Kate Rowley from the Museum and Archives to discuss a heritage designation for the Lynes Blacksmith Shop. |
| 02-Dec-24 | Council | Minutes November 14, 2024 | Received the Cultural Roundtable minutes |
| 01-Jan-25 | | Façade Guidelines | |
| 15-May-25 | Cultural Roundtable | Minutes May 15, 2025 | Roundtable An update was provided to the Committee regarding a meeting held between Mandy Jones, Manager of Recreation, Community and Economic Development, Councillor Renken and Kate Rowley of the Mount Forest Museum and Archives. Kate expressed desire to maintaining the current approach to the Blacksmith Shop's heritage designation, though Councillor Renken expressed interest in pursuing formal designation through bylaw eventually. ACTIONS: Send updated draft Community Improvement Plan (CIP) guidelines, specific to heritage, to Kate Rowley for review and comment. Council Received for information Cultural Roundtable |
| 02-Jun-25 | Council | Minutes | minutes of May 15, 2025 |
| 14-Jul-25 | Council | Minutes | Councillor Renken introduced a notice of motion: THAT Council directs staff to bring a report on the feasibility of adopting a by-law that would preserve the historical facades (exterior only) of the commercial buildings constructed before 1985 in the downtown core areas as set out in the zoning by-law. |
| 28-Jul-25 | Council | Minutes | Correspondence from Gail Donald Daphne Rappard and Linda Hruska re: historical facades Deputation by Trina Reid Resolution: 2025-201 THAT Council directs staff to bring a report on the feasibility of adopting a by-law, policy, or guidelines that would preserve the historical facades (exterior only) of the commercial buildings constructed before 1985 in the downtown core areas as set out in the zoning by-law. |

| DATE | Council/Committee | Document | Particulars |
|-----------|-------------------|---------------------------------------|--|
| 30-Jul-25 | | Email from Peter Hertz to Clerk | A municipality can undertake a study for the purposes of designating heritage conservation districts under s. 40 of the OHA and where a municipality undertakes such a study, it can designate the specified area by by-law under s. 40.1 of the OHA for up to a year and in such a by-law prohibit or limit the alteration of property or the demolition of buildings etc. for that period. A by-law under s. 40.1 of the OHA is applicable law for the purposes of the Building Code Act, 1992 such that the by-law could prevent the issuance of a building permit. |

Attachment 2 Benefits and challenges

| Approach | Details | Benefit | Challenges |
|--|--|--|---|
| 1 a) Education & Awareness | Develop additional materials on the benefits of retaining historical features, including design guidelines. To be distributed by Building Department, Economic Development, Business Improvement Area's, Chamber of Commerce | Less restrictive than a by-law Property owners retain autonomy on buildings Minimal cost to the municipality or the property owner Minimal changes to existing process to issue a building permit | No enforcement mechanism Voluntary application and acceptance by business or building owner |
| 1 b) Local Recognition through Historical Societies | Encourage the Mount Forest Museum and Archives and Arthur Historical Society to continue with their recognition program | Less restrictive than a by-law Property owners retain autonomy on buildings Minimal cost to the municipality or the property owner No changes to existing process to issue a building permit | No enforcement mechanism |
| 1 c) Expanding CIP | Utilize the existing Community Improvement Plan (CIP) and design guidelines to encourage | Less restrictive than a by-law Property owners retain autonomy on buildings Minimal cost to the municipality or the property owner No changes to existing process to issue a building permit | No enforcement mechanism other than to deny CIP grant Voluntary application and acceptance by business or building owner |

| Approach | Details | Benefit | Challenges |
|--|--|--|--|
| 2 a) List a property | List a property on the Heritage Register | Less restrictive than a by-law | Requires establishment of a Heritage Committee Must determine criteria No restrictions on demolition or alteration of a building Involves resources and funding from municipality Must be designated within 2 years or it is delisted and can't be listed again for 5 years |
| 2 b) Designate a property by By-law | Enact a by-law under the Ontario Heritage Act | Enforcement mechanism available Best option for retaining historical façade | Requires establishment of a Heritage Committee Must determine criteria Very restrictive Involves substantial resources and funding from the municipality Very prescribed steps to be undertaken and timelines to be followed Decision can be appealed to Ontario Land Tribunal No moratorium |
| 2 c) Heritage Conservation District | Develop a plan and enact a By-law to designate Heritage Conservation Districts | EnforceableMoratorium | Requires establishment of a Heritage Committee Must determine criteria Costly Decision can be appeal to Ontario Land Tribunal |

| Approach | Details | Benefit | Challenges |
|----------|---------|---------|---|
| | | | Very tight timelines to |
| | | | meet |
| | | | Very rigorous and |
| | | | detailed report |
| | | | required |
| | | | |

Attachment 3

Heritage Designation Process Details

Designation Procedure for individual properties

- Establish a Heritage Committee
- Develop Terms of Reference
- Develop a Budget
- Select appropriate properties
- Determine if the property meets the criteria established by the Province
- If criteria is met, serve Notice on the property owner, Ontario Heritage Trust (Trust) and publish (website or newspaper)
- Objections must be served on the municipality within 30 days of the Notice being published (website or newspaper)
- Council (or a delegated body/person) will make a determination if the designation should be withdrawn and if so, Notice must be provided, Trust, owner, publication/website
- If no objection is received, or Council decides to proceed despite an objection, a by-law must be passed and a copy provided to the Trust and owner and publish
- Owner may appeal within 30 days to the Ontario Land Tribunal for a decision

Designation Procedure for Ontario Conservation District

Study phase:

- Step 1 Request to designate
- Step 2 Consultation with the municipal heritage committee
- Step 3 The Area Study and Interim Control
- Step 4 Determination of cultural heritage value or interest and identification of heritage attributes
- Step 5 Delineation of boundary of an HCD
- Step 6 Public consultation

Implementation phase:

Step 1 – Preparation of the HCD plan and guidelines including:

- statement of objectives to be achieved in designation of area as an HCD
- statement explaining the cultural heritage value or interest of the district
- description of district's heritage attributes and those of properties within the district
- policy statements, guidelines and procedures for achieving stated objectives and managing changes in the district

- description of external alterations or classes of external alterations that are of a minor nature that an owner can carry out without obtaining a permit
- Step 2 Passing the designation bylaw and adoption of the HCD plan
- Step 3 Registration of bylaw on title
- Step 4 Identification of necessary amendments to existing bylaws and official plan provisions
- Step 5 Implementing the HCD plan

Management of the HCD plan:

- Review of alteration, new construction, demolition and removal requests
- Property maintenance standards
- Easements and covenants
- Acquisition and expropriation
- Incentives and other support for heritage conservation

Attachment 4



DATE November 14, 2024

TO CULTURAL ROUNDTABLE

AUTHOR Karren Wallace, Clerk

TOPIC Heritage Designation of Properties

The Cultural Roundtable has expressed an interest in heritage designations for properties in Wellington North. This paper provides an overview of designating vs listing properties, the process and a draft budget. It is intended that the Cultural Roundtable use this information to determine their objectives, decide what resources they have to dedicate to this, and assess whether designating properties will have the intended effect related to their goals.

| DESIGNATED | LISTED | LOCAL RECOGNITION |
|--------------------------------|----------------------------|----------------------------|
| Must establish a Heritage | Must establish a Heritage | No requirement for a |
| Committee | Committee | Heritage Committee |
| Must meet 2 criteria to be | Must meet 1 criteria to be | Can determine any criteria |
| designated | listed. Must be designated | |
| | within 2 years or removed | |
| | from the listing. Once | |
| | removed, may not be listed | |
| | again for 5 years | |
| Protection from demolition – | No protection | No protection |
| must notify the municipality | | |
| 60 days in advance of | | |
| demolition-requires Council | | |
| approval – owner can appeal | | |
| to OLT | | |
| Protection from alteration – | No protection | No protection |
| permit required, Heritage | | |
| Committee reviews proposal | | |
| If building is destroyed | | |
| (accident/fire) designation | | |
| ceases to be in effect | | |
| Insurance not impacted | Insurance not impacted | Insurance not impacted |
| Identifies heritage attributes | No approval needed | |
| and Heritage Committee | | |

| DESIGNATED | LISTED | LOCAL RECOGNITION |
|--|--------------------|-------------------------|
| approval required for | | |
| changes | | |
| Approval not required for repainting exterior trim, minor interior, replacing/repairing asphalt roof, features not covered by the designation By-law | No approval needed | |
| May qualify for Grants | | Community Improvement |
| | | Grant could be expanded |

DESIGNATION PROCESS

- Establish a Heritage Committee
- Develop Terms of Reference
- Develop a Budget
- Select appropriate properties
- Determine if the property meets the criteria established by the Province (Criteria Appendix A)
- If criteria is met, serve Notice on the property owner, Ontario Heritage Trust (Trust) and publish in a newspaper
- Objections must be served on the municipality within 30 days of the Notice being published in the newspaper
- Council (or a delegated body/person) will make a determination if the designation should be withdrawn and if so, Notice must be provided, Trust, owner, newspaper
- If no objection is received, or Council decides to proceed despite an objection, a by-law must be passed and a copy provided to the Trust and owner and publish in a newspaper
- Owner may appeal within 30 days to the Ontario Land Tribunal for a decision

DRAFT BUDGET FOR DESIGNATION/LISTING

Per property

| Title searches | \$ 200.00 |
|-----------------------------------|----------------|
| Registration of By-law on title | \$ 500.00 |
| Newspaper notices (2) | \$ 500.00 |
| Purchase & installation of plaque | \$ 1,500.00 |
| Peer Review Consulting | \$ 2,500.00 |

Other

Legal fees per OLT hearing \$5,000.00 to \$10,000.00

Potential Staffing/Volunteer Resources:

- Organize agendas, minutes and meeting locations
- Research to determine if criteria is met
- Draft and circulate/publish notices
- Liaison with lawyer to register by-laws on title
- Receive objections, draft material to OLT
- Legal fees for a hearing at OLT
- Maintain a list of properties and notify the Trust of ownership changes
- Develop and administer a permitting process for renovations, repairs, demolition
- o Develop brochure and communications
- Keep Heritage Register updated
- On site inspections
- Liaison with Building/Planning department
- Revamp all development processes to accommodate for heritage designationIncrease development application fees to accommodate for increased staff time and effort

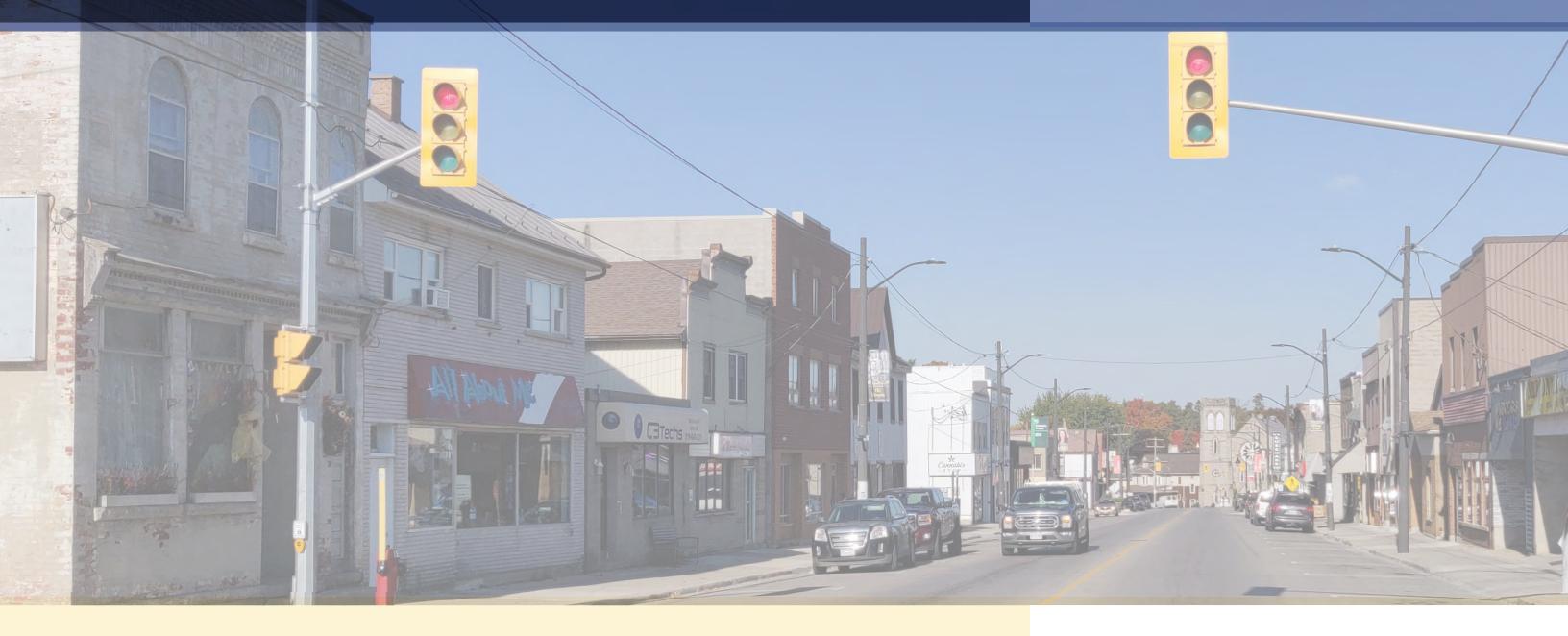
Discussion Questions:

- What is the main goal/objective that the Cultural Roundtable would like to see with respect to heritage in Wellington North? For example, recognition of properties and their historical importance, investment in properties, preservation.
- If preservation/aesthetic appeal is the goal, has the committee discussed the limitations of the designation process?
- Is the Committee prepared to provide resources to accomplish any goals related to designation? What would these be?
- Are there any other creative ways the Committee could achieve their goals related to heritage?

Wellington North

Façade Improvement Guidelines







| 4 1 | | | _ | .1 | | - 4 | • | _ | |
|------------|-----|----|---|----|---|-----------|-----|--------------|---|
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| | | | | v. | | | ч м | \mathbf{U} | |

| 1 Introduction |
|--------------------------------------|
| Overview |
| 2 Process |
| Façade Improvement Guideline |
| Elements of a Façade |
| Arthur's Traditional Elements |
| Mount Forest's Traditional Elements |
| Arthur Façade Characterization |
| Mount Forest Façade Characterization |
| Applicant's Process |
| New Buildings & Redevelopment |
| 3 Façade Improvement Checklist |
| Façade Project Design Checklist |
| 4 The Elements |
| The Elements |
| Awnings |
| Signage |
| Shutters |













| General Building Material | |
|--|---|
| 5 Application & Demonstration | |
| Arthur Demonstration 1: All About Me | |
| Arthur Demonstration 2: Tang's Restaurant | |
| Mount Forest Demonstration 1: Country Carpet | |
| Mount Forest Demonstration 2: Forest Physiotherapy | |
| 6 Useful Resources | |
| Useful Resources | |
| Acknowledgments | 3 |
| Appendices | |
| Appendix A: Existing Building Fabric of Arthur | |
| Appendix B: Existing Building Fabric of Mount Forest | |

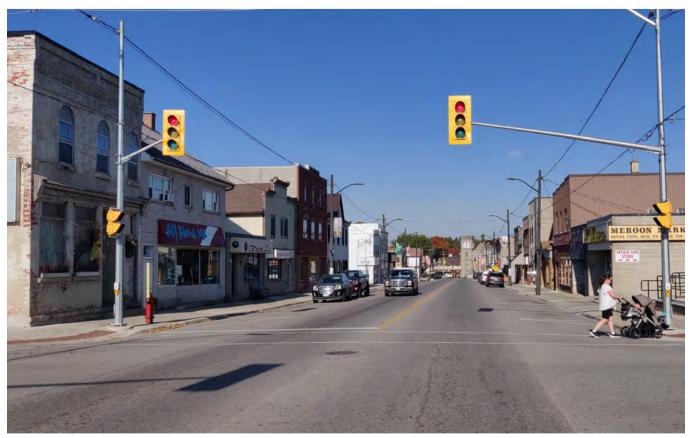
Overview

Generally, in most communities, development can be traced over "periods." Many structures and buildings will have retained their original detailing, some may have been altered for various reasons, and infill may have added newer styles to the building fabric of the community. In many cases, "styles" work at cross-purposes to the feel of the streets in which they are situated and may influence an ill-character for the commercial district. More often than not, this is a result of a lack of clear identity and information regarding the direction the community would like to go concerning its "look". After all, most building owners' skills lie in operating a business and not necessarily how to create, improve, or maintain the façade of a building – this is where the greatest challenge lies.

Through Township and county-led incentives, property and business owners have been inspired to revitalize their main street properties. Many communities are now seeing the value of incorporating façade improvements into their overall revitalization strategy for their streets and cores. These projects can improve the overall look and feel of a community's main street or commercial areas, and where permissible, 'farm gate' enterprises, helping them become more desirable as a destination.

Façade renewal designs or guidelines for buildings located within The Township of Wellington North "Main Streets" illustrate how building and business owners can transform their building's façades. Typically, under the topics of awnings, signage, planters, shutters, colour, and lighting, the guidelines suggest ways in which a building façade can be improved to suit a desired theme or heritage.

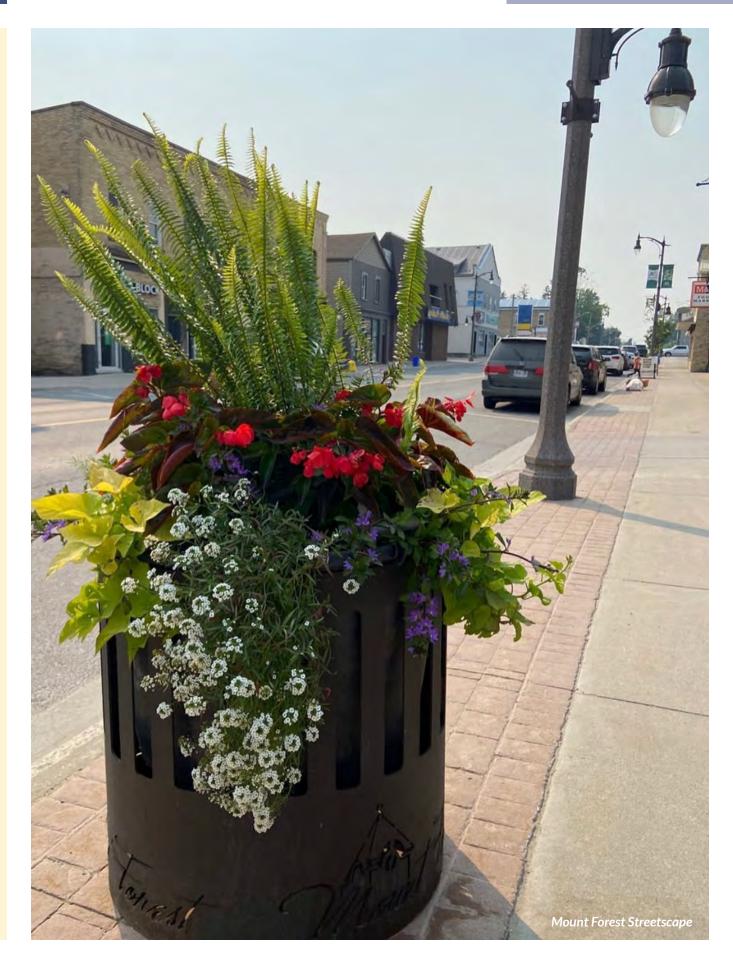
The guideline doesn't attempt to "redesign" the façade of every building along the "Main Street"; rather it attempts to define period styles that may have occurred in the community and possibly group its buildings into these categories; providing an understanding, appreciation and ultimately, a guideline or demonstration of what these buildings could be like if a façade improvement is undertaken. Generally, it is a visual education – an education that may entice building owners to pursue Wellington North's and/or Wellington County's funding towards the realization of building façade improvements within its historic commercial area.



Downtown Arthur, October 2024



Downtown Mount Forest, April 2025



Façade Improvement Guideline

The process resulting in this guideline included engaging identified and volunteering businesses to aid them in utilizing the information on their own buildings. This included on-site building review, and the preparation of computer generated 3-D models demonstrating what a building "could be like" if they were to employ the guideline information. It is meant to be general in nature and accessible in content.

The scope of work for the project, as referenced through correspondence provided to The Township of Wellington North (October 2024) included several stages:

- Start-up/Review: Initially a meeting clarified an approach and working relationships/objectives between the consultant and The Township of Wellington North staff. This meeting identified project wishes, limits and/or jurisdictions. A site visit also provided background and photo documentation for the project.
- Façade Design Demonstrations: The initial projects were identified as "demonstration sites" for façade improvements and include all buildings within Arthur and Mount Forest's priority Business Improvement Area (BIA).
- A detailed façade design was prepared, illustrating a typical treatment for each of the noted buildings and demonstrating the potential improvements, and informing and exciting business owners.

The Façade Improvement Guideline for Wellington North is essentially a façade improvement "information tool" addressing topics typically related to context, building envelopes, building/street relationships, climate, entrances, safety, adaptability, expression, scale, exterior materials, performance, etc.

This document, coupled with grant applications through the Township, can lead to planned façade improvements brought to fruition. Visit https://www.wellington-north.com/business/economic-development/community-improvement-program for information regarding Wellington North grant applications, respectively.

It is sincerely hoped that this process and the subsequent guideline advantageously assists The Township of Wellington North in achieving its goal of improving the historic downtown core along its "Main Streets."

Elements of a Façade

Section 2 provides a process that will help guide the applicant through the various steps required to ensure that the integrity of The Township's incentive programs are understood and followed.

The elements of a façade are illustrated to assist the applicant with a common terminology. Historical references of Arthur and Mount Forest are provided for general interest. A map of the relevant improvement areas are also included to outline the limits of the area in which building owners and businesses are able to take part in The Township's façade program.

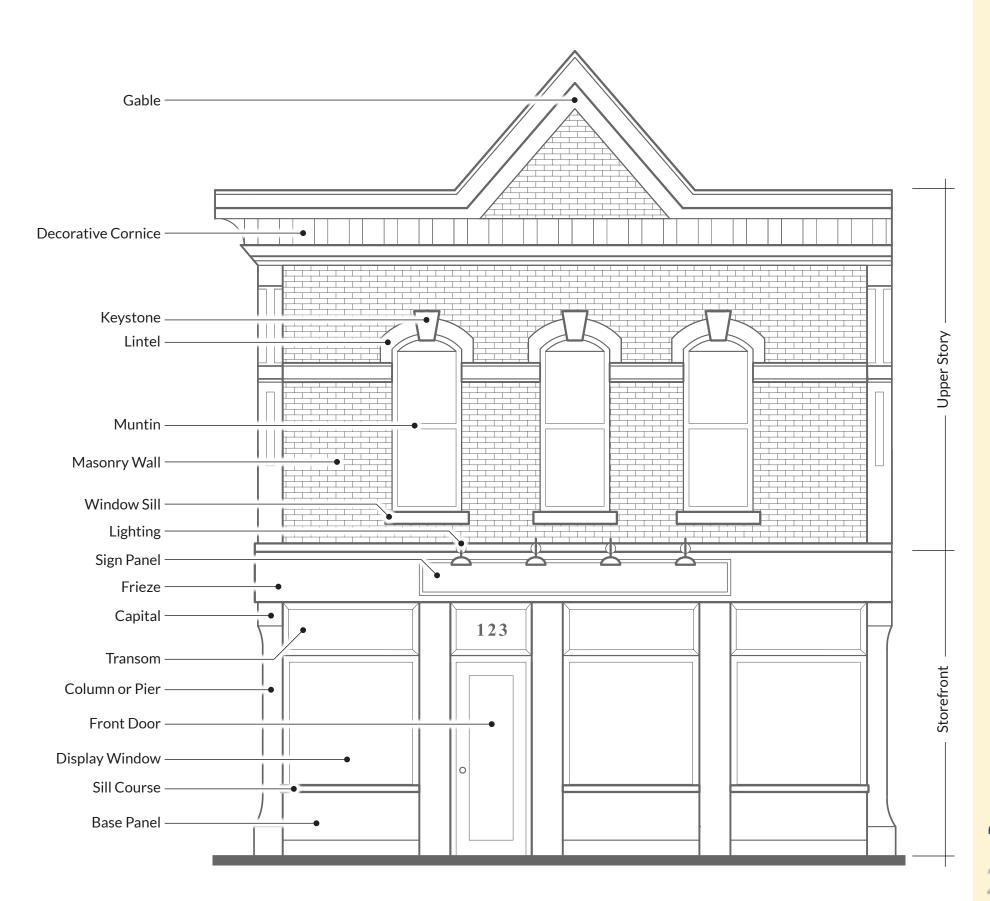
Traditional Components of a Façade

The following diagram identifies the name and location of several common building elements.

Traditionally, a commercial façade is divided into three sections: the street level storefront, middle façade, and upper story. The middle façades and upper story frequently have architectural elements that align with abutting buildings, so the rhythm of the architecture, window openings, banding, and other elements continue along the streetscape. There are also stand-alone buildings that often have some special purpose. By the mid 19th to early 20th century, most streetscapes were composed of blocks of brick buildings, each with multiple storefronts and interiors subdivided by firewalls. No one building was strikingly out of character, yet each storefront was distinct.

The street level storefront has always been the single most important feature of a commercial building. It makes a statement about the personality of the owner or occupant and is an advertisement for their wares or trade. The street level may sometimes be the only feature customized by the storekeeper.

The following provides a summary of many of the typical storefront components as well as an illustration to assist the applicant with common terminology.



Base Panel

A base panel is where the building meets the ground. It is the anchor to the storefront and base for the display window. As this area acts as a kick plate and takes abuse from snow clearing and pedestrian traffic, frequent inspection and maintenance are advised.

Display Windows

Display windows allow customers to view merchandise and the interior of the store. Designed to advertise and entice shoppers inside, they are the most important part of the storefront and the one most commonly changed. Blocking off or reducing the size of a display window is not recommended.

Window frames and sashes can be repaired or replaced using the original pattern. There are techniques to improve energy efficiency without destroying the design. Sill courses are typical to heritage windows.

Entranceways

The entranceway is traditionally in the centre and recessed back from the display window area. In this way, it directs the attention of the customer toward the display windows and draws them into the shop. Recessed entrances contribute qualities of depth and shade that create one of the characteristic rhythms in a traditional commercial area.

The floor surface within the recessed entry is the welcome mat to the customer. Concrete, terrazzo, stone, brick, and tile are the most common and wear resistant entry floors. Columns, pier, pilasters and transoms are typical to entrance ways.

Doors

As the door is the first contact the customer has with the business, its feel, weight, smooth operation, and hardware should impress. Doors can also reinforce the character of the overall design and appearance of the building. Original doors usually were carefully chosen and should not be replaced. Replacement doors should complement the existing façade.

Cornice

The traditional storefront cornice is a horizontal band that caps the storefront and separates it from the middle façade. Collectively, these form the strongest and most continuous line on the street.

They can unite a row of buildings regardless of variations in building height, width, or design.

The cornice is also prone to deterioration that leads to it being altered, removed, or covered. The result is a flat area that disrupts the visual proportion of the building and the alignment of the overall streetscape.

Middle Façade

The middle façade of a commercial building is above the storefront and characterized by a fl at wall with regularly spaced window openings also referred to as a 'frieze.' It usually has brick banding and other decorative features that align with and match the upper façade and sometimes the abutting buildings.

Upper Façade

The upper façade also contains window openings and decorative features. These usually are aligned with those on the middle façade and sometimes with the abutting structures.

Roof Cornice

Usually a decorative cornice crowns the roofline of a commercial façade. Cornices make the building look finished and are traditionally made of brick, stone, wood, pressed metal, and terracotta or ceramic tiles. Some are topped with projections such as finials or crests. As they are difficult to reach, cornices suffer from a lack of maintenance. Deteriorated caulking and failing flashings, aggravated by inadequate roof drainage, are common ailments. If the existing cornice is in poor condition, repair is generally cheaper and preferable to replacement.

Windows

Window openings and sashes/muntin are probably the most prominent building feature on a façade. The "fenestration" or arrangement and shapes of window openings can define the style and character of a building.

The size, proportion of glass to masonry, spacing, and decoration contribute to the unity of the street as well as the attraction of the individual façade.

Window openings and sashes should be maintained, not boarded up, reduced in size or shape, or re-divided by incorrect placement of the muntin bars that hold the panes of glass. They require periodic inspection, particularly at the sills where water may collect.

Caulking, painting, and proper drainage will result in long-term service. Well-fitted and maintained storm systems can provide an acceptable performance level even when compared to modern products. If a window cannot be repaired, replace it with one that matches the original. If there is evidence of original shutters, make sure they are the correct size and proportion to the window opening.

Corner Quoins

Quoins are contrasting or projecting bricks, stones, or paint schemes that define the vertical edges of a façade, separating it visually from the abutting structures. Painting or cladding over the quoins will remove the visual separation of one building from the next. Where possible, original quoins should be maintained or recreated.

Pilasters

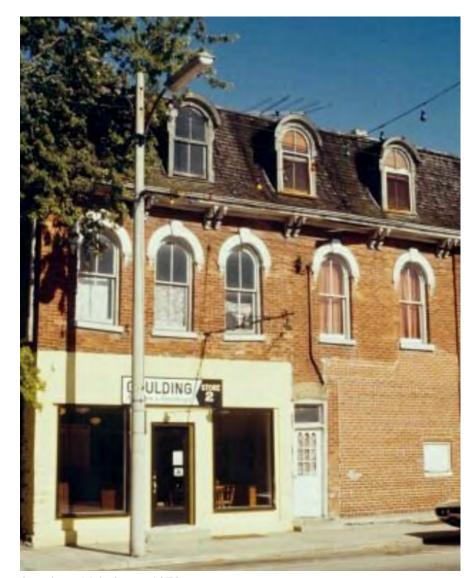
A pilaster is a vertical element of a wall. It could be a protruding brick section or an applied piece such as a half column. Often used in pairs, the purpose is to frame an entranceway or divide a large façade into units. Pilasters are often covered or obscured by layers of new cladding. Their bases or plinths can become buried by rising sidewalk levels or hidden behind new base panels. Pilasters are important to defining a storefront and should be uncovered, repaired, or recreated where possible.

Process

Arthur's Traditional Elements



Aerial view looking down Main Street, 1910



Storefront, Main Street, 1970



Looking down Main Street, circa 1920



Post Office, 1971



United Church, Main Street, circa 1960



Looking down Main Street, 1960



Abandoned commercial building, Main Street, 1973



Soldiers on Main Street, 1915

Process

Mount Forest's Traditional Elements



Main Street looking North, 1906



Post Office, Main Street



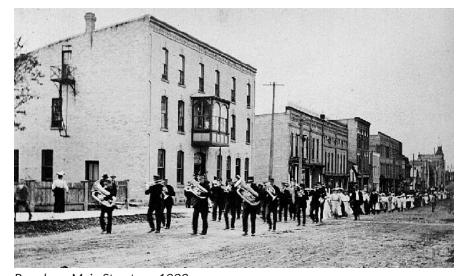
Mount Forest ONT., South End View, Postcard



Schuett's business on Main Street, 1973



Exterior of Glanville / Yeomans Drug Store, Main Street, ca.1900



Parade on Main Street, ca. 1920



Main Street, 1973



Main Street, 1975

Arthur Façade Characterization



Disclaimer: For the purpose of the plan above, a historic building is defined as a building with no visible signs of alterations to the façade since it was originally constructed.

Designated historical buildings are protected under the Ontario Heritage Act bylaw and deemed to have historical, cultural, or architectural significance; (there are no buildings in downtown Arthur with a historical designation).

For the purpose of this guideline, Historic/Heritage building façades have been identified. To maintain historical character, a building façade would require only a restoration of original features or left unmodified altogether.



Historic Example - 221 George Street (Hwy 6)



Historic - Modified Example - 222 & 212 George Street (Hwy 6)



Non-Historic Example - 197B George Street (Hwy 6)

Mount Forest Façade Characterization



Disclaimer: For the purpose of the plan above, a historic building is defined as a building with no visible signs of alterations to the façade since it was originally constructed.

Designated historical buildings are protected under the Ontario Heritage Act bylaw and deemed to have historical, cultural, or architectural significance; (there are two buildings in downtown Mount Forest with historical designation).

For the purpose of this guideline, Historic/Heritage building façades have been identified. To maintain historical character, a building façade would require only a restoration of original features or left unmodified altogether.



Historic Example - 102 Main Street (Hwy 6)



Historic - Modified Example - 110 Main Street (Hwy 6)



Non-Historic Example - 107 Main Street (Hwy 6)

Applicant's Process

Step One: Evaluating Your Building's Appearance

It is important to take a good look at a building before proposing alterations to its exterior. Consider the windows, doors and detailing. Note the entire façade, including the upper stories as well as the storefront. A successful improvement strategy is one that treats the building as a whole and does not neglect the upper story. The goal is to achieve visually distinct façades that relate to their surroundings while providing a sense of cohesiveness in the commercial corridor without strict uniformity.

Step Two: Evaluate Your Building's Surroundings

A high level of upkeep always strengthens the image of a commercial corridor. The property owner or tenant should aid in cleanliness of the sidewalk and spaces adjacent to the building. The sidewalk should be kept free of debris and washed regularly. Trash generated by the store should be kept in enclosed areas at the rear of the building and must be easily serviced by trash collection trucks.

Step Three: Make Needed Repairs; Establish A Maintenance Schedule

Preserve the value of façade improvements by repairing any damage before façade work begins. In order to prevent major building repair in the future, a regular maintenance schedule should be established for façade cleaning and repair. The following are recommended preventive maintenance steps;

- Checking roof to ensure that it is watertight
- Scraping chipped and peeling paint and repainting
- Repointing and patching deteriorated masonry or stonework joints
- Replacing deteriorated building surfaces
- Repairing and painting window frames and sills
- Repairing or replacing weatherproofing agents
- Establishing a sidewalk washing schedule

Step Four: The Game Plan

Prepare a Plan or Sketch

With the help of the guidelines and perhaps the assistance of a designer, prepare a sketch of your building façade that outlines your proposal for a renovation. Indicate repairs and upgrades, materials, and colours.

When you have a sketch that satisfies your own requirements and follows guidelines set out in this report, you will need to "tender" the work, which means to ask builders to give you a fixed price bid to undertake the work shown in the drawings.

Be wary of "estimates' that permit flexibility in the final billing. Some professional advice may make this part easier for you. You may ask to have certain items as separate prices if, for example, you may have to defer some of the work to another year for budget reasons.

"Do It Right"

For any renovation, it is essential that one person or company takes responsibility for all aspects of the work such as a general contractor. If the work involves only window replacement, be certain that the contractor is well experienced with window replacement and that you have discussed the extent of finishing that is expected. Before signing a contract be sure to have all incidentals itemized and accounted for to avoid any additional costs. Additional costs such as clean up, disposal of old materials or plaster repair and painting are often overlooked.

For work involving masonry repair, great skill and extensive knowledge and experience is required. Talk with the contractor and ask about the specific skills required to protect historic masonry from deterioration. Competent and knowledgeable tradespeople are proud to give recent references.

It is also recommended that you ask the contractor for multiple references. Randomly select individuals from the reference list and call them. Background work can save time and money up front.

The Cost

Renovations are frequently the cause of cost surprises, often in inverse relationship to the actual size of the project. Prepare for the unexpected in a combination of three ways:

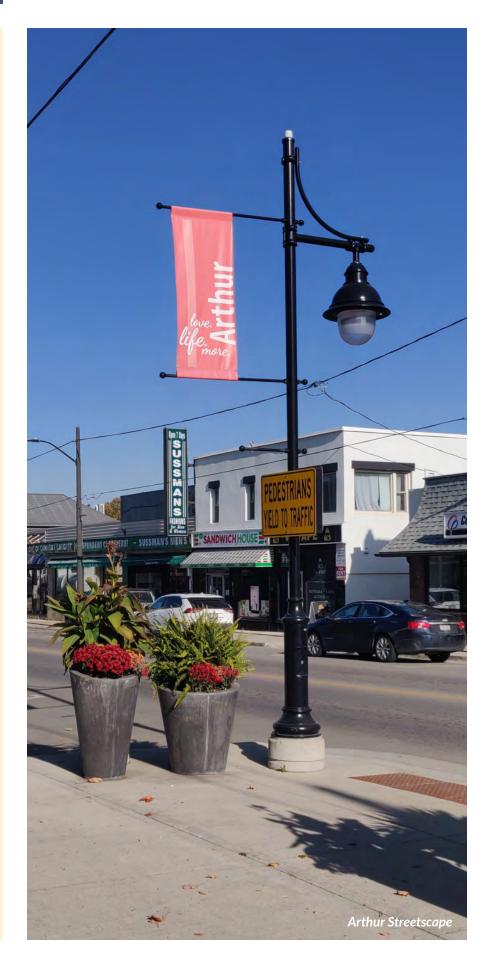
Pay up front for some professional advice from a consultant familiar with the type of work anticipated;

Make exploratory openings in locations that can be temporarily reclosed. This takes away any hidden surprises and is a far better indicator of concealed elements prior to the contractor's discovery;

Be prepared during the work to be flexible either in the amount of work that is completed in each phase, or the amount of money expended. If the complete package of work is fully explored and described in advance of the Contractor's involvement, few surprises will be revealed during construction.

Step Five: The Application

If applying for funding assistance offered through The Township of Wellington North, review the application forms and requirements, which will outline all eligibility, grant funding, processes, and other details.



New Buildings & Redevelopment

New buildings can add greatly to a community; the following recommendations should be taken into consideration when building a new building or redeveloping an existing building within the Community Improvement Project Area's (CIPA) of Arthur and Mount Forest. Buildings should be:

- Scaled in a way that supports and maintains the historical pattern of building development along the corridor
- New buildings should be of a similar width to that of existing buildings in the area; where significantly greater width is proposed, the building should use materials and slight variations along the building face to reflect the proportions of existing buildings in the district;
- Where a building houses multiple uses or units, the outside of the building should reflect the division of space;
- Buildings should be spaced in relation to surrounding buildings to contribute to rhythm of the corridor. Larger buildings and buildings with significantly different height than those around them require larger spacing. In the downtown; smaller, more detailed, and more consistently sized buildings should be located closer together.
- Situated to create a sense of enclosure, safety, and comfort by ensuring the interaction with the street is appropriate;
- Developments should strive to create an inviting entrance. Main entrances should be located on the public street side of the building, though a secondary entrance may be necessary where parking is provided;
- Development on corner lots should use buildings to define the corner and realize the landmark potential of these highly-visible locations. Buildings at corner locations should address both street frontages;
- Buildings adjacent to public spaces should be sited and designed to define and enhance the public space.
- Similar in height to neighbouring buildings;
- Buildings in the downtown district should be at least two stories in height;

- A one-storey height difference is appropriate between adjacent buildings or additions. Changes greater than one storey may be accommodated by using a porch or colonnade, belt course of bricks, "stepped" increase, and/or roof details;
- Where buildings exceed three storeys in height, additional consideration should be given to details that maintain pedestrian scale.
- Set back from the street similar to neighbouring structures to create a consistent streetscape;
- Buildings in the downtown district should be close to the street, to make things feel more like an outdoor room;
- Generally buildings should be located at the minimum front setback line or the established building line, whichever is less, in order to reinforce the street edge. Small variations in setbacks may be permitted to enable dooryard/courtyard seating and patio areas;
- Side and rear setbacks should be established which will not negatively impact neighbouring buildings and open spaces with respect to sun/ shadow and sight liens. Buildings should be at least two storeys in height;

Façade Project Design Checklist

The following Façade Improvement Guideline is in response to The Township of Wellington North's interest in improving the overall look and feel of the Arthur and Mount Forest downtown core areas. This guideline is intended to illustrate, in a broad sense, how façades can be altered to satisfy the community's initiative to follow a Traditional Heritage theme.

A significant percentage of buildings were built during the Victorian period (1850-1900). Many buildings have retained their original detailing, some have been altered for various reasons, and there have also been many contemporary infill building additions.

In Section 3, the Façade Improvement Checklist, there are guidelines to follow to ensure that your improvement proposal is in keeping with the vision of Wellington North. This guideline, with the help of appropriate examples and the following 'Project Design Checklist' illustrate how The Township of Wellington North can offer assistance to business and property owners thinking about giving their downtown building façade a face lift.

In Section 4, 'The Elements' we have suggested ways in which a building façade can be improved to suit the Traditional Heritage theme. In lieu of re-designing every building in The Township of Wellington North, we have outlined three typical building types in Section 5 (Historic, Historic-Modified and Non-Historic) and have applied two of the guidelines to illustrate how an existing building could be improved.

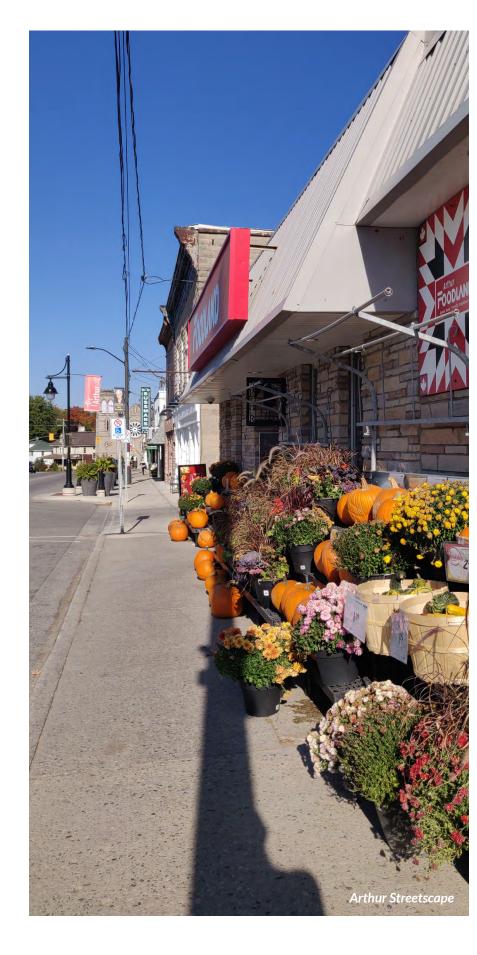
The following sections are intended to help create an identity for your storefront while respecting the needs of the commercial corridor. These recommendations are not meant to limit your creativity but to encourage and channel it so that you have the best possible result from your efforts.

A designer of façade projects within The Township of Wellington North should respond to the following criteria to help with their efforts to create a relevant and quality improvement for both the building and the street. During the design of new and renovated façades and/or buildings, a project team – building users, administrators, managers/staff, and façade designers – will have two broad areas of responsibility: the first towards particular project needs (how the façade serves the business), the second towards communal needs (how the façade serves the character of the street), which includes façades facing streets and spaces in the commercial core. The following design criteria addresses these two areas of responsibility.

A Note About Heritage Value Buildings

While a Façade Project Design Checklist will address many pertinent aspects of typical façade renewal further consideration to "historic" façades should be considered and include: scale considerations for new construction to a historic façade (proportioning, rehabilitation of lost or distorted form); appropriate surface materials and restoration consideration (inappropriate modern materials); and, storefront, door, and fenestration considerations;

- That any new construction should respect the historic patterns and relationship of solids and voids in wall openings. Height to width proportions of existing buildings should be respected.
- That any original material that can be preserved should be left in place.
- Generally, setbacks on the main façade are to be completely discouraged. Cornice levels of adjacent buildings should be respected whenever possible to promote continuity of the horizontal lines of the streetscape.
- The following materials are seen as being appropriate materials for façade treatments to heritage-value buildings: brick, wood, stone, concrete, stucco (as a panel material), terra cotta and metal.



1. Responding to Commercial Core Context

Façades should be designed to enhance the larger compositions created by groups of buildings and landscapes.

Façade improvements should be considered as opportunities to "repair" holes and discontinuities along the street.

2. Building Envelopes in the BIA

Façades should, in general, align or work with existing façades to reinforce the clarity of the public network and the cohesion of building groups.

3. Building / Street Relationships

Building façades and street spaces should establish a mutually supportive relationship in which indoor and outdoor spaces animate and are connected to each other. Façades should define buildings as distinct spaces with a strong sense of identity and place, and enhance the clarity, safety and efficiency of streets and pedestrian routes.

Building faces adjacent to public open spaces and thoroughfares should be treated as fronts and should activate the public street environment.

4. Response to Climate

Important public spaces, both indoor and outdoor, should benefit from the sun. Rain and snow shelter should be provided in high-use areas around entrances, and where heavily travelled pedestrian routes run parallel to building façades.

5. Building Entrances

Façade projects should help building entrances become easily identifiable and should address the "Main Streets".

All improved building entrances should satisfy the standards for accessibility stated in the Accessibility for Ontarians with Disabilities Act (AODA).

With façade treatments, building entrances should be ordered with the most important entry addressing the main avenue of approach. All building faces adjacent to major public open spaces and thoroughfares should have entrances that are clearly identified.

Façade treatments should promote building entrances that are open and prominent, provide a sense of transition from outside to inside and encourage people to approach and enter.

6. Long Life/Loose Fit

Façade treatments should be capable of being adapted to new building uses and expansion as the needs and the priorities of the owners change.

7. Safety along Main Streets

New façade projects and renovations should be designed to provide actual personal safety as well as impart a sense of comfort and well-being in commercial core users.

Personal safety is a broad-spectrum requirement that goes beyond basic façade treatments and is basic to all aspects of the environment, including spatial clarity and legibility, signage and orientation, lighting and visibility, planting, paving materials, and winter walkability-mobility, as well as ramp gradients, traffic controls, and safety alert devices.

8. Expression

New façades within the Arthur and Mount Forest BIA must reconcile many diverse and often contradictory issues in terms of their expression - the "messages" they give about their role in or the quality of the street.

Façades should express a sense of permanence and durability, a sense of traditional roots and its historical continuity, and a sense of its connectedness to these.

Further, façades should express commitment to serving the community and its visitors, and its responsibility to treat commercial activity as a public resource. To express this, façades should be interpreted as open, safe, accessible, welcoming, and familiar.

Finally, façades should express a respect of the climate of Arthur and Mount Forest and reflect the traditions that are apparent today, taking inspiration from the original older spaces and buildings and the best of predominant existing architecture and natural heritage.

9. Scale

The scale of the façades should relate to the scale and size of the building as well as the human body, to make viewing, approaching and use of the street-front space and building a comfortable experience.

The scale of elements and massing should correspond to the various distances from which it is viewed.

10. Exterior Materials for Façades

Façade materials should reinforce the cohesion of related groups of buildings.

Façade materials should reflect the building's role as a landmark or a fabric building.

Large expanses of blank, street-fronting walls at grade should be avoided.

11. Technical Performance

Façade projects should be subjected to life cycle costing to determine the best fit between capital costs, operating costs and ongoing maintenance costs.

Façade projects should be designed to reduce maintenance costs.

The Elements

Traditional stores were constructed with plain walls along three sides and much more elaborate details on the street façade. The design effort and construction skill that is displayed on the street façade is generally beyond the expertise and expenses that most owners and builders are able to incorporate into recently constructed buildings. Quality construction from any period should be recognized as an asset and displayed prominently and not concealed by poor quality construction or poor quality signs.

- the original and historic details are suitable. However, they should not appear to be of poor quality, of temporary nature, or ill-suited for the area (e.g. vinyl or aluminum siding)
- If a building has historic or architectural merit, improvements should be designed to reveal the building's original style, form, and materials, whenever possible.
- Awnings on a multiple-storefront building should be consistent in character, scale and location, but need not be identical.
- Renovated façades should emphasize building and structural elements such as columns and bays, consistent with design guidelines for new construction. Where existing buildings have long, visually uninteresting façades and rooflines, façade improvements should make it easier to identify individual businesses from the street.

Respecting Architectural Value & Merit

The traditional heritage value is evident throughout the Community Improvement Project Area's of Wellington North, continuous storefronts not only provide a wall of retail, but are also are a form of containment for the street. Traditional storefront materials, such as brick and stone, are evident. Some buildings do not have significant architectural qualities, and in some cases these buildings may in fact represent poor architectural design. In these instances, a renovation or façade improvement project can provide the architectural and human-scale qualities that are missing. The following design considerations highlight key elements that will assist in restoring architectural value to buildings whether they are historic in nature or lack architectural value.

Design Considerations:

- Most façades consist of an architectural framework designed to identify individual storefronts. Each storefront should respect this architectural framework and not extend beyond it.
- Individuality within a standardized or unified appearance is encouraged for single buildings containing multiple storefronts.
 Separate buildings even in cases where several adjacent to each other are occupied by a single tenant or owner -- should remain visually distinct.
- Façades should present a visually balanced composition according to the original architectural intent.
- In the case where original building elements have been removed or substantially altered, contemporary treatments respecting

Façade Composition

The creation of satisfying and successful downtown core areas transcends the issue of specific architectural styles. Great places may be of any style, or many styles. However, the arrangement of architectural elements such as doors, windows, signage on the walls of buildings which face public streets and plazas is an important part of good community design. Façade composition drives the safety, convenience, and comfort of our sidewalks by establishing where people enter and leave buildings, how people in the buildings can see out onto public spaces, and how pedestrians "read" the buildings.

Design Considerations:

- Storefront windows should be consistent in height and design with storefront doors to create a cohesive appearance. Window coverings should also be kept to a minimum.
- Façade design should be complementary to a building's original materials as wells to those of adjacent buildings.
- Signs with too much information can be confusing. Secondary information can be put on windows, doors or awnings. Window signage should be limited to covering no more than 15 percent of available window space.
- When a building contains multiple storefronts housing different businesses, the signs should relate well to each other in terms of height, proportion, colour
- and background value. Maintaining uniformity among these characteristics reinforced the building's façade composition while still retaining each business's identity.

Accessibility

Accessible buildings are good for business and the community. With the goal of making the community a barrier free municipality, the Province of Ontario is developing guidelines to prevent and remove all barriers to provide equal opportunity for residents and visitors with disabilities. All efforts should be made to ensure that all aspects of buildings are fully accessible; however, façade improvements may only accommodate in a limited manner.

Design Considerations:

- The primary goal is to provide equal means of access to all users regardless of abilities.
- Making entrances and exists barrier-free;
- Inside the building, consider how the layouts of aisles, seating areas, counters, washrooms, and fixtures are welcome to disabled people.
- Provide barrier free access to all levels/floors.

Awnings

The use of awnings for a storefront not only provide practical benefits for a building façade, but can also dramatically animate the streetscape itself. An awning is a clever way to extend a building façade into the street, claiming that part of the sidewalk that it covers as it's own, demanding attention from the passing customer.

Awnings provide shade for both the interior of the building, as well as to passing pedestrians. They also provide shelter from the rain and snow for the visitor entering the building. In some instances, they can provide an alternative 'canvas' for signage.

Design Considerations:

- Choose an appropriate form of awning to suit the window and door arrangement. Awnings can accentuate the entrance door, or can span a full building façade.
- Traditional canvas awnings are retractable, can span over a sidewalk, and are available in a variety of historical colours and patterns. Remote control devices are available to ease extension and retraction.
- Fixed canvas awnings are usually steep to shed snow, and therefore do not extend far over the sidewalk environment. However, the height of this type of awning can further enhance an otherwise bare building face.
- In all instances, consider the durability of the fabric in regards to weathering. Fading and mould resistant fabrics are preferred.
- Choose a colour(s) in keeping with the colour scheme for the building, and in keeping with the historical theme of the town in general.
- Retractable awnings also present an opportunity for an alternative option for signage.
- An awning should not cover important architectural detailing.
- Awnings should respond to the overall configuration of the building façade



Fixed valance reminiscent of the early 1900s style.



Permanent awning doubles as signage.



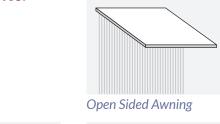
Dome awning frames storefront.

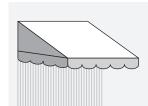


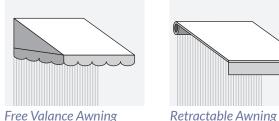
Domed awning highlights entrance.

Awning Styles:

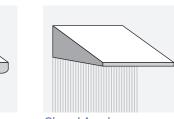
Fixed Valance Awning







Free Valance Awning



Closed Awning



Dome Awning



Retractable awning can be used when needed.



Free valance awning with open sides

The Elements

Signage

Traditionally, signs were smaller, mounted on a decorative arm perpendicular to the storefront and oriented to the pedestrian. Now signs have become bigger, bolder, and louder with the advancement of the passing vehicle. Such signs are not permitted in the downtown core, as they are not integrated into the architecture of the building and have no appeal to a historic theme.

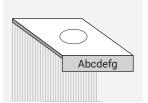
Advertising is not limited to just a sign. Specials are painted or taped on windows, and removable sandwich board signs are displayed on the sidewalk in front of stores. Not only do these displays contribute to a cluttered and confusing storefront, they obstruct views into and out of a store and compromise personal and store safety.

Design Considerations:

- Historically, store signs were painted on a wood base, or made of raised wood or ceramic letters mounted on a wood base. Keep the typeface clear and easy to read.
- Painted plastic letters and moulded polyurethane signs are currently available, which keep historical themes relevant, while lessening maintenance issues.
- The colour scheme of the sign could support the overall colour scheme of the building, or vice versa. By doing this, the building itself extends the advertising efforts of the sign itself.
- Studies show that a passerby can effectively read seven words on a sign. Fascia (or perpendicular) signs should advertise the name of the business and the primary goods or services offered, and target a specific audience.
- In general, the number of signs should be kept to a minimum. Too many signs can detract from the original
- Signs should be integrated into the fabric of the building façade design.
- Back lit signs are not permitted.
- Projecting (perpendicular or blade) signs should only cover half the distance to the adjacent curb, and should follow the height and size requirements of Wellington North's sign bylaw.

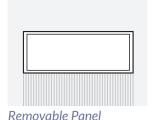
Signage Styles:

Awning Sign











Painted Window Display



Awning doubles as store sign.



Removable panel sign.



Raised and flat lettering combination on a panel.



Hanging sign reads for pedestrians and panel reads for vehicles.



Hand-painted sign on storefront window display.



Ornate metal arm with vintage style hanging sign.

Shutters

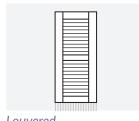
Shutters, although no longer used for their original use of protecting windows, can add visual interest to a building façade. If painted in a contrasting colour to match other trim, shutters can animate a façade that might otherwise be considered stark, boring, and uninteresting. Typical styles include, Louver, Panel, Board & Batten and Combination Shutters.

Traditional wood shutters demand a higher level of maintenance, and should be painted with a high quality paint to ensure less frequent touch ups. PVC or plastic shutters, while less costly and easier to maintain, have limited colour options, and are often available in standard sizes only. However they can be painted with the appropriate paint.

Design Considerations:

- The width of the shutter should be in keeping with the width of the window. The total size of both shutters should be the size of the inside of the window frame.
- Shutters should be mounted on the inside edge of the window frame to give the appearance that they can be closed. Use hinges if possible, even if shutters are not meant to be closed.
- Use the right shape. For example, for arched windows use arched shutters.
- Shutters should be traditional/historic in style (in keeping with the style of the building) and made out of wood or vinyl. They may also be coloured in the same colour as other trim.

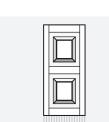
Shutter Styles:



Louvered



Z-Bar Board & Batten



Raised Panel



Arched Shaker





Custom Combination



Shaker



Board



Stained wooden shaker shutter with cut-out leaf detailing.



Green louvered shutters add interest against the red brick.



Arched board & batten shutters fit the window shape.



Wooden panel style shutter with contrasting metal hardware.



Single board & batten style vinyl shutter.



Louvered style shutters balance the building windows.

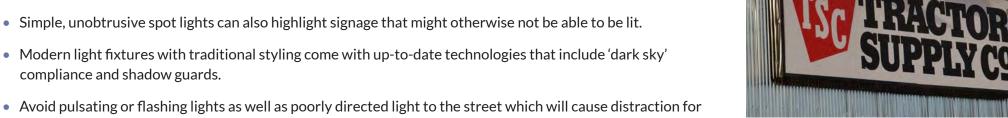
The Elements

Lighting

Lighting found on storefronts is for safety purposes as well as to highlight signage. Unfortunately, the invention of the backlit sign has undermined many façade improvement projects - lighting, sign and complete design flexibility for graphic work in one easy to install unit is more appealing than having to consider and maintain each component separately. However, public opinion in regard to historic/destination areas show a preference for the more tactile composition of separate signage and lighting on façades.

Design Considerations:

- The primary goal of a light fixture is to be a source for highlighting a specific detail, signage or space on the building façade. It is not intended to draw attention to itself and should be integrated into the façade as part of the overall theme.
- Lighting should complement a building and should be appropriate to a building's architectural style.
- Lighting of front door areas can be accomplished in two ways. Wall mounted fixtures with a "Traditional Heritage" theme (lantern style) can flank a doorway or storefront. A ceiling mounted fixture for a recessed doorway could take on one of either two forms - a hanging lantern style or a less decorative fixture such as a recessed ceiling fixture.
- Highlighting signage can be accomplished decoratively with attractive 'Gooseneck' lighting. Modern versions of the 'Gooseneck' are available that are less decorative, but maintain the integrity of selective signage and historical theming.
- Modern light fixtures with traditional styling come with up-to-date technologies that include 'dark sky' compliance and shadow guards.
- Avoid pulsating or flashing lights as well as poorly directed light to the street which will cause distraction for the motorist and inappropriate glare towards neighbouring buildings or pedestrians.



Multiple 'gooseneck' lights in a row will illuminate sign.

'Gooseneck' lamp with ornamental arm adds character.



Modern black light contrasts the painted brick.



Traditional lantern that flanks doorway.

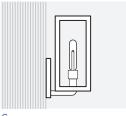


Spotlights aimed down the building wall between windows.

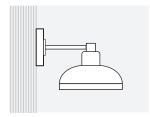




Lantern



Sconce



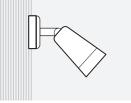
Yard Light



Pendant



Gooseneck



Spotlight



Bulk Head Light



Traditional 'yard' style light in copper.



Seasonal Adornment

Often overlooked, decorative urns, pots, and hanging baskets provide an extra level of decor to a storefront that attract a potential shopper in a way that conveys hospitality. This small touch offers a welcoming feeling suggesting that this is a friendly place to shop. Window boxes, hanging planters and floor pots or urns can be planted with seasonal floral displays or support other decorative materials.

Design Considerations:

- Durability, creativity, and security are relevant factors when considering this type of adornment.
- Planters need to be secured or be heavy enough to deter theft.
- Hanging baskets need to be accessible for watering, but also need to be out of the way of passing pedestrians.
- Pots and planters can also be used during the winter with the creative use of dried plant materials, lights, and other ornamentation.
- Larger pots can be planted with evergreen plants if insulated (spray foam insulation, or cut up pieces of rigid foam insulation)
- Appropriate plant material in regards to sun or shade conditions should be considered.
- A business or building colour scheme can be accentuated with appropriate plant choices.





Urn Planter



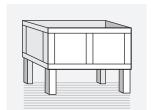
Hanging Basket



Planter Box



Wall Mount Basket



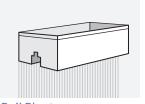
Raised Planter



Window Box



Planter Pot



Rail Planter



Planter boxes frame store entrance.





A row of window boxes with seasonal planting.



Seasonal hanging basket on metal arm and planted urns.



Window boxes decorated for seasonal interest.



Planter pots anchor display window.

Sidewalk Retailing

Sidewalk retailing space accompanies space between the existing sidewalk right of way and building face. In some instances space is limited and opportunities are not available for sidewalk retailing. In cases where there is ample space, opportunities exist for sidewalk cafes or patio spaces and additional sidewalk retailing (sales displays).

Design Considerations:

- The existing sidewalk space and pedestrian thoroughfare should not be compromised in any way. In the case of sidewalk patios or food related activities, adequate setbacks should be provided to accommodate staff servicing so as not to spill out onto the public realm.
- Sidewalk retailing should be encouraged as this additional activity enlivens the overall ambiance of the streetscape.
- All private activity along the street should be considered temporary. All items should be removable, especially during the off seasons when snow clearing is an issue. All street fencing should also be removable.
- Any fencing should be kept low (approx. 1m) so that sight lines and security are not an issue.
- Overhead umbrellas should not encompass sidewalk space and should also not obstruct tree canopies. They should also be coordinated in colour and style.

Sidewalk Retailing Styles:

- Temporary Markets; include table and tent setups
- Merchandise Stands; set up outside the storefront windows
- Sidewalk Sales; goods placed on the sidewalk and brought in at night
- Patio Pop-up; offers patrons seating for a short period of time
- Sidewalk Bump-Out; extends the sidewalk space onto the street with a temporary enclosed 'bump out' that offers patrons seating for a short period of time



Temporary sidewalk market extends retail space.



A temporary merchandise stand setup at a grocery store.



Sidewalk sale extends retail into the street.



A tree grate being utilized to display goods.



Seating extended outside a coffee shop.



Seasonal sidewalk bump-out.

The Elements

Seasonal Patio

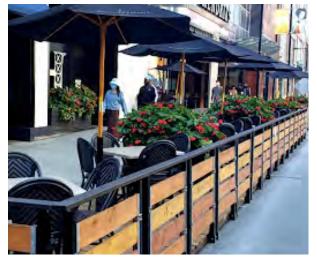
Seasonal patios are an excellent way to enhance the vibrancy of a streetscape, providing both aesthetic appeal and functional outdoor space. They create inviting social areas where people can gather, relax, and enjoy the ambiance of the town. Cooperation between private and public sectors is necessary (what is allowed and what is not) – the Township should provide guidance.

Design Considerations:

- Carefully select the materials used. Ensure durable, weather-resistant options for longevity.
- Accessibility is crucial, as patios should be inviting to everyone, including those with mobility difficulties. It's important to avoid changes in elevation, such as steps, drop-offs, or raised platforms. If these variations are unavoidable, a ramp should be installed to accommodate all users.
- Incorporating greenery, such as potted plants or hanging baskets can add visual interest and enhance the connection to the natural environment.
- During evening hours, consider the lighting; soft, warm illumination can create a cozy atmosphere, making the space inviting well into the night.
- During summer daytime hours, shade should be provided to offer a comfortable and cool atmosphere. This may be achieved through sails, awnings, umbrellas, tents, or temporary pergolas, etc.
- Fencing, planters, concrete blocks, and similar structures must clearly separate the patio area from adjacent public spaces like the street or sidewalk. These barriers also help prevent conflicts among users and maintain organized circulation.

Patio Styles:

- Sidewalk Decking Extension; decking constructed on the street to meet sidewalk grade
- Sidewalk Setup; on wide sidewalks, without impeding pedestrian space
- Storefront Extension and Sidewalk Link; a built patio area featuring a pathway that connects to the existing sidewalk.
- Separate On-Street Arrangement; typically occurs when streets are shut down for vehicular use.
- Connecting Storefront Setup; occurs on a wide sidewalk directly off the storefront
- Vacant Lot Patio; setting up a temporary patio in an underutilized space, or temporarily in a lot set for future development (cooperation between Township and property owner).



Patio setup on the sidewalk, maintaining walking path.



Temporary decking onto the street creates patio space.



Patio takes up store frontage, providing a walking path.



Separated on-street patio from the sidewalk.



Small patio setup at storefront maintaining the sidewalk.



Patio barriers as public art opportunities.

Public Art

Public art is an important element of façade composition that is often overlooked. Exterior canvases and murals are the most common examples of public art that are often incorporated into buildings' façades. Obviously, cooperation between private and public sectors is necessary (what is allowed and what is not) – the Township should provide guidance.

Design Considerations:

- Exterior canvases should be constructed of high quality, double-sided materials that will have a guaranteed longevity of at least ten (10) years.
- Sizes, shapes and colours of exterior canvases may vary, however, the canvases should be consistent
 throughout respective communities and reflect being part of the Township, drawing on each communities
 uniqueness.
- The bottom of the canvas should not be installed lower than 2.5 meters from finished grade.
- Maintenance and replacement of faded and/or damaged canvases.
- Murals should not be directly painted or applied on the façade of the building, rather the appropriate fastening of 'mural panels' to allow for ease of install and future maintenance is preferred.
- Highly visible yet no intrusion into sight lines.
- Minimize risk of vandalism, highly visible area or at a height from ground.
- Also consider murals beyond the typical 'heritage' theme expressing an understanding of a communities 'present' and anticipating its 'future' is as important as appreciating its 'past.'

Public Art Styles:

- Sculptures and Statues
- Painted Murals; typically permanent
- Panel Murals; may be moved
- Landscape Art; created from flowers or the natural landscape
- Exterior Canvases and Flags; commonly attached to light standards or building façades
- Temporary Installations; seasonal
- Interactive Art; photo opportunities, encouraging engagement
- Site Furnishings and Functional Elements



Wall murals bring life to under-used spaces.



Sculptural design in public space.



Multiple repeated exterior wall canvases.



Public art can be displayed in site furnishings.



Wall murals can be interactive; photo opportunity.



Functional elements can be turned into public art.

General Building Material

Brick façades contain a great deal of historical detailing and are typically comprised of local materials making them iconic components of the downtown. It is necessary to consider building materials in all façade treatments in order to help protect the architectural integrity and history of a community. Typical siding materials include board and batten, decorative shingles and tongue and groove style paneling.

Design Considerations:

- When original masonry is beyond the scope of restoration, a quality, insulated alternative that will allow original detailing to be preserved or mimicked should be used.
- Alternative materials might include; an acrylic stucco system, which will allow the preservation of much of the original detailing.
- Wood/carpentry design features in combination with desired paint colours provide an inviting addition to many façade compositions. Often many 'frame' buildings can contribute significantly to a downtown even amongst a predominance of brick and masonry façades.
- Rustication or foundation effects at the base of walls should relate in height proportion and design to specific elements of the building such as the window and floor.
- Walls, knee walls, and columns of the storefronts shall be made of wood (painted finish), red clay brick or natural stone.
- "Hardiplank", or equivalent cementitious board, with a smooth surface may be substituted for wood.
- Windows should be made of wood or painted aluminum.

Materials Pallet:



Original Historic Brick



Stucco



Historic Brick, Painted

Board & Batten



New Brick



Wood Cladding



Stone Veneer



Vinyl Siding



Painted transom and window details with exposed



Painted brick preserves and highlights historic character



Stone veneer façade





Board and batten exterior

Heritage-Value Building Material

The following specific material considerations apply to legitimate heritage-value buildings only and should be addressed:

Wood Cladding

Due to the risk of fire, by the mid to late 19th century most Ontario communities had abandoned wood in favour of brick construction.

A modern practice of creating a "historic" cladding in wood, such as board and batten, may not be authentic. Using new materials such as aluminum or vinyl over the original also should be avoided, unless they meet minimum standards of insulation, fire-retardation, and specifically expected aesthetic characteristics, typically informed through local building code regulations.

These may trap moisture, causing the underlying original materials to mould and deteriorate. The fasteners required could allow water penetration and cause damage that is expensive to repair if the new cladding is removed in the future. The thickness of the new layer will recess existing openings and likely require the removal or partial covering of decorative features.

Exterior Woodwork

Exterior woodwork on a heritage building was often designed and placed in such a way that it was protected. When cornices, signbands, or other protective overhangs are removed, the woodwork is exposed to the elements. Carved, sawn, and turned decorations are more vulnerable to decay when fastenings break, allowing water to penetrate behind. Ensure that all fastenings are secure and repair with compatible, durable materials. Wood replacement is normally only necessary if no longer sound or unable to hold paint.

Reproductions that are sympathetic in scale, thickness, and choice of material will be the most successful. Paint was the standard finish for exterior woodwork as it gave added protection from the elements and the chance for artistic expression through colour combinations, faux treatments, pinstriping, and other techniques. When paint blisters, cracks, peels, or deteriorates in any way, it is usually a

symptom of an underlying problem such as water penetration, too many layers of paint, ultraviolet exposure, poor surface preparation, or the presence of contaminants. As each paint or wood problem is identified, an appropriate strategy for correcting the underlying cause and preparing the surface for repainting can be chosen. Do not strip paint to the base wood and then re-coat with clear varnish or sealant. The unpainted look is not historically authentic and can allow ultraviolet light and atmospheric degradation of the wood.

Some early paints are lead-based. When sanding or removing early paint, wear protective clothing, work in a well-ventilated area, and dispose of all paint chips and dust.

Masonry

There is an endless variety of decorative brickwork patterns. A skilled mason can create depth and dimension even using a single colour and type of brick. Most historic masonry was unpainted and performs best in this condition as the brick and mortar can exhaust seasonal moisture and salts.

Elaborate patterns can be achieved with a base colour (usually red-orange) brick, accented with a buff colour brick. Some buff, red, and black pigments were used historically to even out brick colour variations and add accent bands and surrounds. A careful examination of the building should reveal the original treatment.

If the masonry has been painted, or there is excessive damage caused by inappropriate cleaning, applying another layer of paint may be the only option. The greatest danger to masonry buildings is from repairs using hard mortar with high cement content. Almost every pre-1920 building used soft mortar with a high lime content and small amount of cement. Soft mortar allows brick and stone walls of varying hardness to absorb stresses and thermal movements. Hard mortar transmits rather than absorbs stresses, resulting in cracking and crushing.

Keep a masonry walls in good repair by eliminating any causes of brick or stone damage, repair vertical cracks, and repoint where necessary using a mortar mix no stronger than the historic mortar. Try to match the type of tooling used on the original mortar. A qualified mason will be able to determine the correct mortar mix.

Concrete or Stone

Deterioration of these materials are typically associated with drainage problems behind the surface wall. Once deterioration has halted, patching to match the original may proceed. Use patch materials that are verified to have same colour and texture; final patch should be as invisible as possible. Concrete and stone can also be readily cleaned.

Terra Cotta

This material should be maintained in place if at all possible.

Stucco

If the stucco is original and to be retained, loose patches should be removed and repaired to match the existing texture. After removal of loose patches, the areas to be replaced should be cleaned of loose particles. If the stucco is not original and is to be removed there are specific considerations that must be addressed by an experienced trades person. New stucco should be of an acrylic stucco composition.

Metal

If ferrous metal trim is exposed, it should be primed with a primer and paint that is appropriate. Non-ferrous trim, such as galvanized metal, should be coated with an appropriate chromate primer and paint.

Metal that had corroded or decayed to the point where it must be replaced should be cut away and accurately reproduced if possible. In some cases, molds may be taken and cast in fiberglass, thereby reproducing the original in a lighter and more stable form. This is especially useful in reproducing trim elements. With deteriorated cornices, it is sometimes possible to replace single elements this way.

In some cases, original materials may be so deteriorated as to require replacement. Therefore, every attempt should be made to duplicate the visual appearance of the original.

Colour

Traditionally, a palette of two or three contrasting colours were used during the Victorian period. The earth tones (e.g. Light brown with dark brown trim) of the earlier period, were complemented with tertiary colours such as olive and terra cotta to enliven the otherwise simple and plain earthy scheme

Design Considerations:

- Window trim, wooden cornice detailing, and moulding should be painted in a contrasting colour to the body of the building.
- Window awnings, shutters and siding colour choices should be coordinated and should be painted in an accent colour.
- A high quality paint should be used for overall durability.
- Signage could compliment building colour choices but need not be limited to them.

Palette Selection:

Wellington North's historical building stock consists mainly of red and yellow brick. Colours best suiting the existing brick colours are found in a warm range. Within the framework of a Traditional Heritage theme, we suggest that two colours in warm earthy tones such as beige, cream, tan and brown form a base palette. The first base colour would be for the main painted area of the storefront. The second base colour would be used for trim work - windows, trim and wooden cornice detailing. A third accent colour would be used for doors or elements requiring highlighting - awnings, shutters, signage, etc. Accent colours are tertiary colours such as olive or sage green, terra cotta, warm blue, gold, maroon etc.

The following colour selection is a base from which to work upon to suit the town as a whole. It is not meant to inhibit or limit colour selection, but rather initiate a process for appropriate colour selection that will be supportive of the Township's initiative. This palette is from the Home Hardware - BeautiTone Exterior colours. Most of these colours can be matched/created by several other quality paint manufacturers.

Note: Colour representation may not be exactly as manufactured. Verify with paint supplier and paint samples.



Arthur Demonstration 1: All About Me

Issue:

- The building lacks character, detail, and is unwelcoming
- Lacking definition between the upper and lower stories

Goal:

- Create an updated and modern look with some historical references
- Form a cohesive overall façade defining the upper and lower stories
- Create and highlight a welcoming entrance

Application: Non - Historic

Window Shutters: create visual interest and charm on the upper story

Painted Brick: Refresh the upper story, reduce rust stains and other discolouration

New Awning: with commercial branding: frames the store entrance windows

Large Frieze: Visually separates and defines upper and lower stories

Shaker Paneling: Mimics historical detailing and upscale charm

Wall Sconces: Punctuates the storefront, illuminates façade at night for safety

New Door: Adds historic detailing, and creates a warm and inviting entry

Seasonal Planters: Highlight a welcoming entrance, adds colour, life and ownership

Colour Palette

Deep Breath CZ13-0



Queen's Rose A6-1-0095-3



Earthly Pleasure A3-1-0102-3

Note: For the purpose of the demonstration above, paint colours have been selected from the example palette highlighted in Section 4 'The Elements'. The palette is a mix-and-match from the example groups; as not to limit colour combinations.



Potential Façade Design



Arthur Demonstration 2: Tang's Restaurant

Issue:

- Façade is in overall disrepair, and feels unbalanced
- Outdated, uninteresting and uninviting street presence
- Lack of visual identity and accessibility with signage messaging

Goal:

- Clean up and repair overall façade elements
- Construct architectural detailing with an inviting front entrance
- Establish a sense of identity and hierarchy of signage information

Application: Non - Historic

New Stucco: repair existing and cracked stucco

New Awnings: replaces existing awnings in disrepair, adds aesthetic value

Window Trim: Frames and completes the windows overall look

High Frieze: Divides the expansive upper storey with architectural detail

Shaker Paneling: Mimics historical detailing and upscale charm -

Gooseneck Lighting: Illuminates business and adds safety to the façade at night

Panel Signage: Eliminate shingled awning, raised and flat lettering combination on the panel adds interest

Hanging Sign: Adds pedestrian realm interest and dimension

Clear Window: Unobstructed views in and out of windows increases safety

New Door: Creates an open and inviting entry —

Planter Box: Welcomes customers and compliments the awning material above

Painted Stone: Paint allows the veneer to match the chosen colour palette, while keeping the stone texture to contrast other materials

Seasonal Planters: Highlight the entrance, adds colour, life and ownership

Colour Palette



Note: For the purpose of the demonstration above, paint colours have been selected from the example palette highlighted in Section 4 'The Elements'. The palette is a mix-and-match from the example groups; as not to limit colour combinations.

Existing Façade, October 2024



Potential Façade Design



Mount Forest Demonstration 1: Country Carpet

Issue:

- The building lacks a welcoming street presence, and needs repairs
- Disconnection between the business signage and storefront identity

Goal:

- Create a refreshed look without detracting from the historical features
- Brighten up the storefront for a welcoming entrance
- Establish a cohesive visual identify for both pedestrian and vehicular traffic

Colour Palette



Note: For the purpose of the demonstration above, paint colours have been selected from the example palette highlighted in Section 4 'The Elements'. The palette is a mix-and-match from the example groups; as not to limit colour combinations.

Existing Façade, September 2024



Potential Façade Design

Application: Historic-Modified

Decorative Cornice: Clean up and repair the cornice detailing to preserve historic features

Painted Trim: Refresh all window trim on upper and lower stories; reduce rust, and chipping paint

Restored Stone: Clean up and restore stone detailing to enhance historic elements

Hanging Sign: A new metal sign with historic armature detailing, enhances the storefront character while elevating the business identity

Large Frieze: Visually separates and defines upper and lower stories

Metal Roof: Replace shingles in disrepair with modern and durable metal roof

Transom Panels: Adds a touch of timeless and clean historic detailing

Painted Brick: Refresh the lower story, reduce water stains and other discolouration

Seasonal Planters: Highlight a welcoming entrance, adds colour, life and ownership



Mount Forest Demonstration 2: Forest Physiotherapy

Issue:

- Lack of storefront cohesion and unestablished main entrance
- Existing 'tudor treatments' are less compatible to existing building's structural form and general character of the downtown area.

Goal:

- Brighten up the façade for a calming street presence
- Define a main entrance and unify the storefronts
- Revise the trim details to more accurately reflect the historic features of the downtown

Colour Palette



Note: For the purpose of the demonstration above, paint colours have been selected from the example palette highlighted in Section 4 'The Elements'. The palette is a mix-and-match from the example groups; as not to limit colour combinations.

Existing Façade, September 2024



Application: Historic-Modified

Gable Trim: Mimics other downtown historic detailing

Historic Plaque: Honours the building's history by placing the plaque as a focal feature

Trim Detailing: Defines the store front and creates visually balanced proportions

Board and Batten: Add texture and visual interest to the façade

Window Trim: Freshly painted window trim highlights the windows as a feature

Shaker Shutters: Updated shaker style shutters accent the windows

New Transom: Opportunity for business identity and storefront continuity

Painted Panels: Creates visual separation from the upper and lower level -

Lantern Lighting: Punctuates the building entrances, illuminates the façade at night

New Doors: Welcomes customers and compliments the windows above

Apartment Door: Painted the same colours as the panels to balance the façade

Seasonal Planters: Highlight the entrance, adds colour, life and ownership





Useful Resources

The Township of Wellington North and Wellington County actively encourages the improvement of the public façades in its downtown core areas. Several studies besides this one have been undertaken to determine the interventions that will promote the whole area. Applications for façade and signage improvement grants are available from;

The Township of Wellington North's Community Improvement Plan https://www.wellington-north.com/business/economic-development/community-improvement-plan ecdev@wellington-north.com
519-848-3620

OR

Wellington County Business & Development Resources:

https://www.wellington.ca/business-development/business-resources/community-improvement-funding

Here you will find a listing of available grant opportunities.

Once in place, your businesses within the downtown priority areas of Arthur or Mount Forest will be given access to grants like Façade Improvement, Fascia Signage, Perpendicular Signage, Awnings, Patios, and Collaborative Marketing.

Other Resources:

AODA Requirements https://aoda.ca/

Eight Guiding Principles in the Conservation of Historic Properties. Architectural Conservation Note No.1.Toronto: Ontario Ministry of Culture, 1997.http://www.culture.gov.on.ca/english/heritage/info_sheets/info_sheet_8principles.htm

Fram, Mark. Well Preserved: The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation. Ontario Heritage Foundation, 1988.

Phillips, Derek. Lighting Historic Buildings. McGraw Hill, 1997.

Township of Wellington North Resources: https://www.wellington-north.com/

Weaver, Martin E. Conserving Buildings: A Manual of Techniques and Materials, Revised Edition. Preservation Press, John Wiley & Sons, 1997.









Township of Wellington North

Façade Improvement Guidelines



Project Management:

Robyn Mulder – Economic Development Officer

Mandy Jones – Manager of Community and Economic Development

pl.ural

Design, Landscape Architecture, and Planning for Rural, Destination and Amenity Landscapes

Design Team:

Sean Kelly, Alex Feenstra

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Appendices

Appendix A: Existing Building Fabric of Arthur



Gateway sign at the South End of Arthur



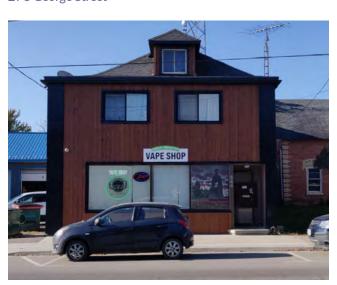
254 George Street



284 George Street



276 George Street



244 George Street



270 George Street



240 George Street





238 George Street 222 to 206 George Street



200 George Street



LIFETIME LUMBER PRODUCTS

PRODUCTS

Page in the construction of th

View from Charles Street 100 Charles Street



198 to 176 George Street



168 George Street



TD Canada Trust

156 George Street



146 George Street



150 George Street



138 & 132 George Street



122 to 124 George Street



Intersection of Frederick Street & Smith Street



Lane between 101 & 103 Smith Street



Arthur's Cenotaph



101 Smith Street



103 Smith Street



West approach into Downtown Arthur on Smith Street



141& 151 Smith Street





137 & 141 Smith Street



171 Smith Street



175 Smith Street 211 Smith Street

36









147 to 157 George Street



137 to 143 George Street



177 George Street

165 George Street





181 to 197 George Street



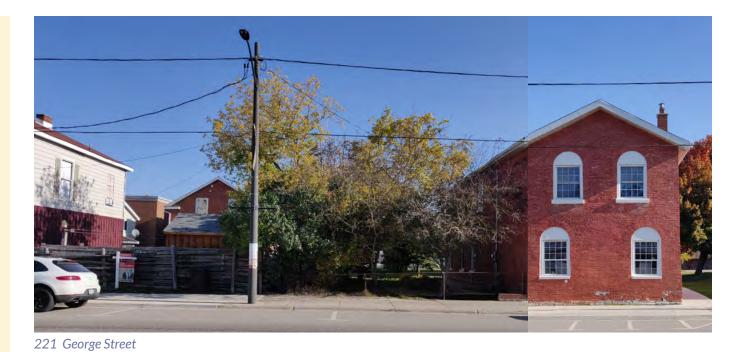


Roya Bank





106 to 108 Charles Street 207 George Street





243 George Street





257 George Street







281 George Street 291 George Street

Appendices

Appendix B: Existing Building Fabric of Mount Forest



Gateway sign in Mount Forest



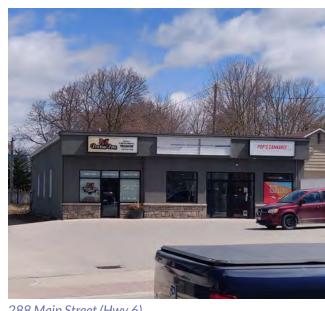
125 Queen Street East



294 Main Street (Hwy 6)- front



294 Main Street (Hwy 6) - side



288 Main Street (Hwy 6)



258 & 274 Main Street (Hwy 6)



248 Main Street (Hwy 6)



Residential Units Along Main Street (Hwy 6)



190 Main Street (Hwy 6)



234, 300 & 242 Main Street (Hwy 6)



202 Main Street (Hwy 6)



Vacant Lot Along Main Street (Hwy 6)



174 Main Street (Hwy 6)





166 Main Street (Hwy 6)



144/146, 148 & 150 Main Street (Hwy 6)



130 & 134 Main Street (Hwy 6)

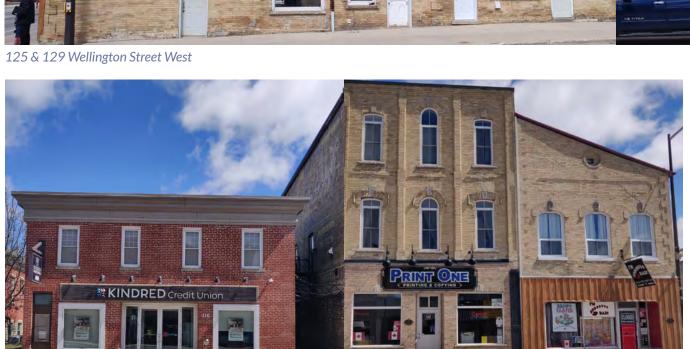
153 Main Street (Hwy 6)

42



106, 114 & 122 Main Street (Hwy 6)





116, 110 & 112 Main Street (Hwy 6)



102 Main Street (Hwy 6)



130 Wellington Street West



118 Main Street (Hwy 6)









178 Main Street (Hwy 6)

160 Main Street (Hwy 6) 154 & 142 Main Street (Hwy 6)







Parking Lot Between 198 & 184 Main Street (Hwy 6)

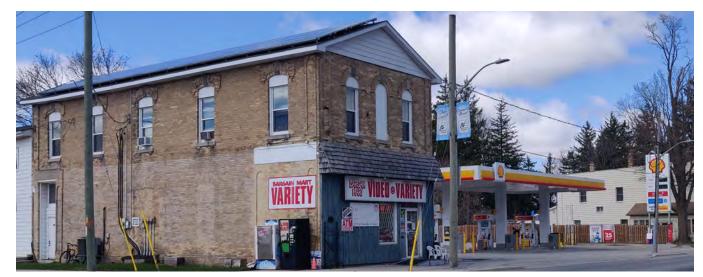






212 Main Street (Hwy 6)

198 Main Street (Hwy 6)







129 Birmingham Street West



193 Birmingham Street West



189 & 181 Main Street (Hwy 6)



157 & 169 Main Street (Hwy 6)



141, 142 & 149 Main Street (Hwy 6)



135 Main Street (Hwy 6)





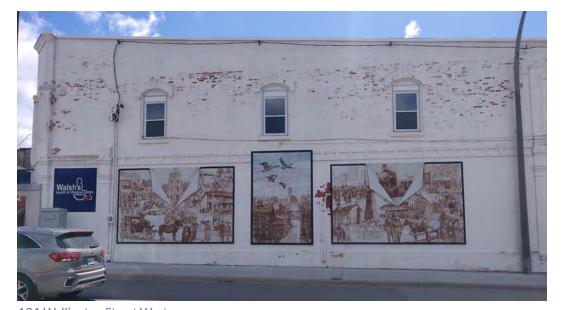


107 & 110 Main Street (Hwy 6) 117 Main Street (Hwy 6)

121 & 129 Main Street (Hwy 6)



102 Wellington Street West







101 Wellington Street West 170 Wellington Street West

150 Elgin Street South







503 Main Street (Hwy 6)

503 Main Street (Hwy 6)



129 Main Street (Hwy 6)

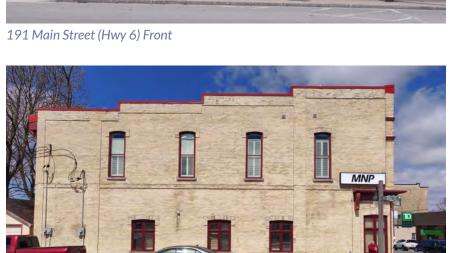




165 Main Street (Hwy 6)

183 & 181 Main Street (Hwy 6)





191 Main Street (Hwy 6) Side



160 King Street West



Vacant Lot



125 King Street West



140 King Street West



187 Main Street (Hwy 6)



195 King Street West



201 Main Street (Hwy 6) Side







201 Main Street (Hwy 6) Front

233, 229 & 221 Main Street (Hwy 6)

235 Main Street (Hwy 6)





259 & 257 Main Street (Hwy 6)



253, 249, 245 & 237 Main Street (Hwy 6)





289, 285, 281 & 277 Main Street (Hwy 6)

273 & 269 Main Street (Hwy 6)



300 Queen Street West



310 Queen Street East





August 14, 2025

Attention: Mayor Andy Lennox Township of Wellington North 7490 Sideroad 7 PO Box 125 Kenilworth, ON NOG 2E0

Re: Tasha Grafos - Graduate of AMCTO's Diploma in Municipal Administration with Honours

Dear Mayor Lennox:

On behalf of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), I am extremely pleased to announce that **Tasha Grafos** has successfully graduated from the Association's **Diploma in Municipal Administration**. Moreover, Tasha has been inducted into **AMCTO's Academic Honour Roll**, which recognizes academic high achievers from AMCTO's diploma programs. We believe that this is a tremendous accomplishment and should be regarded with pride by your municipality.

Founded in 1938, AMCTO is proud to be the largest municipal professional association in Ontario with more than 2,200 members across the province. We have a mandate to provide high-quality education and professional development programs that foster municipal excellence in the province.

The Diploma in Municipal Administration is designed to provide an academic foundation specifically for the career development of Ontario's municipal professionals. Graduates of this diploma are informed professionals with a comprehensive understanding of the complex and rapidly evolving municipal environment. They can immediately implement their knowledge and make a positive impact on any municipal corporation.

To graduate from this diploma, Tasha has successfully completed the following four programs:

- Municipal Administration Program
- Municipal Accounting and Finance Program
- Municipal Law Program
- Employment Law and Human Resources Program

We hope that you and your colleagues on Council will join us in congratulating Tasha on this significant achievement.

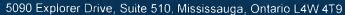
Sincerely,

David Arbuckle, MPA Executive Director

Association of Municipal

Managers, Clerks and Treasurers of Ontario

cc: Tasha Grafos







THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 046-2025

BEING A BY-LAW TO AUTHORIZE AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH AND LIVEBARN INC.

WHEREAS the Corporation of the Township of Wellington North and LiveBarn Inc. have agreed to enter into an Agreement for streaming services.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH enacts as follows:

- 1. The Corporation shall enter into an Agreement in substantially the same form as the agreement attached hereto as Schedule A.
- 2. The Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the said Agreement.

READ AND FINALLY PASSED THIS 8TH DAY OF SEPTEMBER, 2025

| ANDREW | / LENNO | OX, MA | YOR | |
|--------|---------|--------|-----|--|
| | | | | |
| | | | | |
| | | | | |



DATE:

BETWEEN: LIVEBARN INC. ("LiveBarn")

and

THE TOWNSHIP OF WELLINGTON NORTH ("Venue Owner")

WHEREAS LiveBarn Inc. and Venue Owner wish to enter into this Agreement pursuant to which LiveBarn will install at Venue Owner's Ice Rink Sheet described in the attached Schedule "A" (each being an "Ice Rink Sheet") a fully automated online streaming system for the delivery of live and/or on demand video and audio streaming to internet connected devices such as smartphones, computers or tablets (the "Automated Online Streaming Service");

WHEREAS the Automated Online Streaming Service offered by LiveBarn can stream Content (as defined below) via LiveBarn's subscription-based platform (the "LiveBarn Platform").

NOW, THEREFORE, in consideration for the mutual promises set out below, and for other good and valuable consideration acknowledged by the parties, LiveBarn and Venue Owner agree as follows:

1 AUTOMATED ONLINE STREAMING SERVICE

LiveBarn shall, at its own expense, install and maintain all hardware, software and internet bandwidth required for the operation and maintenance of the Automated Online Streaming Service in regards to each Ice Rink Sheet. The initial installation will occur within six months from the date of this Agreement (such six month date being herein referred to as the "Latest Install Date"); it will be scheduled with the written approval (including email) of Venue Owner, and concurrently with the installation, LiveBarn will specifically explain to Venue Owner representative onsite exactly where any hardware or other components will be installed. Installation will then only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its installation. The initial installation for each Ice Rink Sheet shall include one (1) computer, one (1) router, one (1) modem, between one (1) and three (3) power converters, and up to two (2) cameras to be placed on the side walls or on the beams or columns extending from the walls. The internet connection and computer shall be located adjacent to the respective Ice Rink Sheet in a secure location with electrical power outlets. The exact selection of camera locations will be made after consideration for optimal streaming quality and avoidance of any obstruction. Any modification to the installation will only be undertaken with the permission and process with Venue Owner as outlined above. Venue Owner shall assume the cost of electricity for the components installed in connection with this Agreement.

VENUE AGREEMENT

- 1.2 In addition LiveBarn shall, at its expense and upon Venue Owner's request, install one TV which will display a combination of LiveBarn highlights and a live feed, as well as additional LiveBarn information.
- 1.3 Title to all hardware, software, and wiring shall remain in the name of LiveBarn.
- 1.4 Subject to sections 1.8 and 1.9 below, all content streamed using the Automated Online Streaming Service, including the video and audio relating to all sports and recreational activities occurring on each Playing Surface (collectively, the "Content") will be made available to subscribers of the LiveBarn Platform on a monthly subscription basis. In addition, per copyright for specific events, the Content may be made available only to users on an alternative platform. In either case, LiveBarn will determine the pricing for the applicable platform. From time to time, LiveBarn may provide a free trial at its discretion.
- 1.5 Revenue generated from the Automated Online Streaming Service will be the property of LiveBarn; however for content streamed on the LiveBarn platform, LiveBarn will supply Venue Owner with a unique code to enable it to market and solicit new memberships for the LiveBarn Platform, for which LiveBarn will pay Venue Owner twenty percent (20%) of the revenues generated from the LiveBarn Platform memberships over the full lifetime of these memberships, during the term of this Agreement. The above code will enable Venue Owner to solicit LiveBarn memberships by providing potential members with the attraction of a 10% discount. This code will track the memberships generated by Venue Owner on a quarterly basis. The above payments to Venue Owner will only apply to LiveBarn memberships originated with the unique code allocated to Venue Owner. LiveBarn will pay Venue Owner its revenue share within 30 days of the end of each calendar quarter together with a corresponding revenue statement. Venue Owner will provide a staff person to communicate with and receive LiveBarn's various local marketing initiatives (including social media) as described below.
- 1.6 LiveBarn shall be the exclusive owner of all rights in and to the Content, and shall have the exclusive right to Streaming the Content for all purposes and in any manner it determines in its sole discretion, including by providing its Streaming signal to national broadcasters and digital media distributors. Without limiting the foregoing, the Venue Owner acknowledges that online distributions of the Content from each Ice Rink Sheet will be made available to all subscribers of the LiveBarn Platform, subject to sections 1.8 and 1.9 below.
- 1.7 LiveBarn will provide Venue Owner with an exclusive online administrative password to enable Venue Owner in its discretion to "blackout" any particular dates or time periods from being streamed on any selected Ice Rink Sheet (the "Blackout Restrictions").



- 1.8 LiveBarn will also provide Venue Owner with the ability in its discretion to restrict viewer access to any streaming from its Venue to a pre-selected potential audience for privacy purposes.
- 1.9 During the Term (as defined below), LiveBarn will provide Venue Owner with three (3) complimentary LiveBarn accounts for each Ice Rink Sheet.
- 1.10 LiveBarn will hold Venue Owner harmless for any injuries to LiveBarn employees and agents in connection with their work.

2 TERM AND TERMINATION

- 2.1 The term of this Agreement commences on the date hereof and continues until the three year anniversary of the Latest Install Date (the "Term"), and it will automatically renew for successive terms of two (2) years, unless either party notifies the other in writing of its intent to discontinue this Agreement at least ninety (90) days before the expiration of the then current term.
- 2.2 Notwithstanding the foregoing, but subject to Subsection 3.1 below, either party shall have the right to terminate this Agreement for any reason upon giving (90) days written notice to the other party.
- 2.3 Upon termination of this Agreement by expiration of the term or for any other cause, LiveBarn shall, at its own cost and expense, remove all hardware, software and wiring from Venue Owner's location.
- 2.4 Venue Owner shall have the right to terminate this Agreement if LiveBarn materially breaches this Agreement and the material breach is not cured to within forty (40) days after Venue Owner provides written notice which outlines such breach to LiveBarn.

3 EXCLUSIVITY

In consideration for the investment of time and expense incurred by LiveBarn to fulfill its obligations under this Agreement, the receipt and sufficiency of which is hereby acknowledged, the Venue Owner hereby declares and agrees that for the initial period of three (3) years, and all renewal periods, from the commencement date of the Term, and notwithstanding the termination of this Agreement by the Venue Owner, for any reason, LiveBarn shall have the absolute exclusivity to stream Content from each of the Ice Rink Sheets using unmanned operated cameras. Notwithstanding, LiveBarn agrees that the Mount Forest Patriots PJHL team with an existing streaming agreement will be excluded from this exclusivity. For greater certainty, the said exclusivity shall apply for the three (3) year period even if the Venue Owner elects to terminate this Agreement pursuant to Subsection 2.2 above prior to the expiration of the Term.

VENUE AGREEMENT

- 3.2 The Venue Owner hereby declares and acknowledges that the foregoing exclusivity, including the term thereof, is reasonable in the circumstances, and that LiveBarn is relying upon such exclusivity in connection with the provision of the Automated Online Streaming Service and that LiveBarn would not have entered into this Agreement without such exclusivity. However, the foregoing exclusivity shall not apply should LiveBarn cease operations or to the extent Venue Owner terminates this agreement in accordance with section 2.4.
- 3.3 Venue Owner acknowledges and agrees that, in the event of a breach or threatened breach by it of the provisions of Subsection 3.1 above, LiveBarn will have no adequate remedy in money or damages and, accordingly, shall be entitled to an injunction in a court of competent jurisdiction against such breach. However, no specification in this Agreement of any specific legal or equitable remedy shall be construed as a waiver or prohibition against any other legal or equitable remedies in the event of a breach of any of the provisions of this Agreement.

4 SUPPLY OF AUTOMATED ONLINE STREAMING SERVICE

- 4.1 LiveBarn will use reasonable skill and care to make the Automated Online Streaming Service available throughout the Term. Notwithstanding the foregoing, LiveBarn shall have no responsibility, liability, or obligation whatsoever to Venue Owner, or any other third party, for any interruptions of the Automated Online Streaming Service.
- 4.2 LiveBarn may, without any liability to Venue Owner, suspend the supply of all or part of the Automated Online Streaming Service upon giving Venue Owner notice. This would occur if the LiveBarn equipment is repeatedly damaged or LiveBarn is unable to obtain a sufficient internet signal to the venue.
- 4.3 The Venue Owner agrees to notify LiveBarn by email to venuesupport@livebarn.com as soon as it becomes aware of any interruption or malfunction with the Automated Online Streaming Service. Venue Owner will not be responsible for damage or malfunction of any equipment and LiveBarn will repair or replace at its cost any malfunctioning components which is required. Any required service visit by LiveBarn will be scheduled with the written approval (including email) of Venue Owner. LiveBarn will specifically explain the repair, replacement or service work to Venue Owner representative onsite and this work will only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its work.
- 4.4 From time to time there will be on site adjustments requiring assistance from a technically proficient person at the Venue. Venue Owner will be responsible to supply such person when necessary.

5 NOTICE TO PUBLIC



VENUE AGREEMENT

- 5.1 The Venue Owner agrees to post a notice at the entrance to its venue and inside each Ice Rink Sheet, advising the public that the venue is monitored by video cameras for security, safety and commercial purposes, and participants waive any claim relating to the capture or public transmission of his/her participation while at the venue. LiveBarn will supply and post these notices during its initial installation and reserves the right to modify the language contained therein from time to time, in its sole discretion, to satisfy its legal obligations.
- 5.2 In all agreements with parties for usage of the Venue, Venue Owner will include provisions both disclosing the existence of LiveBarn streaming at the Venue and requiring such parties to notify all their users of the Venue of this. LiveBarn and Venue Owner each agree to not stream any Content if it is properly notified in writing, in advance, by any individual directly related to the Content.

6 MARKETING

- 6.1 Venue Owner agrees to promote LiveBarn through all available avenues discussed in this section, understanding that it is in Venue's best interest financially to market LiveBarn to their customers and patrons. LiveBarn will also provide, at its expense, a minimum of one (1) 2.5 x 6' color printed standing banner, branded with Venue Owner's unique code described in Subsection 1.5, to be displayed within Venue Owner's lobby in a prominent location. Venue Owner understands that failure to comply and make reasonable promotion and marketing efforts will result in lower revenue share payments to Venue Owner.
- 6.2 Venue Owner will provide a marketing contact person (s) who will be responsible for interacting with LiveBarn and becoming knowledgeable about the various LiveBarn marketing and promotion initiatives. Upon installation of LiveBarn, Venue Owner will make said contact available for a 30 minute video web session, serving as an orientation into all of the best practices for introducing and promoting LiveBarn. This person will subsequently be responsible for implementing promotion and marketing initiatives to Venue's customers and patrons.
- 6.3 Venue Owner will place a LiveBarn banner or link on their website with a backlink and embedded demo video where possible. Venue Owner will do the same with any organizations, associations, clubs and affiliates that it owns that use their facility.
- 6.4 Venue Owner will announce the LiveBarn installation as well as embed any demo video on all of their social media networks. Venue Owner will also like and follow LiveBarn on said social media networks as well as share content when tagged, acknowledging that this will only be used when venue is directly involved with any video shared. Venue Owner will do the same with any organizations, associations, clubs, affiliates that it owns that use their facility.

7 GENERAL

- 7.1 Any amendment to this Agreement must be in writing and signed by both parties.
- 7.2 Although LiveBarn will remain liable for its obligations hereunder, LiveBarn shall be permitted to use agents and subcontracts to perform its installation, maintenance and repair obligations hereunder.
- 7.3 The waiver of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.
- 7.4 If any part of this Agreement is held to be invalid or unenforceable, that part will be severed and the rest of the Agreement will remain in force. Headings herein are for reference only.
- 7.5 LiveBarn hereby represents that it maintains \$5,000,000 of General Liability Insurance, \$2,000,000 in Media Coverage Insurance and \$2,000,000 in Cyber Insurance, and that upon execution of this Agreement Venue Owner will become a Certificate Holder, with its name and location included.
- 7.6 All notices required under this Agreement must be given in writing and by email to LiveBarn at venuesupport@livebarn.com, fmiller@livebarn.com, ray@livebarn.com, and to Venue Owner at its address listed herein. Either party may change its address from time to time by providing notice of such change to the other party.
- 7.7 This Agreement describes the entire understanding and agreement of the parties and supersedes all oral and written agreements or understandings between them related to its subject matter.
- 7.8 This Agreement may be executed in one or more counterparts, each of which will be deemed an original, and all of which taken together will be deemed to be one instrument.
- 7.9 This Agreement is governed by and will be interpreted under the laws of the Province of Ontario. Any disputes shall be heard in the courts of the city of Toronto.
- 7.10 Each party shall keep the terms contained herein confidential and neither of its directors, officers, employees, agents or representatives, where applicable, shall disclose the terms contained herein without the express written consent of the other party, unless such disclosure is required by applicable law.
- 7.11 Venue Owner will not be liable to LiveBarn for any damages or lost revenue due to power loss or shortage, mechanical breakdown, structural damage, roof collapse, fire, flood, renovations, improvements, alterations, or closure of the facility by it or any regulatory agency. Further, in



VENUE AGREEMENT

no case will the Venue Owner be responsible for damage to LiveBarn's equipment.

7.12 LiveBarn consents to Venue Owner promoting in its marketing materials that LiveBarn supplies it with the LiveBarn installed product.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date and at the place first above mentioned.

| LIVEBARN INC. | |
|-----------------|--|
| Signature: | |
| Ray Giroux, COO | |
| Signature: | |
| Print Name: | |
| Date: | |

SCHEDULE A (REQUIRED)

Venue Name and Address:

Arthur and Arena Community Centre (1 ice rink)

158 Domville St, Arthur, ON NOG 1A0

Mount Forest & District Sports Complex (1 ice rink)

850 Princess St, Mount Forest, ON N0G 2L3

We require one point of contact to initiate communication with for each venue. This person will receive a request to complete an online form that gathers information about the venue and points of contact.

Primary Contact - Venue General Manager or Decision Maker:

Name:

Work Number:

Cell Phone:

Email Address:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 056-2025

BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Sections 34 and 36 of The Planning Act, R.S.O. 1990, as amended

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

- 1. THAT Schedule 'A' Map 2 to By-law 66-01 is amended by changing the zoning on lands legally described as Survey Crown Part Park Lot 6; RP60R3069 Part 1 with civic address 341 Smith Street, Arthur as shown on Schedule "A" attached to and forming part of this By-law from:
 - a. Residential (R1B) to Site-Specific Residential (R2-79)
- 2. THAT Section 31, Exception Zone 1 Arthur, is amended by the inclusion of the following new exception:

| 31.79 | R2-79 | Notwithstanding any other p | |
|-------------------|-------|--------------------------------|----------------------|
| | | contrary, the land zoned R2-7 | '9 shall be subject |
| Survey Crown Part | | to the following regulations: | |
| Park Lot 6; | | Single Detached Residential Dw | <u>relling</u> |
| RP60R3069 Part 1 | | i. Minimum lot area | 270.0 m ² |
| (341 Smith St) | | ii. Minimum lot frontage | 9.1 m |

3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.

4. THAT this By-law shall come into effect from the date of passing by Council and come into force in accordance with the requirements of the Planning Act, R.S.O., 1990, as amended.

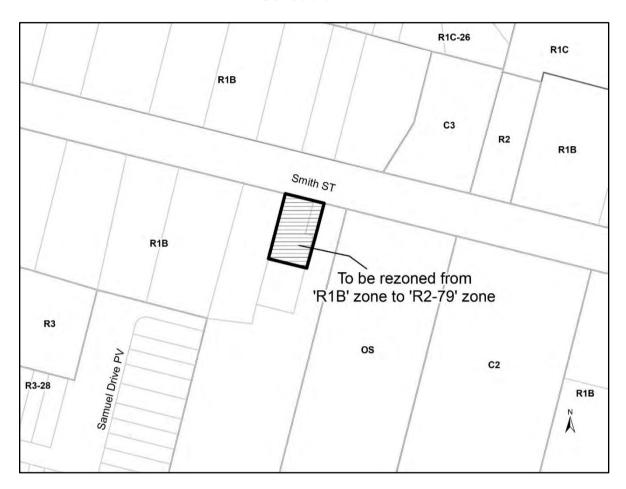
READ AND PASSED THIS 8TH DAY OF SEPTEMBER, 2025.

| ANDREW LENNOX, MAYOR |
|-----------------------|
| |
| KARREN WALLACE, CLERK |

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 056-2025

Schedule "A"



This is Schedule "A" to By-law 056-2025

Passed this 8th day of September, 2025

| MAYOR | CLERK |
|-------|-------|

EXPLANATORY NOTE

BY-LAW NUMBER 056-2025

THE LOCATION OF THE SUBJECT LANDS

The subject property is legally described as Survey Crown Part Park Lot 6; RP60R3069 Part 1 with a civic address of 341 Smith Street, Arthur. The lands subject to the amendment is approximately 0.1 ha (0.24 ac) in size and are currently zoned Low Density Residential (R1B).

THE PURPOSE AND EFFECT of the amendment is to rezone the subject lands from Low Density Residential (R1B) Zone to Site-Specific Residential (R2-79) Zone to facilitate the construction of two single detached residential dwellings with site specific standards for lot frontage and area.

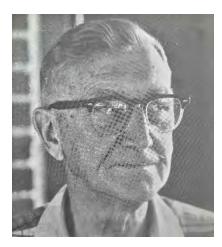


Preserving?promoting?and.developing.Wellington.
North's.unique.cultural.resources.to.build.a.vibrant.
community.and.a.prosperous.economy;.

CULTURAL MOMENT FOR SEPTEMBER 8, 2025 CELBRATES DR. NORMAN TRUEMNER AND HIS DENTIST CHAIR

"Open wide," the dentist said to his golfer patient. The examination was simple. "The verdict is in... There's a cavity, a real 'hole-in-one!"

Norman Truemner came into the world in 1895. Little did anyone know that when he grew up and graduated from the Royal College of Dental Surgeons at the University of Toronto in 1918, that this Dr. Truemner would serve as a Lieutenant in the Canadian Army Dental Corps in World War I and that he would be the dentist in Arthur, Ontario.



Norman married Lora Connors, with whom he had three son: Ross, Morley, and Paul.

After purchasing Dr. W. Elgie's dental practice in Arthur, Norman began his dental practice in 1919. He was the dentist to many generations of Arthurites during his 50 years of practice.



In this village he could walk to work. The Truemner home was at 150 Clarke Street, adorned with magnificent shrubbery and a goldfish pond in the front garden. His office was on the main street, on the 3rd floor above Rebel's clothing store, where the John F. Smith Insurance office was located.

Many stories could be told of his patients' experiences. In the 1920s tooth extractions were \$1. He was always dressed in a white lab coat and was very much the gentleman.

Dr. Truemner retired in 1967. His first dentist chair was a wooden structure. When he retired he brought this circa-1930s chair to the summer kitchen on Clarke Street. Lora insisted that the old

chair be gone and burned. Norman chopped it up and burned it!

Norman later used a Samuel Stockton White dental chair built in New Jersey. This family-

owned company, created in 1844, is still making dental equipment and products which continue to advance dentistry.

This chair was sent to Dr. Stanley Winegard and his wife, Dr. Nadine McEwen (2nd eldest of six daughters of Grant and Ethel McEwen). It then travelled to Timmins where it was on display for 14 years. Upon their retirement, Drs. Winegard and McEwen kindly donated the chair and a mahogany X-ray cabinet (circa 1904) to the Arthur and Area Historical Society.

How to relocate the chair back to Arthur? Historical Society member Wayne Orr, with his pickup truck and livestock trailer, and Jack Benham drove to Timmins, loaded the chair and cabinet, and drove them to the Historical Rooms at the David M. Kozinets Centre in Arthur.

The Weber Dental Manufacturing Company made the X-ray equipment. There was limited radiation protection in those days. The duration of exposure time for an X-ray was several minutes, unlike the seconds it takes today.

In April 2025 these items were moved once more, in a Township of Wellington North truck, bound for the Arthur and Area Community Centre, placed on the elevator, and up to another new home in the Upper Hall.

The members of the Arthur and Area Historical Society welcome you to visit the S.S. White dental chair. It may trigger a memory if you sit in it. Permanently closed for dental extractions, but open to your stories!

Submitted by Faye Craig, Wellington North Cultural Roundtable

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 057-2025

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 SEPTEMBER 8, 2025

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**:

- The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on September 8, 2025 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 AND PASSED THIS 8TH DAY OF SEPTEMBER, 2025.

| ANDREW LENNOX, MAYOR |
|-----------------------|
| |
| |
| KARREN WALLACE, CLERK |