

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF REGULAR COUNCIL MEETING – NOVEMBER 3, 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/85601798774>

Or join by phone:

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

Webinar ID: 856 0179 8774

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CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the November 3, 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

- David Nelligon, Aird & Berlis, Planning Matter legal update - verbal

- C&ED 2025-037, 2026 Senior of the Year and Ontario Service Award
- CAO 2025-011, 226 Main Street South, Mount Forest Update
- CAO 2025-012, 2025 Staffing Update and 2026 non-union Employee and Council Remuneration

2. REVIEW OF CLOSED SESSION MINUTES

- September 8, 2025
- September 22, 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 report from David Nelligon, Aird & Berlis, planning matter legal update;

AND THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-037, 2026 Senior of the Year and Ontario Service Award;

AND THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2025-011, 226 Main Street South, Mount Forest Update;

AND THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2025-012, 2025 Staffing Update and 2026 non-union Employee and Council Remuneration;

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 September 8, 2025 and September 22, 2025 Council Meetings.

O'CANADA

PRESENTATIONS

1. Hurania Melgar, Emergency Manager/CEMC, County of Wellington 001
 - Report EMG 2025-002, 2025 Annual Emergency Management Programme Report

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EMG 2025-002 Annual Emergency Management Programme Report regarding the status of the Township's Emergency Management Programme for 2025;

AND THAT THE Council accepts the annual status report of the Township's Emergency Management Programme for 2025.

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| 2. Hurania Melgar, Emergency Manager/CEMC, County of Wellington | 006 |
| • Report EMG 2025-001, 2025 Emergency Response Plan Updates Report | |

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report 2025-001 Emergency Response Plan Updates regarding the updates to the Township of Wellington North, County of Wellington and Member Municipalities Emergency Response Plan.

AND FURTHER THAT the Mayor and Clerk be authorized to sign the By-law to amend By-law No. 075-2020 to adopting the 2020 Emergency Response Plan, 2025 revisions for the Township of Wellington North, County of Wellington and Member Municipalities.

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| 3. Jeremiah Idialu, Treasurer/Director of Finance | |
| • 2026 Budget Overview | 010 |
| • Report TR 2025-010, 2026 Operating and Capital Budget | 041 |

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2025-010 being a report on the Township of Wellington North 2026 Operating and Capital Budget;

AND THAT Council provide direction regarding the tax levy increments for 2026.

DEPUTATIONS

- | | |
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| 1. Jeff Buisman, Van Harten Surveying | 043 |
| • Severance Application B26-25 Robert & Louise Horst | |

QUESTIONS ON AGENDA ITEMS (REGISTRATION REQUIRED)

ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

- | | |
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| 1. Regular Meeting of Council, October 20, 2025 | 044 |
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Recommendation:

THAT the minutes of the Regular Meeting of Council held on October 20, 2025 be adopted as circulated.

BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

1. Notice of Motion by Councillor Steve McCabe at the Regular Council Meeting held on October 20, 2025.

Recommendation:

THAT staff be directed to investigate the feasibility of painting two crosswalks, one in Arthur and one in Mount Forest in honour of those who have served in Canada's armed forces.

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 November 3, 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. Mount Forest Business Improvement Area Association, October 14, 2025 060

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association meeting held on October 14, 2025.

- b. Arthur Business Improvement Area, August 20, 2025 063

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 August 20, 2025.

- c. Wellington North Cultural Roundtable, October 16, 2025 065

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 October 16, 2025.

- d. Grand River Conservation Authority, Summary of the General Membership Meeting, October 24, 2025 070

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Grand River Conservation Authority, Summary of the General Membership Meeting held on October 24, 2025

- e. Saugeen Valley Conservation Authority, Board of Directors Meeting, September 18, 2025 071

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority Board of Directors Meeting held on September 18, 2025.

- f. Township of Wellington North Emergency Management Program Committee (EMPC) Meeting, March 5, 2025 076

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the draft minutes of the Township of Wellington North Emergency Management Program Committee (EMPC) Meeting held on March 5, 2025.

2. PLANNING

- a. Report DEV 2025-020, Consent Application B63-25 Arka Acres Ltd. c/o Klaas Bouwman 082

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-020 Consent Application B63-25 Arka Acres Ltd. (Severance).

AND THAT Council support consent application B63-25, provided the lot area is reduced to 0.4 – 0.8 ha (1-2 ac) to reflect a typical rural residential lot, 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;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- THAT driveway access for both the severed and retained lands is to the satisfaction of the Township of Wellington North and prior to constructing a new entrance or modifying an existing entrance, the Owner must obtain an Entrance Permit; and
- THAT the Owner obtain zoning approval for the exceeded lot coverage of the existing shed and shop on the severed lands or remove the buildings and leave the site in a graded level condition to the satisfaction of the Township; and
- THAT the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington.

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

- b. Report DEV 2025-021, Consent Application B70-25 Schill Land Holdings Inc. 089

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-021 Consent Application B70-25 Schill-Land Holdings Inc. (Severance).

AND THAT Council support consent application B63-25, 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;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- THAT driveway access for both the severed and retained lands is to the satisfaction of the Township of Wellington North and prior to constructing a new entrance or modifying an existing entrance, the Owner must obtain an Entrance Permit;
- THAT the Owner obtain zoning approval for a reduction in interior side yard, proposed is 4.6 m and 15.1 m whereas the by-law requires 18.3 m for the farm shed on the retained portion on the property;
- THAT the Owner apply for and obtain a building permit that demonstrates building code compliance for the distance between the exposed building face of the farm shed on the retained lands and severed portion property line;
- THAT the Owner remove barn and sheds including existing foundations, and the site left in a graded level condition to the satisfaction of the Township; and
- THAT the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington.

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.

- c. Report DEV 2025-022, Revised Consent Application B26025 Robert and Louise Horst 096

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-022 Consent Application B26-25 Robert & Louise Horst (Lot Line Adjustment).

AND THAT Council support consent application B26-25, 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;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain; and
- THAT driveway access for both the severed and retained lands is to the satisfaction of the Township of Wellington North and prior to constructing a new entrance or modifying an existing entrance, the Owner must obtain an Entrance Permit;

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.

- d. Report DEV 2025-023, Notice of Decision Received for Consent Application B35-25 110

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2025-023 regarding the Notice of Decision for Consent Application, received from the County of Wellington Planning and Land Division Committee:

- B35-25 1595655 Ontario Ltd. & Robert Cottell, Part Lot 6, e/s Main Street with civic addresses 133 Birmingham Street East and 212 Main Street North in the town of Mount Forest (Easement)

- e. Report DEV 2025-024, Site Plan Agreement - 2402605 Ontario Ltd., 1 Victoria Street 116

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-024 regarding the final approval of the 2402605 Ontario Ltd., Site Plan Control Agreement for the property at 1 Victoria Street, Mount Forest.

- f. Report CBO 2025-016, Wellington County Official Plan Amendment 131, County File No.: OP-2020-01-15, County of Wellington – Rural Growth and Policy Updates 129

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2025-016 regarding Wellington County Official Plan Amendment 131 County File No.: 2020-01-05 County of Wellington – Rural Growth and Policy Updates.

AND THAT the Council of the Corporation of the Township of Wellington North provide the following comments on the proposed amendment to the County of Wellington:

Comments of Support for Proposed Policies:

- Support the revisions to the residence surplus to a farming operation severance policies which strengthen lot size requirements.
- Support the revisions to existing definitions and the addition of new definitions which align with the PPS including the new bona fide farmer definition. This new definition will ensure that the policies are available to only be utilized by farmers and support agriculture as they are intended.
- Support the revisions and updates to the Farm Help Residence policies which will– support farmers by providing clarity related to farm help residences which will strengthen the reliability of the local food supply chain.

Comments Seeking Further Revisions to the Proposed Policies:

- Stronger wording should be considered to avoid unnecessary loss of cultivated land related to Agriculture-related Uses - The use should avoid cultivated lands and keep the amount of land used for new or expanding agriculture-related uses to the minimum necessary to support the use and its servicing needs.
- While the Township strongly supports the goal to limit the size of surplus farm dwelling lots and the new wording “typically does not exceed 1 hectare in size” for Residence Surplus to a Farming Operation there are many instances where, based on natural heritage features and building situation that a much smaller lot area would be appropriate.
- Clarification should be added to the Residence Surplus to a Farming Operation policies that a row of trees, garden or similar feature does not mean it's not prime agricultural land. These features can still be valuable to the farm operation, and can be utilized as agricultural land. The features should not be

considered as part of the residential lot by right and have to be included with the residential lot. What's "underneath" the lawn, garden, or trees may still be valuable agricultural land.

3. BUILDING

- a. Report CBO 2025-015, Building Permit Review September 2025

173

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CBO 2025-015 being the Building Permit Review for the month of September 2025.

4. COMMUNITY & ECONOMIC DEVELOPMENT

- a. Report C&ED 2025-036, 2026 Grants and Donations Community Development Program

175

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-036 being a report on the 2026 Grants and Donations Community Development Program;

AND THAT Council, in recognition of the important role that not-for-profit organizations and community groups play in our municipality, approves the recommendation to advance \$37,415.83 in grants and fee waivers to the following organizations for 2026:

GROUP	RECOMMENDED
Arthur Agricultural Society	\$ 500.00
Arthur and Area Skating Club – Carnival	\$ 339.00
Arthur Car Show	\$ 755.97
Arthur Curling Club - Gala	\$ 807.95
Arthur and District Horticulture Society	\$ 1,000.00
Arthur Food Friends	\$ 580.82
Arthur Leo Club and Arthur Lions Cub Club	\$ 290.41
Arthur Minor Hockey	\$ 500.00
Arthur Optimist Club – Canada Day Celebrations	\$ 2,500.00
Arthur Optimist Club – Arthur Optimist Town Hall	\$ 500.00
Arthur OPTIMRS – Santa Claus Parade	\$ 500.00
Arthur SU Sports Camp	\$ 926.60
Auxiliary to the Louise Marshall Hospital – Spring Luncheon	\$ 463.30
Auxiliary to the Louise Marshall Hospital – November Bazaar	\$ 807.95
Big Brothers Big Sisters of North Wellington	\$ 1,000.00
Christmas Time in Arthur	\$ 686.48
Community Resource Centre of North and Centre Wellington	\$ 1,000.00
Friends of Bill Walker – “Git Yer Hillbilly On Ribfest”	\$ 463.30
Hayden’s Hope Foundation	\$ 500.00
Hospice Wellington	\$ 1,000.00
Junior Achievement South Western Ontario	\$ 500.00

Little Black Dress Event	\$ 807.95
Louise Marshall Hospital Foundation – Community Breakfast	\$ 378.55
Louise Marshall Hospital Foundation – Hospital Gala	\$ 2,500.00
Mount Forest Air Cadets – Flight Simulator	\$ 500.00
Mount Forest Air Cadets – Pasta Dinner Fundraiser	\$ 807.95
Mount Forest Christmas Bureau	\$ 1,000.00
Mount Forest Community Pantry	\$ 1,000.00
Mount Forest Family Health Team – Gentle Movement Program	\$ 1,000.00
Mount Forest Family Health Team – Companions Coffee Hour	\$ 678.00
Mount Forest Fireworks Festival	\$ 2,500.00
Mount Forest Horticultural Society	\$ 1,000.00
Mount Forest Leos Club – Family Fun Day	\$ 290.41
Mount Forest Leos Club – Teen Dances	\$ 926.60
Mount Forest Lions Club – Valentine’s Dance	\$ 500.00
Mount Forest Lions Club – Childhood Cancer Fundraiser Dance	\$ 500.00
Mount Forest Lions Club – Craft Markets	\$ 1,000.00
Mount Forest Lions Club – Breakfast with Santa	\$ 500.00
Mount Forest Lions Club – Santa Claus Parade	\$ 500.00
Mount Forest Minor Ball	\$ 500.00
Royal Canadian Legion Branch 134 – Mount Forest	\$ 750.00
VON	\$ 596.64
Wellington North Fire Service	\$ 1,000.00
Wellington North Ringette Association	\$ 500.00
York Soaring Association	\$ 750.00
TOTAL REQUESTS/GRANTS – Fee Waivers - \$19,415.83 - Cash Donations - \$18,000.00	\$37,415.83

AND FURTHER THAT Council, provide direction to staff regarding one application outlined below, that requires council review and decision;

GROUP	REQUEST
Arthur Softball Pitching Team	\$ 1,000.00

- b. Report C&ED 2025-039, Community Improvement Plan Looney Tooney Plus

193

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-039 on the Looney Tooney Plus Community Improvement Plan application;

AND THAT Council approve a Façade and Signage Improvement Grant in the amount of \$2,500 to Looney Tooney Plus for new LED illuminated channel signage.

- c. Report C&ED 2025-040, Community Improvement Plan Epoch’s Garage Ltd.

198

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-040 on the Epoch's Garage Ltd. Community Improvement Plan application.

AND THAT Council approves a Green Energy Grant in the amount of \$5000.00 to Epoch's Garage Ltd., for a new Propane Boiler.

5. FIRE

- a. Report FIRE 2025-007, Third Quarter Report 204

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report FIRE 2025-007, Third Quarter Report for information.

- b. Report FIRE 2025-008, Community Connect Program 208

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report FIRE 2025-008 and attached presentation for information.

- c. Report FIRE 2025-009, Establishing and Regulating By-law 236

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report Fire 2025-009, Establishing and Regulating By-Law update.

AND THAT Policies A-F, attached hereto as Schedule "A" be adopted and the Director of Fire Services be authorized to amend the schedule from time to time.

AND FURTHER THAT the Mayor and Council approve a by-law approving the new by-law governing fire service operations in the Township of Wellington North.

- d. Report FIRE 2025-010, Mental Health Supports for Public Safety Personnel Grant 239

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report FIRE 2025-010 Mental Health Supports for Public Safety Personnel Grant for information.

6. INFRASTRUCTURE

- a. Report INF 2025-018, Award of Ground Water Modelling 241

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2025-018 being a report on award of the Ground Water Modelling project;

AND THAT Council award RFT 2025-007 to AECOM at a cost of \$129,159.00 inclusive of taxes;

AND FURTHER THAT Council authorize Manager of Infrastructure and Engineering or their designate to sign any necessary agreements with AECOM to execute the Ground Water Modelling project.

7. COUNCIL

- a. Grey County Notice of Complete Application & Public Meeting 45-05-010-OPA-28 & ZA16.202, dated October 16, 2025, regarding Concession 1 Division 1 Part Lot 32 Concession 1; Division 2 Part, Lot 32 RP 17R2039; PARTS 7 TO 9 RP 17R2090 PART;1, geographic Township of Normanby. Municipality of West Grey 248

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Grey County Notice of Complete Application & Public Meeting 45-05-010-OPA-28 & ZA16.202, dated October 16, 2025, regarding Concession 1 Division 1 Part Lot 32 Concession 1; Division 2 Part, Lot 32 RP 17R2039; PARTS 7 TO 9 RP 17R2090 PART;1, geographic Township of Normanby. Municipality of West Grey.

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 Aquatic Ad Hoc Advisory Committee
- Mount Forest Fireworks Festival Committee
- Lynes Blacksmith Shop Committee

Councillor Hern (Ward 3):

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

Councillor McCabe (Ward 4):

- 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 069-2025 being a By-law to Establish a Fire Department and
repeal By-law No. 069-2020 | 255 |
| b. By-law Number 070-2025 being a By-law to amend By-law 075-2020 being a By-
law to provide for the approval of a Municipal Emergency Response Plan | 274 |

Recommendation:

THAT By-law Number 069-2025 and 070-2025 be read and passed.

CULTURAL MOMENT

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| • Celebrating the Wellington North Women Who Served in the First and Second
World Wars | 359 |
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CONFIRMING BY-LAW

361

Recommendation:

THAT By-law Number 071-2025 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 November 3, 2025 be read and passed.

ADJOURNMENT

Recommendation:

THAT the Regular Council meeting of November 3, 2025 be adjourned at __:__ p.m.

MEETINGS, NOTICES, ANNOUNCEMENTS		
Mayor's Charity Bonspiel, Arthur Curling Club	Friday, November 7, 2025	9:00 a.m. – 5:00 p.m.
Remembrance Day, Office Closed	Tuesday, November 11, 2025	
Arthur Chamber of Commerce Meeting, Arthur & Area Community Centre, Upstairs Hall	Wednesday, November 12, 2025	5:30 p.m. – 6:30 p.m.
Wellington North Cultural Roundtable Meeting, Arthur & Area Community Centre, Upstairs Hall	Thursday, November 13, 2025	12:00 p.m. – 2:00 p.m.
Regular Council Meeting	Monday, November 17, 2025	7:00 p.m.
Mount Forest Chamber of Commerce, Mount Forest Chamber Office	Tuesday, November 18, 2025	5:00 p.m. – 6:00 p.m.
Mount Forest BIA Annual General Meeting, Mount Forest & District Sports Complex, Meeting Room	Wednesday, November 19, 2025	8:00 a.m. – 9:00 a.m.
Arthur BIA, Annual General Meeting, virtual	Wednesday, November 19, 2025	7:30 p.m. – 8:30 p.m.
Regular Council Meeting	Monday, December 1, 2025	2:00 p.m.



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Hurania Melgar, Emergency Manager/CEMC County of Wellington

REPORT #: EMG 2025-002

REPORT TITLE: 2025 Annual Emergency Management Programme Report

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report EMG 2025-002 Annual Emergency Management Programme Report regarding the status of the Township's Emergency Management Programme for 2025;

AND THAT THE Council accepts the annual status report of the Township's Emergency Management Programme for 2025.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

None

BACKGROUND

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and how the municipality has fulfilled these requirements for 2025.

Program Committee:

The Township has an Emergency Management Programme Committee (Committee). The Committee met in person on March 3, 2025 to review the Township's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, and Public Education. The minutes from the Committee meeting are attached.

Emergency Response Plan:

The existing Emergency Response Plan was adopted by Council in Fall of 2020. Updates to the plan are included in my second report today and include updates necessary that came out of the COVID-19 After Action Report, EMPC meetings, Emergency Management Division Review and other key stakeholders (Source Water Protection, Communications), to ensure the Plan maintains its accuracy, clarity and relevance.

Training:

The required prescribed training for 2025 has not changed from the 2018 Guidance Note on Training Requirements issued by Emergency Management Ontario. Members of the Township's Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year.

While much of the prescribed training is covered during the municipality's annual emergency management exercise, additional training opportunities are provided to Municipal Emergency Control Group members throughout the year, including:

1. EM 200- Basic Emergency Management Course: February 5-6
2. IMS 200 - Basic Incident Management System Course: July 16-17
3. EM 240- Note Taking Course: June 19, Aug 21, Oct 8
4. New Emergency Management Software (D4H) Training: February 7, 26 & 28 and virtual training option as of September 2025
5. Self-paced MECG Essentials PowerPoint presentation

Annual Emergency Management Exercise:

MECG members must participate in an annual exercise, which evaluates the Municipality's Emergency Response Plan and procedures.

The Township's MECG members participated in a joint emergency management exercise with the Town of Minto and Township of Mapleton, held on September 10, 2025.

The objectives of the exercise were to:

- a) Evaluate the communication and coordination processes and capacity among different teams, departments, and stakeholders during a winter storm event.
- b) Test IMS roles and responsibilities as laid out in the Emergency Response Plan.
- c) Test the functionality of D4H emergency management software in an exercise environment.

- a. Communication and Coordination:** A key take away from this exercise was just how important communication is and that each MCEG should know who the counterparts are in the neighbouring municipalities. Reaching out to them and those outside of the County as well, is very important. Given the familiarity with this kind of scenario (winter storm) with each of the MCEG's, coordination amongst themselves was not as drawn out as was hoped. The EM Team will take this experience into account in future exercises.
- **IMS Roles and Responsibilities:** Some members of the MCEG (including Scribes) across all member municipalities were unclear on their IMS roles and responsibilities. This resulted in confusion on which forms were to be filled out and by whom and further, who was responsible for what under IMS. Focus on IMS roles and responsibilities will be of primary concern for the 2026 training program.
- **D4H Functionality:** Most felt that the software was easy to use and utilizing it for the exercise was of benefit to familiarize the MCEG with the platform. There were some technical issues that resulted in some MCEG members being without access to the platform which took away from the exercise. Further, it was found that more training in general is needed on the D4H system to ensure a smooth response using D4H. The EM team will ensure login is tested prior to an exercise in the future.

Public Education:

Every municipality's emergency management programme must have public education on risks to public safety and on public preparedness for emergencies.

In total, the Emergency Management division attended 25 (2 cancelled) public education events across the whole County. In the Township, the Emergency Management team attended a total of 3 events (some that were in collaboration with other Member Municipalities). Of note we attended the the Minto/Wellington North Safe Kids Day on May 31 and the Newcomer Volunteer Event on September 18.

Emergency Preparedness week was May 4-10. During the week, information was made available through the County's Social Media page, the County page in the Wellington Advertiser and radio ads. Promotional materials were offered at all the libraries across the County.

The County page in the Wellington Advertiser, the County of Wellington's social media accounts (an average of 4 posts/month) regularly contain emergency preparedness information.

The Emergency Management Division continues with the "Do one thing" promotion. Emergency Preparedness messages were available in The Wellington Advertiser, on the County's social media and radio stations.

Preparedness messaging is provided utilizing the following monthly theme's:

January – Frozen Pipes/Make a Plan

February - 211

March – Floods/Avian Influenza Awareness

April – Sheltering

May – Emergency Preparedness Week

June – Tornadoes

July – 72 Hour Kit

August – Unique Family Needs

September – Be Informed

October – Power Outages

November – Winter Weather (Car Kits)

December – Winter Weather (Driving)

Critical Infrastructure:

Every municipality shall identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. The critical infrastructure list was updated by the Township at the Committee meeting. Critical Infrastructure identification is managed digitally through the Common Operating Picture (COP) with the County GIS division. We are currently working with County GIS to update and simplify the Critical Infrastructure layer within the mapping software, to be completed by end of year 2026, due to staffing constraints experienced this year.

Conclusion:

The Township of Wellington North has fulfilled the mandatory municipal requirements set out in the Emergency Management Civil Protection Act and Regulation 380/04 for 2025.

ANALYSIS

None

CONSULTATION

None

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

ATTACHMENTS

- Township of Wellington North Emergency Management Programme Committee Minutes- March 3, 2025.

STRATEGIC PLAN 2025

- ☐ Shape and support sustainable growth
How:
- ☒ Deliver quality, efficient community services aligned with the Township's mandate and capacity
How: Providing an Emergency Management programme to support the provision of community services.
- ☐ Enhance information sharing and participation in decision-making
How:
- ☐ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Hurania Melgar, Emergency Manager/CEMC County of Wellington

REPORT #: EMG 2025-001

REPORT TITLE: 2025 Emergency Response Plan Updates Report

RECOMMENDED MOTION

THAT the Corporation of the Township of Wellington North Council receive Report 2025-001 Emergency Response Plan Updates regarding the updates to the Township of Wellington North, County of Wellington and Member Municipalities Emergency Response Plan.

AND THAT the Mayor and Clerk be authorized to sign the By-law to amend 075-2020 to adopting the 2020 Emergency Response Plan, 2025 revisions for the Township of Wellington North, County of Wellington and Member Municipalities.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

None

BACKGROUND

A Municipal Emergency Response Plan (Plan) is a requirement under the Emergency Management and Civil Protection Act, R.S.O., 1990 (EMCPA). The current Plan was approved by the Township of Wellington North, County of Wellington and all other Member Municipalities in the fall of 2020, when the eight Municipal Emergency Response Plans were combined to one joint Plan.

As directed in the Plan, under section 20- Plan Administration, Maintenance and Review, the Plan is required to be reviewed annually at a minimum by the CEMC (Emergency Manager) and every 5-10 years for a major review in conjunction with the Emergency Management Programme Committee (EMPC). It has been 5 years since the last update and there are changes necessary that have come out of the COVID-19 After Action Report (AAR), updates for clarity for Source Water Protection, feedback from the Emergency Management Programme Committees (EMPC's) and other changes necessary for continued accuracy, clarity and relevance.

Changes

The following is a summary of the changes being proposed to the existing Plan. These changes came from the COVID-19 After Action Report, meetings of the EMPC's in February and March of 2025 and a broad review of the Plan to ensure accuracy, clarity and relevance.

Changes Requested by EMPC's and the Review by County Emergency Management

- Add a revisions table on page 5, this addition will mean all number formatting will be updated, as will references to specific sections throughout the plan
- Update legal authority under the Ministry of Emergency Preparedness and Response/Minister of Emergency Preparedness and Response (New Ministry, previously listed as Ministry of the Solicitor General)
- Replace 'Control Group' language with Municipal Emergency Control Group (MECG) as is best practice throughout the Plan
- Grammar and spelling have been updated throughout
- 9.3.5
 - o Write out the full name of the MECP
 - o Include abbreviation for Wellington Dufferin Guelph Public Health after the first mention of it
- 9.5.9 Source Water Protection Plans
 - o Updated paragraph 3 and 4 to more accurately reflect details of the vulnerable areas show on the mapping in Appendix B
- 10.7
 - o Clarify if talking about the Joint MECG or just the general rest of the MECG
- 12.2.1 Emergency Information Staff
 - o Titles updated
 - o Updated title of Website/Communications Officer to Communications Officer throughout section
- 12.2.1.1-12.4
 - o Responsibilities of EIO clarified and updated
 - o Titles updated
 - o OPP use of Municipal 511
- 13.4
 - o Update to last paragraph in this section, as discussed and approved by the Wellington County Fire Chiefs Association in 2024- The Fire Departments will use caution tape to denote buildings that have been evacuated and checked.
- 13.5
 - o Clarify 211 statement at the end of section, unclear
- 13.8
 - o Township of Wellington North update: Mount Forest Sports Complex is accessible and has a secondary power source.
 - o Removal of reference to LET team, as not currently active
- 13.8.1 (vi)
 - o Update language for clarity: Multicultural- Social services will arrange for support staff (removed translators as inaccurate) to assist...
- 15

- o Clarified Provincial Ministry role in animal welfare
- Appendix A
 - o Removed OFMEM, updated to Ministry of Emergency Management
- Appendix B
 - o Updated Source Water Protection maps to most up to date maps

COVID-19 AAR Changes

- Section 9.2- Updated language to ensure all emergency services (OPP, GWPS, Fire) and other support agencies are considered for participation in the Joint MECG/EOC.

Conclusion:

The Emergency Response Plan for the Township of Wellington North, the County of Wellington and all Member Municipalities has been updated to reflect suggestions, reviews and concerns of the EMPC, Emergency Management and other local stakeholders to maintain accuracy, clarity and relevance.

ANALYSIS

None

CONSULTATION

None

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

- By-law 070-2025 in this agenda.

STRATEGIC PLAN 2025

- ☐ Shape and support sustainable growth
How:
- ☒ Deliver quality, efficient community services aligned with the Township's mandate and capacity
How: Providing an Emergency Management programme to support the provision of community services.
- ☐ Enhance information sharing and participation in decision-making
How:
- ☐ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒

2026 Budget overview



November 03, 2025

Township of Wellington North

Building a safe, sustainable, and welcoming community

township@wellington-north.com

519-848-3620

Presentation Overview

Operating Budget Summary

2026 Proposed Capital Budget

Reserve Funds

Debt Projections

Budget Process

- The aim of the Budget is to Focus Township resources to deliver on Council's values and priorities for Wellington North.
- New this year: Budget + two-year operating forecast (2027–2028) to improve visibility of emerging pressures.
- **Process to Date:**
 - Budget templates issued to departments — Sept 3, 2025
 - Treasurer meetings with departments — Sept–Oct
 - First joint budget meeting — Nov 3; next sessions Dec 1 and Dec 15
- **Today's Objectives (Decisions/Direction Needed):**
 - Confirm tax levy target range or preferred scenario.
 - Confirm priority projects, comfort with staff recommended funding mix (reserves/DCs/grants/debt), and any deferrals.
 - Identify information or adjustments required for Dec 1 and Dec 15 meetings.



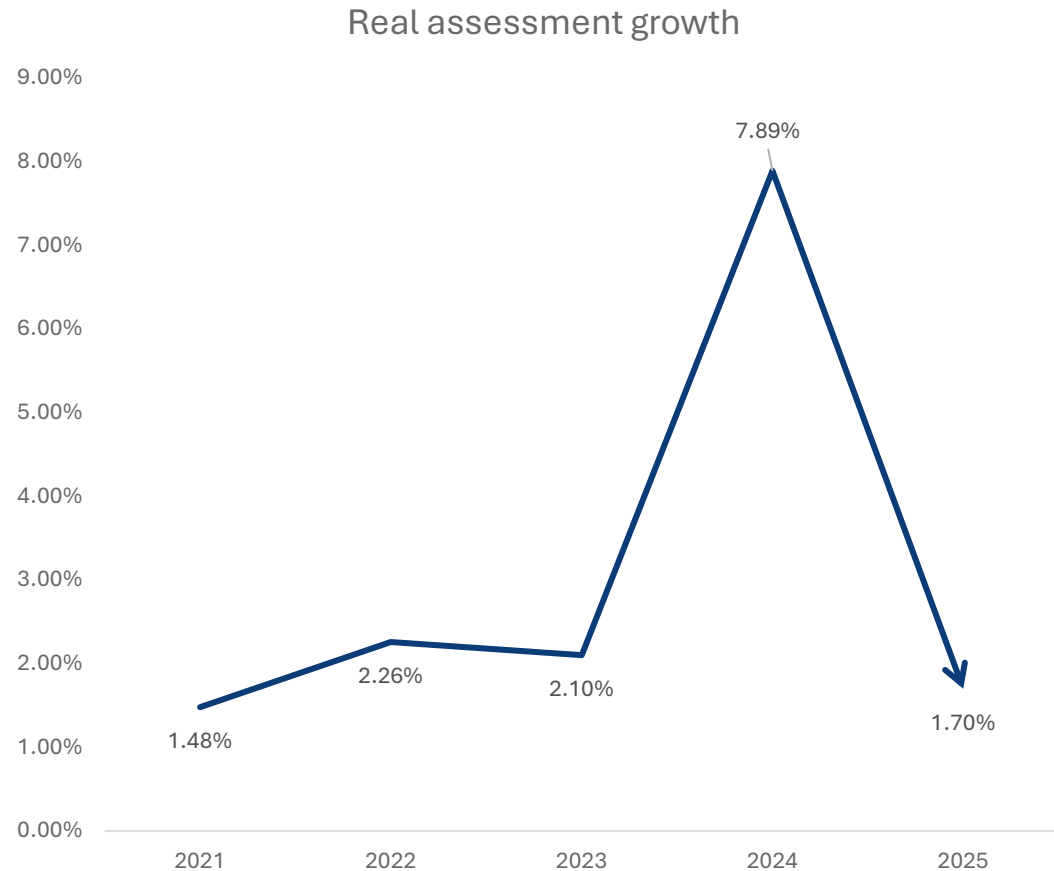
2026 Conservation Authority Budgets

Conservation Authority	2023 Budget	2024 Budget	2025 Budget	2026 Budget	Diff - \$	Diff - %
Saugeen Valley Conservation Authority	81,626	108,777	113,611	119,292	5,681	5.0%
Grand River Conservation Authority	57,083	58,619	60,669	66,227	5,558	9.2%
Maitland Valley Conservation	51,124	55,429	60,657	69,283	8,626	14.2%
	189,833	222,825	234,937	254,802	19,865	8.5%



Growth vs Reassessment

- Growth is defined as new assessment – it has no impact on the current taxpayer
- During 2025, the Township has realized an estimated real assessment growth of **1.70%** (**2024 - 7.89%**, **2023 - 2.1%**, **2022 - 2.26%**, **2021 – 1.48%**)



2026 Operating Budget



2026 Operating Budget Overview

Service Area	2024 Budget	2025 Budget	2026 Budget	% Change	Change \$
General Government	-485,357	-270,329	79,764	-129.51%	350,093
Protection Services	1,476,403	1,492,015	1,545,722	3.60%	53,707
Transportation Services	5,233,679	6,171,910	6,421,981	4.05%	250,071
Health Services	144,160	143,989	188,330	30.79%	44,341
Recreation and Cultural Services	3,150,926	3,134,693	3,056,711	-2.49%	-77,982
Planning and Development	126,951	50,740	55,421	9.23%	4,682
Total Levy Requirement	9,646,763	10,723,018	11,347,930	5.83%	624,912



Operating Budget Summary Analysis By Segment

2026 Budget Summary

FIR Category		2024 Budget	2025 Budget	2026 Budget	% Change	Change \$
General Government						
	General Government	(2,058,400)	(2,223,100)	(2,244,820)	1.0%	(21,720)
	Other Revenues-Supps/Omitts/Writeoffs	(281,789)	(367,708)	(271,375)	-26.2%	96,333
	Council	297,538	303,645	304,468	0.3%	823
	Administration	1,563,886	2,086,060	2,088,594	0.1%	2,534
	Property	(6,592)	(69,226)	202,897	-393.1%	272,123
	WNP Holding Co.					
	Subtotal - General Government	(485,357)	(270,329)	79,764	-129.5%	350,093
Protection Services						
	Fire	1,110,880	1,111,750	1,123,910	1.1%	12,160
	Police/Crossing Guard	58,038	68,781	80,742	17.4%	11,960
	Conservation Authority	222,825	234,937	254,802	8.5%	19,865
	Protective Inspection & Control					
	Animal Control	18,050	9,520	16,838	76.9%	7,318
	By-Law Enforcement	66,610	67,027	69,431	3.6%	2,404
	Subtotal - Protection Services	1,476,403	1,492,015	1,545,722	3.6%	53,707

Operating Budget Summary Analysis By Segment

2026 Budget Summary

FIR Category		2024 Budget	2025 Budget	2026 Budget	% Change	Change \$
Transportation Services						
	Roads	5,227,897	6,164,510	6,414,403	4.1%	249,893
	Streetlights					
	Rural Water	5,782	7,400	7,578	2.4%	178
	Subtotal - Transportation Services	5,233,679	6,171,910	6,421,981	4.1%	250,071
Health Services						
	Hospital					
	Cemetery	144,160	143,989	188,330	30.8%	44,341
	Subtotal - Health Services	144,160	143,989	188,330	30.8%	44,341
Recreation and Cultural Services						
	Parks & Recreation	2,400,252	2,109,339	2,147,125	1.8%	37,786
	Community & Economic Development	750,673	1,025,354	909,586	-11.3%	(115,768)
	Subtotal - Recreation and Cultural Services	3,150,925	3,134,693	3,056,711	-2.5%	(77,982)
Planning and Development						
	Planning	82,701	13,340	17,771	33.2%	4,432
	Commercial & Industrial					
	Tile Drains					
	Municipal Drains	44,250	37,400	37,650	0.7%	250
	Subtotal - Planning and Development	126,951	50,740	55,421	9.2%	4,682

Taxation Levy Transfers (Capital & Reserves)

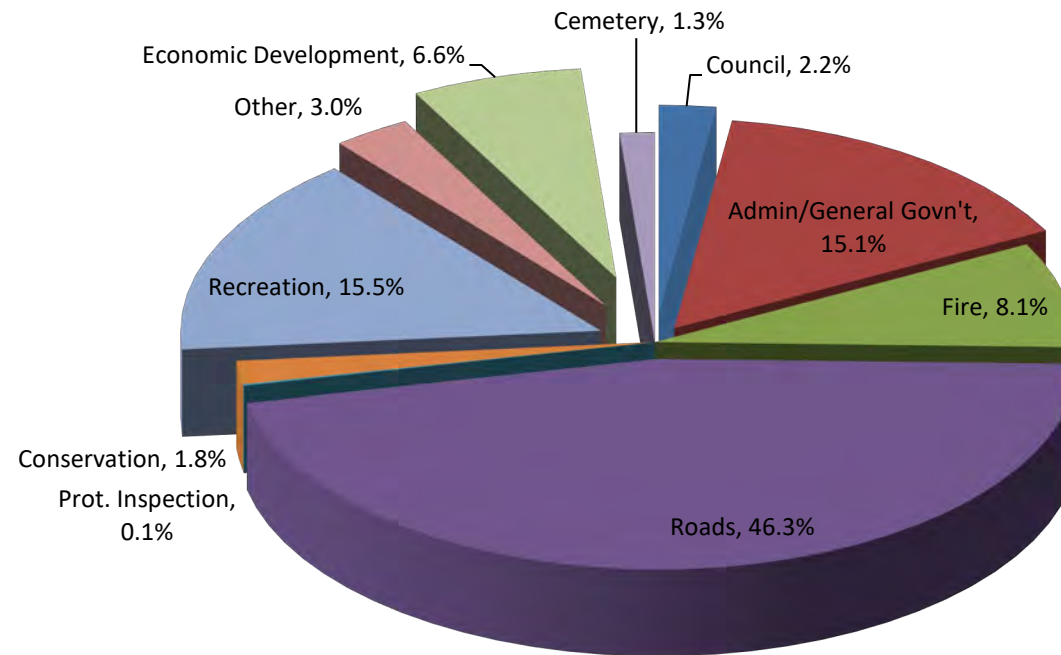
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Tax Levy Transfers	2024 Budget	2025 Budget	2026 Budget	% Change	Change \$
To Capital	2,612,857	3,061,599	3,125,489	2.09%	63,890
To Reserves	702,540	933,923	909,180	-2.65%	-24,744
To Reserve Funds	5,000	5,000	5,000	0.00%	-
New transfers	3,320,397	4,000,523	4,039,669	0.98%	39,146



Operating Budget – Where the 2026 Dollar Goes

2026 Where Budget Dollars Go



Draft Budget Modeling – 2026 Tax Implication – Base Case

	<u>2024</u>	<u>2025</u>	<u>2026 (Draft)</u>	<u>YoY Increase (%)</u>
Operating Budget	6,326,366	6,722,495	7,374,061	9.69%
Policy Mandated Transfer to Reserve funds	80,700	115,700	115,700	0.00%
Net Transfers	626,840	823,223	732,680	-11.00%
Contributions to Capital	2,612,857	3,061,599	3,125,489	2.09%
Total Budgeted Tax Levy	9,646,763	10,723,018	11,347,930	5.83%
Organic Growth				1.70%
Impact to Existing Taxpayer				4.13%

	<u>2026</u>	<u>2025</u>
AMOUNT TO BE RAISED	\$ 11,347,930	\$ 10,723,018
Tax Rate = amount to be raised/weighted assessment =	0.00579648	0.00557065

<u>COMPARISON OF TAXES</u>	<u>2026</u>	<u>2025</u>
Residential Assessment	\$ 271,636.00	\$ 271,636.00
Tax Rate	0.00579648	0.00557065
Taxes	\$1,574.53	\$1,513.19
Increase over 2025		\$61.35

- ±1% levy ≈ \$14.85/year on the average home (~\$1.24/month).
- 2026 proposal (4.13%) ≈ \$61.35/year on the average home (~\$5.11/month)

Assumes typical single-family assessment of \$271,636 (2016 CVA)



Reserve/Reserve Funds – Net Transfers (Preliminary)

Net Reserve & Reserve Fund Transfers

2025				
	<u>From</u>	<u>To</u>	<u>Net</u>	<u>2024 vs 2025</u>
Council		120,700	120,700	35,000
Admin		277,944	277,944	225,944
Property		16,000	16,000	–
Fire		294,528	294,528	74,528
CBO		40,269	40,269	(104,089)
Roads		79,482	79,482	–
Streetlights		5,000	5,000	–
Rec		100,000	100,000	–
Planning		–	–	–
Cemetery		5,000	5,000	–
WNP Holding		–	–	–
Taxation Total	-	938,923	938,923	231,383
Sewer	480,465	250,000	(230,465)	(337,995)
Water	-	250,000	250,000	(248,441)
User Fee Total	480,465	500,000	19,535	(586,436)
Grand Total	480,465	1,438,923	958,459	(355,053)

2026				
	<u>From</u>	<u>To</u>	<u>Net</u>	<u>2025 vs 2026</u>
Council		120,700	120,700	–
Admin	65,800	283,054	217,254	(60,690)
Property		16,000	16,000	–
Fire		300,000	300,000	5,472
CBO		4,944	4,944	(35,326)
Roads		79,482	79,482	–
Streetlights		5,000	5,000	–
Rec		100,000	100,000	–
Planning		–	–	–
Cemetery		5,000	5,000	–
WNP Holding		–	–	–
Taxation Total	65,800	914,180	848,380	(90,544)
Sewer	480,465	188,139	(292,326)	(61,861)
Water	-	591,377	591,377	341,377
User Fee Total	480,465	779,516	299,051	279,516
Grand Total	546,265	1,693,696	1,147,431	188,973

2026–2028 Operating Forecast

023

Forecast							
Service Area	2026 Budget	2027	%Change	Change \$	2028	%Change	Change \$
General Government	79,764	192,825	141.74%	113,061	288,389	49.56%	95,564
Protection Services	1,545,722	1,599,139	3.46%	53,416	1,648,872	3.11%	49,734
Transportation Services	6,421,981	6,658,670	3.69%	236,689	6,932,737	4.12%	274,067
Health Services	188,330	191,168	1.51%	2,838	193,387	1.16%	2,220
Recreation and Cultural Services	3,056,711	3,189,918	4.36%	133,206	3,314,034	3.89%	124,117
Planning and Development	55,421	56,704	2.32%	1,283	58,729	3.57%	2,024
Total Levy Requirement	11,347,930	11,888,423	4.76%	540,493	12,436,148	4.61%	547,725

Forecast							
Tax Levy Transfers	2026 Budget	2027	%Change	Change \$	2028	%Change	Change \$
To Capital	3,125,489	3,270,974	4.65%	145,484	3,450,081	5.48%	179,107
To Reserves	909,180	1,012,119	11.32%	102,939	1,035,765	2.34%	23,647
To Reserve Funds	5,000	5,000	0.00%	-	5,000	0.00%	-
New transfers	4,039,669	4,288,093	6.15%	248,423	4,490,846	4.73%	202,754

Wages, insurance, and utilities are projected at the 5-year average increase (or at the same % increase used in 2026 vs 2025, where more conservative).
One-time items normalized; no service level expansions unless noted.



2026 Capital Budget



Draft Capital Program - 2026

Project Type	2026 Ask
Environmental Services	\$ 585,335.00
General Government	\$ 945,790.80
Infrastructure/Operation/Transportation	\$ 4,887,850.00
Protection Service	\$ 79,700.00
Recreation Services	\$ 1,128,000.00
Fleet	\$ 1,535,000.00
Total	\$ 9,161,675.80



General Government

Project Name	Amount
Arthur Office Parking Lot	\$ 257,250.80
Demolition of former Sacred Heart Catholic School	\$ 375,150.00
Mount Forest cemetery chapel door replacement	\$ 6,600.00
Mount Forest Cemetery fence repairs	\$ 12,100.00
Mount Forest Cemetery lawn mower	\$ 35,700.00
Mount Forest Cemetery paving entrance road	\$ 11,000.00
Mount Forest Cemetery software management	\$ 5,500.00
Mount Forest Cemetery storage shed repairs	\$ 26,400.00
IT Projects	\$ 173,800.00
Township Banners	\$ 37,290.00
Walkway Margarett Rae Morrison	\$ 5,000.00
Total	\$ 945,790.80



Environmental Services

Project Name	Amount	
OCWA 2026 Projects - Arthur	\$	105,090.00
OCWA 2026 Projects - Mount Forest	\$	380,245.00
Waterman Valve and Fire Hydrant Replacement	\$	100,000.00
Total	\$	585,335.00



Infrastructure & Transportation

Project Name	Amount
2026 Rural Asphalt Resurfacing	\$ 1,200,783.00
2026 Sidewalk Program	\$ 240,012.00
2026 Urban Asphalt Resurfacing	\$ 205,095.00
Culvert 2050 (Sideroad 25)	\$ 218,090.00
Culvert Sideroad 9W (Concession 7 to Concession 6)	\$ 48,590.00
Mount Forest Southeast Storm Study Area	\$ 28,250.00
Reconstruction - Clarke Street between Smith Street and Walton	\$ 2,662,280.00
Reconstruction - Cork Street (DESIGN ONLY)	\$ 100,000.00
Reconstruction - Mount Forest Drive (DESIGN ONLY)	\$ 100,000.00
Rural Road Rebuild - Sideroad 9W	\$ 84,750.00
Total	\$ 4,887,850.00

Protection Services

Project Name	Amount
Air Bag Replacement	\$ 35,000.00
Arthur Fire Hall Interior Painting	\$ 5,000.00
Arthur Fire Hall Lighting Upgrade	\$ 4,500.00
Decontamination Packs	\$ 5,200.00
Minor Mount Forest Fire Hall Renovation	\$ 30,000.00
Total	\$ 79,700.00



Recreation & CED

Project Name	Amount
Arthur Arena Auditorium	\$ 40,000.00
Arthur Arena Auditorium HVAC	\$ 80,000.00
Arthur Arena Changerooms	\$ 95,000.00
Arthur Arena Scoreclock	\$ 62,000.00
Arthur Baseball Diamond Lighting	\$ 65,000.00
Arthur Lifeguard Chair	\$ 15,000.00
Arthur Pool	\$ 15,000.00
Bike Racks, Park Benches and Accessible Picnic Tables	\$ 25,000.00
Damascus Phone Line	\$ 5,000.00
Downtown Mount Forest Community Space Upgrades	\$ 5,000.00
Facility Master Plan	\$ 60,000.00



Recreation & CED

Project Name	Amount
Flag Pole Enhancement	\$ 24,000.00
Gravel Top-up at municipal parking lots and trails	\$ 50,000.00
McPherson Park Upgrades	\$ 50,000.00
Mount Forest & District Sports Complex Mechanical Room	\$ 25,000.00
Mount Forest & District Sports Complex Roof Blisters	\$ 20,000.00
Mount Forest Cenotaph	\$ 30,000.00
Mount Forest Downtown LED Lighting	\$ 30,000.00
Mount Forest Outdoor Pool - Construction Levy	\$ 350,000.00
Recreation Master Plan Update	\$ 75,000.00
Replacement of Cork St. Safety Netting	\$ 7,000.00
Total	\$ 1,128,000.00

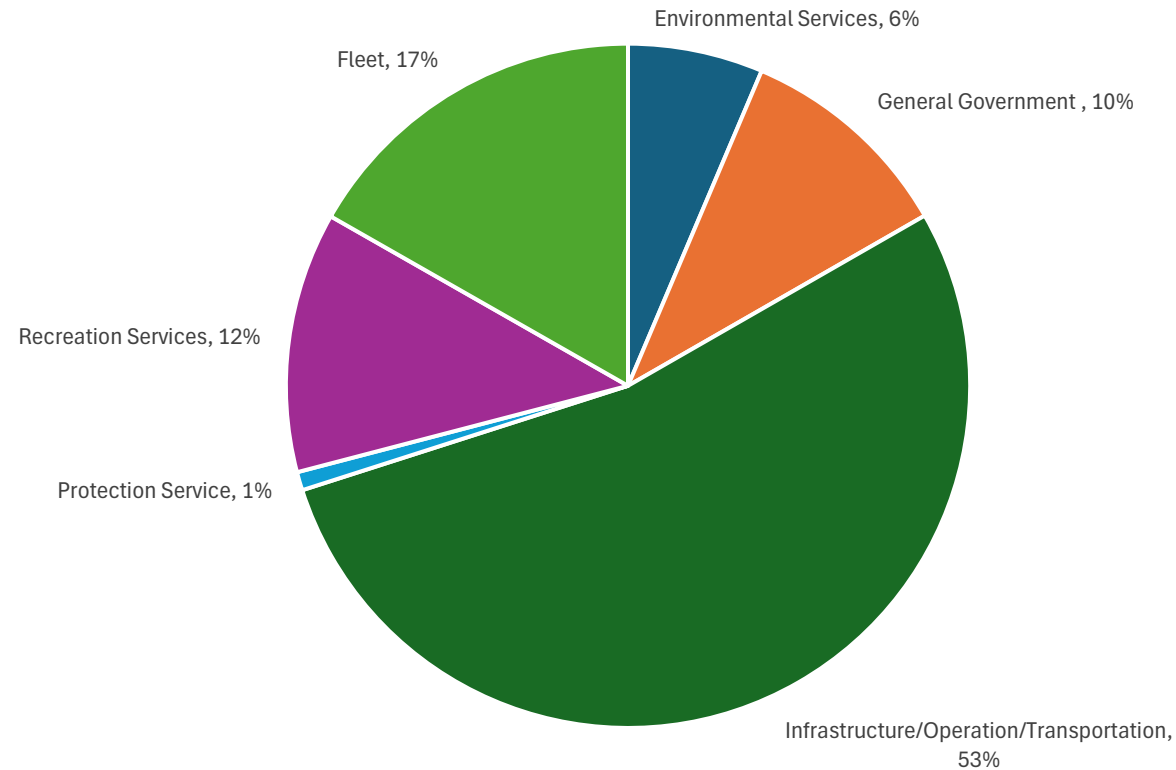
Fleet

Project Name	Amount
Pickup Truck (2026)	\$ 70,000.00
Backhoe Loader	\$ 300,000.00
Pickup Truck (2026)	\$ 70,000.00
Road Grader	\$ 800,000.00
Sidewalk Trackless Tractor	\$ 250,000.00
SUV Infrastructure	\$ 45,000.00
Total	\$ 1,535,000.00



Capital Dollars Summary

Project Breakdown Department 2026



Capital Program Trend

Project Costs

Dept/Year	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Council Directed Projects	748,805	-	-	-	-
20in20 Initiatives	-	-	-	-	-
Development Projects	-	-	-	-	-
Roads & Drainage	4,428,871	4,601,238	5,703,945	7,874,943	4,887,850
Waterworks	707,916	988,081	484,557	908,419	100,000
Sanitary Sewers	744,932	511,081	434,556	646,699	485,335
Fleet	958,000	-	930,000	865,000	1,535,000
Parks & Recreation	944,234	1,420,000	806,950	934,500	1,128,000
Fire	138,000	504,500	160,000	76,000	79,700
Admin, Information Technology & Property	160,750	489,603	932,000	1,344,180	853,991
Cemetery	-	49,849	20,000	21,080	91,800
Total	8,831,508	8,564,352	9,472,009	12,670,821	9,161,676
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	-	-	13,500,000	-	-
Grand Total	8,831,508	8,564,352	22,972,009	12,670,821	9,161,676

Capital Program Trend

Funding Model					
Source/Year	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Revenue (levy, fees, etc)	3,557,822	3,359,105	3,531,471	4,444,612	4,733,776
Grants	1,343,688	1,030,775	1,074,123	58,500	
Dev't Charges & Reserves	2,233,600	1,735,301	1,873,852	4,843,679	1,728,977
Developer Contributions	21,500	120,000	22,500	1,124,564	50,000
External Debt	-	-	-		-
Gas Tax	655,000	340,000	1,287,768	514,360	193,045
Sustained OCIF	900,000	1,979,171	1,682,295	1,685,106	1,405,878
Unfunded Amounts	119,898	-	-		1,050,000
Total	8,831,508	8,564,352	9,472,009	12,670,821	9,161,676
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	-	-	13,500,000		
Grand Total	8,831,508	8,564,352	22,972,009	12,670,821	9,161,676

Draft Capital Program – 2027-2028

- Departments submitted Capital Justification reports totaling \$18,521,385. Following staff deliberation and application of the Township's capital prioritization framework (condition/risk, compliance, service impact, readiness, funding/ARL), ~\$9.3M was deferred to 2027–2028 Capital Program initial listing; projects not prioritized for 2026 are listed below.

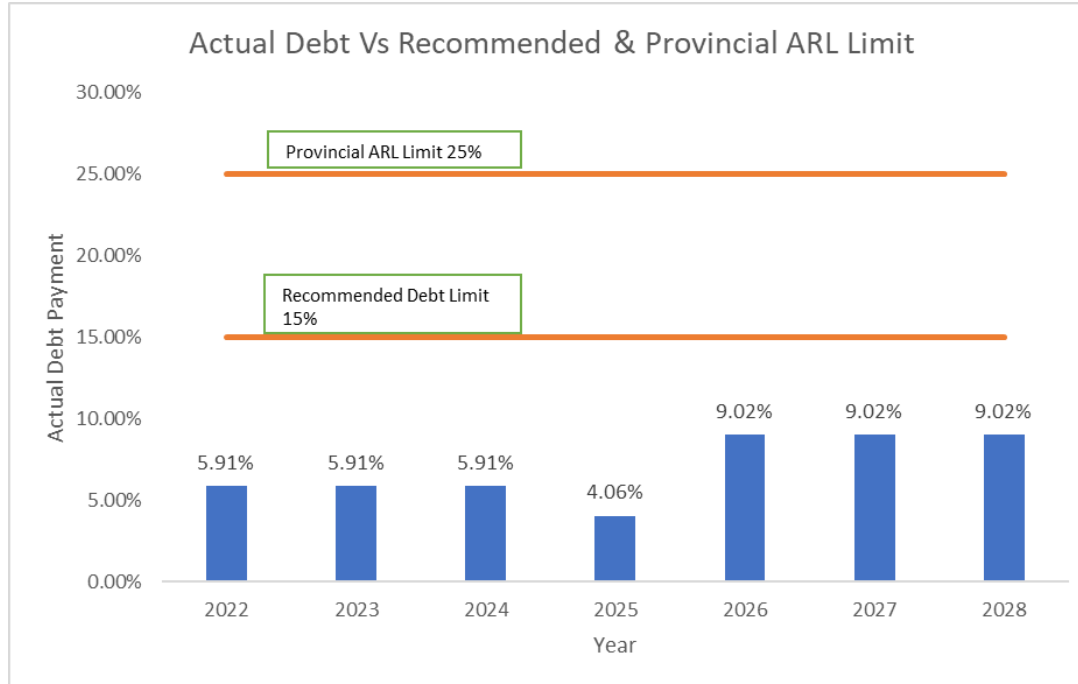
Project Name	Amount
IT Projects	\$ 225,900.00
Mount Forest Cemetery masterplan	\$ 29,700.00
Mount Forest Cemetery survey and title issues	\$ 33,000.00
Mount Forest Community Centre Demolition of Changerooms	\$ 200,000.00
Mount Forest Community Centre HVAC and Dehumidifier	\$ 170,000.00
Mount Forest cremated remains section	\$ 16,500.00
Reconstruction - Clarke Street between Walton to Domville	\$ 1,919,870.00
Structure 21 Replacement (Sideroad 8E)	\$ 1,145,820.00
Arthur Arena Auditorium	\$ 750,000.00

Draft Capital Program – 2027-2028 – Cont.

Project Name	Amount
Arthur Pool	\$ 250,000.00
Bike Racks, Park Benches and Accessible Picnic Tables	\$ 25,000.00
Culvert Sideroad 9W (Concession 7 to Concession 6)	\$ 490,088.91
Downtown Mount Forest Community Space Upgrades	\$ 50,000.00
Gravel Top-up at municipal parking lots and trails	\$ 60,000.00
Reconstruction -Fergus Street Nbetween Birmingham Street E and Duraham Street E	\$ 1,846,740.50
Structure 21 Replacement (Sideroad 8E)	\$ 1,122,090.00
Arthur Arena Changerooms	\$ 1,000,000.00
Bike Racks, Park Benches and Accessible Picnic Tables	\$ 25,000.00
Grand Total	\$ 9,359,709.41



Debt Utilization & ARL Compliance



ARL includes principal and interest; post 2026 headroom remains ~\$2.22M

- Proposed 2026 debt: \$4,725,000 (Arthur WWTP Phase 2) and \$1,050,000 (Clarke St Smith–Walton).
- 2025 ARL (provincial): \$3,477,661. Existing annual debt service: \$565,252.78.
- New annual payment (both projects): \$689,433.64 Tax-supported: \$125,351.57; DC/Rate supported: \$564,082.07.

Council Direction
Required

Levy target

Capital priorities
(adds/omits)

Additional feedback or
direction

Questions!





TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Jeremiah Idialu, Treasurer/Director of Finance

REPORT #: TR 2025-010

REPORT TITLE: 2026 Operating and Capital Budget

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2025-010 being a report on the Township of Wellington North 2026 Operating and Capital Budget;

AND THAT Council provide direction regarding the tax levy increments for 2026.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

TR 2025-007 2026 Budget Schedule

BACKGROUND

This report outlines the 2026 Operating and Capital Budget for the Council's consideration and direction. Prepared with the township's strategic priorities in mind, the proposed budget seeks to balance the need for continued investment in critical infrastructure and services with current financial realities.

ANALYSIS

The 2026 budget proposes a 4.13% increase in the municipal tax levy, bringing the total levy requirement to \$11,347,930. This change reflects net pressures after accounting for in-year assessment growth, so the benefit of new assessment has already moderated the levy. For a typical single-family residential property assessed at \$271,636 (valuation date January 1, 2016), the Township portion of property taxes is estimated to rise by \$61.35 annually (about \$5.11 per month), preserving service levels without front-loading costs into a single year. On the capital side, the program totals \$9,161,676, paced to maintain core infrastructure, advance priority projects, and manage risk within available funding envelopes. The financing approach continues to prioritize levy/rate contributions, reserves, grants, and development charges, with debt used selectively and tested against the Township's Annual Repayment

Limit (ARL) to protect operating flexibility. New for this cycle, the presentation also includes a two-year operating forecast (2027–2028), providing early visibility into emerging pressures and helping Council set levy direction and strategies beyond 2026.

CONSULTATION

CAO

All Department Heads

Conservation Authority

Utilities Providers

Insurance

FINANCIAL CONSIDERATIONS

The 2026 budget proposes a 4.13% levy increase, A total levy requirement of \$11,347,930, and a capital program of \$9,161,676 paced to core asset renewal and risk management. Funding emphasizes levy contributions, user fee contributions, reserves, grants, and development charges, with selective debt kept within the Township's ARL capacity.

ATTACHMENTS

Schedule A – 2026 Operating and Capital Budget Presentation

STRATEGIC 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:
- ☒ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒

TOWNSHIP OF WELLINGTON NORTH DEPUTATION REQUEST FORM

Name / Spokesperson: Jeff Buisman

Name of Group or Organization (if applicable): VanHarten Surveying Inc.

Address: 2106 Gordon Street Guelph, ON, N1L 1G6

Email: jeff.buisman@vanharten.com

Phone: 519-821-2763 x225

Date of Meeting: 11/3/25

Topic of Deputation: Severance Application B26-25 Robert & Louise Horst

Please attach your presentation/notes specify what action would you like the Township of Wellington North to take with respect to your matter

I would like to clarify the extent of the severance and that it is pretty well the smallest configuration possible for a new house. I would also like to point out that earlier mapping on the extent of the severance was incorrect.

Estimated Municipal Financial Impact

Capital \$:

Annual Operating \$:

Signature:



Date: 10/27/25

Date & time received by Clerk:

Deputation requests must be submitted by 3:00 p.m. on the Monday preceding a Council Meeting.

If you wish to depute on a matter appearing on a published agenda, a request must be submitted by 11:00 am on the day of the meeting.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF REGULAR COUNCIL MEETING – OCTOBER 20, 2025 AT 7:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING
[October 20, 2025 Township of Wellington North Council Meeting \(youtube\)](#)**

Members Present: Mayor: Andrew Lennox

Councillors: Lisa Hern
Steve McCabe
Penny Renken

Member Absent: Sherry Burke

Staff Present:

Chief Administrative Officer: Brooke Lambert

Deputy Clerk: Catherine Conrad

Executive Assistant to the CAO: Tasha Grafos

Director of Finance: Jeremiah Idialu Human

Resources Manager: Amy Tollefson

Acting Human Resources Manager: Tonya Wilson

Chief Building Official: Darren Jones

Manager of Infrastructure and Engineering: Tammy Stevenson

Manager Recreation Community & Economic Development: Mandy Jones

Planner: Jamie Barnes

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2025-281

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Agenda for the October 20, 2025 Regular Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

Councillor Hern deemed a pecuniary interest with the following:

3. Finance

- a. Vendor Cheque Register Report, October 13, 2025

For the following reason:

There was a payment to me under the wildlife compensation program.

Councillor Renken declared indirect pecuniary interest with the following:

Items for Consideration

2. Planning

- b. Report DEV 2025-016, Consent Application B25-25 Trustees of St. Andrew's Presbyterian Church of Canada.
- c. Report DEV 2025-017, Consent Application B53-25 Trustees of St. Andrew's Presbyterian Church of Canada;

For the following reason:

My church will have monetary interest with the proceeds when it is sold.

and

3. Finance

- a. Vendor Cheque Register Report, October 13, 2025

For the following reason:

I was involved with the cheque for the Hospital Auxiliary.

O'CANADA

AWARDS / DECLARATION / RECOGNITION

- a. Arthur U9 Lacrosse Team
- b. Arthur Fair Ambassador – Mikayla Humphrey

COUNTY COUNCIL UPDATE

Campbell Cork, County Councillor, Ward 3

County Councillor Cork provided an update on the County's curbside collection services, noting that changes to the program will be announced next week by the Solid Waste Services Committee. The presentation highlighted potential adjustments to garbage and leaf and yard waste collection, as well as ongoing challenges with the producer-pay recycling program.

Automated Speed Enforcement was also discussed, with a focus on the allocation of collected funds between the Province, the service provider, and the County.

PRESENTATIONS

- a. Sarah Wilhelm, Manager of Policy Planning, and Jameson Pickard, Senior Policy Planner, County of Wellington
 - County Official Plan Review – OPA 131 Rural Area Policies and Growth

Senior Policy Planner, Jameson Pickard, provided an overview of the draft Official Plan Amendment 131 (OPA 131), part of the County's ongoing Official Plan Review. The amendment updates rural area policies to align with the 2024 Provincial Planning Statement, supports long-term rural residential and employment growth needs, and aims to ensure consistency across County planning documents.

OPA 131 highlights Rural Area Policy Updates including:

- Aligning permitted uses in prime agricultural areas with the PPS (i.e. on-farm diversified uses, agriculture-related uses, etc.)

- Additional agricultural impact assessment requirements when introducing new non-agricultural uses in the prime agricultural area
- Incorporating an “agricultural systems” approach and aligning with the “rural areas” concept
- Adding policies to enable municipalities to choose whether to apply Minimum Distance
- Separation (MDS) to on-farm diversified uses
- Other changes to add and revise definitions
- Removing language allowing smaller agricultural lots in prime agricultural areas
- Allowing consideration of lot creation for infrastructure in prime agricultural areas in keeping with the PPS
- Clarifying size of severance for residence surplus to a farming operation
- Aligning rural employment area policies with more flexible Provincial policy approach

Additionally, Mr. Pickard spoke to the proposed policy updates relating to agricultural land use, rural employment areas, residential growth management, and mapping corrections.

Council directed staff to bring a report to the next Council meeting regarding commenting on OPA 131 Rural Area Policies and Growth.

RECESS TO MOVE INTO MEETINGS UNDER THE PLANNING ACT

RESOLUTION: 2025-282

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North recess the October 20, 2025 Regular Meeting of Council at 8:07 p.m. for the purpose of holding meetings under the Planning Act.

CARRIED

COMMITTEE OF ADJUSTMENT

- A14/25 Minor Variance - Arnold & Karissa Bouwman

RESUME REGULAR MEETING OF COUNCIL

RESOLUTION: 2025-283

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North resume the October 20, 2025 Regular Meeting of Council at 8:17 p.m.

CARRIED

DEPUTATIONS

- a. Daphne Rappard Community Gardens
 - Relocation of Mount Forest Community Garden

Ms. Rappard appeared before Council to provide an overview of the garden's development since its inception in 2022 as an initiative of the Mount Forest Family Health Team, highlighting its community impact and growth. Due to the current site no longer being available, Council was asked to consider providing a temporary location at the old fairgrounds near the existing sheds for the 2026 growing season, while a permanent location is pursued through the 2026 Recreation Master Plan process.

b. Report C&ED 2025-038, Community Gardens

RESOLUTION: 2025-284

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-038 being a report on the Community Gardens Program.

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, October 6, 2025

RESOLUTION: 2025-285

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the minutes of the Regular Meeting of Council held on October 6, 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

2b, 2c, 2d, 3a, 4a

ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

RESOLUTION: 2025-286

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT all items listed under Items For Consideration on the October 20, 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 Mailand Valley Conservation Authority Membership Meeting #6-2025 held on June 18, 2025.

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 September 26, 2025.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority Board of Directors Meeting held on July 17, 2025.

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report from Jamie Barnes, Planner, County of Wellington, dated October 9, 2025, regarding 61R21979 PART 4, 461 Wellington St. E, Mount Forest, Zoning By-law Amendment (ZBA 10/25), Removal of Holding (H) Provision;
AND THAT the Mayor and Deputy Clerk be authorized to sign the by-law.

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-019 regarding the final approval of the 5053745 Ontario Inc. Site Plan Control Agreement for the property at 461 Wellington Street East, Mount Forest.

THAT the Council of the Corporation of the Township of Wellington North receive Crime Stoppers Guelph Wellington, Fall 2025 Newsletter.

CARRIED

CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

Councillor Renken moved away from the table as she had previously declared pecuniary interest.

RESOLUTION: 2025-287

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-016 Consent Application B52-25 St. Andrew's Presbyterian Church of Canada (Severance).

AND THAT Council support consent application B52-25 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 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.

CARRIED

RESOLUTION: 2025-288

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-017 Consent Application B53-25 St. Andrew's Presbyterian Church of Canada (Severance).

AND THAT Council support consent application B53-25 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;
- THAT the Owner provides documentation that existing municipal and private service(s) locations are within the severed parcel (166 Birmingham St E), with no encroachments to the lands being retained (196 Fergus St N). The existing water service, sanitary service and/or storm service to be located by utility
- locates including field line painting and electronic copy on private property be filed with the Infrastructure Department, to the satisfaction of the Township. Contact Infrastructure Department prior to complete the work; and
- THAT if the existing municipal or private service(s) for the severed lands trespasses onto the retained lands, a new service shall be installed through the Service Connection Policy process to the severed lands and private pipe to be installed entirely on the severed lands at the expense of the Owner by obtaining a Service Connection Permit;

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.

CARRIED

Councillor Renken returned to the meeting.

RESOLUTION: 2025-289

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-018 Consent Application B57-25 Yvonne Bailes-Mulder (Lot Line Adjustment).

AND THAT Council support consent application B57-25, provided the lot area is reduced to 0.4 – 0.8 ha (1-2 ac) to reflect a typical rural residential lot, 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 enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;

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.

CARRIED

Councillor Renken and Councillor Hern moved away from the table as they had previously declared pecuniary interest.

RESOLUTION: 2025-290

Moved: Councillor McCabe

Seconded: Mayor Lennox

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated October 13, 2025.

CARRIED

Councillor Renken and Councillor Hern returned to the meeting.

RESOLUTION: 2025-291

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2025-010, Housing update;

AND THAT Council request that the County of Wellington allocate \$1,000,000 in funding available for attainable housing towards the capital funding required for infrastructure directly supporting growth, specifically the second phase of the Arthur Waste Water Treatment Plan.

CARRIED

NOTICE OF MOTION

Councillor McCabe tabled the following notice of motion:

THAT staff be directed to investigate the feasibility of painting two crosswalks, one in Arthur and one in Mount Forest in honour of those who have served in Canada's armed forces.

COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Renken (Ward 1):

- During the Cultural Roundtable meeting, a productive discussion took place regarding the preservation of historic buildings, and this topic will be revisited at future meetings.

Councillor McCabe (Ward 4):

- ROMA meeting on Thursday, October 16 and Friday, October 17, 2025:
 - o Proposed changes related to firefighting were noted, including potential requirements for volunteer firefighters to receive full-time level training and questions regarding who is responsible for funding proposed operations.
 - o Discussion took place regarding housing and funding definitions, noting inconsistencies between urban and rural classifications compared to Federal and Provincial terminology. It was proposed that these terms be made consistent.
 - o The portal to submit Delegation requests for the ROMA Conference, taking place in January 18 – 20, 2026, in Toronto, is now open.
- SVCA meeting last week to discuss permits that have gone through the watershed recently. The next meeting is scheduled for November 13, 2025, for discussion at this meeting will be the budget.
- Attending a meeting in Minto regarding Drainage 3 on Tuesday, October 21, 2025 and a follow up meeting on November 20, 2025.

Mayor Lennox:

- In the past week, both the Arthur and Mount Forest Chambers of Commerce held their community award events, the Excellence Awards in Mount Forest and the AGM Awards in Arthur, to recognize outstanding community members. There were over 100 nominees for the four awards presented in Mount Forest. The Mayor congratulated all nominees and winners of the awards in both Mount Forest and Arthur.
- During the Arthur Chamber of Commerce event, the Mayor gave a presentation on an update on our community, community growth and planning. A similar presentation will be given to the Arthur Optimist Club on Wednesday, October 22, 2025.

BY-LAWS

- a. By-law Number 065-2025 being a by-law of The Corporation of the Township of Wellington North to constitute and appoint members to the Town of Minto of Revision for the Minto Drain 3 Drainage Works
- b. By-law Number 066-2025 being a by-law to amend Zoning By-law Number 66-01 being the Zoning By-law for the Township of Wellington North (Part of Park Lot 3 S/S Birmingham St and is municipally known as 461 Wellington Street E.)

RESOLUTION: 2025-292

Moved: Councillor Renken

Seconded: Councillor Hern

THAT By-law Number 065-2025 and 066-2025 be read and passed.

CARRIED

CULTURAL MOMENT

- Celebrating Joseph Driscoll

CONFIRMING BY-LAW

RESOLUTION: 2025-293

Moved: Councillor Renken

Seconded: Councillor Hern

THAT By-law Number 067-2025 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 October 20, 2025 be read and passed.

CARRIED

ADJOURNMENT

RESOLUTION: 2025-294

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Regular Council meeting of October 20, 2025 be adjourned at 8:58 p.m.

CARRIED

MAYOR

DEPUTY CLERK



PLANWELL^{OM}

Wellington County Official Plan Review OPA 131

Wellington North Council Meeting
October 20, 2025



LIVEWELL



GROWWELL



SUSTAINWELL

OPA 131- Rural Growth and Policy Updates

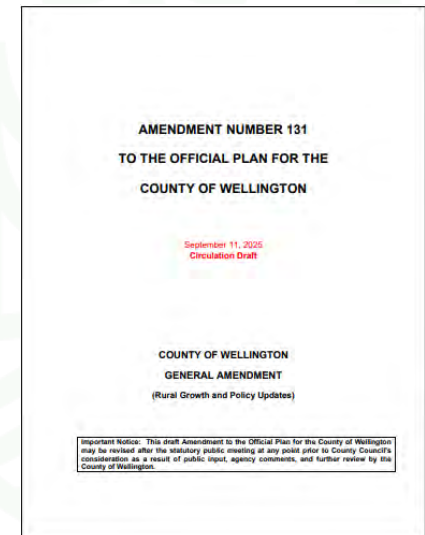


Background

OPA 131 is the fifth amendment of the County's phased Official Plan Review.

The purpose of this amendment is to align the rural area policies with the 2024 Provincial Planning Statement (PPS) and complete Rural Phase 3B of the Official Plan Review. This amendment covers five key areas.

1. County-wide PPS Rural Area Policy Consistency
2. Erin Rural Residential Growth Re-allocation
3. Puslinch Rural Residential Growth
4. Puslinch Rural Employment Growth
5. Other Changes



PPS Rural Area Policy Consistency



While dated, the County's current Agricultural policy framework has remained largely consistent with provincial policy requirements, despite successive changes and the new 2024 Provincial Planning Statement (PPS).

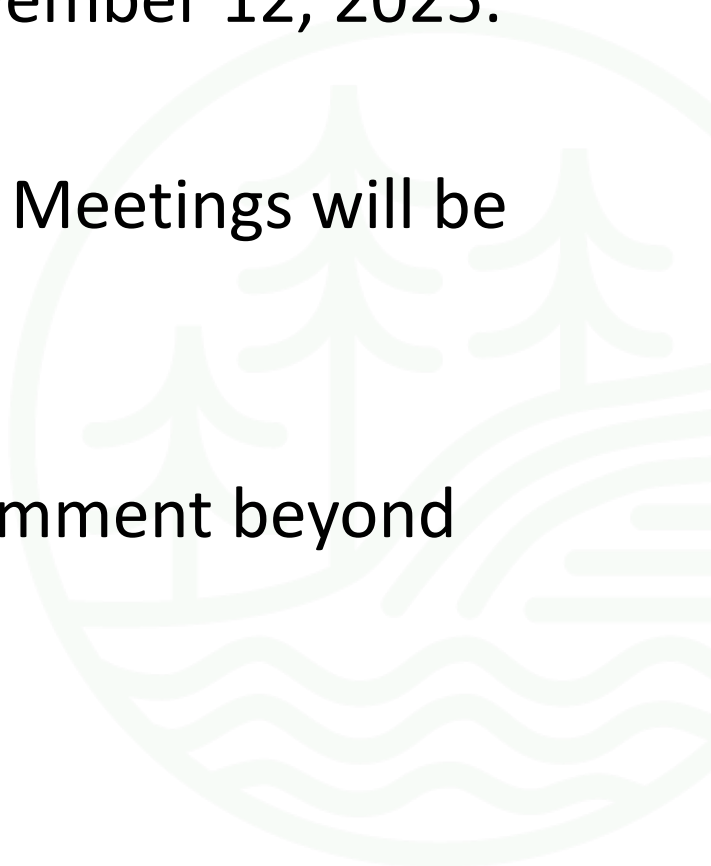
The Agricultural policies still require and would benefit from revisions to ensure consistency with current Provincial legislation, policies and guidelines.

Changes proposed in OPA 131 focus on:

- Aligning permitted uses in the prime agricultural area with PPS 2024.
- Incorporating an Agricultural Systems approach to rural planning in the County.
- Severance policy changes in the Prime agricultural area.
- Other policy revisions to clarify and improve outcomes in the agricultural area and consistency with the PPS.



Next Steps

- Agency Comment deadline is November 12, 2025.
 - Statutory Open House and Public Meetings will be scheduled early in the new year.
 - Public are welcome to provide comment beyond the noted comments deadline.
- 



For more information

Sarah Wilhelm
Manager of Policy Planning
sarahw@wellington.ca
519.837.2600 x2130

Jameson Pickard
Senior Policy Planner
jamesonp@wellington.ca
519.837.2600 x2300

Project website: www.wellington.ca/planwell

Project email: planwell@wellington.ca



MOUNT FOREST BUSINESS IMPROVEMENT

ASSOCIATION MEETING MINUTES October 14 , 2025 @ 8:00 AM

Meeting Room Mount Forest Arena

CALLING TO ORDER – Andrew Coburn; Chair Mount Forest BIA

PRESENT ATTENDEES

Members: Andrew Coburn, Dwight Benson, Jessica McFarlane, Councillor Sherry Burke, Rachel Whetham, Kyle Dallaire

Staff: Robyn Mulder, Tanya Matthews

Community Members: Penny Renken

ABSENT ATTENDEES

Erin Kiers, Bill Nelson

WELCOME AND INTRODUCTIONS

Andrew

REVIEW AND ADOPTION OF THE AGENDA

Andrew

Dwight requested to add flowerpots to the agenda as new business, Andrew had motioned and Jessica seconded, carried. Garbage was also added. Dwight had motioned and Kyle seconded, carried.

ITEMS FOR DISCUSSION

1. Light Posts

Dwight

Dwight updates the council about the light posts, specifically the details about the bulbs that are being tested. The trial run was completed, the fixture of the bulb itself requires some adjustment. The LED sample is installed in the lower lamp post in front of Dwight's business. Tammy Stevenson had emailed Dwight, letting him know that the town has looked at it and are satisfied with it. Currently Dwight is looking for a sleeve to fit the bulb in the upper portion of the lamp. Still aiming for this project to come out of the 2025 budget.

2. Reimagined Laneway - Pizza Hut

Jessica

Two weeks ago Jessica had a meeting on location with the Township - Councillor Sherry Burke, Malcolm Robertson, township staff, board of works to discuss snow removal. Councillor Burke shared that at the Wellington North Council meeting, members of Council approved the pilot project for snow removal for the laneway, subject to an agreement. Township staff will be reaching out to the landowners to discuss the terms. Councillor Burke also informed the BIA that one parking space in front of the bank (Scotia Bank side) was eliminated due to the bump out crosswalk, but a parking space could be regained in front of the reimagined laneway.

3. Mount Forest Green Team/Tree Trust/Accessibility

Erin

Tabled to the next meeting, Erin was not present.

4. Signage at Parkette

Andrew

Andrew has been in conversation with Mandy Jones, Manager of Recreation, Community and Economic Development from the Township. BMO has rejected the proposal of placing the signage at their corner. Mandy has asked for the BIA's input on placing the signage in an alternate location.

5. Community Signage

Robyn

Robyn shares the new signage in front of the library is in full operation, with flyers already posted. A note has been placed within the unit that anything to be posted within needs to be forwarded to Economic Development. Community Events will only be permitted to be posted.

6. Crosswalk Financial Contribution

Andrew

\$20,000 was budgeted to contribute to the bumpout crosswalk that was recently installed in front of BMO. It is agreed that the bumpout has encouraged traffic to slow down significantly, even though there's been a loss of a parking space, which would then be replaced (at the Reimagined Laneway as discussed earlier) has continued the support of the project. It was also agreed on to ensure that the BIA is shown some recognition from the Township in social media, newsletters, and websites that the BIA had advocated for, and supplied financial support for the crosswalk.

Robyn had informed the BIA about a back-page in the Wellington Advisor where the BIA can share some recent projects. Jessica makes a motion to put the \$20,000 towards the project in addition to the Township making the social media post. Dwight seconded. Carried.

7. Hallowe'en Haunt

Rachel

Rachel updates the committee on the Hallowe'en Haunt. Tanya emailed the businesses downtown regarding the event, asking for participation confirmation. Several businesses have already agreed to participate. A couple of social media posts have been made with a positive reception. The church and legion are piggy-backing off of the event, so downtown will be hopping. Rachel has asked for permission to print flyers (30 qty) off at PrintOne, Dwight has offered to take care of the printing. The BIA plans to have a table in the parkette beside BMO to give out candy, with the candy supplies being from BIA. Tanya was requested to send the flyer out to the committee. Kyle and Rachel will be helping on the 25th to hand out candy.

8. Christmas Tree**Dwight**

Dwight shared that it's been difficult this year to find a large tree for the downtown from the BIA. But there are a couple of locations that he's been in contact with to find the perfect tree. Dwight has made the formal request to purchase more lights. Councillor Burke confirms that the fire departments will help with the installation of the tree and lights this year. Installation would be at the end of November. Discussion followed regarding having a lighting event, where Amanda had previously helped to coordinate. Dwight would like to reach out to Amanda to see if she'll help again this year. Dwight makes a motion to allocate \$300 for more Christmas lights for the tree. Kyle seconds, Carried.

9. Flowerpots**Dwight**

Some discussion was had about the pocket of space that sits beside the Chinese restaurant at the main intersection, and that some extra flowerpots might help compliment the space. The Municipality, however, is planning to have the space formally designed, so having extra flowerpots might not be a necessity right now. The BIA will be involved in the planning of the space, so this topic is going to be tabled for the time being.

10. Garbage**Andrew**

Township was in contact with Andrew again regarding the garbage - a biweekly pilot project that would provide a secondary garbage pickup downtown. Even though the BIA has agreed that it will not continue the project, there is still an outstanding balance of \$4,400 for the service from January to June. After some negotiation half of that amount has been proposed to be paid by the BIA and the other half by the Township. Motion was made by Dwight to settle the matter and pay the \$2,200. Kyle seconded, carried.

11. AGM Preparation**Andrew**

Thirty days notice is required for the AGM to be announced. The date has been set for the AGM to take place November 19th at 8am in the Lower Leisure Room at the Mount Forest Arena. Discussion followed regarding the budget for 2026, and it is attached. Gift cards will be going out to Wellington Produce Packaging and the street cleaner for their service. This coming year's board list will include Andrew, Bill, Kyle, Rachel, Jessica, Dwight and Erin.

NEW BUSINESS**1. NEXT MEETING**

AGM, 8am in the Lower Leisure Room @ Mount Forest Arena, November 19th, 2025

ADJOURNMENT



MINUTES OF MEETING OF ARTHUR BIA

Wednesday, August 20, 2025 @ 7:30 PM
Virtual via Zoom link

Board Members present:

Angela Alaimo, Chair
Paula Coffey, Vice Chair
Chris McIntosh, Treasurer
Jim Coffey
Gord Blyth
Mitch Keirstead
Robyn Mulder EDO

Other Attendees

Absent

Sheila Faulkner
Councillor Lisa Hern

Review and Adoption of the Agenda

Meeting called to order at 7:31pm

THAT the agenda for the meeting of the August 20, 2025 Arthur Business Improvement Area be accepted and passed. Jim moved to accept and Gord seconded.

Review and Approval of Minutes

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

Financial Report

Review of financial report from Chris We have now received the additional levies based on this year's levy amount. Chris had one addition – items to be paid – invoice from Sign Matters for the pole wraps. Motion to approve payment of pole wraps invoice \$353.46– we discussed payment of the loan payment with schedule of payment which the date of payment was May on the amortization schedule. Last year we paid in September, so will pay it in September again. Paula had another invoice to add re the soil and new plants for the new planters \$219.13. approved Chris and Mitch seconded. Motion to approve financial report by Chris and seconded by Mitch.

Robyn report - Has gotten more than 35 surveys between Arthur and Mount Forest, and have extended the interview times two weeks into September. Has had a number of inquiries regarding the community improvement program. The Student Start Up program through Saugeen Connects Wrap up bbq on August 26. Had 9 students from Wellington North, 4 at the Farmers' Market, youth entrepreneurs have been successful. Culture Bus on October 4. Volunteer and Newcomer Event on September 18 in Mount Forest. Community Signage has been waiting on materials.

Crosswalk issue – I was told we will be involved in the discussions. The Board determined that we would approach the Township regarding a reduction in our responsibility for the share of the bump outs due to the fact that the original design features were faulty; if it had been a crosswalk, we wouldn't have had to paid for any of it. The lamp posts aren't in the correct spot and not tall enough, now the pots are no longer able to be put in place. The Board has no objections to the crosswalk. We should be involved in the conversation going forward.

Christmastime in Arthur street festival has requested our assistance with the road closure application – Rhonda Schnurr of Impact Physiotherapy is one of the organizers. It was determined the Board would approve that event.

Angela sent the application for Fran's event in September and it was approved by the Township.

We should have a policy to define the parameters of what events we are going to support. It was decided that in order to give support the applicant needs to be a business within the BIA District and donating back to a local service club, church etc.

Paula was contacted by a citizen who suffered trauma and violence on the Main Street. Robyn suggested that we reach out to Brooke Lambert to advise of the issue. After some discussion and considering that the BIA mandate is not to take action but to make people aware of the issues, it was decided that a letter should be prepared to send out to businesses in the BIA district. Angela will also get the letter distributed to the County. Paula suggested that the Health Van and the Legal Aid Van do the most for the people who have needs in the community.

Christmas décor – we have the snowflakes that go up downtown and they cover the whole street. The snowflakes are so bright that they don't allow LED lights to show up. Trying to build on the decorations. Mitch suggested wrapping the poles with LED lights at other times of the year so that the mainstreet isn't so dark at night. Chris suggested the lights on the sidewalk that we discussed last year. Paula suggested doing something at the RBC, then in the vacant lot if we were allowed. We can think about it for the next meeting although we are getting closed.

Paula asked if we were doing the Sip Savour and Shop event again this year. Last year it was held on November 15. We should be thinking about that again for next meeting.

We talked about the write ups for the QR stories and the banners. Paula suggested that she would do a Fall walk about. Gord had suggested handing out one set of stories per week. Distributing cards at the Library, Sterre, Tim Hortons, Foodland, the Banks and the variety stores. Gord offered to copy them through his business – Paula would put the QR code on and the written story and listen to it "here" then people can listen and read. Then it might encourage people to follow through with the QR codes.

Jim indicated Second Annual Car show September 12 at the Arena with proceeds to the Foodbank.

Roundtable Discussion:

Date of next meeting:

September 17, 2025

Adjournment motion to adjourn Paula



**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
CULTURAL ROUNDTABLE MEETING MINUTES
THURSDAY, OCTOBER 16 @ 12:00 PM
MOUNT FOREST & DISTRICT SPORTS COMPLEX, MEETING ROOM**

Committee Members Present:

- Bonny McDougall, Chair
- Doris Cassan, Member
- Penny Renken, Councillor (left at 1:29 p.m.)
- Tim McIntosh, Member (left at 12:26 p.m.)
- Carol Vair, Member
- Faye Craig, Member

Regrets:

- Trina Reid, Member

Staff Members Present:

- Robyn Mulder, Economic Development Officer
- Mike Wilson, Community Development Coordinator

Calling to Order
Chair McDougall called the meeting to order at 12:07 p.m.
Adoption of Agenda
Moved by Member Renken Seconded by Member Cassan THAT the agenda for the October 16, 2025, Wellington North Cultural Roundtable Committee meeting be accepted and passed. CARRIED
Disclosure of Pecuniary Interest
None
Minutes of Previous Meeting – August 14, 2025
The Committee reviewed the minutes of the previous meeting held on August 14, 2025. These minutes were accepted at the September 8, 2025 Wellington North Council Meeting. Moved by Member Cassan

Seconded by Member Vair

THAT the Wellington North Cultural Roundtable Committee receive for information the minutes of the August 14, 2025, Committee Meeting.

CARRIED

Deputation

None

Business Arising

None

New Business

None

Heritage Discussion

Moved by Member Cassan
Seconded by Member Craig

THAT the Wellington North Cultural Roundtable Committee receives for information the verbal report on the Heritage Discussion from the September 8, 2025 Wellington North Council Meeting.

CARRIED

A staff report was presented to council regarding historically significant buildings within the community.

Council directed staff to consult with the Arthur BIA and Mount Forest BIA, as well as the Cultural Roundtable. Early feedback from that consultation has indicated that both BIAs acknowledge the importance of historically significant buildings in the downtown cores. Additionally, they shared concerns regarding the restrictions that could potentially be put in place if buildings or districts are designated. Instead, both BIAs have indicated they would prefer to see the CIP expanded to provide greater incentives to property owners seeking to upgrade their facades. Committee and the BIAs are supportive of enhanced communication around the CIP program and sharing historical information about buildings with property owners and businesses.

Committee reviewed the following questions, included as an attachment on the Report.

Q1. 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.

Answer: Recognition, historical importance and preservation

Q2. If preservation and aesthetic appeal is the goal, has the committee discussed the limitations of the designation process?

Answer: Yes, cost and time for staff as well as regulations

Q3. Is the Committee prepared to provide resources to accomplish any goals related to designation? What would these be?

Answer: Committee has limited funds, this would need to be a budget consideration.

Q4. Are there any other creative ways the Committee could achieve their goals related to heritage?

Answer: Yes. The committee came up with a couple of creative ways to bring awareness to the importance of historical attributes.

- Work with the Mount Forest Museum and Archives to identify historically significant buildings and communicate the Community Improvement Program and new Design Guidelines.
- Provide Cultural Moments on various buildings in the downtown cores to raise awareness. These Cultural Moments could be shared directly with property/business owners as well as the Biz Bull. This project could be titled “What Lies beneath”

Action: Faye, Bonnie and Doris to identify buildings of historical significance in Arthur and research historical information.

Action: Penny, Carol and Trina to identify buildings of historical significance in Mount Forest, working with the Mount Forest Museum and Archives.

Action: Robyn to email the downtown heritage maps included in Façade Design Guidelines.

Update on Workplan Items

Workplan Item 1: Wellington North Farmers' Market

Staff member Mulder presented an update of the Wellington North Farmers' Market 2025 season. Committee agreed it was a very successful season and look forward to continuing with this success into next year.

Workplan Item 2: Cultural Grants and Donations

Criteria for future grants and donations was tabled to be discussed at the next meeting.

An update was provided on the 2025 Cultural Events Funding and Sponsorship Program. To date, a total of \$1,125.00 has been allocated:

- \$750 to Metz Pumpkinfest
- \$375 to the Mount Forest and District Arts Council

There has been no update received from the organizers of the proposed Diwali event. Staff suggest Committee proceed on the assumption that this event will not take place in 2025 based on the date and lack of communication.

A total of \$875 remains for 2025.

The 2026 Cultural Events Funding and Sponsorship Program will be considered through the annual operating budget. The Community Grants and Donations program applications will be

reviewed by Council on November 3.

There are some applications that may be of interest to the Cultural Roundtable to consider as part of the 2026 Cultural Events Funding and Sponsorship Program:

- Mount Forest and District Arts Council (\$400)
- Wellington North Pride (\$290.41 – full day pavilion rental)

Staff inquired if Committee would like to direct these applications to the Cultural Events Funding and Sponsorship Program. The Committee didn't come to a decision.

Action: Member Craig to fill out an application for pipers at the cenotaph in Arthur for next summer.

Workplan Item 3: Cultural Moments

Staff member Wilson advised Committee that the Cultural Moments are well received at Council. Mayor Lennox made the comment at the most recent Council meeting, "I don't know where the Cultural Roundtable digs up these moments, but I am sure glad they do."

The views of the Cultural Moments continue to be strong.

765 is the average total views

1265 is the average post reach

The total views is 12242

The Biz Bull also continues to publish Cultural Moments monthly that focus on the communities of Arthur, Damascus and Kenilworth.

Additional Cultural Moment ideas are required for upcoming council meetings; November 3 and 17, December 1 and 15. Staff have gone ahead and written a Cultural Moment on Joseph Driscoll, who was born in Arthur and moved west in the early 1900s to become a political and sporting figure.

Staff member Mulder suggested the Committee prepare a Cultural Moment discussing the Arthur and Mount Forest BIA 2025 projects, and subsequently include this content on the Culture page of the Wellington Advertiser. Committee was in agreeance with both.

Historical Society Reports

In addition to the reports, Kate Rowley from the Mount Forest Museum and Archives will be making a presentation to Council later this year or early next year with an update on the Lynes Blacksmith Shop.

Workplan Item 5: Wellington North Culture Days

Staff member Mulder gave a verbal recap of the Culture Bus Tour and showed images of the day. The Culture Bus tours are a partnership between the Town of Minto, Town of Hanover and the Township of Wellington North. This year the tours took place on Saturday October 4th from 10am to 4pm. Three tour buses, each departing from a different municipality, followed the same route at differing times. This year's locations were:

1. Arthur Greenfield Cemetery, Tour and stories by Jeff McKee
2. Mount Forest Museum & Archives, 25th Anniversary, behind the scenes storage tour; outdoor market and new Baskets to Caskets Exhibit
3. Saugeen Airport in Hanover, tour of the terminal, hangers, photos with planes
4. Heritage Square and Clock Town, Hanover, Farmers' Market; Heritage Square tours and clock tower
5. Wesley Bates Gallery & West Meadow Press, tour of facility and demonstration of how to make a Print Press Card
6. Minto Arts Gallery, Harriston, "Works of Art by Connections Fibre Artists"

The cost to participate was \$35.00, and each participant received lunch, treats, beverages, gifts from local businesses as well as a behind the scenes tour of these favourite landmarks. A follow-up survey was circulated, and staff look forward to reviewing the feedback. Staff and Committee look forward to partnering again next year to provide this wonderful cultural event.

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

No update.

Items for Consideration

None.

Upcoming Events

Mayor's Charity Bonspiel
Friday, November 7, 2025
Arthur and Area Curling Club
At present, only six team spots remain.

Roundtable (verbal)

None

Date of next meeting and adjournment

Next Meeting: Thursday, November 13, 2025, at 12:00 noon at the Arthur and Area Community Centre (Upper Hall).

Moved by Member Craig
THAT the Wellington North Cultural Roundtable Committee meeting of October 16, 2025, be adjourned at 1:58 p.m.

CARRIED



Grand River Conservation Authority

Summary of the General Membership Meeting – October 24, 2025

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-10-25-90 - Budget 2026 Draft 1
- GM-10-25-91 - 2026 Fee Policy & Schedules
- GM-10-25-97 - Financial Summary
- GM-10-25-92 - 2026 Board Meeting Schedule
- GM-10-25-95 - Conestogo Dam Concrete Rehabilitation Phases 5 – Project Budget Increase
- GM-10-25-C17 - litigation or potential litigation (Closed agenda)
- GM-10-25-C18 - information explicitly supplied in confidence (Closed agenda)
- GM-10-25-C19 - a trade secret or scientific, technical, commercial or financial information (Closed agenda)
- GM-10-25-C20 - 2026 Non-Union Salary Increases (Closed agenda)

Information Items

The Board received the following reports as information:

- GM-10-25-96 - Chair's Report
- GM-10-25-89 - Budget 2026 Draft 1 - Municipal Apportionment
- GM-10-25-98 - Cash & Investment Status
- GM-10-25-100 - Quarterly Permit Report
- GM-10-25-93 - Water Control Infrastructure Major Maintenance Forecast
- GM-10-25-94 - Grand Valley, Waldemar and Drayton Flood Damages Assessment Study
- GM-10-25-99 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Halton Region Basement Flooding Prevention Subsidy Program Enhancements and Financial Analysis
- Halton Region Tree By-law and Woodlands Stewardship Program - 2024 Annual Report
- City of Hamilton 2026 Budget Direction

Source Protection Authority Correspondence & Action Items

The General Membership of the GRCA also acts as the Source Protection Authority Board. No meeting was held in October.

For full agendas and reports, and past minutes, please refer to our [Board meeting calendar](#). 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'.



Saugeen Valley Conservation Authority

Minutes – Board of Directors Meeting

Date: Thursday September 18, 2025, 1:00 p.m.

Location: 1078 Bruce Rd 12, Formosa, ON, N0G 1W0 and hybrid

Chair: Tom Hutchinson

Members present: Barbara Dobreen, Sue Paterson, Moiken Penner, Jennifer Prenger (virtual, left meeting at 3:14 pm), Larry Allison, Bill Stewart (virtual, left meeting at 3:48pm), Paul Allen, Steve McCabe (virtual), Dave Myette, Bud Halpin, Greg McLean, Mike Niesen

Members absent: Peter Whitten, Kevin Eccles

Staff present: Erik Downing, Adam Chalmers, Donna Lacey, Matt Armstrong, Katie Thomas, Ashley Richards, Jennifer Mead, April McBay.

The meeting was called to order at 1:00 p.m.

1. Land Acknowledgement – read by Gregory McLean

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

2. Adoption of Agenda

Motion #G25-64

Moved by Mike Niesen

Seconded by Sue Paterson

THAT the agenda for the Saugeen Valley Conservation Authority meeting, September 18, 2025, be adopted as amended.

Carried

3. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest relative to any item on the agenda.

4. Staff Introductions

The Board of Directors were introduced to a Resources Information Technician contractor and a permanent forestry technician.

5. Adoption of Minutes

5.1 Authority meeting and Special Meeting – July 17, 2025

Motion #G25-65

Moved by Greg McLean

Seconded by Dave Myette

THAT the minutes of the Saugeen Valley Conservation Authority meeting, and Special Meeting: Hearing Training July 17, 2025, be adopted as presented.

Carried

6. Delegation – Sofia Ramirez – McGowan Falls Fence and Access Concerns

The delegation, led by Sofia Ramirez on behalf of residents of the Municipality of West Grey, objected to SVCA's fencing, access restrictions, and perceived new fees at McGowan Falls. She asserted that the changes reduced accessibility, contradicted alleged intent of the land use, and lacked consultation, and evidence to justify safety and vandalism claims. Ms. Ramirez cited a petition, survey results, and proposed alternatives, calling for transparency, and the halting of work.

7. Matters Arising from the Minutes – none

8. New Business

8.1 GM-2025-15: SVCA Operational Plan

The GM/S-T reported that 2024 performance evaluations were completed, and highlighted the ongoing Amish and Mennonite outreach strategy. It was also noted that many target dates for Water Resources projects have shifted following the manager's return from leave.

8.2 GM-2025-16 Program Report

The GM/S-T noted that the 75th Anniversary celebration required significant effort from Corporate Services and Lands staff, with appreciation expressed to all who attended. The event included the official opening of the new Formosa Conservation Area, which was well attended by dignitaries, past staff, and stakeholders.

8.3 GM-2025-17: Fence Installation at Durham Conservation Area Update

The GM/S-T reported that the Durham Conservation Area fence project was completed in summer 2025, fully funded by campground revenues with no municipal levy contribution. SVCA acted squarely within its legislated authority under Ontario Regulation 688/21, which permits fencing, gates, and other measures to manage access and liability. Multiple communication and consultation efforts were undertaken dating back to 2022, including signage, council correspondence, media releases, resident letters, and participation in a public meeting.

Concerns about property ownership and deed stipulations were dismissed, as SVCA is the registered landowner and existing records confirm no restrictions inconsistent with current use. Requests for operational incident statistics were noted as internal business records, not subject to public disclosure. The project was reaffirmed as supporting fairness, risk management, and sound stewardship while ensuring Durham remains accessible and affordable through low-cost passes and free library memberships.

The preceding delegation noted that legal counsel had been consulted, but no legal action has been received by SVCA to date; therefore, any discussion of legal implications was deemed premature. Questions were raised regarding the purchase of passes, which are available online

(mailed to purchasers), for pickup at the Formosa office, or at the Durham CA gatehouse. The delegation also commented on large stones placed at the beach above the dam, with a director inquiring if this was intentional; clarification was provided that the placement formed part of the dam safety plan, recommended by an external professional engineer, to deter unsafe swimming above the dam. It was further noted that SVCA has adjusted the buoy line to improve safety in this area.

8.4 GM-2025-18: 2026 SVCA Preliminary Budget

Motion #G25-50

Moved by Paul Allen

Seconded by Steve McCabe

THAT the SVCA Board of Directors endorse a proposed increase of up to 6% for the 2026 SVCA Budget.

Carried

The Board endorsed the 2026 Preliminary Budget with an increase of up to 6%, confirming this as the lowest proposed in five years and a starting point for staff to build an appropriate and respectful budget. Discussion included a request for plain-language explanation of the Modified Current Value Method to support council communications, and clarification that Forestry is funded partly as a Category 1 service on conservation lands and partly through self-generated revenue from landowner services. The budget will provide stability for mandatory programs, staff capacity, and operations while minimizing municipal impacts.

8.5 EPR-2025-09: Two-Zone Floodplain Management Concept in Specific Areas of Southampton

Motion #G25-67

Moved by Dave Myette

Seconded by Moiken Penner

THAT the Saugeen Valley Conservation Authority accepts the Greenland Consulting Engineers Two-Zone floodplain mapping study for the specific areas of Southampton described in this report.

AND FURTHER THAT the Saugeen Valley Conservation Authority adopts the Two-Zone Floodplain Management Concept for the specific areas of Southampton described in this report, which would come into effect when the appropriate amendments are made to the Town of Saugeen Shores Official Plan and Zoning By-law.

Carried

The Board accepted the Greenland Consulting Engineers study and approved adoption of the Two-Zone Floodplain Management Concept for specific areas of Southampton. This change will permit conditional development in designated flood fringe areas once the Town of Saugeen Shores completes the necessary Official Plan and Zoning By-law amendments.

Directors observed that under the previous one-zone approach the entire floodplain would have been prohibited for development, whereas the two-zone floodplain now distinguishes areas where development remains prohibited and where conditional development is permitted. It was also confirmed that the project boundary was defined by the Town of Saugeen Shores, with the future option to expand the study area at the Town's request.

8.6 EPR-2025-10: Permits Issued

Motion #G25-68

Moved by Sue Paterson

Seconded by Larry Allison

THAT SVCA permit applications 25-102 to 25-175 as approved by staff, be endorsed by the SVCA Board of Directors.

Carried

8.7 LAN-2025-07: Campground Fee Schedule

Motion #G25-69

Moved by Bud Halpin

Seconded by Barbara Dobreen

THAT the SVCA Board of Directors endorse the proposed 2026 fee increase for campgrounds and related rates.

Carried

Director Moiken Penner, seconded by Director Gregory McLean, moved that non-serviced daily and weekly campsites remain at the 2025 fee rate. The amendment did not carry. Discussion noted equitable access concerns, the higher costs of winter camping due to snow removal, the comparable maintenance of serviced and non-serviced sites, and that fees are set using conservation authority and campground comparators.

8.8 LAN-2025-08: Hydro Expansion Durham Conservation Area

Motion #G25-69

Moved by Mike Niesen

Seconded by Larry Allison

THAT the SVCA Board of Directors award RKS Electric the contract for the Hydro Expansion Project at Durham Conservation Area.

Carried

It was confirmed that, in connection with the Durham Conservation Area hydro expansion project, fibre and water lines already planned may be installed concurrently while the trench is open for electrical work. The contractor indicated that, notwithstanding the low cost, all components of the project will be completed to SVCA's specifications.

8.9 Other Business – none

8.10 Closed Session

Motion #G25-52

Moved by Dave Myette

Seconded by Sue Paterson

THAT the Authority move to Closed Session to discuss, in camera, to address matters relating to an identifiable individual(s) and THAT the GM/S-T and recording secretary remain in the meeting.

Carried

9. Adjournment

With no further business to discuss, the meeting was adjourned at 4:28 p.m. following a motion by Sue Paterson and seconded by Paul Allen.

Tom Hutchinson
Chair

Ashley Richards
Recording Secretary

Township of Wellington North Emergency Management Program Committee (EMPC) Meeting

March 5, 2025 – 9:00 am Mount Forest Fire Hall

DRAFT Meeting Minutes

In Attendance:

1. Andy Lennox, Mayor
2. Brooke Lambert, CAO
3. Cathy Sweeney, EM Assistant/Coordinator
4. Chris Harrow, Fire Chief
5. Hurania Melgar, Emergency Manager/CEMC
6. Karren Wallace, Clerk
7. Marco Guidotti, WN Fire
8. Nathan Latulippe, EM Coordinator North
9. Nigel Heels OPP
10. Raymond Peterson, WN Power
11. Wendy Bieman, GWPS

1. Adoption of minutes

Moved: Wendy Bieman

Seconded: Brooke Lambert

Motion that the minutes of March 8, 2024, are approved as circulated. **Carried**

2. Business arising from minutes

- a. **Virtual EOC Software:** CEMC advised that new EM software (D4H) is in place sharing the key phone number and email address where the alerts come from.
- b. **EM Website:** this project is complete and new site is up.
- c. **Alert Ready (BIA)** Broadcast Intrusive Alerts templates are near completion. There have been conformance issues on character count and translation.

3. 2025 Work Plan (Essential Maintenance)

Review of the essential level work plan highlighting the schedule that will be followed for committee meetings, HIRA, CI/COP, public education, annual exercises, notification exercises, and training was shared from presentation to the committee. No questions or concerns were noted.

4. 2025 Enhanced Project Timeline

Committee reviewed the enhanced project timeline. Aiming for at least 20 in person events this year, would like to have at least 3 per municipality. New 72 hr guides and flood resources are added projects this year. No additional questions or concerns noted.

5. Dashboard Review

The committee reviewed the dashboard by individual item number as follows:

(12) COP/Municipal 511 Training: Municipal 511 training was last completed in October 2021 and is always available on request.

ACTION: COP training will be offered once new layers and access issues are complete.

(30) Additional items for EOC bins: need additional set of tent cards, more lanyards for command, and detailed labels for outside of bins on 2/21/24. Move to complete.

(31) EMPC structure change: EMM to take report to council on structure change. Done Fall of 2024. Move to complete.

(32) Share SOP BIA: see item number 2c above.

ACTION: Once complete, Emergency Manager will share.

(33) Move alternate EOC to OPP North Ops Ctr: EMC-HW moved all supplies and binders to the OPP North OPS center in Teviotdale and emailed MEGC on 7/15/24. Move to complete.

(34) Service Continuity Templates: EMC-HW sent templates to Brooke on 7/9/24. Move to complete.

(35) WN Onboarding process for cyber security: WN working on and may need guidance for training from EM.

ACTION: WN will advise when ready if EM assistance is needed.

(36) Analogue phone access and hook up: Is there a phone and a line that works. CAO advised phone has been placed in EOC bin.

ACTION: WN to provide phone # to EM and EMC-NL will add to EOC procedures.

No further questions or comments.

6. HIRA 2024 Review and Approval

The 5-year cycle full plan HIRA review allows for a scientific and research based HIRA's increasing accountability, resiliency and providing a better foundation for each EM programme. The Township of Wellington North had its full review completed in 2023 and presented in 2024.

- **2025 recommendations**

- o Combine -Tornado and High Wind
- o Add – special events (eg: fire works festival, run by the Chamber of Commerce-Stacie Stevenson is contact)

- **2025 requests from committee**

- o Rescore – flooding
- o Investigate – structural collapse (differentiating between building material degradation vs mitigating the risk)

Adoption of Township of Wellington North's 2024 HIRA

Moved: Brooke Lambert

Seconded: Andy Lennox

Motion to accept HIRA as presented. **Carried**

No other comments or concerns from Committee currently.

7. Emergency Response Plan Review

- a. **County of Wellington ERP version 2020.02.:** Edits to be made are from SWP (Source Water Protection) details and updated mapping. Specific recommendations from the COVID-19 AAR to be added. Updates from committee regarding fixing of numbered sections incorrect, no other concerns or questions from the committee regarding the existing County of Wellington ERP version 2020.02 at this time.

ACTION: WN will complete a review and advise Emergency Manager of any changes before August 1st, 2025.

8. Critical Infrastructure (CI) Review

All CI is now maintained utilizing the COP. CI data is undergoing an overhaul and will be updated over the next year. The overhaul will ensure that all information such as location, contact information, pictures, etc. is up to date and in a viewable format. Updates should be forwarded to the EMC-NL (nathanla@wellington.ca). No other questions or concerns from committee noted.

9. Updated Training Plan

Committee reviewed training courses updated in the Training Plan and the dates of the courses. Only updates to the plan are included below.

- a. **D4H Software- NEW**
New emergency management software to be shared with all members. Will be exclusively used for notification of MEGC's during exercises/real incidents. Training will follow this EMPC meeting for staff.
- b. **Shelter Management Course- NEW mid 2025**
Provides the necessary knowledge and skills to effectively manage emergency shelters, for shelter managers and other identified staff.

2025 Training dates: Invites will be sent out to those that are missing the courses shortly.

- c. **EM 200 Course (BEM)** -in person, 2 days
 - February 5-6
- d. **IMS 200 Course** -in person, 2 days
 - April 30-May 1
- e. **EM 240 Course (Note Taking)** -in person, half day
 - June 19
 - August 21
 - September 18

f. IMS In House Training

- EM will be recording virtual training and sharing it with the MECG.

g. In House Shelter Management Course

- TBA, course is currently being created. The half-day course is designed to equip participants with the necessary knowledge and skills to effectively manage emergency shelters during times of crisis. The course covers the essential aspects of emergency shelter management, including preparation, coordination, logistics, as well as additional shelter staff roles. This course is intended for designated shelter managers, municipal staff that work in identified shelters and any other staff interested in assisting in shelters.

h. D4H EM Software

- February 7 – 10am-12 pm, Mount Forest Child Care Center
- February 28 – 10am-12pm, Rockwood OPP

10. Public Education Plan

The Emergency Management Civil Protection Act states “the emergency management programme shall consist of, (c) public education on risks to public safety and on public preparedness for emergencies.”

The Emergency Management Public Education Programme aims to equip individuals and communities with the knowledge, skills, and resources necessary to effectively respond to emergencies and mitigate potential risks. Through education, training, and collaboration, the programme will create resilient and prepared communities capable of handling a wide range of emergency situations.

The EM team will continue our “Do one thing” theme. There will be a focus on topic each month that our public education programme will focus on; however, if there is something occurring in the County additional messages will be put out.

- January – Make a Plan/Frozen Pipes
- February – 211
- March – Floods
- April – Sheltering
- May – Emergency Preparedness Week
- June – Tornadoes/ Severe Summer Weather
- July – Emergency Kits
- August – Unique Family Needs
- September – Be Informed/Business Continuity
- October – Power Outages
- November – Winter Weather – Car preparedness
- December – Winter Weather – Driving

To change up how we share public education in 2025 we will be looking to add stories and reels to social media platforms with perhaps targeting special occasions. We will continue to utilize the following platforms to share our messages.

- Wellington Advertiser Ads (Monthly)
- Social Media posts (3x/month- reels/polls/stories/posts)
- Radio Ads (Monthly on The Ranch & the River)
- Collaborate with schools
- Distribute material to local businesses, municipalities and County libraries like:
 - word searches
 - pencils
 - 72-hour kit and pet kit bookmarks
 - 72-hour guides
 - stickers
 - emergency document holders
 - Be Better Prepared Guides
 - emergency information magnets
 - Band-Aids with holder
- May Emergency Preparedness Week May 4-10
- Attend various community events, provide materials, supporting member municipalities.
- Events we will be attending in 2025 can be found on our website:

Committee members mentioned Arthur fall fair, camps partnering with fire department, welcome new residents. Idea of working in a scavenger hunt.

11. 2025 Exercise

Committee advised that 2nd week of September best time frame for holding exercise. This years exercise will be a joint effort with Wellington North, Minto and Mapleton and will utilize D4H software. Suggestions included, HAZMAT incident, utilizing separate locations to test communications, add a criminal element to involve OPP, and other injects to involve all other partners. Include Chief Harrow in the planning process of exercise.

12. Notification List Review

Circulation of notification list updates included, office phone number for EIO, and WGPS update to be included in all notification lists as previously advised in earlier 2025 EMPC member meetings.

ACTION: EMA-CS will update all changes, advise and share in Onedrive location.

13. New Business

- a. **Alert Ready:** as advised during plan review, dates have not been shared by Provincial government yet, dates will be broadly shared once known.
- b. **Training Packages:** Distributed to each MCEG member a personalized confidential training package. Review of package contents include overview of the who, what, where and when of emergency management to provide a step

off point on what the MCEG is and your rolls and responsibilities. Clear list of required training based upon the IMS position held within the MCEG. Many documents included have contact information and confidentiality is paramount.

- c. **2025-2030 Exercise Plan:** EM Manager will be creating a draft exercise plan to help guide the flow, kind and complexity of exercise cycles. Once ready the draft plan will be shared with member municipalities.
- d. **OneDrive File Sharing:** In order to provide a more efficient way for staff to access the training materials and the annual documents required to be reviewed, a OneDrive file share area has been set up and each MCEG member will receive an invitation. Access will be limited to viewing only, printing or downloading of documents will not be permitted. You will be receiving 2 identical email invitations (one for the Township documents and one for all training documents) in the coming days after this meeting.
- e. **Notification List Update & Sharing:** Committee agreed to sharing of the notification list on one drive for all MCEG members access or view. Emails will still be sent advising of what was updated and issue date. Should there be updates or changes needed please notify the EM staff ASAP.
- f. **D4H Key Contact Information:** new EM software D4H will now be used for emergency notifications and to test the notification procedures. It is imperative that you enter and recognize these numbers into your devices.
 - i. Calls will come from: **844-440-0473**
 - ii. Email will come from: alerts@ca.d4h.com
- g. **Office Hours:** in the past the EM Coordinator had visits scheduled one per month. Timing will be moving to every other month going forward if amendable and would like to offer 15-30 minute sit downs with individual MCEG members to answer any questions concerns in a one on one approach.

ACTION: WN advised that EMC-NL call ahead to book space for office hour visits.

14. Adjournment

Meeting was adjourned at 10:27 am

Meeting secretary: Cathy Sweeney, EM Coordinator/Assistant



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2025-11-03
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Pringle, Development Clerk
 REPORT #: DEV 2025-020
 REPORT TITLE: Consent Application B63-25 Arka Acres Ltd. c/o Klaas Bouwman

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-020 Consent Application B63-25 Arka Acres Ltd. (Severance).

AND THAT Council support consent application B63-25, **provided the lot area is reduced to 0.4 – 0.8 ha (1-2 ac) to reflect a typical rural residential lot**, 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;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- **THAT** driveway access for both the severed and retained lands is to the satisfaction of the Township of Wellington North and prior to constructing a new entrance or modifying an existing entrance, the Owner must obtain an Entrance Permit; and
- **THAT** the Owner obtain zoning approval for the exceeded lot coverage of the existing shed and shop on the severed lands or remove the buildings and leave the site in a graded level condition to the satisfaction of the Township; and
- **THAT** the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington.

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

None

BACKGROUND

The subject property is in the north/east quadrant of the Township, south of Line 10 and east of Sideroad 7 and is geographically known as 8323 Line 12 (West Luther).

Proposed severance is 1.1 hectares with 15m frontage, existing and proposed rural residential use with existing dwelling, shop & shed.

Retained parcel is 81.5 hectares with 610m frontage, existing and proposed agricultural use.

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 and parkland dedication consistent with By-law No. 011-22.

ATTACHMENTS

DEV 2025-020 **APPENDIX A** – Severance Sketch 34746-25

Prepared by Jeffrey E. Buisman at Van Harten dated October 21, 2025

DEV 2025-020 **APPENDIX B** – Aerial View of Subject Lands

DEV 2025-020 **APPENDIX C** – Conservation Authority Regulation Limits Map

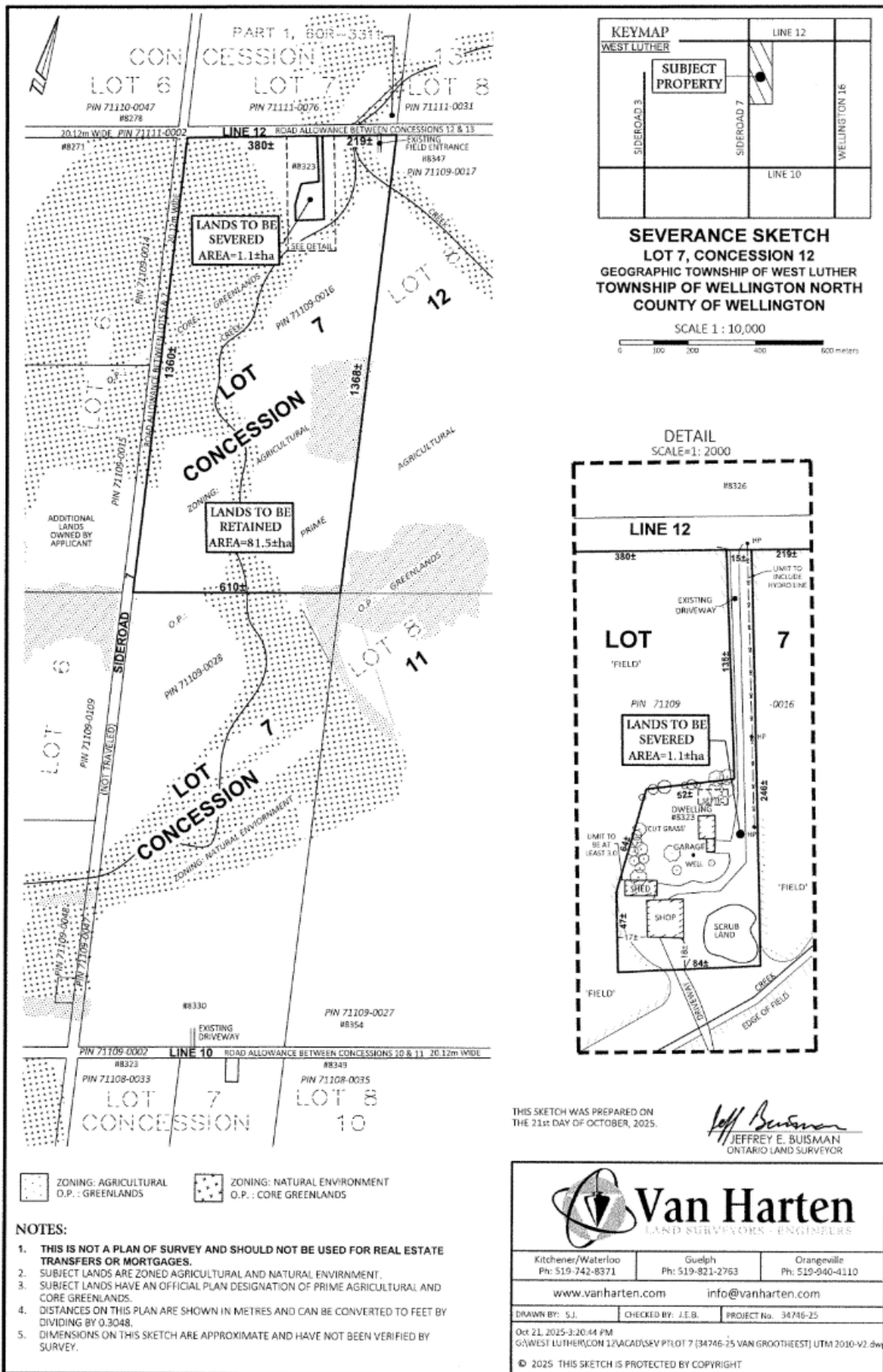
DEV 2025-020 **APPENDIX D** – Planning Report

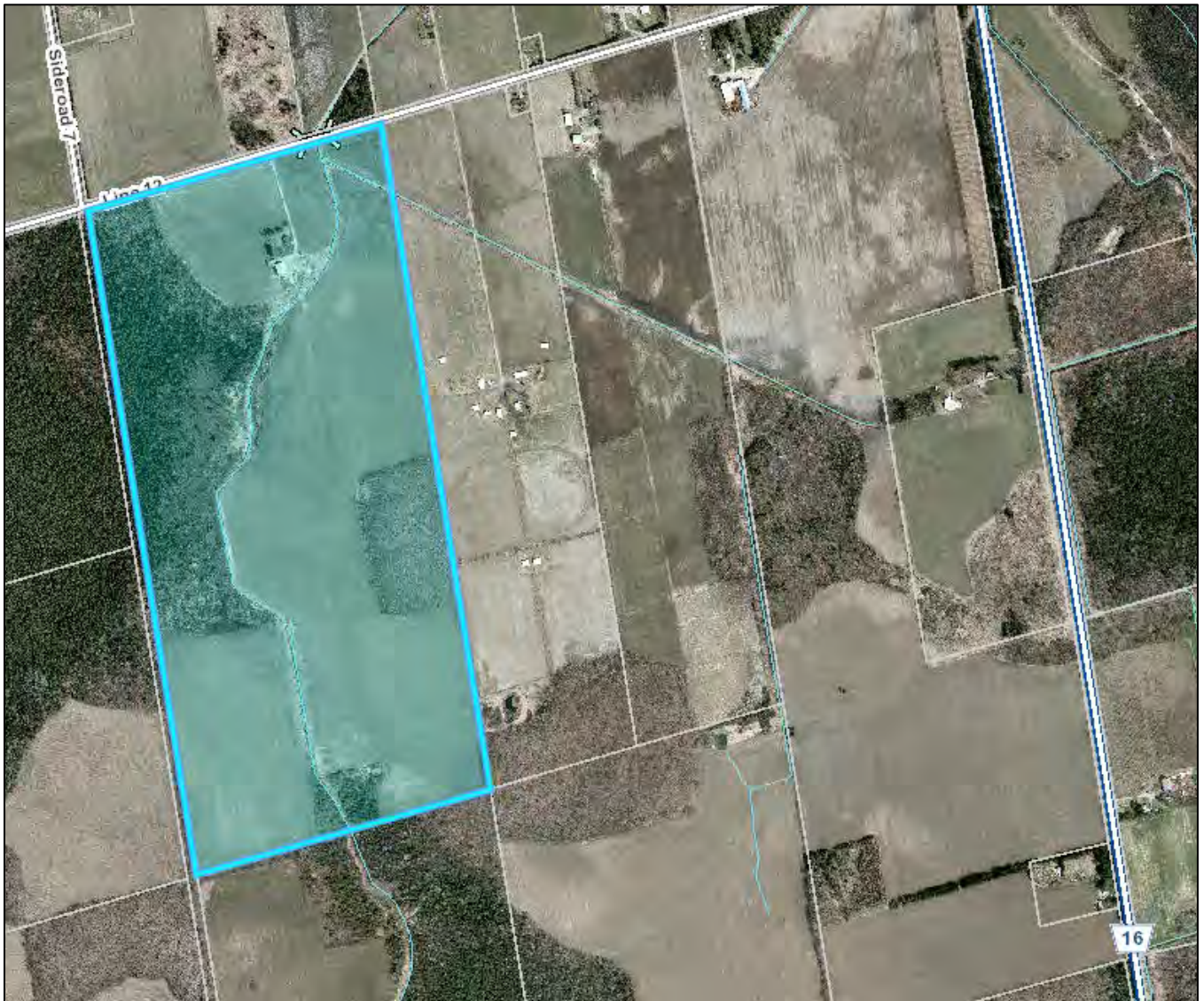
Dated October 23, 2025, Jamie Barnes, Planner, Planning and Development Department, County of Wellington

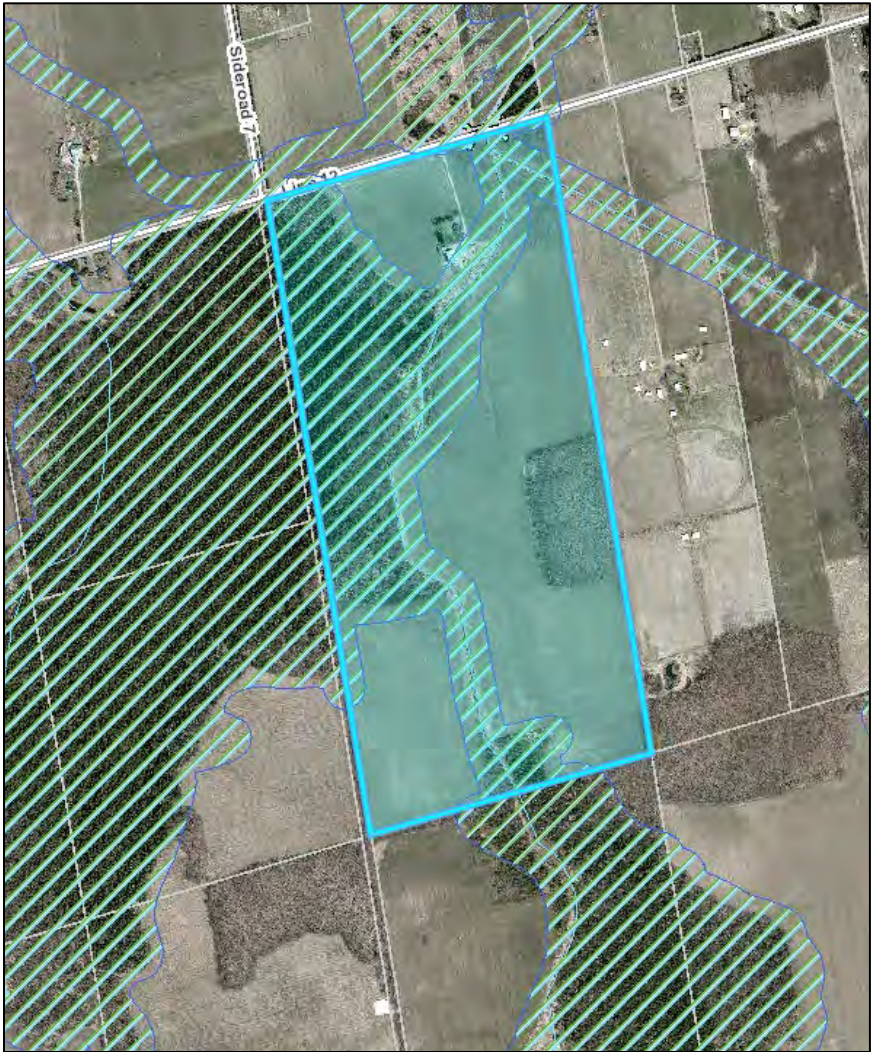
STRATEGIC PLAN 2024

☒ 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 Location	B63/25 Part Lot 7 Concession 12 TOWNSHIP OF WELLINGTON NORTH (WEST LUTHER)
Applicant/Owner	Akra Acres Ltd.

PRELIMINARY PLANNING OPINION: This application would sever a 1.1 ha (2.71 ac) rural residential parcel with existing dwelling, shop and shed. An 81.5 ha (201.3 ac) agricultural parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

Planning staff note that there appears to be an opportunity to make the severed rural residential lot smaller.

Subject with the Committee should be satisfied with the proposed size of the rural residential lot, we have no concerns provided the following matters are addressed as conditions of approval:

- a) That the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington.

PROVINCIAL PLANNING STATEMENT (PPS): Section 4.3.3.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- c) a residence surplus to a farming operation as a result of farm consolidation, provided that
 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
 2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective;

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. Identified features include Saugeen Valley Conservation Authority (SVCA) regulated hazard lands.

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

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

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

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

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), and d). Item e) and f) can be addressed as a condition of approval. With respect to item c) Planning staff note that there appears to be an opportunity to decrease the size of the severed rural residential parcel.

In terms of the overall farm operation, we have been provided with a Farm Information Form including a list of other farm holdings owned by Akra Acres Ltd., which demonstrates that this application would constitute farm consolidation.

The matters under Section 10.1.3 were also considered, including b) ‘that all lots can be adequately serviced with water, sewage disposal..., and d) ‘that all lots will have safe driveway access to an all-season maintained public road and that access to a local road will be preferred over county and provincial roads, where practical’. The Committee should consider the comments of the local municipality in regards to servicing (well and septic), and the applicable road authority in regards to access.

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

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

The severed parcel is less than the minimum 30.5 m frontage requirement; however, this reduction would be recognized in Section 8.5.b). A condition has been proposed to prohibit residential dwellings on the retained agricultural parcel. Further zoning compliance is to be revied by the local municipality.

SITE VISIT INFORMATION: The subject property was visited and photographed on October 21st, 2025. Notice Cards were posted. The survey sketch appears to meet the application requirements.



Jamie Barnes

Planner

October 23, 2025



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2025-11-03
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Pringle, Development Clerk
 REPORT #: DEV 2025-021
 REPORT TITLE: Consent Application B70-25 Schill-Land Holdings Inc.

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-021 Consent Application B70-25 Schill-Land Holdings Inc. (Severance).

AND THAT Council support consent application B63-25, 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;
- **THAT** the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- **THAT** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- **THAT** driveway access for both the severed and retained lands is to the satisfaction of the Township of Wellington North and prior to constructing a new entrance or modifying an existing entrance, the Owner must obtain an Entrance Permit;
- **THAT** the Owner obtain zoning approval for a reduction in interior side yard, proposed is 4.6 m and 15.1 m whereas the by-law requires 18.3 m for the farm shed on the retained portion on the property;
- **THAT** the Owner apply for and obtain a building permit that demonstrates building code compliance for the distance between the exposed building face of the farm shed on the retained lands and severed portion property line;

- **090** **THAT** the Owner remove barn and sheds including existing foundations, and the site left in a graded level condition to the satisfaction of the Township; and
- **THAT** the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington.

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

None

BACKGROUND

The subject property is in the north/east quadrant of the Township, south of Sideroad 6 East and east of Concession 2. It is geographically known as 9147 Concession 2 (Arthur Township).

Proposed severance is 0.38 hectares with 12.2m frontage, existing and proposed rural residential use with existing dwelling.

Retained parcel is 39.99 hectares with 286.7m frontage, existing and proposed agricultural use with existing shed.

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 and parkland dedication consistent with By-law No. 011-22.

ATTACHMENTS

DEV 2025-021 **APPENDIX A** – Severance Sketch 23-9803

Prepared by Greg Ford at Wilson-Ford Surveying & Engineering dated September 25, 2025

DEV 2025-021 **APPENDIX B** – Aerial View of Subject Lands

DEV 2025-021 **APPENDIX C** – Planning Report

Dated October 23, 2025, Jamie Barnes, Planner, Planning and Development Department,
County of Wellington

STRATEGIC PLAN 2024

☒ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒

APPENDIX A – Severance Sketch

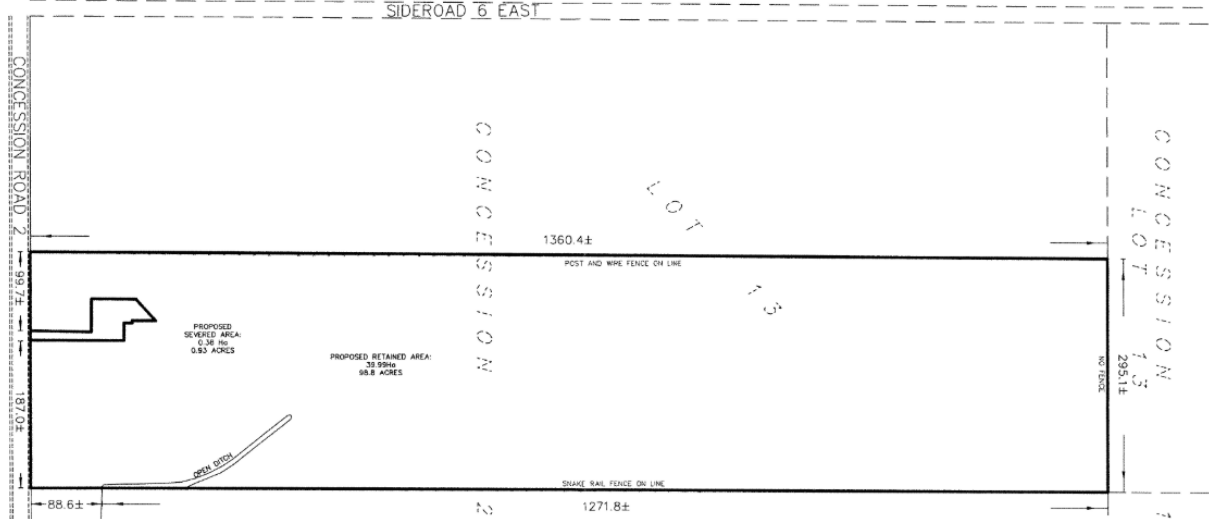
092

SKETCH FOR SEVERANCE APPLICATION

(GEOGRAPHIC TOWN OF ARTHUR)
TOWNSHIP OF WELLINGTON NORTH
COUNTY OF WELLINGTON

Scale 1 : 4000
160 120 80 40 0 80 160 Metres

WILSON-FORD



NOTES:

CIVIC ADDRESS: 9147 CONCESSION ROAD 2
ZONING: A & NE

NOTES:

ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES AND ARE GEODETIC HAVING BEEN DERIVED FROM GNSS OBSERVATIONS (NAD83 CSRS).
DIMENSIONS SHOWN HEREON REPRESENT A COMPILATION OF VARIOUS PLANS AND DEEDS AND DO NOT REFLECT THE RESULTS OF AN ACTUAL CURRENT FIELD SURVEY.

25 SEPTEMBER, 2025

GREG FORD, P.Eng. (SIL)
ONTARIO LAND SURVEYOR

WILSON - FORD

Surveying & Engineering
120 KING ST. E., Box 294,
MOUNT FOREST ON, N0G 2L0
PHONE (519) 323-2451

PROJECT No.: 23-9803 SCHILL

SKETCH FOR SEVERANCE APPLICATION

(GEOGRAPHIC TOWN OF ARTHUR)
TOWNSHIP OF WELLINGTON NORTH
COUNTY OF WELLINGTON

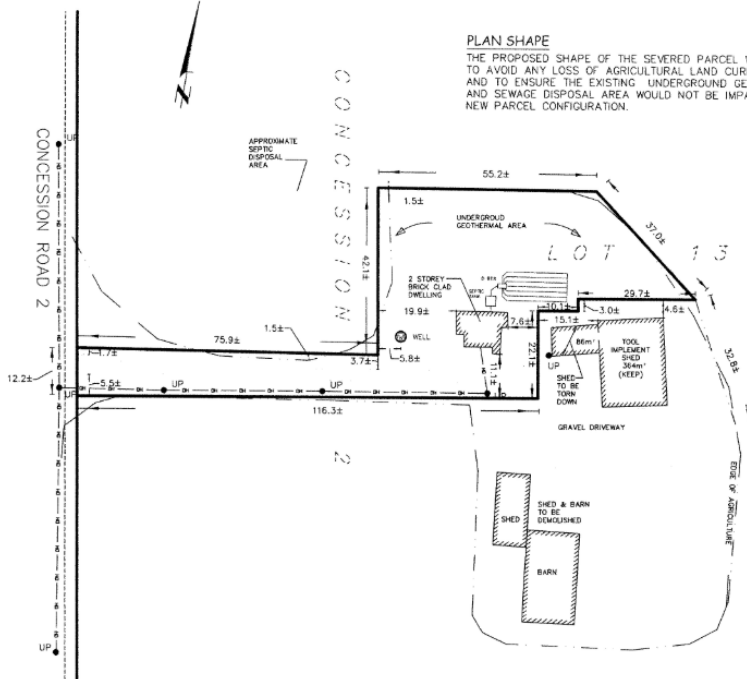
Scale 1 : 800
32 24 16 8 0 16 32 Metres

WILSON-FORD

LEGEND:

UP ——— UTILITY POLE
— x ——— OVERHEAD SERVICES
— ——— EDGE OF AGRICULTURE
⊙ ——— WELL

ZONING A	REQUIRED	PROVIDED
FRONT YARD (MIN)	18.3 m	95.8 m
INT. SIDE YARD (MIN)		
RESIDENTIAL DWELLINGS	3 m	11.1 m
ACCESSORY BUILDINGS	18.3 m	4.6 m
REAR YARD (MIN)		
RESIDENTIAL DWELLINGS	7.6 m	7.6 m



PLAN SHAPE

THE PROPOSED SHAPE OF THE SEVERED PARCEL WAS CONFIGURED TO AVOID ANY LOSS OF AGRICULTURAL LAND CURRENTLY TILLED, AND TO ENSURE THE EXISTING UNDERGROUND GEOTHERMAL AREA AND SEWAGE DISPOSAL AREA WOULD NOT BE IMPACTED BY THE NEW PARCEL CONFIGURATION.

NOTES:

CIVIC ADDRESS: 9147 CONCESSION ROAD 2
ZONING: A

CAUTION

THIS SKETCH IS NOT A PLAN OF SURVEY. IT WAS PREPARED FOR THE LIMITED USE OF PETE & DANIELLE SCHILL FOR SEVERANCE PURPOSES ONLY. THIS PLAN IS TO REMAIN CONFIDENTIAL, IS PREPARED UNDER COPYRIGHT AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY OTHER PARTIES.
© WILSON FORD SURVEYING & ENGINEERING 2025
NO PERSON MAY COPY, REPRODUCE, ALTER OR DISTRIBUTE THIS PLAN IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF WILSON FORD SURVEYING & ENGINEERING.

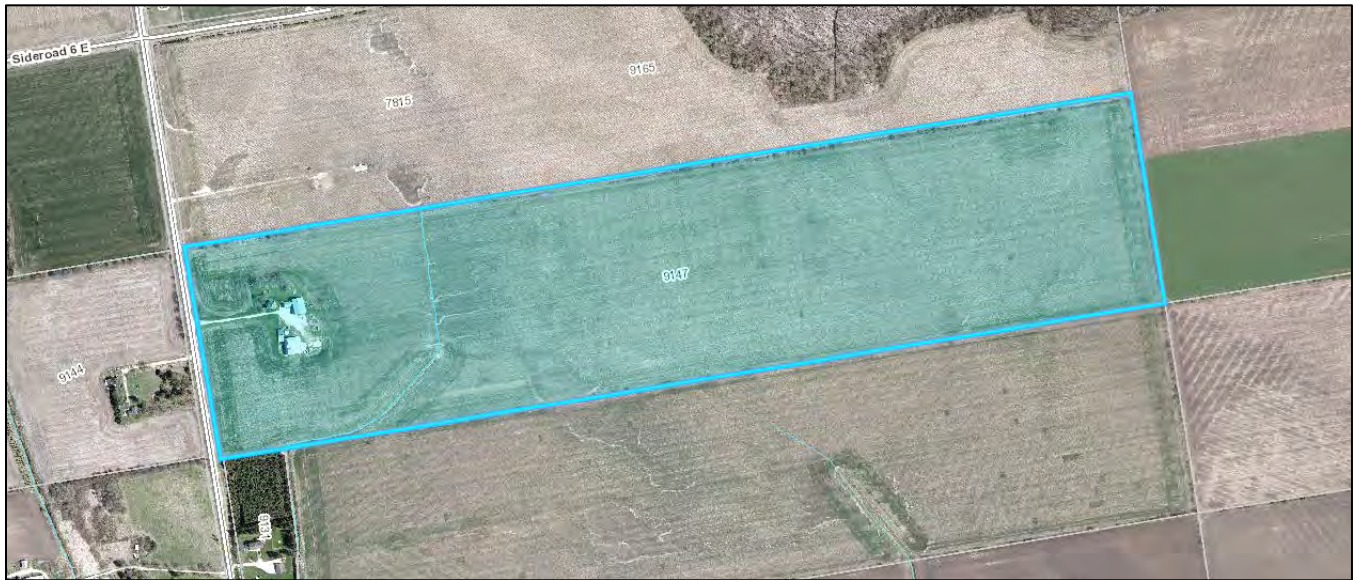
25 SEPTEMBER, 2025

GREG FORD, P.Eng. (SIL)
ONTARIO LAND SURVEYOR

WILSON - FORD

Surveying & Engineering
120 KING ST. E., Box 294,
MOUNT FOREST ON, N0G 2L0
PHONE (519) 323-2451

PROJECT No.: 23-9803 SCHILL





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

Application Location	B70/25 Part Lot 13 Concession 2 TOWNSHIP OF WELLINGTON NORTH (TOWNSHIP OF ARTHUR)
Applicant/Owner	Schill-Land Holdings Inc.

PRELIMINARY PLANNING OPINION: This application would sever a 0.38 ha (0.93 ac) rural residential parcel with existing dwelling. A 39.99 ha (98.8 ac) agricultural parcel would be retained with an existing shed. This application is being submitted under the surplus farm dwelling policies. Planning staff note that the irregular shape of the severed rural residential lot is to accommodate well, septic, and underground geothermal area locations.

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

- a) That the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington.

PROVINCIAL PLANNING STATEMENT (PPS): Section 4.3.3.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- c) a residence surplus to a farming operation as a result of farm consolidation, provided that
 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
 2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective;

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. Identified features include Saugeen Valley Conservation Authority (SVCA) regulated hazard lands.

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

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

- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

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

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

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

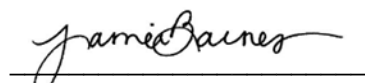
The matters under Section 10.1.3 were also considered, including b) ‘that all lots can be adequately serviced with water, sewage disposal...’, d) ‘that all lots will have safe driveway access to an all-season maintained public road and that access to a local road will be preferred over county and provincial roads, where practical’, and k) that the size and shape of the proposed lots is suitable, including lot frontage, area and the proportion of frontage to depth’. The Committee should consider the comments of the local municipality in regards to servicing (well and septic), and the applicable road authority in regards to access.

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

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

The severed parcel is less than the minimum 30.5 m frontage requirement; however, this reduction would be recognized in Section 8.5.b). A condition has been proposed to prohibit residential dwellings on the retained agricultural parcel. Further zoning compliance is to be reviewed by the local municipality.

SITE VISIT INFORMATION: The subject property was visited and photographed on October 21st, 2025. Notice Cards were not posted. The applicant has been notified to ensure the signs are posted and to send pictures of the posted signs. The survey sketch appears to meet the application requirements.



Jamie Barnes

Planner

October 23rd, 2025



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2025-11-03
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Pringle, Development Clerk
 REPORT #: DEV 2025-022
 REPORT TITLE: Revised Consent Application B26-25 Robert & Louise Horst

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-022 Consent Application B26-25 Robert & Louise Horst (Lot Line Adjustment).

AND THAT Council support consent application B26-25, 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;
- **THAT** the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain; and
- **THAT** driveway access for both the severed and retained lands is to the satisfaction of the Township of Wellington North and prior to constructing a new entrance or modifying an existing entrance, the Owner must obtain an Entrance Permit;

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

- DEV 2025-012 Consent Application B26-25 Robert & Louise Horst
- DEV 2025-015 Notice of Deferral Received for Consent Application B26-25 Robert & Louise Horst

BACKGROUND

The subject properties are located in the northwest quadrant of the township and are known as Lot 12, Concession 11 and are geographically known as 9180 Concession 11 and 6930 Sideroad 5 W.

On August 11th, 2025 Council reviewed Consent Application B26-25 where they approved the conditions as presented in this report with direction to staff to include comments regarding their concern with the size of the lot and requested a reduction in order to minimize the loss of prime agricultural land.

On September 18th, 2025 the Township received a Letter of Deferral for this application until an updated sketch showing a reduction in lot size, building envelope and setback measurements is received.

On September 20th, 2025 Jeff Buisman at Van Harten, sent an email explaining that the proposed property line for the severance was inaccurate in the initial application. The proposed severed parcel is now set to be 1.18 ha (2.9 acres) instead of the previously requested 1.2 ha (3 acres). It is noted that the purpose of the lot line adjustment is to provide a building envelope outside of natural features. The proposed severed parcel provides a 0.37 ha (0.9 ac) pocket of existing field outside the Greenlands System features.

Mr. Buisman has requested this information come back to the Township in order to review the correct configuration and impact on the agricultural field. The application has been rescheduled to be heard by the Land Division Committee on December 4th.

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 2025-022 **APPENDIX A** –Email from Jeff Buisman, Van Harten dated September 30th

DEV 2025-022 **APPENDIX B** – Revised Severance Sketch 34252-25 Prepared by Jeffrey E. Buisman at Van Harten Land Surveyors - Engineers, dated June 27, 2025

DEV 2025-022 **APPENDIX C** – Aerial View of Subject Lands

DEV 2025-022 **APPENDIX D** – Planning Report

Dated October 28, 2025, Joanna Henderson, Senior Planner, Planning and Development Department, County of Wellington

STRATEGIC PLAN 2024

☒ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒

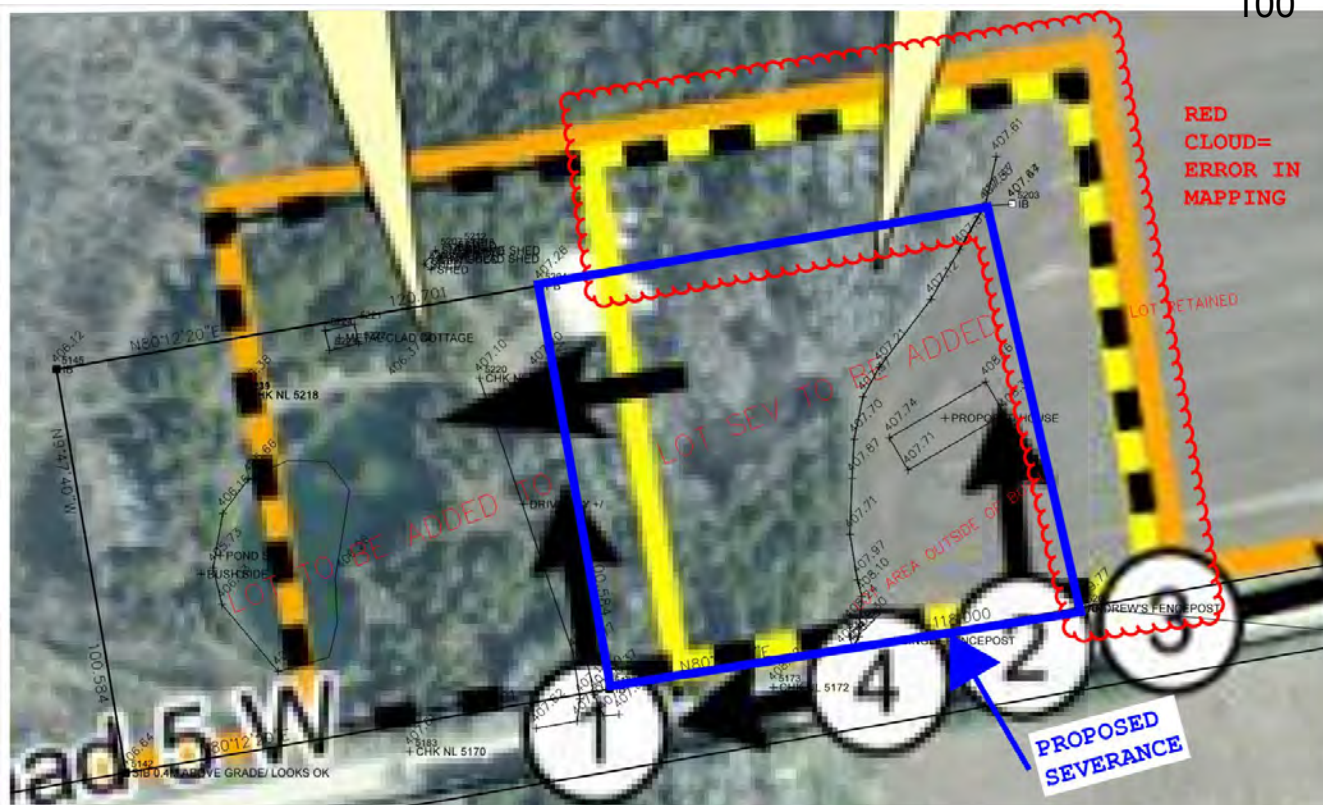
Tammy Pringle

From: Jeff Buisman <Jeff.Buisman@vanharten.com>
Sent: September 30, 2025 12:34 PM
To: Deborah Turchet; Joanna Henderson; Tammy Pringle; phuber-kidby@mvca.on.ca
Cc: Hailey Keast; Andrew Gerber
Subject: B26-25 Gerber VH 34252-25
Attachments: CONCEPT_PLAN LT12 (GERBER 34252-25) AERIAL IMAGERY-C01.pdf; CONCEPT_PLAN LT12 (GERBER 34252-25)-C01-DFC.pdf; SEV LOT 12 (GERBER 34252-25) UTM 2010 V2 11x17.pdf; CONCEPT_PLAN LT12 (GERBER 34252-25) AERIAL IMAGERY-C01-V2.pdf; LOT 12 (GERBER 34252-25) UTM 2010 V2.pdf

TO:
County of Wellington Planning
Township of Wellington North
Maitland Conservation Authority

The initial circulation of the severance application included an aerial photo of the proposed severance which presented the proposed property line inaccurately. This was because the GIS systems was based on property lines that were very inaccurate. (We discovered this inaccuracy when we were completing some survey work for the severance sketch).

This difference is presented on a couple of the attachments and on the graphics in this email message. LOT 12 (GERBER 34252-25) UTM 2010 V2 is a bit fuzzy to read, but it an overlay of the County Aerial Photo in the Severance Package on top of our survey work. The black line with little "x" marks our survey of the edge of bush and this lines up with the bush as shown on the air photo. The dark blue line is the property line that we are proposing, whereas the orange line and the yellow-black checker line is the presentation on the air photo. My estimate of the mistaken configuration in the agricultural field is 0.33 ha.



I have also shown the difference on CONCEPT_PLAN LT12 (GERBER 34252-25) AERIAL IMAGERY-CO1-V2. This second drawing is an estimation based on the first drawing.



This implies that the Township comments asking that the severance be reduced was based on the wrong information. At the County of Wellington Land Division Committee, this issue was discussed, but I don't think that the magnitude of the discrepancy was completely understood. We ended the meeting with the direction to reduce the size

of the lot. ALSO, the Township has not had the opportunity to review the correct configuration and impact on the agricultural field.

Since the Land Division Committee hearing, we have been taking a closer look at the configuration with our Engineering Staff and we have come up with a proposal shown as CONCEPT_PLAN LT12 (GERBER 34252-25)-CO1-DFC (without an air photo) and CONCEPT_PLAN LT12 (GERBER 34252-25) AERIAL IMAGERY-CO1 with an air photo. This configuration incorporates the wetland mapping and buffers that we have obtained from the Maitland Valley Conservation Authority Website – which required some estimating.

Relative to the original configuration that we proposed, we have moved the back right corner of the proposed severance so that it starts where the edge of bush meets the field and the rear property line. The shift was relatively small in that the back right corner is now about 6m more towards the bush than before.

The Site Plan is efficient. It presents a relatively modest home of 280m² – including the garage. The septic bed envelope is probably larger than it needs to be, but we prefer to over-size it until the septic design (based on soil type, size of house, number of taps, etc) is completed.

We are suggesting a 10m offset to the bush for the house and 7.5m for the septic bed. The area of development outside the edge of the bush is 0.37ha (just under 1 acre). Reducing this severance much more than this will require a lot of design work and possibly an EIS. It will be challenging to shave off another 0.1 ha. The impact on the large retained farm parcel is negligible.

We feel that the proposed configuration is quite reasonable and efficient. It is 0.3ha smaller than the presentation on the County Air Photo.

I am not sure on the next steps. Ideally, it would be great to have the Township and Conservation Authority review this information and update their comments so that the Township is satisfied with the configuration in terms of its impact on the agricultural field and for the Conservation Authority to indicate that they are satisfied as well and that an EIS is not required.

Ideally we would like to have this back to the Land Division Committee at the Dec 4 meeting.

Your feedback is greatly appreciated. Don't hesitate to call me or can have a TEAMs meeting to discuss the options.

Thanks for your help.

Jeff Buisman, OLS



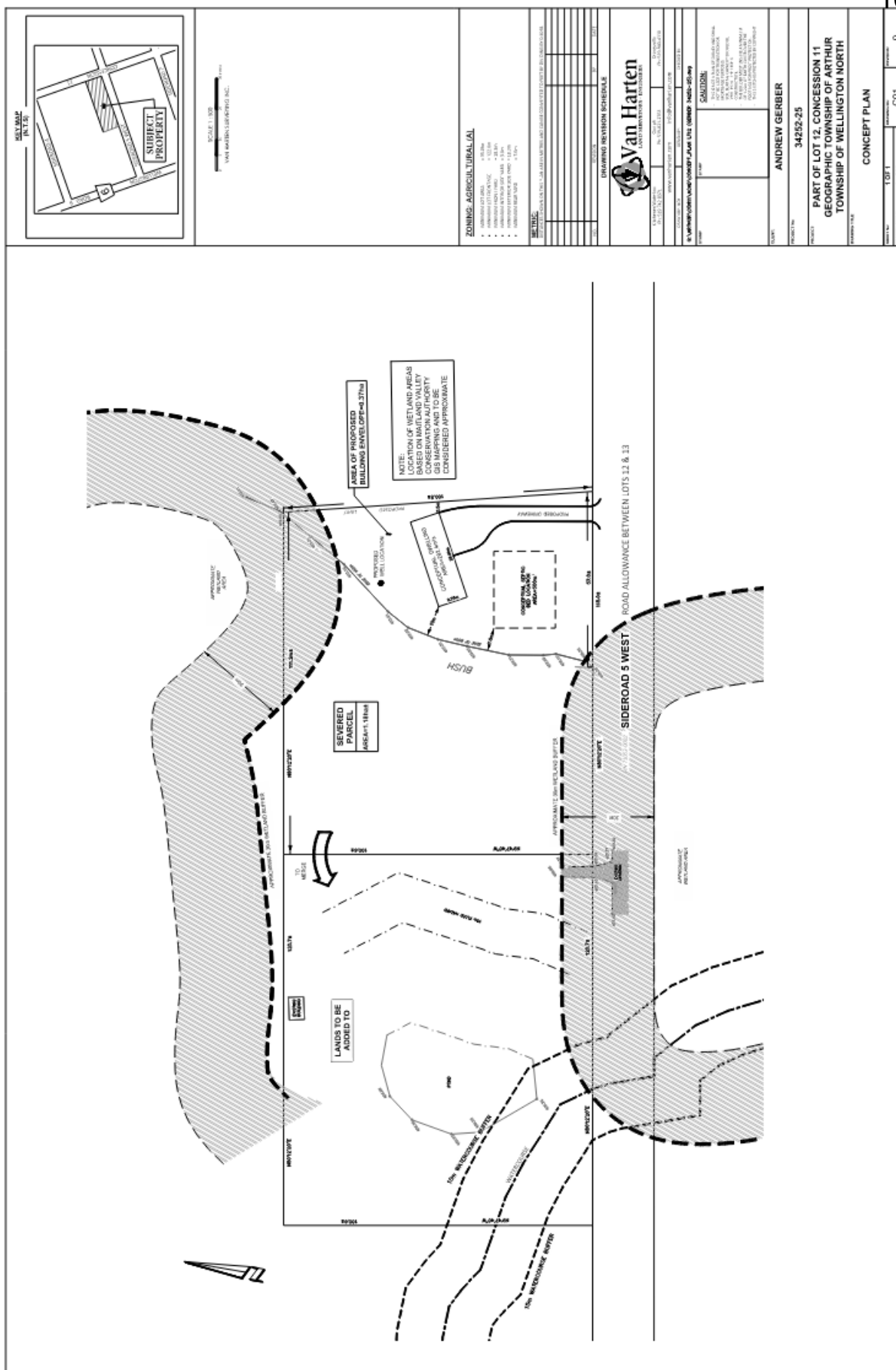
2106 Gordon Street; Guelph, ON; N1L 1G6

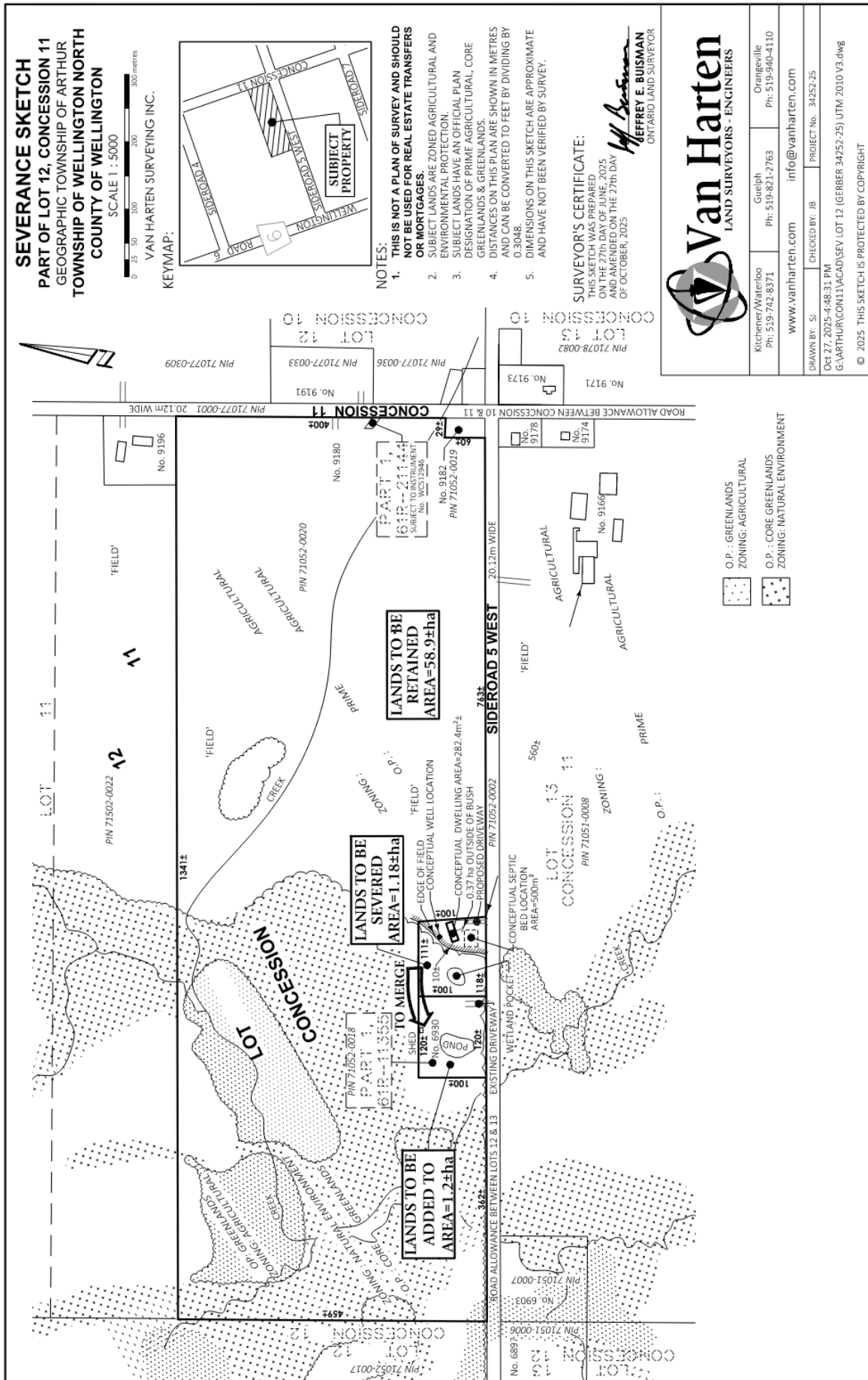
Office: 519-821-2763 X 225

jeff.buisman@vanharten.com

www.vanharten.com

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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	B26-25
Location	Part Lot 12, Concession 11 TOWNSHIP OF WELLINGTON NORTH (Arthur Twp)
Applicant/Owner	Robert & Louise Horst

PRELIMINARY SUPPLEMENTAL PLANNING COMMENTS: This lot line adjustment would sever a 1.18 ha (2.9 ac) vacant parcel of land and merge it with an abutting 1.2 ha (3 ac) rural residential lot with a shed (6930 Sideroad 5 W) within the Prime Agricultural Area. A 58.9 ha (145.5 ac) agricultural use parcel would be retained. The merged lands would be approximately 2.38 ha (5.9 ac) for proposed rural residential use. The purpose of this proposal is to provide a building envelope outside of natural features.

This application was heard by the Land Division Committee on September 11, 2025, but was deferred to obtain an updated sketch showing a reduction in lot size, building envelope, and setback measurements and was to be recirculated to the Township, Conservation Authority, and Planning Department for comments/conditions. The applicant provided an updated sketch on October 27th, 2025. The sketch shows the proposed severed has been reduced from 1.2 ha (3 ac) to 1.18 ha (2.9 ac).

Section 4.3.2.3 of the PPS states new land uses, including the creation of lots and new or expanding livestock facilities, shall comply with the minimum distance separation (MDS) formulae. A Farm Data Sheet for the barn located at 9166 Concession 11 has been provided. Planning staff are satisfied that MDS I is met.

In the updated sketch, the proposed building envelope outside of the environmental features has been reduced from 0.4 ha (1 ac) to 0.37 ha (0.9 ac) in size. Section 10.2.1 of the County of Wellington Official Plan provides policy direction regarding lot creation within the GREENLANDS SYSTEM and directs that new lots will not be allowed within the GREENLANDS SYSTEM unless certain criteria are met including, 'b) the lot provides a minor boundary adjustment or correction of title and does not require any activity which would impair greenland features or functions...'



Regarding item 10.2.1b) it is noted that the purpose of the lot line adjustment is to provide a building envelope outside of natural features. It is noted that the benefitting parcel has existed for some time and contains Greenlands System features. The proposed severed parcel provides a 0.37 ha (0.9 ac) pocket of existing field outside the Greenlands System features. The updated sketch includes a conceptual septic bed location, dwelling, driveway and well outside of the treed area. If the proposed severed parcel is reduced so the building envelope is located within the Greenlands System features, planning staff recommend an Environmental Impact Study (EIS) should be considered as a condition due to potential impacts to natural features.

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

- a) That any concerns of the Conservation Authority are adequately addressed;
- b) That the purchasers take title of the severed and retained lands in the same manner as they hold their abutting land; and
- c) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

Joanna Henderson MCIP RPP
Senior Planner
October 28th, 2025



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2025-11-03
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Pringle, Development Clerk
 REPORT #: DEV 2025-023
 REPORT TITLE: Notice of Decision Received for Consent Application B35-25

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DEV 2025-023 regarding the Notice of Decision for Consent Application, received from the County of Wellington Planning and Land Division Committee:

- B35-25 1595655 Ontario Ltd. & Robert Cottell, Part Lot 6, e/s Main Street with civic addresses 133 Birmingham Street East and 212 Main Street North in the town of Mount Forest (Easement)

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- DEV 2025-014 Consent B35-25 1595655 Ontario Ltd. & Robert Cottell (Sept. 8, 2025)
 - o Resolution in Support: 2025-242

BACKGROUND

The County of Wellington is the approval authority for Consent Applications which include: severances, lot line adjustments and easements. The Township of Wellington North is a commenting agency for applications within the municipality.

ANALYSIS

Notice of Decision has been received from the County of Wellington Planning and Land Division Committee on the above noted application.

Council was in support of all this application and the required conditions have been added to the decision.

The last day to file an appeal to the Ontario Land Tribunal for this application is November 4, 2025.

CONSULTATION

When notification of an application is received, it is circulated to staff for review. Some of the items evaluated are site size, zoning by-law conformity, entrances, servicing availability and municipal drain location.

Once this stage is complete, conditions are added that will need to be met, prior to the application being completed, and a recommendation made to Council regarding whether the municipality is in support or not.

Once a decision is made by Council, staff submit the commenting form back to the County stating whether the Township is in support of the application, along with the list of conditions to be cleared.

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

DEV 2025-023 **APPENDIX A** Notice of Decision B35-25

DEV 2025-023 **APPENDIX B** B35-25 Severance Sketch 22-9596

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

STRATEGIC PLAN 2024

☒ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒

County of Wellington Planning and Land Division Committee
 Deborah Turchet, Secretary-Treasurer
 Wellington County Administration Centre
 74 Woolwich Street Guelph, Ontario N1H 3T9

October 15, 2025

EXPLANATION OF APPEAL PROCEDURES

DEAR SIR or MADAM:

Attached is a **Notice of Initial Decision on Application for Consent B35-25** pursuant to the provisions of the Ontario Planning Act.

Take notice that an appeal to the Ontario Land Tribunal in respect to this Consent file may be made by filing a notice of appeal with the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting **Wellington County** as the Approval Authority or by mail 74 Woolwich Street, Guelph, ON N1H 3T9, no later than 4:00 p.m. on the last date of appeal noted on signature page. The filing of an appeal after 4:00 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$400.00 (per Application) can be paid online through e-file or by certified cheque/money order to the **Minister of Finance, Province of Ontario**. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to landdivisioninfo@wellington.ca

Who Can File An Appeal

The applicant, the Minister, a specified person or any public body may, not later than 20 days after giving of notice under subsection (17) is completed, appeal the decision or any condition imposed by the Council or the Minister or appeal both the decision and any condition to the Tribunal by filing with the County of Wellington or the Minister a notice of appeal setting out the reasons for the appeal accompanied by the fee charged by the Tribunal.

If the Decision of the County of Wellington Land Division Committee is to give provisional consent on the above-numbered application, and no appeals are filed within the time period allowed, the Consent shall be given, **except that where conditions of approval have been imposed, the Consent shall not be given until the conditions of approval have been fulfilled to the satisfaction of the Secretary-Treasurer of the County of Wellington Land Division Committee.**

Subject to any action taken under Subsection 53(23), the Applicant(s) has a **period of TWO YEARS FROM the GIVING of NOTICE of DECISION to fulfill all the Conditions of Approval in respect of the consent. If the Applicant(s) has not fulfilled all the conditions, the Consent on the application shall thereupon be Deemed to be Refused, pursuant to Subsection 53(41) of the Ontario Planning Act.**

ADDITIONAL INFORMATION regarding this application for consent and this decision of the County of Wellington Land Division Committee is available for inspection at the County of Wellington Administration Centre at 74 Woolwich Street, Guelph, Ontario, during regular business hours, Monday through Friday. Phone – 519 837 2600 x2160 or x2170; Fax – 519 837 3875

RECIPIENTS:

APPLICANT - 1595655 Ontario Ltd. & Robert Cottell	AGENT – Greg Ford	MUNICIPALITY - Township of WellingtonNorth
COUNTY PLANNING DEPARTMENT	BELL CANADA	
SAUGEEN VALLEY CONSERVATION AUTHORITY	REGIONAL ASSESSMENT OFFICE	

COUNTY of WELLINGTON PLANNING AND LAND DIVISION COMMITTEE
Wellington County Administration Centre
74 Woolwich Street Guelph, Ontario N1H 3T9

ONTARIO PLANNING ACT, Section 53(14)

NOTICE of DECISION

File B35-25

APPLICANT

1595655 Ontario Ltd. & Robert Cottell
 411258 Sideroad 41
 Mount Forest N0G 2L0

LOCATION OF SUBJECT LANDS

Township of Wellington North (Mount Forest)
 Part Lot 6
 e/s of Main St.

The Planning and Land Division Committee, considering all of the evidence presented, and being assured that it has jurisdiction to consider the matter which was submitted to it, concludes that:

In the matter of an application by 1595655 Ontario Ltd. & Robert Cottell pursuant to Section 53 of the Planning Act, R. S. O. 1990 as amended for consent to convey land for an easement, being Part of Lot 6, E/S of Main Street, Mount Forest, now Township of Wellington North, **PROVISIONAL CONSENT IS GRANTED SUBJECT TO THE FULFILMENT OF 6 CONDITIONS OF APPROVAL.** The Planning and Land Division Committee has the opinion that a plan of subdivision of the subject lands is not necessary for the proper and orderly development of the municipality for this proposal; that the proposal satisfies generally the intent of the criteria of Section 51, subsection 24 of the Planning Act, R.S.O. 1990 as amended; and that the proposal is consistent with the intent and policies of the Provincial Policy Statement; and that it conforms generally to the intent and policies of the County's official plan; and, further, that the proposal represents compatible development and good planning.

PUBLIC INPUT: Notice of Application was circulated as required under The Planning Act, Section 53(4). There were no submissions made to the Planning and Land Division Committee or oral submissions made at the Public Meeting in support or opposition to the proposed consent.

FINAL CONSENT IS DEEMED TO BE GIVEN when the Secretary-Treasurer of the Planning and Land Division Committee has received written proof that all of the conditions of approval have been fulfilled within the prescribed period of time.

THE PLANNING AND LAND DIVISION COMMITTEE ADVISES THE APPLICANT that all of the conditions of approval for this provisional consent must be fulfilled within a period of two years after written notice of this decision was given or consent shall be deemed to be refused. In the event of an appeal to the Ontario Land Tribunal, the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of two years from the date of the order or date of the notice of the Ontario Land Tribunal issued in respect of the appeal.

CONDITIONS OF APPROVAL TO BE FULFILLED NO LATER THAN (4:00 p.m.) ON OCTOBER 16, 2027

- 1 **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a printed copy of the "completed electronic transfer document in preparation".
- 2 **THAT** the Solicitor for the Owner give a signed undertaking in writing to provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered electronic transfer document including the Form 2 Certificate for Consent
- 3 **THAT** the Owner, as provided for under Section 69 of the Planning Act, R.S.O. 1990, shall pay to the Treasurer of the County of Wellington the administrative fee which is in effect at the time of the payment of the fee for the review and issuance of the Certificate of Consent for the severed parcel.
- 4 **THAT** the transfer for registration with respect to description complies with Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor shall provide a full print of that deposited reference plan(s) as well as a digital PDF copy to the secretary-treasurer of the Planning and Land Division Committee.
- 5 **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions – or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 6 **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 the Township of Wellington North file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

End of Conditions of Approval; see next page for signatures, dates and other information.

NOTICE OF DECISION ON APPLICATION B 35-25, continued:

PLEASE BE ADVISED:

1. Additional information regarding this application for consent is available to the public for inspection at the County of Wellington Planning and Land Division Office, 74 Woolwich Street, Guelph ON N1H 3T9 during regular business hours, Monday through Friday, holidays excepted.
2. You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or made a written request to be notified of changes to the conditions of the provisional consent.
3. Only individuals, corporations or public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may be filed on behalf of an unincorporated association by a person who is a member of the association but not by the association.

WE, the undersigned



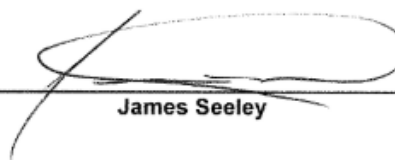
Michael Dehn



Shawn Watters



Gregg Davidson



James Seeley



Chris White

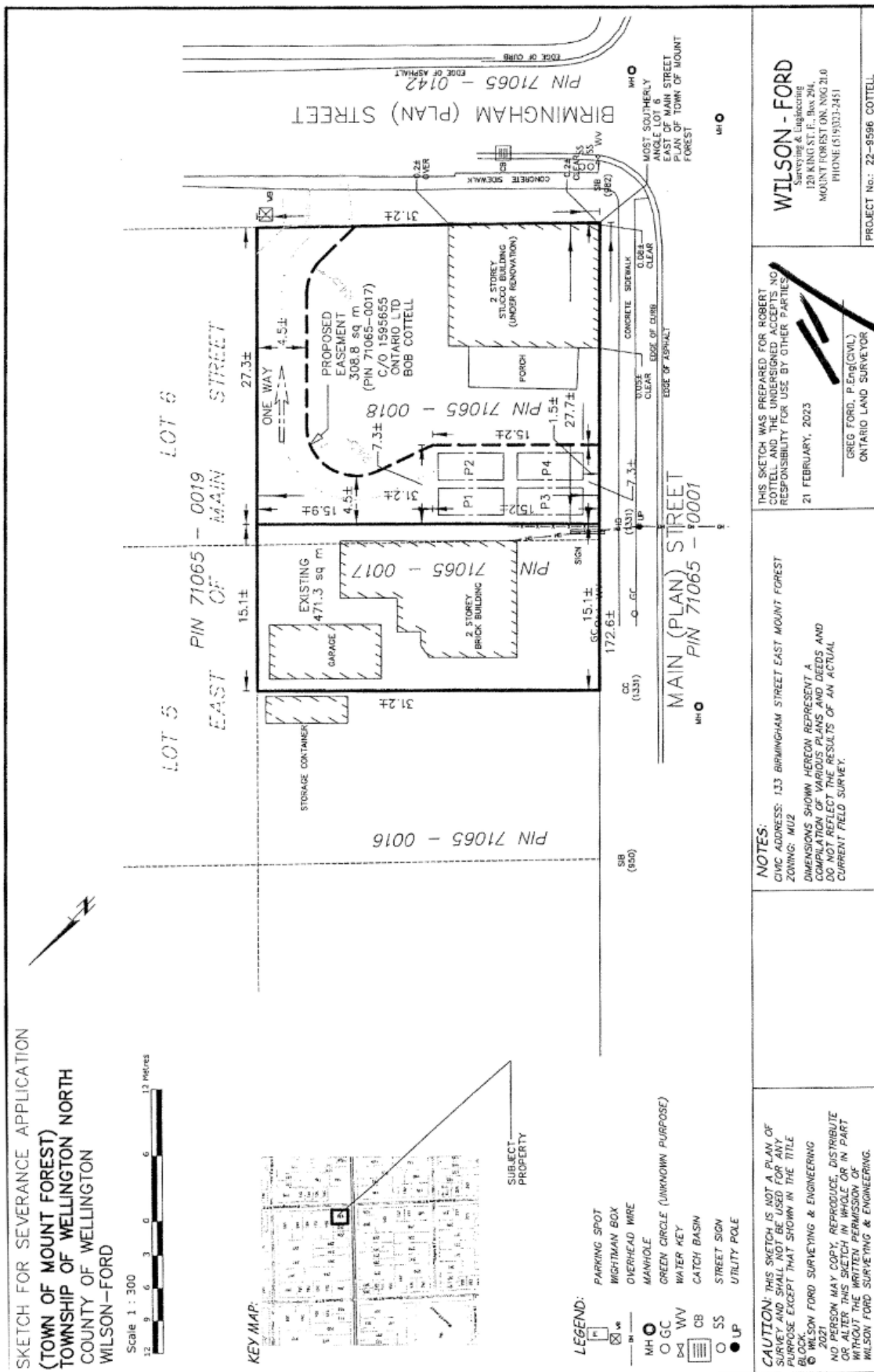
CONCURRED IN THE ABOVE DECISION TO GRANT PROVISIONAL CONSENT ON OCTOBER 9, 2025

AN APPEAL TO THE ONTARIO LAND TRIBUNAL IN RESPECT OF THIS DECISION OR CONDITION(S) OF APPROVAL MUST BE FILED WITH THE SECRETARY-TREASURER OF THE PLANNING & LAND DIVISION COMMITTEE NO LATER THAN 4:00 p.m. ON

NOVEMBER 4, 2025

I certify that these pages are the decision of the County of Wellington Planning and Land Division Committee with respect to this application for consent.

DATED: OCTOBER 15, 2025 SIGNED: Deborah Turshett





TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council
 DATE: 2025-11-03
 MEETING TYPE: Open
 SUBMITTED BY: Tammy Pringle, Development Clerk
 REPORT #: DEV 2025-024
 REPORT TITLE: Site Plan Agreement – 2402605 Ontario Ltd., 1 Victoria Street

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report DEV 2025-024 regarding the final approval of the 2402605 Ontario Ltd., Site Plan Control Agreement for the property at 1 Victoria Street, Mount Forest.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

None

BACKGROUND

Subject Lands

The property is located north of Sligo Road West and is on the east side of Victoria Street in the town of Mount Forest. It is approximately 1.78 hectares (4.40 acres).

The site currently has a mixed-use industrial building consisting of Dewar Services and Saugeen Fitness and Spa. There are also a few outbuildings on the site that are currently used by Dewar Services for storage purposes.

The Proposal

The Owner has received Site Plan Approval from the Township to construct four (4) new self storage buildings, 178m² (1,915 ft²) each and a 465 m² (5,005 sq ²) shop. The self-storage buildings will be built in phases with one (1) building planned for construction upon site plan approval and the remaining three (3) to be constructed later. The proposed shop is also planned as “future”. This project will include site grading, servicing, snow storage and stormwater management.

Existing Policy Framework

The subject lands are designated M1 Industrial Zone, in the Township of Wellington North Zoning By-Law 66-01 with Industrial designation in the County of Wellington Official Plan.

ANALYSIS

This application has been reviewed in accordance with the *Planning Act, R.S.O. 1990*. The applicant has satisfied staff that this project will be constructed in a manner that is consistent with municipal standards and best practices. A copy of the agreement is attached.

The executed site plan agreement will be registered.

CONSULTATION

Staff have consulted with the Building, Planning & Development and Infrastructure Services in the Township as well as the County of Wellington, Planning and Development Department, Wellington Source Water Protection and B. M. Ross and Associates Limited on its behalf.

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

DEV 2025-024 **APPENDIX A** – Location Map

DEV 2025-024 **APPENDIX B** – Site Plan Showing Location of Building

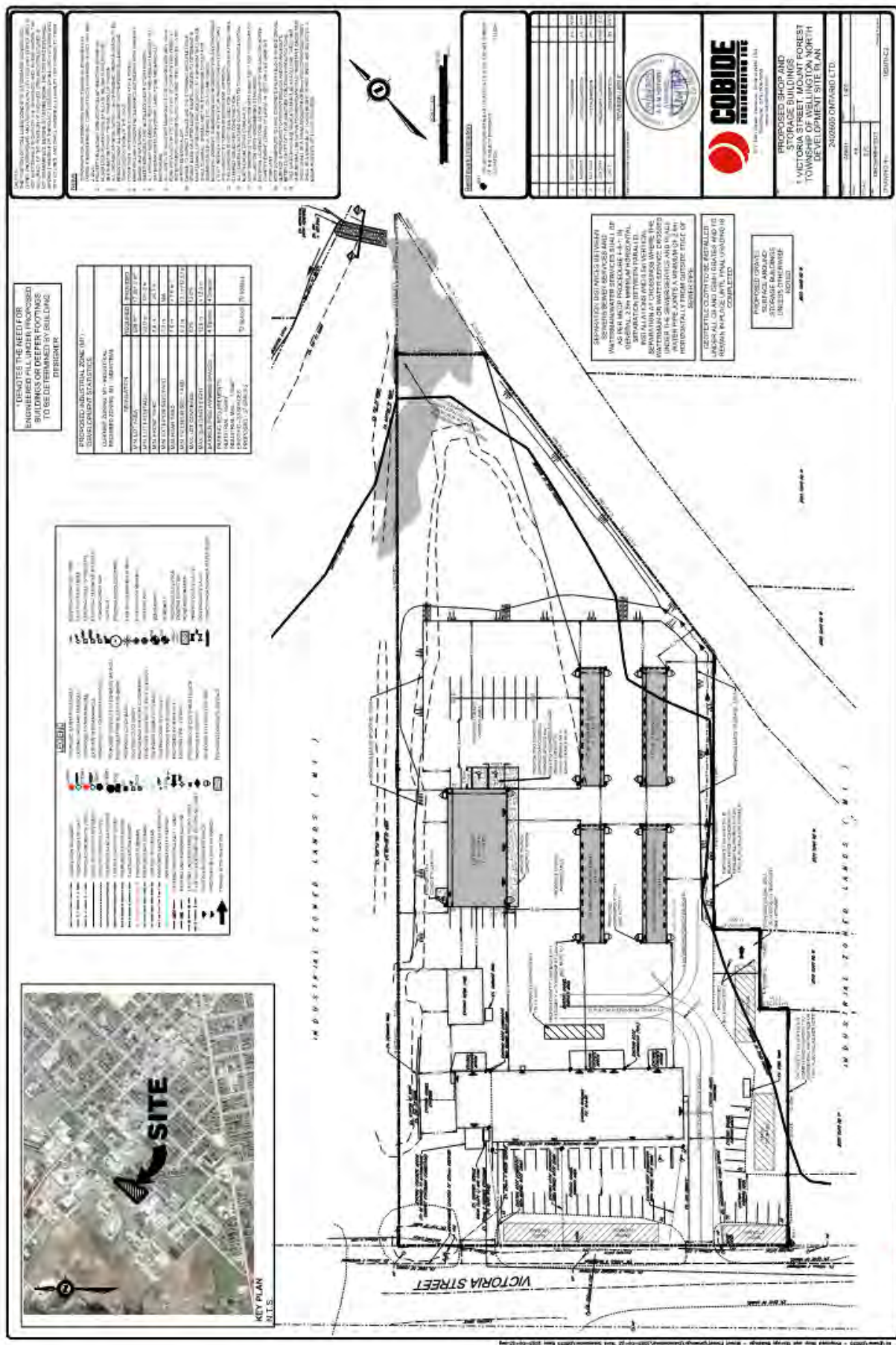
DEV 2025-024 **APPENDIX C** – Site Plan Control Agreement

STRATEGIC PLAN 2024

- ☒ Shape and support sustainable growth
 - How: Supporting growth and increased services for local communities.

Approved by: Brooke Lambert, Chief Administrative Officer ☒





SITE PLAN CONTROL AGREEMENT

THIS AGREEMENT made this 16 day of October, 2025.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
(the "**Township**")
OF THE FIRST PART

-and-

2402605 ONTARIO LTD.
(hereinafter collectively called the "**Owner**")
OF THE SECOND PART

WHEREAS the Owner is the registered owner of the lands described as

PT PKLT 8 SURVEY FOSTER'S MOUNT FOREST; PT PKLT 9 SURVEY FOSTER'S
MOUNT FOREST PT 2 60R2532; WELLINGTON NORTH

PIN: 71072-0030

LRO #61

(hereinafter called the "**Lands**")

AND WHEREAS the Township has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, which said By-law affects the Lands;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings submitted by the Owner pursuant to Section 41 of the *Planning Act*.

AND WHEREAS the Owner has submitted to the Township, plans and drawings of a proposed development on the Lands described in Schedule "A" attached hereto;

AND WHEREAS the Township approved the plans and drawings submitted by the Owner subject to certain conditions;

AND WHEREAS these plans can be viewed at the Offices of The Corporation of the Township of Wellington North, 7490 Sideroad 7 West, Kenilworth, Ontario.

NOW THEREFORE in consideration of the mutual covenants hereinafter expressed, the Township's approval of the plans and drawings described herein and other good and valuable consideration, the receipt and sufficiency whereof the parties irrevocably acknowledge, the parties agree as follows:

1. Plans showing the location of all buildings and structures to be erected on the Lands and showing the location of all facilities and works to be provided in conjunction therewith including, without limitation, all facilities and works required under Section 3 below (the "**Plans**") are those plans listed in Schedule "A" attached hereto, which may be inspected in full at the Township of Wellington North Municipal office located at 7490 Sideroad 7 West, Kenilworth, ON, N0G 2E0.
2. The Owner covenants and agrees to construct all buildings, structures, facilities and works in accordance with the Plans (the "**Development**").
3. The Owner agrees that the building or buildings shall be erected and the project shall be completed in accordance with the Plans and all applicable laws,

SITE PLAN AGREEMENT
2402605 ONTARIO LTD.

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including without limitation, site, elevation, landscape-buffering and layout plans as approved by the Township, subject only to such changes as are approved, in writing, by the Township. The Township reserves the right to waive or rescind any term or condition contained in this Agreement provided that such condition is waived or rescinded by Resolution of Council.

4. The Owner agrees that there shall be no outside storage on the Lands other than as provided in Section 3 of this Agreement.
5. The Owner agrees that all surface and roof drainage will be controlled on the Lands and taken to an adequate outlet, where necessary, in a manner approved by the Township, The Corporation of the County of Wellington (the "**County**"), or both as necessary.
6. The Owner agrees and acknowledges that they are responsible for snow removal from the parking lot area of the Lands. During completion of the Works, snow will be removed in a manner consistent with current practices on the Lands. Surplus snow outside of the snow storage areas that are shown on the approved Plans shall be removed off-site to a location that has been arranged by the Owner and at the sole expense of the Owner.
7. The provisions set out in Schedule "B" to this Agreement are site specific requirements that relate to the Lands and, to the extent that there is any inconsistency or conflict between the two sets of provisions, the terms of Schedule "B" shall prevail.
8. The Owner agrees to dedicate to the Township, free and clear of all encumbrances, all easements and lands required by the Township for the construction, maintenance and improvement of any existing or newly required watercourses, ditches, land drainage works and sanitary sewage facilities on the Lands and, on request by the Township, to deliver the properly executed documents in registrable form to the Township in order to complete the dedication to the Township and to pay all costs incurred by the Township in respect to the aforementioned dedications.
9. The Owner shall, where required by Township or County resolution, dedicate to the Township or to the County widening of highways that abut on the Lands at no cost to the Township or County, free and clear of all encumbrances.
10. The Owner hereby releases and indemnifies the Township, the Township's consulting engineer (the "**Township Engineer**"), and, where applicable, the County, its servants, consultants, agents and contractors from any and all liability and associated costs, claims or demands in respect of the proper maintenance and operation of the matters and facilities required by virtue of this Agreement.
11. In the event works are to be performed by the Owner, its servants or its agents on lands owned by or to be conveyed to the Township (the "**Offsite Works**"):
 - a) The Owner shall obtain and maintain in full force and effect a policy of comprehensive general liability insurance, completed operations insurance, and automobile liability insurance, providing coverage for a limit of not less than FIVE MILLION DOLLARS (\$5,000,000.00) for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly out of the acts or omissions of the Owner. Such policy or policies shall be issued in the joint names of the Owner, with the Township and the Township Engineer as additional insured, and the form and content shall be subject to the approval of the Township. The policy shall be in effect for the period described in Paragraph 11(f) of this agreement. The issuance of such policy or policies of insurance shall not be construed as relieving the Owner from responsibility for other or larger claims, if any, for which it may be held responsible. A Certificate of Insurance shall be provided prior to the start of construction and on an annual basis. The policy shall specify that it cannot be altered, cancelled, or allowed to lapse unless prior notice by registered mail has been received thirty (30) days in advance by the

Township.

- b) It is also understood and agreed that in the event of a claim any deductible or self-insured retention under these policies of insurance obtained pursuant to this Agreement shall be the sole responsibility of the Owner and that this coverage shall preclude subrogation claims against the Township and will be primary insurance in response to claims.
- c) The Township's claims process for Third Party claims is to refer the claimant, including lien claimants, directly to the Owner and to leave the resolution of the claim with the Owner's contractor. This applies regardless of whether or not the claimed damages are an insured loss under the terms of an insurance policy obtained pursuant to this Agreement.
- d) The Owner shall employ engineer(s) registered with Professional Engineers Ontario and approved by the Township (the "**Owner's Engineer**") to provide the field layout, the contract administration, necessary contract(s) and inspection of construction. The Owner's Engineer shall provide certification that the installation of services was in conformance with said plans, documents and specifications, such certification to be in a form acceptable to the Township Engineer.
- e) The Owner shall, upon the earlier of (a) commencing any works on the relevant lands, or (b) applying for a building permit, supply the Township with cash or a letter of credit (the "**Offsite Works Security Deposit**") in a form satisfactory to the Chief Building Official ("**CBO**") and in an amount satisfactory to the Chief Building Official ("**CBO**") as found in Schedule C, sufficiently guaranteeing the satisfactory completion of the Offsite Works on Township property described in or contemplated by this Agreement and further guaranteeing the workmanship and materials and the repair of all damage to works or facilities required by this Agreement for a minimum period of two (2) years from the date of certification of Completion, and receive written approval from the Township Engineer. The Offsite Works Security Deposit must further guarantee payment to the Township of all inspection or other costs that the Township may incur as a result of this Agreement. When the work is completed to the satisfaction of the Township Engineer and all Offsite Works have been certified by the Owner's Engineer, the Security may be reduced to an amount equal to ten (10%) per cent of the original amount determined by the Township Engineer for each phase and shall not be further reduced until the Township Engineer has approved the works at the end of the said minimum two (2) years period. No interest shall be payable on any such security deposit. The Township will not be required to provide final acceptance during the winter months or any other time of year when inspection of the Works and services is impractical due to snow cover or other adverse conditions.
- f) The Owner hereby acknowledges and agrees that should there be a deficiency in or failure to carry out any work or matter required by any clause of this Agreement, whether or not such work or matter is specifically secured by the Offsite Works Security Deposit, and the Owner fails to comply, within thirty (30) days written notice, with a direction to carry out such work or matter, the Township may draw on the Offsite Works Security Deposit and complete all outstanding works or matters, and pay all costs and expenses incurred thereby from the proceeds so drawn.
- g) The Owner hereby acknowledges and agrees that the Township reserves the right to draw on and use the Offsite Works Security Deposit to complete any work or matter required to be done by the Owner pursuant to this Agreement. The Owner further acknowledges and agrees that, notwithstanding Paragraph 11(f) to this Agreement, in the event that the Township determines that any reduction in the Offsite Works Security Deposit will create a shortfall with respect to securing the completion of any work or matter remaining to be carried

SITE PLAN AGREEMENT
2402605 ONTARIO LTD.

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out by the Owner pursuant to this Agreement, the Township will not be obligated to reduce the Offsite Works Security Deposit until such time as such work is completed to the satisfaction of the Township or the Township has sufficient security to ensure that such work will be completed.

12. In the event works are to be performed by the Owner, its servants or its agents on lands other than lands owned by the Township (the **"Onsite Works"**):
 - a) The Owner shall, upon the earlier of (a) commencing any works on the relevant lands, or (b) applying for a building permit, supply the Township with cash or a letter of credit (the **"Onsite Works Security Deposit"**) in a form satisfactory to the Chief Building Official ("CBO") and in an amount equal to 50% to a maximum of FIFTY THOUSAND DOLLARS (\$50,000) of the cost of works as found in Schedule C, sufficiently guaranteeing the satisfactory completion of the works relating to onsite servicing, storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works (the **"Onsite Works Security Deposit"**). No interest shall be payable on any such Onsite Works Security Deposit.
 - b) The Owner shall complete the Onsite Works within a period of five (5) years from the date of issuance of a building permit, or within five (5) years of the execution of this agreement by the Township if no building permit is required by the development provided for herein, and provide satisfactory proof of Completion of the Onsite Works including survey, engineering, architectural (including landscape architect where required), or another professional certification, at the Owner's sole expense. When a substantial amount of the work is completed to the satisfaction of the Township, the Security may be reduced to an amount determined by the Township for each phase and shall not be further reduced until the Township has approved the works.
 - c) Upon failure of the Owner to complete the Onsite Works within the said five (5) year period, the Township may draw on the Onsite Works Security Deposit, such amount or amounts as may be required to pay for the work done or to be done pursuant to the provisions of this section and the Township and its authorized agents are hereby authorized to enter upon the relevant lands to complete the Onsite Works.
13. The Owner shall grade the Lands and maintain the grading elevations in order to provide for surface drainage which shall be as provided for in the Plans. The Owner shall not use or cause or permit to be used any new construction on the Lands until after an as-built grading survey has been provided by an Ontario Land Surveyor and a professional engineer or architect has given the Township, at the Owner's expense, a letter of compliance for grading and drainage and Storm Water Management and signed by the engineer certifying that all services, structures, works and facilities on or in the Lands which fall within the provisions of Section 41 of the *Planning Act* and are required for this Development by the Plans and this Agreement and not contained within a building, have been installed and completed in a manner satisfactory to the engineer.
14. The Owner covenants and agrees not to permit the Lands to drain otherwise than into a properly installed drainage system and the grades and drainage facilities shall be so established as to provide roof water onto the internal system and maintain an on-site storm water management system to limit storm run-off from the site to a predevelopment rate of flow and to indemnify and save harmless the Township and their Agents from any liability for excess run-off as a result of construction or development on the Lands.
15. The Owner covenants and agrees to implement and monitor on-site sediment and erosion control measures, during construction of this Development, to the satisfaction of the Township.

SITE PLAN AGREEMENT
2402605 ONTARIO LTD.

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16. The Owner is responsible for dust control of all dust resulting from the Development, whenever necessary. To eliminate dust, the Owner may be required to apply dust suppressants, to cover stockpiles of topsoil with tarps or to apply ground cover to the areas that have been stripped and left undeveloped at the direction of the Township.
17. The Township and Owner agree that the Owner may choose to develop the Lands in phases and in accordance with the approved phasing plan, as shown on the Plans. In such case, the Owner agrees as follows:
 - a) that the Owner will not apply for, nor will the Township be obligated to issue a building permit for such phase(s) until the provisions of this section have been complied with and the Owner has provided evidence that servicing capacity is available to accommodate the particular development phase, to the satisfaction of the Township;
 - b) that the Owner shall submit to the Township for review and approval proper plans and specifications showing the works and facilities required for site plan approval of each phase;
 - c) that the Owner shall provide to the Township a letter of credit or other satisfactory security in an amount to be determined by the CBO, and the provisions of this Agreement shall apply to such security with respect to such phase(s); and
 - d) that the provisions of this Agreement shall apply to all such phases.
18. The Owner covenants and agrees to have the Owner's Engineer prepare and submit As Recorded Drawings within six (6) months of Completion of the Offsite Works to the Township for review in electronic files (PDF) format. Once approved by Township, the Owner shall submit three (3) bound paper sets of drawings printed on 24" x 36" paper copies and electronic files (PDF and AutoCAD or similar and GIS shape files). Refer to current Township Municipal Servicing Standards for current as constructed drawing submission requirements.
19. The Owner covenants and agrees to have the Owner's Engineer prepare and submit to the Township within six (6) months of Completion of the Works an individual Service Record Sheet (SRS) on 8.5" x 11" paper for each property. SRS to be submitted to the Township for review, until approved, at which time the Township requests one (1) paper set of SRS 8.5" x 11" and electronic files (PDF). SRS are required for each municipal service within the development; drinking water, sanitary sewer and storm sewer. Refer to current Township Municipal Servicing Standards for Service Record Sheets submission requirements and template.
20. The Owner covenants and agrees to make all necessary arrangements and to be solely responsible for the costs of removing and relocating any existing municipal or public services requiring relocation in the course of, or in connection with, the construction, installation or provision of the works, services and facilities under this Agreement.
21. This Agreement shall be registered against title to the Lands at the Owner's expense. It is understood and agreed that, after this Agreement has been registered against title, it shall not be released by the Township. After all terms and conditions of this Agreement have been complied with to the satisfaction of the Township; the Township, upon request and at the Owner's expense, shall issue a Certificate of Compliance certifying compliance with this Agreement to the date of the Certificate.
22. The Owner hereby grants to the Township, its servants, agents and contractors a license to enter onto the Lands for the purpose of inspecting the works and the Lands or for any other purpose pursuant to the rights of the Township under this Agreement.

SITE PLAN AGREEMENT
2402605 ONTARIO LTD.

23. The Owner shall obtain from all mortgagees, charges and other persons having an interest in the Lands a postponement of their respective interests to this Agreement in a form satisfactory to the Township and said postponement(s) shall be registered against title to the Lands at the expense of the Owner so that this Agreement shall have priority over all other interests registered against the Lands. The Owner acknowledges and agrees that the site plan approval in respect of the Lands shall be conditional upon obtaining the above postponement documents and registering them against title to the Lands.
24. The covenants, agreements, conditions and understandings set out herein and in Schedule "B" hereto, which form part of this Agreement, shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, as the case may be.
25. Nothing in this Agreement constitutes a waiver of the Owner's duty to comply with any By-law of the Township or any other law.

THIS AGREEMENT is executed by the Township this 16 day of October, 2025.

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

Per: Signed by:

16-10-2025

Darren Jones

DARREN JONES – CHIEF BUILDING OFFICIAL
I have authority to bind the corporation.

THIS AGREEMENT is executed by the Owner this 16 day of October, 2025.

2402605 ONTARIO LTD.

Per: Signed by:

16-10-2025

Ken Dewar

KENNETH DEWAR, PRESIDENT
I have authority to bind the corporation.

OWNER'S MAILING ADDRESS:

1 Victoria St., Mount Forest, ON, N0G 2L1

OWNER'S PHONE NUMBER:

519-323-7001

OWNER'S EMAIL ADDRESS:

keridewar@dewarservices.com

SITE PLAN AGREEMENT
2402605 ONTARIO LTD.

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SCHEDULE "A"**Approved Plan and Drawings**

DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	PREPARED BY
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Engineering Drawings

TS	Title Sheet	4	SEPT 30/25	Cobide Engineering Inc.
C1	Existing Conditions and Removals Site Plan	4	SEPT 30/25	Cobide Engineering Inc.
C2	Development Site Plan	4	SEPT 30/25	Cobide Engineering Inc.
C3	Site Servicing Plan	4	SEPT 30/25	Cobide Engineering Inc.
C4	Site Grading Plan	4	SEPT 30/25	Cobide Engineering Inc.
C5	Traffic Flow and Erosion Control Plan	4	SEPT 30/25	Cobide Engineering Inc.
C6	Single Unit Truck Movements Plan	4	SEPT 30/25	Cobide Engineering Inc.
DET1	Details Plan 1	4	SEPT 30/25	Cobide Engineering Inc.
DET2	Details Plan 3	4	SEPT 30/25	Cobide Engineering Inc.
DET3	Details Plan 3	4	SEPT 30/25	Cobide Engineering Inc.
SWM1	Pre-Development Catchment Areas	4	SEPT 30/25	Cobide Engineering Inc.
SWM2	Post Development Catchment Areas	4	SEPT 30/25	Cobide Engineering Inc.

Reports

Functional Servicing Report	08/05/2025	AUGUST 2025	Cobide Engineering Inc.
Spill and Leak Policy		October 11, 2024	Jamie Dewar

SITE PLAN AGREEMENT
2402605 ONTARIO LTD.

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SCHEDULE "B"

Site Specific Requirements

The provisions set out in this Schedule are site specific requirements that relate to the Lands. This Schedule shall be read in conjunction with the provisions of the main body of this Agreement, but to the extent that there is any inconsistency or conflict between the two sets of provisions, the following terms of this Schedule shall prevail.

1. The Owner agrees that all the services, works, facilities and matters required under this Agreement located on the lands and the offsite stormwater management works on the adjacent lands shall be maintained for the life of the proposed development covered by the Site Plan at the Owner's, and each subsequent Owner's expense, including the SWM works, to ensure proper stormwater runoff quantity and quality control, including following the monitoring and cleaning recommendations of the stormwater management works, grass swales, private fire hydrant, perimeter board fence, retaining wall, surface treatment of parking areas, line painting markings, signage, and landscaping.
2. The Township hereby grants to the Owner, its servants, agents and contractors a license to enter onto the adjacent lands owned by the Township and into structures thereon for the purpose of inspecting and maintaining the stormwater management works. The Owner shall provide the Township thirty (30) days written notice of any proposed work or maintenance.

SITE PLAN AGREEMENT
2402605 ONTARIO LTD.

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SCHEDULE "C"

Estimated Cost of the Offsite & Onsite Works

Cost estimates are received August 5, 2025, prepared by Cobide Engineering Inc.

Project No. 05070

August 5, 2025

**COBIDE**
ENGINEERING INC.

Proposed Shop and Self-Storage Buildings - 1 Victoria Street (Mount Forest)
Preliminary Construction Cost Estimate - Off Site Works
Township of Wellington North

Item	Tender Cost Summary	Total
1.0	Watermain and Appurtenances	\$15,000.00
2.0	Storm Outlet Works	\$4,320.00
3.0	Contingency (10%)	\$1,932.00
4.0	Engineering (10%)	\$2,125.20
Total Preliminary Cost		\$23,377.20

1.0	Watermain and Appurtenances	Quantity	Unit	Unit Price	Total
1.01	Connect to Existing Watermain on Victoria Street	100%	LS	\$7,000.00	\$7,000.00
1.02	Supply and Install Insulation	20	m ²	\$250.00	\$5,000.00
1.03	Topsoil and Sod Disturbed Areas (Topsoil 200mm)	100%	LS	\$1,500.00	\$1,500.00
1.04	Reinstate Gravel Road (where disturbed from watermain connection)	100%	LS	\$1,500.00	\$1,500.00
Total Section 1.0					\$15,000.00

2.0	Storm Outlet Works	Quantity	Unit	Unit Price	Total
2.01	Supply and Install 100mm dia. Rip-Rap for Storm Outlet and Overflow into Municipal Ditch c/w Filter Cloth	27	m ²	\$160.00	\$4,320.00
Total Section 2.0					\$4,320.00

Notes:

1 This cost estimate is provided for budgetary purposes only. This is not to be interpreted as a guarantee by Cobide Engineering Inc. of the actual operations and maintenance cost.

Project No. 05070

August 5, 2025



Proposed Shop and Self-Storage Buildings - 1 Victoria Street (Mount Forest)
Preliminary Construction Cost Estimate - On Site Works
Township of Wellington North

Item	Tender Cost Summary	Total
1.0	Watermain and Appurtenances	\$31,200.00
2.0	Sanitary Works (Future)	\$19,460.00
3.0	Storm Outlet Works	\$5,322.50
4.0	Contingency (10%)	\$5,596.25
5.0	Engineering (10%)	\$5,596.25
Total Preliminary Cost		\$67,179.00

Item	Tender Cost Summary	Quantity	Unit	Unit Price	Total
1.0	Watermain and Appurtenances				
1.01	Supply and Install 150mm dia. PVC Watermain to Property Line	77	m	\$150.00	\$11,550.00
1.02	Supply and Install 150mm dia. Valve	1	each	\$5,500.00	\$5,500.00
1.03	Supply and Install Insulation	10	m ²	\$250.00	\$2,500.00
1.04	Topsoil and Sod Disturbed Areas (Topsoil 200mm)	100%	LS	\$650.00	\$650.00
1.05	Supply and Install Hydrant Set	100%	LS	\$7,500.00	\$7,500.00
1.06	Supply and Install 25mm dia. Water Service (Future)	100%	LS	\$3,500.00	\$3,500.00
Total Section 1.0					\$31,200.00
2.0	Sanitary Works (Future)				
2.01	Supply and Install 38mm Sanitary Forcemain and Appurtenances	86	m	\$110.00	\$9,460.00
2.02	Supply and Install Sanitary Sewage Pump	1	each	\$7,500.00	\$7,500.00
2.03	Connect Proposed Sanitary Forcemain to Existing Tank	100%	LS	\$2,500.00	\$2,500.00
Total Section 2.0					\$19,460.00
3.0	Storm Outlet Works				
3.01	Supply and Install Straw Bale Check Dam as per OPSD 219.100	3	Each	\$125.00	\$375.00
3.02	Supply and Install Light Duty Salt Fence	75	m	\$2.50	\$187.50
3.03	Supply and Install Rip-Rap for Storm Outlet into Municipal Ditch c/w Filter Cloth	27	m ²	\$160.00	\$4,320.00
3.04	Restore Disturbed Areas - Supply and Place Seed and Mulch	320	m ²	\$2.00	\$640.00
Total Section 3.0					\$5,322.50

Notes:

1. This cost estimate is provided for budgetary purposes only. This is not to be interpreted as a guarantee by Cobide Engineering Inc. of the actual operations and maintenance cost.



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Darren Jones, Chief Building Official

REPORT #: CBO 2025-016

REPORT TITLE: Wellington County Official Plan Amendment 131
County File No.: OP-2020-01-05
County of Wellington – Rural Growth and Policy Updates

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2025-016 regarding Wellington County Official Plan Amendment 131 County File No.: 2020-01-05 County of Wellington – Rural Growth and Policy Updates.

AND THAT the Council of the Corporation of the Township of Wellington North provide the following comments on the proposed amendment to the County of Wellington:

Comments of Support for Proposed Policies:

- Support the revisions to the residence surplus to a farming operation severance policies which strengthen lot size requirements.
- Support the revisions to existing definitions and the addition of new definitions which align with the PPS including the new **bona fide farmer** definition. This new definition will ensure that the policies are available to only be utilized by farmers and support agriculture as they are intended.
- Support the revisions and updates to the **Farm Help Residence** policies which will support farmers by providing clarity related to farm help residences which will strengthen the reliability of the local food supply chain.

Comments Seeking Further Revisions to the Proposed Policies:

- Stronger wording should be considered to avoid unnecessary loss of cultivated land related to **Agriculture-related Uses** - The use should avoid cultivated lands and keep the amount of land used for new or expanding agriculture-related uses to the minimum necessary to support the use and its servicing needs.
- While the Township strongly supports the goal to limit the size of surplus farm dwelling lots and the new wording “typically does not exceed 1 hectare in size” for **Residence Surplus to a Farming Operation** there are many instances where, based on natural heritage features and building situation that a much smaller lot area would be appropriate.

- Clarification should be added to the **Residence Surplus to a Farming Operation** policies that a row of trees, garden or similar feature does not mean it's not prime agricultural land. These features can still be valuable to the farm operation, and can be utilized as agricultural land. The features should not be considered as part of the residential lot by right and have to be included with the residential lot. What's "underneath" the lawn, garden, or trees may still be valuable agricultural land.

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PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- County Official Plan Amendment 131 – County File No.: OP-2020-01-05

BACKGROUND

Many of the proposed policy changes apply broadly across the County of Wellington. Others apply more specifically to the Secondary Agricultural Areas of Erin, Minto and Puslinch.

In September 2019, County Council authorized the Planning and Development Department to proceed with the County Official Plan Review, which included a Municipal Comprehensive Review (MCR) component under the Growth Plan for the Greater Golden Horseshoe (Growth Plan, 2019 as amended) and a 5-year review component. The Minister of Municipal Affairs and Housing advised that municipalities may choose to use a phased approach, which includes more than one official plan amendment, to achieve conformity with the Growth Plan.

The Province concluded a process to streamline and combine the 2020 Provincial Policy Statement (PPS) and 2019 Growth Plan for the Greater Golden Horseshoe (Growth Plan). The 2024 PPS came into effect October 20, 2024 and all land use planning decisions are required to be consistent with its policies.

OPA 131 is the fifth amendment of the County's phased Official Plan Review.

ANALYSIS

A copy of this report and any other comments Council wished to include will be circulated to the County of Wellington prior to the November 12, 2025 deadline.

CONSULTATION

Brooke Lambert, CAO

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

Amendment Number 131 to the Official Plan for the County of Wellington

STRATEGIC PLAN 2024

- ☒ Shape and support sustainable growth

How: Supporting growth and increased services for local communities.

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Approved by: Brooke Lambert, Chief Administrative Officer ☒

AMENDMENT NUMBER 131

TO THE OFFICIAL PLAN FOR THE

COUNTY OF WELLINGTON

September 11, 2025
Circulation Draft

COUNTY OF WELLINGTON

GENERAL AMENDMENT

(Rural Growth and Policy Updates)

Important Notice: This draft Amendment to the Official Plan for the County of Wellington may be revised after the statutory public meeting at any point prior to County Council's consideration as a result of public input, agency comments, and further review by the County of Wellington.

THE CORPORATION OF THE COUNTY OF WELLINGTON

BY-LAW NO. _____

A By-law to adopt Amendment No. 126 to the
Official Plan for the County of Wellington.

The Council of the Corporation of the County of Wellington, pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, does hereby enacts as follows:

1. THAT Amendment Number 126 to the Official Plan for the County of Wellington, consisting of the attached text, maps and explanatory text, is hereby adopted.
2. THAT this By-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 20__

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 20__

WARDEN

CLERK

**AMENDMENT NUMBER 131
TO THE
COUNTY OF WELLINGTON OFFICIAL PLAN**

INDEX

PART A - THE PREAMBLE

The Preamble provides an explanation of the proposed Amendment including the purpose, location, and background information, but does not form part of this Amendment.

PART B - THE AMENDMENT

The Amendment describes the changes and/or modifications to the Wellington County Official Plan which constitute Official Plan Amendment Number 131.

PART C - THE APPENDICES

The Appendices, if included herein, provide information related to the Amendment, but do not constitute part of the Amendment.

PART A - THE PREAMBLE

PURPOSE

The purpose of this amendment is to align the rural area policies with the 2024 Provincial Planning Statement (PPS) and complete Rural Phase 3B of the Official Plan Review. This amendment covers five key areas.

1. County-wide PPS Rural Area Policy Consistency (PPS)
2. Erin Rural Residential Growth Re-allocation (ERIN)
3. Puslinch Rural Residential Growth (PCH-R)
4. Puslinch Rural Employment Growth (PCH-E)
5. Other Changes (CW – Centre Wellington, ERIN, MINTO, PCH-R)

The details of the amendment are as follows:

1. County-wide PPS Rural Area Policy Consistency (PPS)

Aligns the rural area policies with the 2024 Provincial Planning Statement by:

- Updating permitted use policies in the prime agricultural area.
- Implementing an agricultural system approach to enhance protection of agricultural land base in the County and support the viability of agri-food network.
- Requiring new non-agricultural uses in the prime agricultural area to avoid or minimize impacts on the agricultural system as demonstrated through an agricultural impact assessments or equivalent analysis.
- Permitting lot creation in the prime agricultural area for infrastructure where the use or facility cannot be accommodated through an easement or existing right-of-way.
- Revising residence surplus to a farming operation severance policies to strengthen lot size requirements.
- Aligning the County Official Plan with the Rural Area concept of the PPS.
- Revising existing and adding new definitions in accordance with the PPS related to agriculture.
- Other changes to clarify and support the implementation of the rural area policy framework in the County.
- Removal of policy 6.8.4 which places restrictions on the type of employment areas uses outside of settlement areas as it is based on a Growth Plan policy which no longer applies.

2. Re-allocation of Erin Rural Residential Growth to Puslinch

(ERIN, PCH-R)

Makes changes to re-allocate a portion of the Town of Erin's projected rural growth to 2051 (120 households and a population of 300) to the Township of Puslinch.

3. Puslinch Rural Residential Growth (PCH-R)

Makes sufficient rural residential land available in Puslinch over the long-term by changing the severance cut-off date in Puslinch and expanding Aberfoyle:

- Change the rural residential severance date to May 1, 2025 as it applies to the Secondary Agricultural Areas of Puslinch.
- Expand the secondary urban centre boundary of Aberfoyle.
- Change land use designations within the expanded Aberfoyle boundary:
 - From Secondary Agricultural and Country Residential to Residential, Highway Commercial, Industrial, Residential Transition Area, Core Greenlands and Greenlands.
- Add a new policy area (PA7-9) Aberfoyle Garage to County lands within the current and expanded Aberfoyle boundary to provide flexibility for future needs.
- Make housekeeping changes to:
 - Align the mapped boundary of existing policy area PA7-2 (Mill Creek Residential Area) and PA7-6 (Mini Lakes) with property boundaries.
 - Change land use designation from Industrial to Residential for a residential property.

4. Puslinch Rural Employment Growth (PCH-E)

To make sufficient rural employment land available in Puslinch over the long-term.

- Change land use designation from Secondary Agricultural to Rural Employment Area
- Add new policy area (PA7-10) to establish site-specific policies for newly identified prestige rural employment areas
- Add new policy area (PA7-11) to establish additional site-specific policies for newly identified rural employment areas
- Make changes to section 9.8.3 Puslinch Industrial Policy by adding policies to implement Puslinch by Design: Employment Land Study to address road infrastructure, transportation, concept plan, communal wells and land use compatibility and deleting subsection (a).

5. Other Changes

Other changes include:

- PPS updates to clarify: (1) when amendments to County Growth Structure (Schedule A) mapping is required (County-wide); and (2) when amendments are not required for employment conversions where a local Official Plan Amendment has been approved for such a conversion to take place. (CW, ERIN)
- Removal of rural cluster policy 6.5.4 applicable to Secondary Agricultural Areas as the necessary assessment has been completed. (ERIN, MINTO, PCH-R)
- Clarify that the rural residential severance date of March 1, 2005 continues to apply to the Secondary Agricultural Areas of Erin and Minto. (ERIN, MINTO)

LOCATION

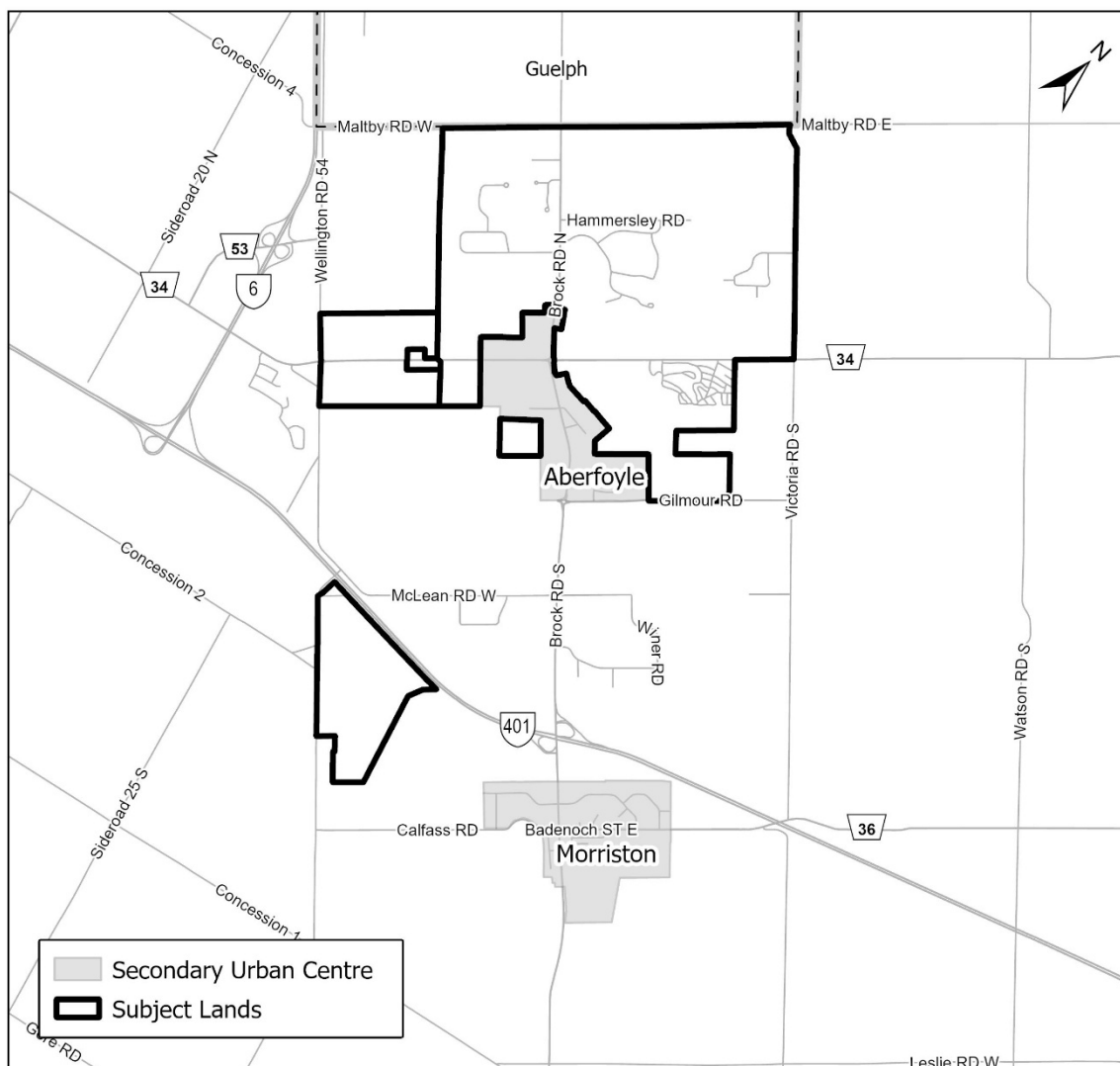
Many of the policy changes apply broadly across the County of Wellington. Others apply to the Secondary Agricultural Areas of Erin, Minto and Puslinch. The lands subject to the proposed amendment located within the Township of Puslinch are identified in the Key Map below.

BACKGROUND

In September 2019, County Council authorized the Planning and Development Department to proceed with the County Official Plan Review, which includes a Municipal Comprehensive Review (MCR) component under the Growth Plan for the Greater Golden Horseshoe (Growth Plan, 2019 as amended) and a 5-year review component. The Minister of Municipal Affairs and Housing advised that municipalities may choose to use a phased approach, which includes more than one official plan amendment, to achieve conformity with the Growth Plan.

The Province concluded a process to streamline and combine the 2020 Provincial Policy Statement (PPS) and 2019 Growth Plan for the Greater Golden Horseshoe (Growth Plan). The 2024 PPS came into effect October 20, 2024 and all land use planning decisions are required to be consistent with its policies.

OPA 131 is the fifth amendment of the County's phased Official Plan Review.

Figure 1 Key Map**BASIS**

This County-initiated amendment is based on the following:

- A detailed review of the 2024 PPS policies;
- A detailed review of the County of Wellington's population, household and employment growth forecasts and allocations to 2051 as approved by the Province through OPA 120 in July 2024;
- An in-depth Land Needs Assessment carried out primarily to assess the quantity of urban land required to accommodate the County's forecasted growth to 2051. The Assessment also included a rural employment analysis

ultimately identifying the for an additional 30 ha of rural employment area land in Puslinch;

- Resolution from Town of Erin Council regarding a desire to decrease rural growth opportunities and a resolution from Township of Puslinch Council to increase rural growth opportunities;
- Supplemental calculation of land need for the expansion of Aberfoyle;
- The detailed “Puslinch by Design: Employment Land Study”, further Township Council direction and 2024 PPS policies allowing municipalities to plan for employment growth beyond the 2051 planning horizon. Puslinch by Design: Employment Land Study is based on the following:

Background Report including the following Background Papers:

- Employment Land Market Study
- Transportation
- Municipal and Private Servicing
- Land Use Planning and Land Use Compatibility
- Aggregates
- Agriculture
- Natural Heritage
- Design
- Cultural Heritage Resources

Phase 3 Detailed Planning Study

Phase 4 Land Options Report

Phase 5 Recommended Land Option and Land Use Report

Phase 5 Addendum Report

- Results of the evaluation and overall recommendations for where the Township of Puslinch can most feasibly expand the urban boundary of Aberfoyle based on the following:

Planning Impact Assessment

Agricultural Impact Assessment

Minimum Distance Separation (MDS) Study for Aberfoyle SABE

Aggregate Impact Assessment

This amendment is being processed under Section 26 of the Planning Act.

PUBLIC AND AGENCY INPUT

A Special Meeting of County Official was held in June 2021 for the Official Plan Review.

This Official Plan Amendment (OPA 131) has been informed by previous consultations on the Phase 1 MCR Report: Urban Structure and Growth Allocations and Phase 2 MCR Report: Land Needs Report which included:

- Technical Resource Team (TRT) meetings through 2021
- Ongoing discussions with Ministry of Municipal Affairs and Housing staff
- Virtual Public Information Centre (PIC) to present Draft Phase 1 Report in June 2021
- Virtual Public Information Centre (PIC) to present Draft Phase 2 Report in December 2021
- Circulation of draft Phase 1 Report for comment from June to July 2021 to Member Municipalities, Indigenous communities, agencies, members of the public and stakeholders
- Numerous County Planning Committee reports have documented the results of public consultation and engagement

The “Puslinch by Design: Employment Land Study” included three public open houses and multiple Council meetings to obtain public feedback on the Study.

The County of Wellington has had pre-application consultations with various Provincial ministries to address specific technical questions of the County related to draft OPA 131.

The direct consultation for OPA 131 will include at a minimum:

- Circulation to the Ministry of Municipal Affairs and Housing
- Circulation to Member Municipalities, Indigenous communities, agencies, members of the public and stakeholders
- Statutory Open House
- Statutory Public Meeting

Notice of the statutory open house and public meeting will be provided in accordance with the Planning Act and advertised in the Wellington Advertiser. To obtain further public feedback, notification of engagement opportunities will also be provided through the project email list and website updates.

PART B - THE AMENDMENT

All of this part of the document entitled **Part B - The Amendment**, consisting of the following text and schedules constitutes Amendment No 131 to the County of Wellington Official Plan.

DETAILS OF THE AMENDMENT

The Official Plan of the County of Wellington is hereby amended as follows:

PART 1 – INTRODUCTION

PPS	1. Section 1.1 Purpose is amended by: Adding the phrase “local food” to the end of the first list following the phrase “cultural facilities”.
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PART 2 – WELLINGTONS PLANNING VISION

PPS	2. Section 2.1.3 Land Stewardship is amended by: Adding the phrase “, farmers” following the phrase “community groups” in the first paragraph.
PPS	3. Section 2.2 Our Commitment to the Future is amended by adding the following new section and renumbering the subsequent sections as follows: “2.2.11 Maintain and enhance a geographically continuous agricultural land base and support the long-term economic prosperity and productive capacity of the <i>agri-food network</i> .”

PART 3 – WELLINGTON GROWTH STRATEGY

PPS CW ERIN	4. Section 3.1 General Strategy is amended by adding the following sentence to the end of the section: “County Growth Structure (Schedule A) shall be amended to reflect changes to Primary and Secondary Urban Centres, Hamlets, Employment Areas and Rural Employment Areas associated with Land Use (Schedule B) amendments. A duplicate County Official Plan Amendment is not required for changes to employment areas and/or rural employment areas identified on Schedule A where a local Official Plan is in effect and an amendment to change an <i>employment area</i> designation(s) has been
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	approved. In such instances, the County will maintain and update Schedule A in accordance with the approved local official plan amendment.”
ERIN PCH-R	5. Section 3.5 Allocating Growth is amended by deleting Table 3 and Table 7 and replacing them with the following:

Table 3 TOWN OF ERIN

Projected Growth in Wellington County to 2051

	2021	2051
Erin		
Total Population ¹	12,000	26,000
Households	4,230	9,080
Total Employment ²	3,100	6,200

	2021	2051
Erin Village		
Total Population ¹	3,100	10,800
Households	1,140	3,840
Hillsburgh		
Total Population ¹	1,400	6,100
Households	550	2,190
Outside Primary Urban Centres		
Total Population ¹	7,500	9,100
Households	2,540	3,050

¹ Includes net undercount adjustment which is estimated at approximately 3%² Includes 'no fixed place of work' employment**Table 7 TOWNSHIP OF PUSLINCH**

Projected Growth in Wellington County to 2051

	2021	2051
Total Population ¹	7,900	10,300
Households	2,850	3,680
Total Employment ²	5,800	7,900

¹ Includes net undercount adjustment which is estimated at approximately 3%² Includes 'no fixed place of work' employment

PART 4 – GENERAL COUNTY POLICIES

PPS	6. Section 4.2.5 Rural Opportunities is amended by: - Adding “that are compatible with agriculture and other resource-related uses” following the word “employment” in the first paragraph of this section. - Adding “directly” following the phrase “Businesses required to” in the third paragraph of this section. - Adding “, local food” following the phrase “development of tourism” and adding “that leverage rural amenities and assets” following the phrase recreation opportunities in the fifth paragraph of this section. - deleting the sixth paragraph of this section entirely and replacing it with the following: “The applicable policies of this plan will be used in locating employment opportunities to ensure <i>normal farm practices</i> are able to continue unhindered and avoid and minimize impacts on the <i>agricultural system</i>, Greenlands System and <i>mineral aggregate resources</i>.”
PPS	7. Section 4.2.6 Home Business is amended by: - Adding “<i>on-farm diversified uses</i> will be permitted, in accordance with provincial guidelines and the policies of this plan.” following the word “Additionally,” in the third paragraph of this section. - deleting the following text in the third paragraph, which states: “the following uses may be considered: • sales outlets for agricultural products produced on the farm; • home industries which are small in scale with limited employees, and minimal off site impact; • bed and breakfast establishments • farm vacation enterprises.”
PPS	8. Section 4.3 Farmland Protection is amended by adding the following new section and renumbering the subsequent sections as follows: “4.3.1 Agricultural System The County has adopted an <i>agricultural system</i> approach to agricultural land use planning to support the protection of the agricultural land base in the County and provide support for the viability of the agri-food industry. The <i>agricultural system</i> includes two components:

	1) The agricultural land base consisting of <i>Prime Agricultural Areas</i> and Secondary Agricultural Areas; and 2) the <i>agri-food network</i>. The <i>agri-food network</i> complements and supports the agricultural land base and includes <i>infrastructure</i>, services and other agri-food assets that are needed to sustain and enhance agriculture and the broader agri-food sector in the County. It is the policy of this Plan to protect the continuity of the agricultural land base, to minimize land use conflicts, to provide opportunities to support local food production and urban agriculture and foster a robust <i>agri-food network</i>."
PPS	9. Section 4.3.1 Prime Agricultural Areas is amended by adding the following sentence to the end of this section, which states: "Within <i>prime agricultural areas</i> Class 1, 2, and 3 lands will be given the highest level of protection followed by class 4 through 7 lands, in this order of priority."
PPS	10. Section 4.3.3 Policy Direction is amended by deleting bullets a), b) and c) in their entirety and replacing them with the following: "a) Class 1, 2, and 3 agricultural lands, associated Class 4 to 7 lands and additional areas where there is a local concentration of farms which exhibit the characteristics of ongoing agriculture, and <i>specialty crop areas</i> will be designated as <i>prime agricultural areas</i> unless: i) municipal scale studies demonstrate that the land would more appropriately be placed in a greenlands or secondary agricultural designation in consultation with the OMAFA; ii) studies demonstrate that limited non-residential use is appropriate. b) Urban Centre or Hamlet expansions are subject to the policies of Section 4.8 Expansion of Primary and Secondary Urban Centres and Hamlets. c) Limited non-residential uses, other than aggregate extraction in accordance with Section 6.6, may only take place in <i>prime agricultural areas</i> if: i) it can be demonstrated there is an identified need with the planning horizon of this Plan for additional lands to accommodate the proposed use;

	ii) there are no reasonable alternative locations which avoid <i>prime agricultural areas</i>; iii) If <i>prime agricultural areas</i> are unavoidable, there are no reasonable alternative locations within <i>prime agricultural areas</i> with lower priority agricultural lands; iv) the proposed use complies with the <i>minimum distance separation formulae</i>; and v) impacts from any new or expanding non-agricultural uses on the <i>agricultural system</i> are avoided, or where avoidance is not possible, minimized and mitigated as determined through an <i>Agricultural Impact Assessment</i> or equivalent analysis based on provincial guidance. In considering need and alternative locations, decision makers will be guided by the following: Need • projected population for the local municipality and county or growth allocated by broader studies • public health or safety considerations • existing vacant land already designated for the proposed use • potential for infilling existing areas • previous rates of land consumption • availability and efficiency of servicing • need for a variety of opportunities to encourage economic development and satisfy housing and business demand Alternative Locations • impacts on agricultural land and operations • location requirements of the proposed use • degree of land fragmentation in the area • Canada Land Inventory classification"
PPS	11. Section 4.7.1 Distinct Urban-Rural Boundary is amended by deleting bullet a) in its entirety and replacing it with the following: " a) prohibits new <i>development</i> adjacent to existing primary and secondary urban centres, hamlets or cities unless part of an urban expansion. Adjacent will normally mean within 1 kilometre of an urban area boundary. In certain circumstances, the existence of natural or human made boundaries can be considered as rationale to support the increase or decrease in the 1 kilometre limit."

PART 6 – THE RURAL SYSTEM

PPS	12. Section 6.1 Defined is amended by: a. deleting the first sentence of this section in its entirety and replacing it with the following: “The Rural System is a relatively stable part of the County landscape devoted to economic activities based on natural resources. The Rural System primarily consists of natural resource land, <i>natural heritage features and areas</i> and other uses typically found in nonurban areas.” b. updating the bullet list as follows: Deleting the phrase “<i>mineral aggregate areas</i>” and replacing it with the phrase “<i>mineral aggregate resources</i>” and by adding the phrase “Greenlands System” to the end of the bullet list.
PPS	13. Section 6.2 Purpose is amended by deleting the three paragraphs in this section in their entirety and replacing them with the following: “The Rural System plays a vital role in the structure and economic success of the County. It shapes the unique landscape and character of the area while enhancing residents' quality of life. By utilizing rural assets and amenities and prioritizing wise resource management and protection, the Rural System serves as the foundation for a sustainable economy. The purpose of the Rural System is to: • Support the economic activities which depend on Wellington's natural resources to deliver a sustainable and diversified agricultural industry and rural economy. • Support the wise use and sustainable management of natural resources. • Support a connected <i>agricultural system</i> that protects the agricultural land base, supports local food production and a robust <i>agri-food network</i>. • Maintain and build upon the rural character of the County by leveraging rural amenities and assets, such as agricultural operations, recreational and tourism opportunities, natural resources, and the protection and enhancement of the natural environment. • Promote the efficient use of rural <i>infrastructure</i> and <i>public service facilities</i>.

	• Support the vitality and regeneration of secondary urban centers and hamlets to ensure they continue to serve the needs of rural residents and businesses in the County. • Conserve the biodiversity and connectivity of natural heritage features and the ecological benefits provided by the natural environment. The Rural System is a large and diverse area. Opportunities exist for a variety of resource, employment and community uses which need to be accommodated to support a healthy, integrated and viable Rural System.”
PPS	14. Section 6.3 Planning Approach is amended by: - deleting the first paragraph in this section in its entirety and replacing it as follows: “<i>Prime agricultural areas</i> will be protected for the long-term use of agriculture. While agriculture will be the main land use activity in these areas, <i>agricultural-related uses</i> and <i>on-farm diversified uses</i> will be allowed in accordance with the policies of this Plan and provincial guidelines.” - deleting the second paragraph in this section in its entirety and replacing it as follows: “Secondary agricultural areas of non-prime farmland have been identified. While agriculture will be the main land use activity in these areas, a broader range of residential, employment and community uses will be allowed than in <i>prime agricultural areas</i>. This development will be directed to areas that minimize constraints to agricultural and other resource-related uses, can be sustained by rural service levels, and is appropriate to the <i>infrastructure</i>, which is planned or available, and avoids the need for uneconomical expansion.” - in the third paragraph, deleting the phrase “<i>Significant mineral aggregate deposits</i>” and replacing it with the phrase “<i>Deposits of mineral aggregate resources</i>”. - in the sixth paragraph, deleting the word “lands” and replacing it with “areas” immediately following the phrase “Rural employment”. - adding the following new paragraph to the end of this section: “<i>Natural heritage features and areas</i> and other Greenland System components are located in the Rural System and form integral part of the rural landscape. Development in and

	adjacent to these areas will be in accordance with Section 5 Greenland System of this Plan.”
PPS	15. Section 6.4.1 Defined is amended by deleting the first paragraph of this section in its entirety and replacing it with the following: “Canada Land Inventory Class 1, 2, and 3 lands and associated Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture will be designated as prime agricultural areas. These areas will be protected for agriculture. Currently there are no known <i>specialty crop areas</i> in the County. Should any areas be identified, the County will develop policies to govern their protection and development.”
PPS	16. Section 6.4.3 Permitted Uses is amended by: - in bullet b) deleting the phrase “secondary uses including home businesses and farm businesses” and replacing it with the phrase “<i>on-farm diversified use</i>”. - in bullet h) deleting the word “accessory” and replacing it with the phrase “farm help”. - in bullet k) the word “<i>mineral</i>” is added immediately following the word “licensed”. - by deleting bullet “n) kennels on existing lots of record” in its entirety.
PPS	17. Section 6.4.4 Home Businesses and Farm Businesses is deleted in its entirety and replaced with the following: “6.4.4 On-farm Diversified Uses <i>On-farm diversified uses</i> are permitted in appropriate locations in the <i>prime agricultural area</i> to enable farm operators to diversify and supplement farm incomes, as well as accommodate value-added and <i>agri-tourism uses</i>. A wide range of uses may qualify as an <i>on-farm diversified use</i> and could include: • Home Occupations • Home Industries • <i>Agri-tourism</i> and recreational uses • Distillery or small-scale micro-brewery • Value-added processing and packaging • Retail uses To ensure a use qualifies as an <i>on-farm diversified use</i> all the following criteria must be met:

	i) The use is located on a farm and operated by a <i>bona fide farmer</i>; ii) The use is secondary to a primary agricultural use of the property; iii) The use will be limited in area, up to 2% of the lot area to a maximum 1 ha; iv) The use is compatible with, shall not hinder surrounding <i>agricultural uses</i>, or generate adverse impacts off-site; v) appropriate sewage and water services can be provided; vi) The use complies with the <i>minimum distance separation formulae</i> in accordance with section 6.4.9; vii) Any other matter deemed appropriate by the municipality. Further to item iii) above, when determining the size of the <i>on-farm diversified use</i> it shall generally include all areas proposed to be used by the <i>on-farm diversified use</i>, including buildings, laneways, parking, outdoor storage, servicing and amenity areas. Local municipalities may discount shared facilities that are also used by the farm operation from the calculation of total size of the <i>on-farm diversified use</i>. Uses that attract large numbers of customers, employees or other people to the farm, create compatibility issues or have high water or wastewater needs will not be considered <i>on-farm diversified uses</i> and will be directed to Primary Urban Centres or other appropriate land use designations. Local municipalities are encouraged to establish permissive zoning provisions for the establishment of <i>on-farm diversified uses</i> that are consistent with the criteria of this Plan. Site plan control may be applied to an <i>on-farm diversified use</i> at the discretion of the local municipality. An <i>on-farm diversified use</i> is prohibited from being severed from the property.”
PPS	18. Section 6.4.5 Agriculture-related Uses is amended by deleting the text in this section in its entirety and replaced with the following: “<i>Agriculture-related uses</i> are farm-related commercial and industrial uses that directly support agriculture and contribute to the vitality and economic viability of <i>prime agricultural areas</i>. <i>Agriculture-related uses</i> are permitted in appropriate locations in the <i>prime agricultural area</i> subject to the following: a) Appropriate <i>sewage and water services</i> can be provided; b) The use is directly related to farm operations in the area; c) The use supports agriculture and the agricultural economy of the County of Wellington; d) The use benefits from being in close proximity to farm operations and provide direct products and/or services to farm operations as a primary activity; e) The use is compatible with, and does not hinder, surrounding land uses and meets all applicable provincial and municipal emission,

	noise, odour, compatibility, water and wastewater standards and receives all relevant environmental approvals; f) The use avoids cultivated lands and keeps the amount of land for new or expanding <i>agriculture-related uses</i> to the minimum necessary to support the use and its servicing needs; g) The use can obtain access to an all-season maintained public road and that access to a local road be preferred over County and provincial roads where practical. Local municipalities are encouraged to establish permissive zoning provisions for the establishment of <i>agriculture-related uses</i> that are consistent with the criteria of this Plan. Site plan control may be applied to <i>agriculture-related uses</i> at the discretion of the local municipality. The severance of an <i>agriculture-related use</i> is discouraged and will be considered in accordance with policy 10.4.3.”
PPS	19. Section 6.4.6 Accessory Residence is deleted in its entirety and replaced with the following: “6.4.6 Farm Help Residence When the size and nature of a farming operation requires additional employment, a residence needed for the accommodation of farm help may be allowed provided that it is established within the main building cluster on the property, avoids cultivated lands and appropriate <i>sewage and water services</i> are provided. A farm help residence is encouraged to be temporary in nature but may include more permanent forms of housing. A farm help residence is permitted in addition to additional residential units permitted in section 4.4.6 of this plan. A farm help residence is prohibited from being severed from the property.”
PPS	20. Section 6.4.8 Community Service Facilities is amended by: In the third paragraph deleting the reference to “Section 4.3.3” and replacing it with “Section 4.3.4”.
PPS	21. Section 6.4.9 Minimum Distance Separation Formula (MDS) is deleted in its entirety and replaced with the following: “6.4.9 Minimum Distance Formulae (MDS) The appropriate provincial <i>minimum distance separation formulae</i> will be applied to new land uses, lot creation and new or expanding livestock facilities. MDS I will generally not be required for <i>on-farm diversified uses</i>, except where a municipality has required MDS to

	apply in their zoning by-law. For the purposes of MDS, <i>on-farm diversified uses</i> should be considered a Type A land use.”
PPS	22. Section 6.4.10 Group Homes is amended by: Deleting the word “be” that immediately follows the phrase “zoning by-laws may”.
PPS	23. Section 6.4.11 Kennels is deleted in its entirety, which states: “Kennels may be allowed on existing lots of record and local zoning by-laws may establish criteria for these uses.”
PPS	24. Section 6.5.1 Defined is amended by: Adding the phrase “located outside of Urban Centres and Hamlets and” immediately following the phrase “Rural System which are”.
PPS	25. Section 6.5.2 Identification is amended by deleting bullet a) of this section and replacing it as follows: “ a) the existence of large blocks of land which are not Canada Land Inventory Class 1, 2, and 3 lands or <i>specialty crop areas</i>;
ERIN MINTO PCH-R	26. Section 6.5.4 Rural Clusters is deleted in its entirety, which states: “Rural clusters are long-established small groups of housing with occasional commercial, industrial or institutional uses located in the Secondary Agricultural Area designation. These areas are not designated on Schedule “A” or “B” and are not expected to grow but they may be recognized in the zoning by-law. New lots may be allowed in rural clusters in accordance with section 10.4. As part of a <i>municipal comprehensive review</i>, the County will assess the impact of constraints such as the Provincial <i>Agricultural System</i>, <i>Natural Heritage System</i> and Greenbelt Plan on the potential future supply of rural residential lots in the Secondary Agricultural Area, including rural clusters. This assessment will consider, among other things, whether changes to the rural residential lot creation policies are needed.” Subsequent sections are to be renumbered.
PPS	27. Section 6.5.5 Commercial, Industrial & Institutional is amended by deleting bullet d) in its entirety and replacing is as follows: “ d) the use will avoid and minimize constraints on agriculture and <i>mineral aggregate resources</i>;

PPS	28. Section 6.5.7 Minimum Distance Separation Formula (MDS) is deleted in its entirety and replaced with the following: “6.5.7 Minimum Distance Formulae (MDS) The appropriate provincial <i>minimum distance separation formulae</i> will be applied to new land uses, lot creation and new or expanding livestock facilities. MDS I will generally not be required for <i>on-farm diversified uses</i>, except where a municipality has required MDS to apply in their zoning by-law. For the purposes of MDS, <i>on-farm diversified uses</i> should be considered a Type A land use.”
PPS	29. Section 6.8.4 Existing Employment Areas outside Settlement Areas is deleted in its entirety, which states: “Existing <i>employment areas</i> outside of <i>settlement areas</i> on <i>rural lands</i> that were designated for employment uses in the County of Wellington Official Plan that was approved and in effect as of June 16, 2006 may continue to be permitted. Expansions to these existing <i>employment areas</i> may be permitted only if necessary to support the immediate needs of existing businesses and if compatible with the surrounding uses.”

PART 9 – LOCAL PLANNING POLICY

PCH-E	30. Section 9.8.3 Puslinch Industrial Policy is amended by: a. deleting subsection a) which states: a) Areas designated Rural Employment in Puslinch are permitted to have the following additional uses: • complementary commercial uses such as automotive uses, restaurants, motels and limited retail • offices, including a head office and/or research centre” b. renumbering subsection b) to a) c. by adding the following: b) All lands designated Rural Employment whether existing or by future Official Plan Amendment, should comply with Puslinch by Design and should implement the Urban Design Guidelines adopted as part of Puslinch by Design.
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	c) Road Infrastructure In all cases the cost for road infrastructure owned by the County and/or Township for development in the Rural Employment Area will be borne by the developer. d) Transportation Plan For lands west of the Hanlon Expressway designated as Rural Employment on Schedule B7, a Transportation Plan establishing an internal road network and external road connections shall be required as part of any future development application. For clarity, the Transportation Plan must establish, to the satisfaction of the Township, that no employment generated traffic will utilize Sideroad 20 N. Further, no driveway accesses for employment uses shall be permitted to Sideroad 20 N. e) Concept Plan A concept plan is required for lands designated Rural Employment on Schedule B7 as part of any future development application for lands west of the Hanlon Expressway. f) Communal Wells In order to protect groundwater function and quality, future communal wells should not be Multiple Aquifer Penetrating. g) Land Use Compatibility To ensure land use compatibility between industrial and sensitive land uses, a buffer area shall be established according to the following policies: i. Where a proposed industrial use is located within 300 metres of a sensitive land use, or where a sensitive land use is proposed within 300 metres of an existing or planned industrial use, the Township shall apply the Ministry of the Environment, Conservation and Parks (MECP) D-6 Guidelines: Compatibility Between Industrial Facilities and Sensitive Land Uses. ii. For Class I or Class II industrial facilities (as defined by MECP D-6 Guidelines), a Land Use Compatibility Study or equivalent technical assessments may be required to evaluate potential impacts such as noise, odour, dust, vibration, or emissions. Based on the findings of these studies, additional separation distances, buffering, or mitigation measures may be prescribed. All land use decisions shall implement the D-6 Guidelines and any successor documents, as well as the cumulative
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	impacts of surrounding land uses. No Class III industrial facilities are permitted.
	31. Section 9.8.6 Puslinch Local Policies is amended by adding the following Special Policies:
PCH-R	“PA7-9 County Aberfoyle Garage The land identified as PA7-9 on Schedule B7-1 (Aberfoyle) is municipally known as 7396 Wellington Road 34. An Industrial designation applies to the front of the property which is used for the County Aberfoyle Garage and a Residential Transition Area designation applies to the rear of the property. Notwithstanding any provisions in the Plan to the contrary, the permitted uses on the land identified as PA7-9 may also include government offices, <i>public services</i>, childcare facilities and recreational uses. Accessory uses, buildings and structures are also permitted.”
PCH-E	“PA7-10 Highway 401 and Concession 7, and Wellington Road 34 Prestige Rural Employment Area The lands identified as PA7-10 on Schedule B7 of this Plan generally located on the south side of Highway 401 and east side of Concession 7, and on the north and south side of Wellington Road 34 east of Concession 7/Wellington Road 54 are designated Rural Employment Area. Notwithstanding Section 6.8 or any other provisions in the Plan to the contrary, the following policies apply: a) Defined The Prestige Rural Employment Area lands are intended for high-quality industrial, business and employment uses that require a well-designed setting while taking advantage of the proximity to major transportation infrastructure. The intent of this designation is to maximize the potential of lands with exposure to Highway 401 and Wellington Road 34 to promote businesses that are visible from these roads. As such, Prestige Rural Employment Areas are generally located along major roads and generally face Highway 401 and Wellington Road 34 with enhanced architectural and landscaping design standards to maintain a visually attractive environment. Outdoor storage and parking are limited to maintain the area's aesthetic appeal and will not be permitted along the frontage of Highway 401 and Wellington Road 34. Loading areas are not permitted to face the Highway 401 and Wellington Road 34 frontage. In all cases, Prestige Rural Employment Area lands will be used by “dry” uses which do not use significant amounts of water in their operation and which do not produce significant amounts of

	effluent, consistent with rural servicing levels which rely on private water and sewage systems. b) Permitted Uses Notwithstanding Section 6.8.2 the uses permitted in the PA7-10 area are limited to enclosed warehousing and distribution centres, corporate offices and headquarters accessory to a principle use, research and development facilities associated with manufacturing uses, light, medium, or high-tech manufacturing and processing operations deemed not to be noxious by reason of dust, odour, fumes, particulate matter, noise and excessive vibrations. c) Zoning Appropriate regulations for the Prestige Rural Employment Area shall be included in the Zoning By-law. Zoning provisions should address the following criteria: i. Land Use Compatibility: To ensure land use compatibility between industrial and sensitive land uses, a buffer area shall be established according to the following policies: - Where a proposed industrial use is located within 300 metres of a sensitive land use, or where a sensitive land use is proposed within 300 metres of an existing or planned industrial use, the Township shall apply Ministry of the Environment, Conservation and Parks (MECP) D-6 Guidelines: Compatibility Between Industrial Facilities and Sensitive Land Uses. - For Class I or Class II industrial facilities (as defined by MECP D-6 Guidelines), a Land Use Compatibility Study or equivalent technical assessments may be required to evaluate potential impacts such as noise, odour, dust, vibration, or emissions. Based on these findings of these studies, additional separation distances, buffering, or mitigation measures may be prescribed. All land use decisions shall be consistent with the D-6 Guidelines and any successor documents, as well as the cumulative impacts of surrounding land uses. No Class III industrial facilities are permitted. ii. Parcel sizes: The need for a range or parcel sizes to accommodate diverse business needs, with an emphasis placed on the provision of larger parcels to support industries requiring significant land area. Lot fabric and subdivision design shall address long-term flexibility and market trends in industrial land demand.
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	iii. Design guidelines: Where appropriate, design guidelines adopted by Township Council should be integrated as zoning requirements. iv. Buffer areas: Incorporate enhanced landscaping setbacks, buffering and screening where employment area lands interface with rural residential land uses, rural residential clusters and/or sensitive land uses. v. Holding provisions: The policy area may be placed in an appropriate prestige industrial zoning category and shall be subject to a Holding (H) provision. Prior to the removal of the Holding provision, Township Council shall require the submission and approval of associated technical reports, studies and any additional information as deemed necessary by Township Council. vi. Lot coverage: Maximum lot coverage should generally be in the range of 40%, to ensure adequate space for landscaping, stormwater management, and buffering. d) Design Guidelines New development is encouraged to adhere to the design guidelines approved by Township Council for the area. e) Communal Wells In order to protect groundwater function and quality, future communal wells should not be Multiple Aquifer Penetrating. f) Road Infrastructure In all cases the cost for road infrastructure owned by the County and/or Township for development in the Rural Employment Area will be borne by the developer.”
PCH-E	“PA7-11 Highway 401 and Concession 7 Rural Employment Area The lands identified as PA7-11 on Schedule B7 of this Plan generally located to the south of Highway 401 on the east side of Concession 7 are designated Rural Employment Area. Notwithstanding Section 6.8 or any other provisions in the Plan to the contrary, the following policies apply: a) Permitted Uses Notwithstanding Section 6.8.2 the uses permitted in the PA7-11 area are limited to manufacturing, processing, fabrication and assembly of raw materials or raw materials or repair, servicing, distribution and storage of materials is permitted. Accessory uses including the retail and sale of products produced on-site may be permitted. Commercial, service commercial, retail and office uses are not permitted. Outdoor storage and parking are to maintain the area's rural character and will not be permitted along the

	frontage of Concession 7. Loading areas are not permitted to face Concession 7 frontage. b) Zoning Appropriate regulations for the Rural Employment Area shall be included in the Township's Zoning By-law. Zoning provisions should address the following criteria: i. Land Use Compatibility: To ensure land use compatibility between industrial and sensitive land uses, a buffer area shall be established according to the following policies: • Where a proposed industrial use is located within 300 metres of a sensitive land use, or where a sensitive land use is proposed within 30 metres of an existing or planned industrial use, the Township shall apply the Ministry of the Environment, Conservation and Parks (MECP) D-6 Guidelines: Compatibility Between Industrial Facilities and Sensitive Land Uses. • For Class I or Class II industrial facilities (as defined by MECP D-6 Guidelines), a Land Use Compatibility Study or equivalent technical assessment may be required to evaluate potential impacts such as noise, odour, dust, vibration, or emissions. Based on the findings of these studies, additional separation distances, buffering, or mitigation measures may be prescribed. All land use decisions shall have regard for the D-6 Guidelines and any successor documents, as well as the cumulative impacts of surrounding land uses. No Class III industrial facilities are permitted. ii. Parcel sizes: The need for a range of parcel sizes to accommodate diverse business needs, with an emphasis placed on the provision of larger parcels to support industries requiring significant land area. Lot fabric and subdivision design shall consider long-term flexibility and market trends in industrial land demand. iii. Design Guidelines: Where appropriate, design guidelines adopted by Township Council should be integrated as zoning requirements. iv. Buffer areas: Incorporate enhanced landscaping and setbacks, buffering and screening where employment area lands interface with rural residential uses, rural residential clusters, and/or sensitive land uses. A minimum 70 m setback shall be required from rural residential uses, rural residential clusters and/or sensitive land uses. The setback may be greater than 70 m based on the recommendations
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	within a land use compatibility assessment. The required setback shall be landscaped and/or contain natural self-sustaining vegetation in a manner that respects and sustains the rural character. This 70 m setback shall only be reduced through an Official Plan Amendment. v. Holding Provisions: The policy are may be placed in an appropriate industrial zoning category and shall be subject to a Holding (H) provision. Prior to the removal of the Holding provision, Township Council shall require the submission and approval of associated technical reports, studies and any additional information deemed necessary by Township Council. c) Design Guidelines New development is encouraged to adhere to the design guidelines approved by Township Council for the area. d) Communal Wells In order to protect groundwater function and quality, future communal wells should not be Multiple Aquifer Penetrating. e) Road Infrastructure In all cases the cost for road infrastructure owned by the County and/or Township for development in the Rural Employment Area will be borne by the developer. f) Minimum Distance Separation (MDS) Minimum Distance Separation II (MDS II) relief may need to be considered for potential future expansions to livestock operations located at 4275 Concession 7 and 4278 Concession 7. Zoning relief may be used to consider such expansions and ensure future viability of these operations.”
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PART 10 – CREATING NEW LOTS

PPS	32. Section 10.1.3 Matters for Consideration is amended by deleting bullet a) in its entirety and replacing it as follows: “a. that any new lots will conform to the official plan policies and comply with zoning regulations;”
PPS	33. Section 10.3.1 New Lots is amended by: a. In the first paragraph adding the phrase “is discouraged and” immediately following the phrase “prime agricultural areas”. b. adding a new bullet “f) Infrastructure” to the end of this section.

PPS	34. Section 10.3.2 Agricultural Uses is amended by: In the first paragraph deleting the sentence “Smaller lots may only be considered where there is clear evidence that the farmer intends to conduct an agricultural pursuit which can be successful on a smaller property.”
PPS	35. Section 10.3.3 Agriculture-Related Uses is amended by deleting the first paragraph in this section in its entirety and replacing it as follows: “New lots for <i>agriculture-related uses</i> will minimize the amount of agricultural land removed from production and be kept to a minimum size necessary for the use and appropriate <i>sewage and water services</i>.”
PPS	36. Section 10.3.4 Residence Surplus to a Farming Operation is amended by: a. In the first paragraph deleting the word “that is” immediately following the phrase “existing residence” and replacing it with “together with any associated additional residential units, are rendered” b. deleting bullet c) in its entirety and replacing it as follows: “ c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, which typically does not exceed 1 hectare in size. Environmental and topographic features may justify a larger lot, however, the inclusion of uncultivated lands or <i>natural heritage features or areas</i> in the residential parcel, which can be left with the agricultural parcel, will generally not be supported; and” c. In the last paragraph deleting the word “farmers” immediately following the phrase “policy is to allow” and replacing it with “a <i>bona fide farmer</i>”.
PPS	37. New Section 10.3.7 Infrastructure is added and the subsequent sections renumbered as follows: “10.3.7 Infrastructure Lot creation for <i>infrastructure</i> in <i>prime agricultural areas</i> is discouraged and should only be permitted where the use cannot be accommodated through an easement or right-of-way.”
PPS	38. Section 10.3.7 Minimum Distance Formula (MDS) is amended by: Adding the letter “e” to the word “Forumla” in the heading of this section.

PPS	39. Section 10.4.3 Agriculture-Related Uses is amended by deleting the first paragraph in this section in its entirety and replacing it as follows: “New lots for <i>agricultural-related uses</i> will minimize the amount of agricultural land removed from production and be kept to a minimum size necessary for the use and appropriate <i>sewage and water services</i> and will not hinder surrounding agricultural operations.”
ERIN MINTO	40. Section 10.4.4 Residential Lots is amended by: a. changing the heading to “10.4.4 Residential Lots – Erin and Minto”. b. Adding the text “in the Town of Erin and in the Town of Minto” to the first sentence so that it reads: “One new lot for residential purposes may be allowed from a parcel of land existing on March 1, 2005 in the Town of Erin or Town of Minto, provided that:” c. Deleting bullet f) in its entirety and replacing it with the following: “ f) the use will not impede the efficient expansion of a <i>settlement area</i>”.
PCH-R	41. New Section 10.4.5 Residential Lots – Puslinch is added and the subsequent sections renumbered as follows: “10.4.5 Residential Lots – Puslinch One new lot for residential purposes may be allowed from a parcel of land existing on May 1, 2025 in Puslinch, provided that: a) the lot generally meets a 0.4 ha minimum lot size and is not larger than needed to accommodate the intended residential use, consisting of the dwelling, accessory buildings and uses, and individual <i>sewage and water services</i>, while taking into account site constraints such as grading, sightlines, natural heritage features, <i>hazardous lands</i>, and <i>minimum distance separation formulae</i> requirements; b) the accessory buildings referred to in a) above may include a hobby barn, subject to local regulations; c) the lot has access to an open public road; d) the residential use will not hinder or preclude the present use or future potential for agricultural or <i>mineral aggregate operations</i>; e) the residential use is compatible with surrounding development;

	f) the use will not impede the efficient expansion of a <i>settlement area</i>; g) the lands have been owned by the applicant for at least 5 years. Residential lots in the Secondary Agricultural Area are to be considered part of the rural portion of the local municipal growth strategy. In considering new residential lots the County will assess whether other locations exist on the same property which would provide a more appropriate site given the overall policies of this Plan. For purposes of this section, if a parcel of land was the subject of a severance application that was submitted before May 1, 2025, then the severed and retained parcels will be deemed to have existed on May 1, 2025, and a new residential lot may be considered."
PPS	42. Section 10.4.7 Minimum Distance Formula (MDS) is amended by: Adding the letter "e" to the word "Formula" in the heading of this section.

PART 15 - DEFINITIONS

PPS	43. PART 15 DEFINITIONS is amended by: a. adding the following new definitions to this section in alphabetical order: "Agricultural condition Means in regards to <i>prime agricultural land</i> outside of <i>specialty crop areas</i>, a condition in which substantially the same areas and same average soil capability for agriculture will be maintained, restored or enhanced." "Agri-tourism uses: Means those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation." "Bona fide Farmer: Means an individual, partnership or corporation which: a) owns, is employed on, and manages an agricultural operation consisting of one or more agricultural lots; b) earns a majority of their income from farming (the scale of the farm operation should be capable of generating a reasonable operating profit under "normal" economic conditions);
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- c) spends a majority of their work day in day-to-day operation of the farm on a full time, year-round and extended seasonal basis;
- d) Demonstrates a continuing commitment to the farm operation and long-term farming, such as through sustainable farm practices, on-going farm maintenance and improvement (i.e., drainage, erosion control, soil improvement, fencing etc.), and direct investment in equipment, buildings, and crops; and
- e) has a valid Farm Business Registration Number.

The principal operator, together with their spouse, or other owners that normally reside in the same household, may be considered as one individual owner, partner or member of a corporation.”

“Energy storage system:

means a system or facility that captures energy produced at one time for use at a later time to reduce imbalances between energy demand and energy production, including for example, flywheels, pumped hydro storage, hydrogen storage, fuels storage, compressed air storage, and battery storage.”

“Normal farm practices:

Means a practice, as defined in the Farming and Food Production Protection Act, 1998, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. Normal farm practices shall be consistent with the Nutrient Management Act, 2002 and regulations made under that Act.”

“On-farm diversified uses:

Means uses that are secondary to the principal agricultural use of the property, and are limited in area. *On-farm diversified uses* include, but are not limited to, home occupations, home industries, agri-tourism uses, uses that produce value-added agricultural products, and electricity generation facilities and transmission systems, and energy storage systems.”

“Rural areas:

means a system of lands within municipalities that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and resource areas.”

“Urban agriculture:

	means food production in settlement areas, whether it is for personal consumption, commercial sale, education, or therapy. Examples include, but are not limited to, vertical agriculture facilities, community gardens, greenhouses, and rooftop gardens.” b. deleting the definition for “Agricultural Impact Assessment” and replacing it with the following: “Agricultural Impact Assessment Means the evaluation of potential impacts of non-agricultural uses on the <i>agricultural system</i>. An assessment recommends ways to avoid or if avoidance is not possible, minimize and mitigate adverse impacts.” c. deleting the definition for “Agricultural System” and replacing it with the following: “Agricultural System means a system comprised of a group of inter-connected elements that collectively create a viable, thriving agri-food sector. It has two components: 1. An agricultural land base comprised of <i>prime agricultural areas</i>, including <i>specialty crop areas</i> and <i>rural lands</i> that help create a continuous productive land base for agriculture; and 2. An <i>agri-food network</i> which includes agricultural operations, <i>infrastructure</i>, services, and assets important to the viability of the agri-food sector.” d. deleting the definition for “Agricultural use” and replacing it with the following: “Agricultural use Means the growing of crops, including nursery, biomass and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture, apiaries, agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and housing for farm workers, when the size and nature of the operation requires additional employment.” e. deleting the definition for “Agri-food network” and replacing it with the following: “Agri-food network Within the <i>agricultural system</i>, a network that includes elements important to the viability of the agri-food sector such as regional
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	infrastructure and transportation networks; agricultural operations including on-farm buildings and primary processing; infrastructure; agricultural services, farm markets, and distributors; and vibrant, agriculture-supportive communities.” f. deleting the definition for “Agriculture-related uses” and replacing it with the following: “Agriculture-related uses means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.” g. deleting the definition for “Infrastructure” and replacing it with the following: “Infrastructure means physical structures (facilities and corridors) that form the foundation for development. Infrastructure includes: sewage and water systems, septage treatment systems, stormwater management systems, waste management systems, electricity generation facilities, electricity transmission and distribution systems, communications/telecommunications including broadband, transit and transportation corridors and facilities, active transportation systems, oil and gas pipelines and associated facilities.” h. deleting the definition for “Minimum distance separation formulae” and replacing it with the following: “Minimum distance separation formulae means formulae and guidelines developed by the Province, as amended from time to time, to separate uses so as to reduce incompatibility concerns about odour from livestock facilities.” i. deleting the definition for “Prime Agricultural Areas” and replacing it with the following: “Prime agricultural areas means areas where <i>prime agricultural lands</i> predominate. This includes: • areas of <i>prime agricultural lands</i> and associated Canada Land Inventory Class 4 through 7 lands; and • additional areas with a local concentration of farms which exhibit characteristics of ongoing agriculture. <i>Prime agricultural areas</i> may be identified by a planning authority based on provincial guidance or informed by mapping obtained
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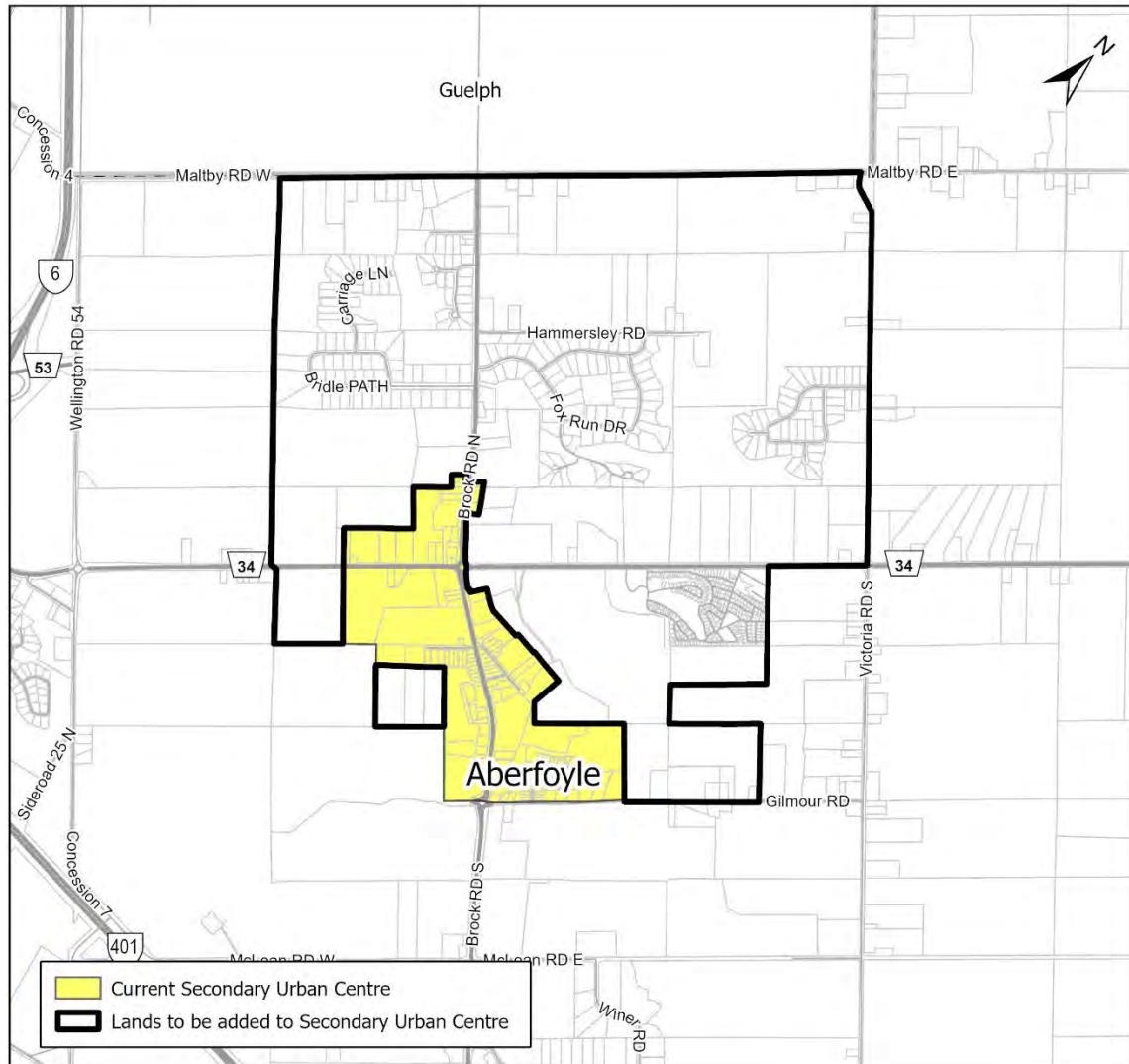
	from the Ontario Ministry of Agriculture, Food and Agribusiness and the Ontario Ministry of Rural Affairs or any successor to those ministries.” j. deleting the definition for “Prime Agricultural lands” and replacing it with the following: “Prime agricultural land: means specialty crop areas and/or Canada Land Inventory Classes 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection.” k. deleting the definition for “Residence surplus to a farming operation” and replacing it with the following: “Residence surplus to a farming operation: means one existing habitable detached dwelling, including any associated additional residential units, that are rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation).” l. deleting the definition for “Specialty crop land” and replacing it with the following: “Specialty crop areas means areas within the agricultural land base designated based on provincial guidance. In these areas, specialty crops are predominantly grown such as tender fruits (peaches, cherries, plums), grapes, other fruit crops, vegetable crops, greenhouse crops, and crops from agriculturally developed organic soil, usually resulting from: a) soils that have suitability to produce specialty crops, or lands that are subject to special climatic conditions, or a combination of both; b) farmers skilled in the production of specialty crops; and c) a long-term investment of capital in areas such as crops, drainage, infrastructure and related facilities and services to produce, store, or process specialty crops.” m. adding the word “resource” to the end of the “Mineral aggregate” definition heading. n. deleting the “Secondary use” definition in its entirety.
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SCHEDULES

PCH-R	44. County Growth Structure Schedule A and Schedule A7 (Puslinch) is amended by identifying an expanded Secondary Urban Centre boundary for Aberfoyle as shown on Schedule “A-1”.
PCH-E	45. County Growth Structure Schedule A and Schedule A7 (Puslinch) is amended by identifying new Rural Employment Area lands as shown on Schedule “A-2”.
PCH-R	46. County Land Use Schedule B and B7 (Puslinch) is amended by expanding the Secondary Urban Centre of Aberfoyle as shown on Schedule “A-3”. The Core Greenlands and Greenlands designations are to remain unchanged.
PCH-E	47. County Land Use Schedule B and B7 (Puslinch) is amended by redesignating lands from Secondary Agricultural, Core Greenlands and Greenlands to Rural Employment Area and Policy Area PA7-10 and PA7-11 as shown on Schedule “A-4”. The Core Greenlands and Greenlands designations are to remain unchanged, except for the addition of Core Greenlands and Greenlands as shown on Schedule “A-5”.
PCH-E	48. County Land Use Schedule B7 (Puslinch) is amended by adding references to the following local policies: a) “See Policy 9.8.1 Wellington Road 46” b) “See Policy 9.8.2 Puslinch Lake Area” c) “See Policy 9.8.3 Puslinch Industrial Policy” d) “See Policy 9.8.4 Regionally Significant Economic Development Study Area”.
PCH-R	49. County Land Use Schedule B7-1 (Aberfoyle) is amended by identifying an expanded Secondary Urban Centre boundary for Aberfoyle and redesignating lands from Secondary Agricultural and Country Residential to Residential; from Secondary Agricultural to Residential Transition Area, Industrial and Policy Area PA7-9; from Secondary Agricultural to Highway Commercial and Industrial; and refined boundaries of existing policy area PA7-2 (Mill Creek Residential Area) and PA7-6 (Mini Lakes) as shown on Schedule “A-5”. Core Greenlands and Greenlands designations are to remain unchanged, except for the addition of Core Greenlands and Greenlands as shown on Schedule “A-5”.
PCH-R	50. County Land Use Schedule B7-1 (Aberfoyle) is amended by redesignating land from Secondary Agricultural to Residential Transition Area; from Industrial to Residential and Policy Area PA7-9 as shown on Schedule “A-6”.
PCH-R	51. That any necessary changes to the Schedules and Appendices of the Official Plan be made to reflect the new boundary of Aberfoyle.

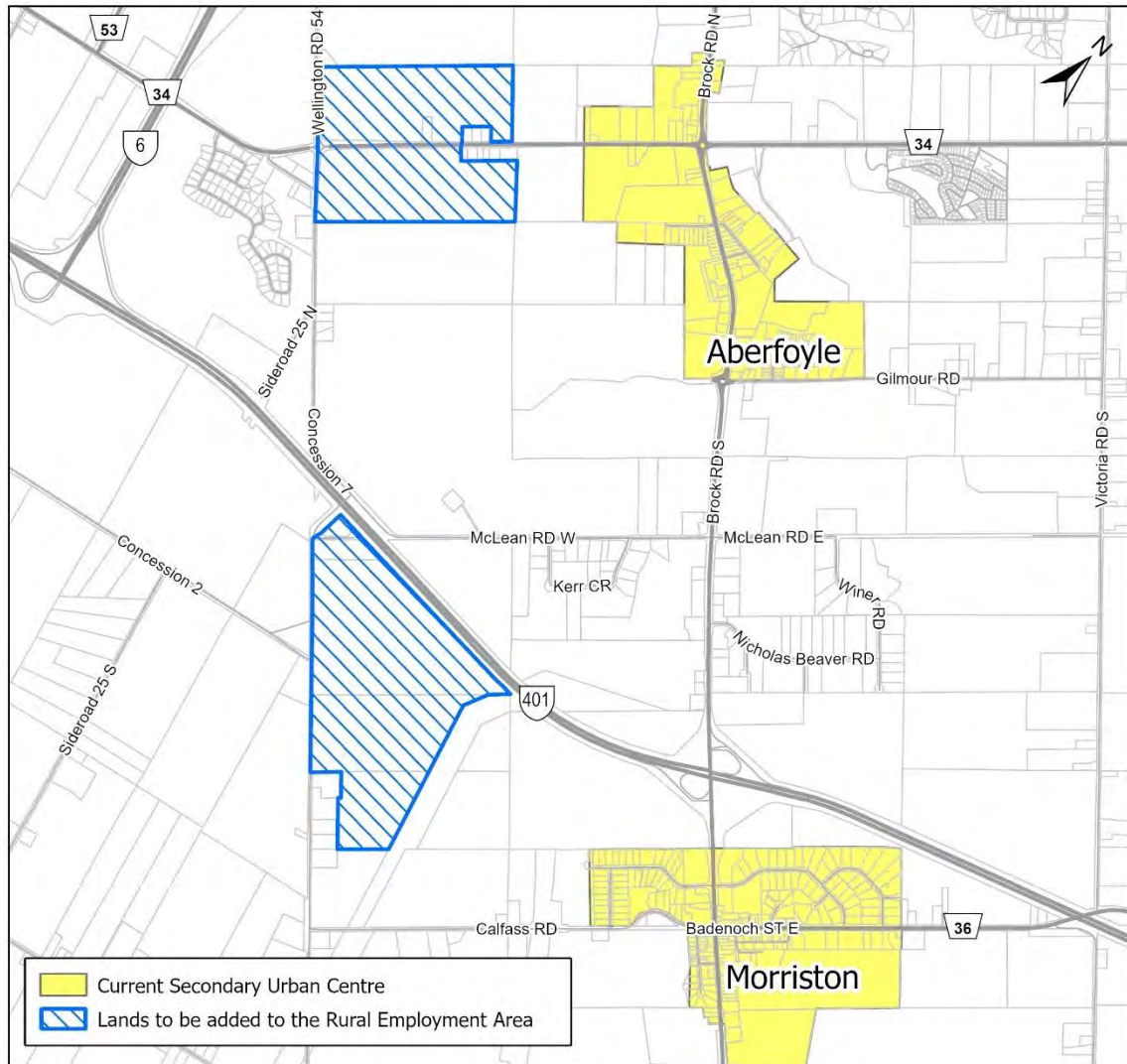
THE CORPORATION OF THE COUNTY OF WELLINGTON

SCHEDULE “A-1”
OF
OFFICIAL PLAN AMENDMENT NO. 131



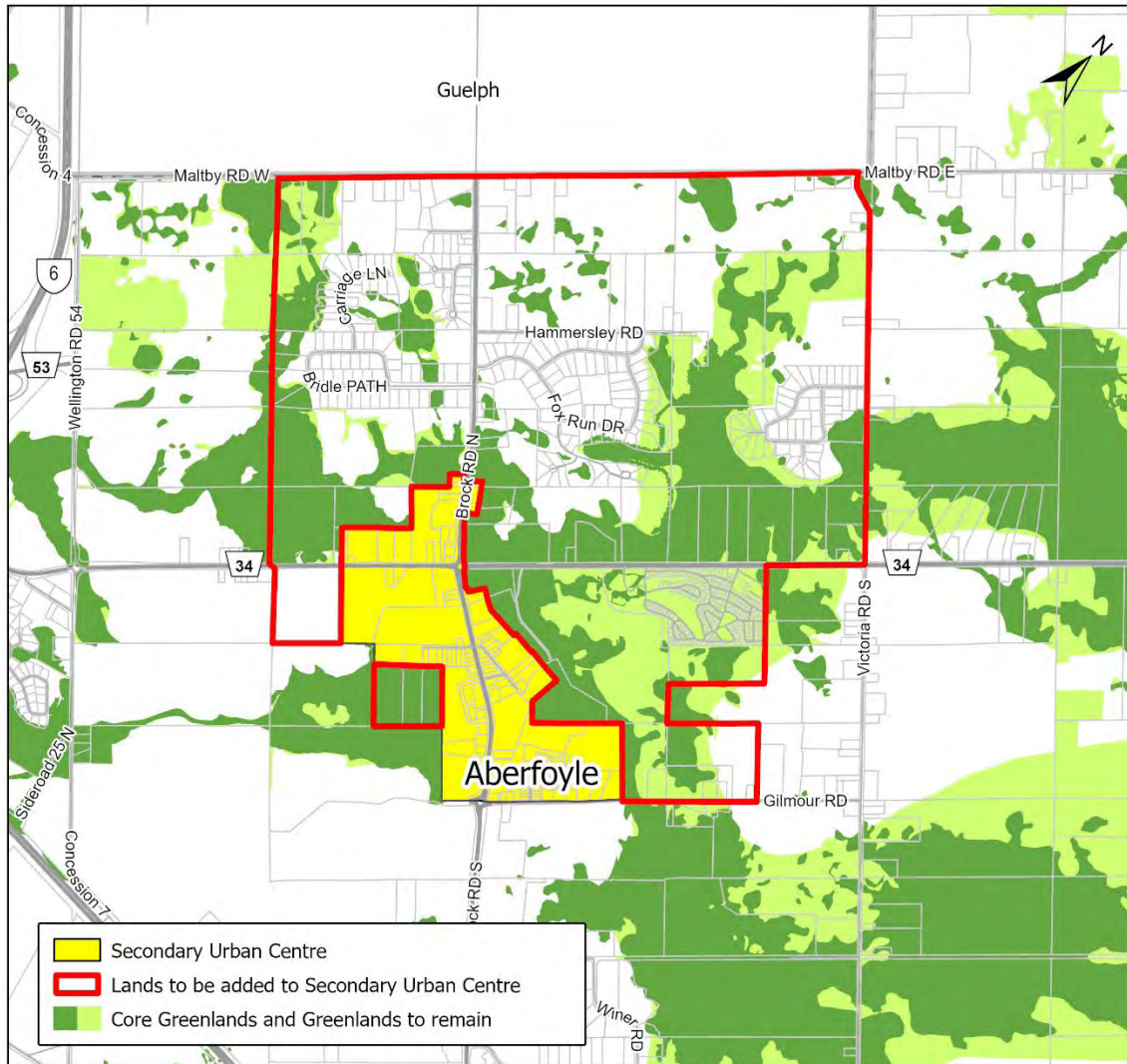
THE CORPORATION OF THE COUNTY OF WELLINGTON

SCHEDULE “A-2”
OF
OFFICIAL PLAN AMENDMENT NO. 131



THE CORPORATION OF THE COUNTY OF WELLINGTON

SCHEDULE “A-3”
OF
OFFICIAL PLAN AMENDMENT NO. 131

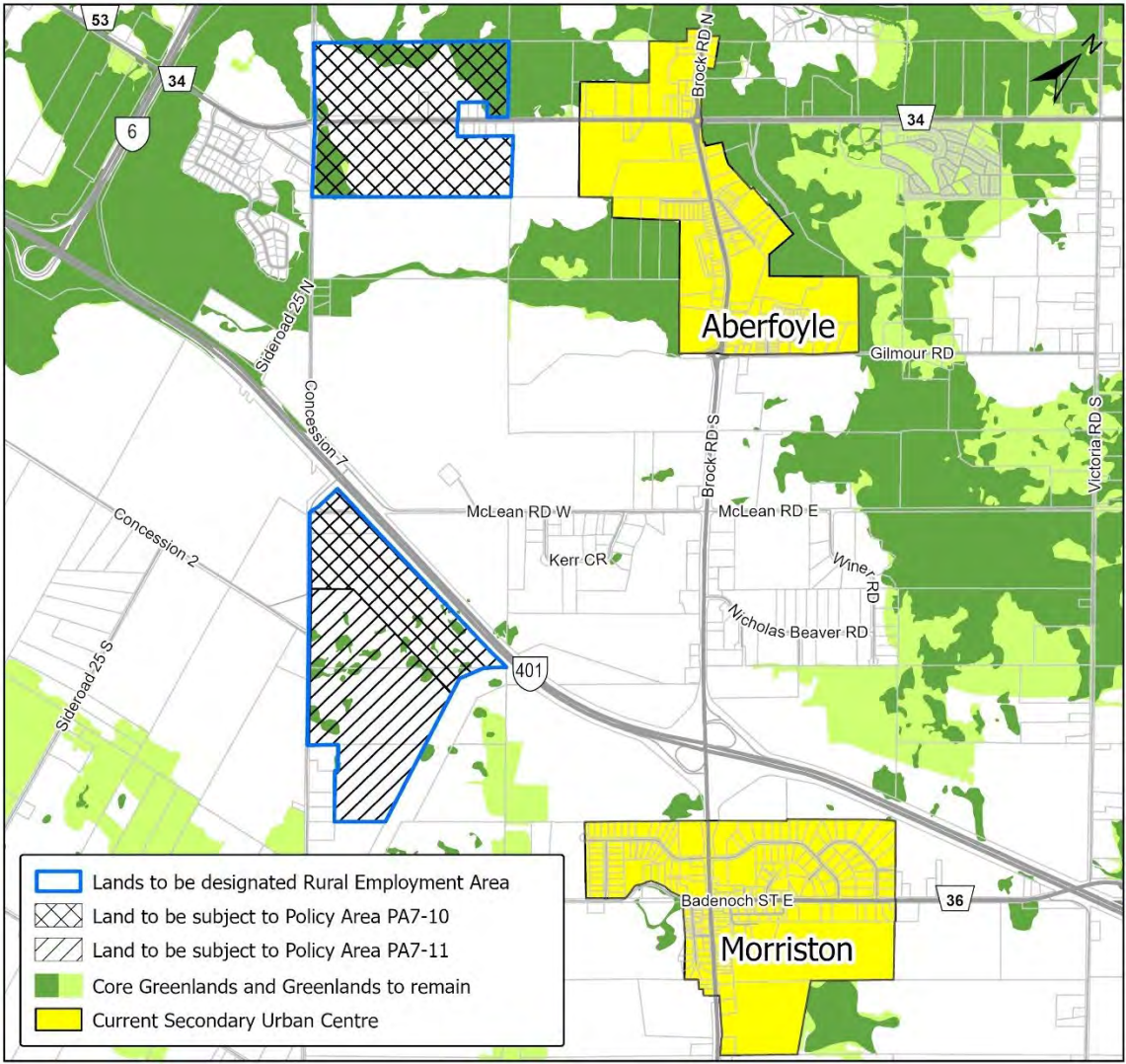


THE CORPORATION OF THE COUNTY OF WELLINGTON

SCHEDULE “A-4”

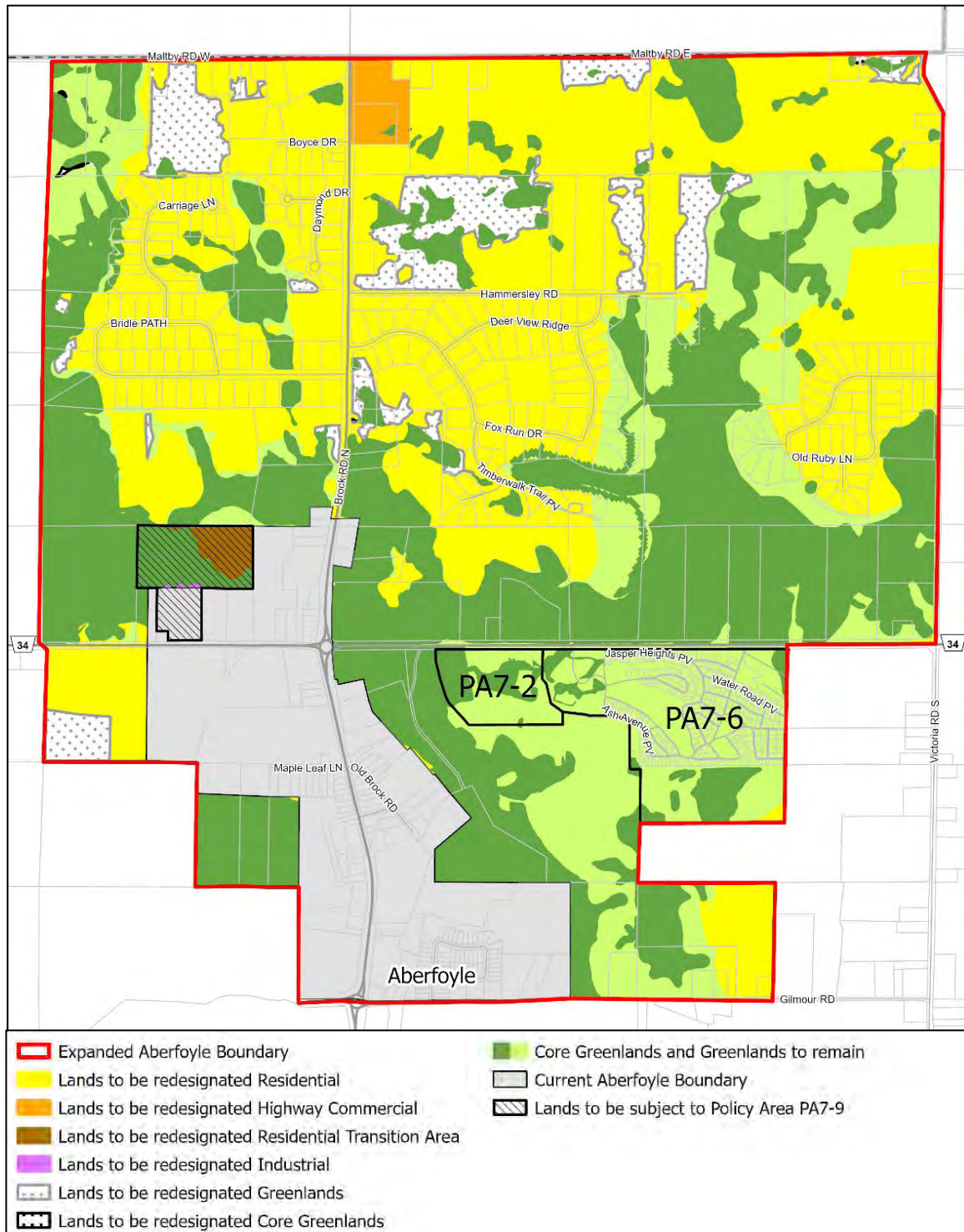
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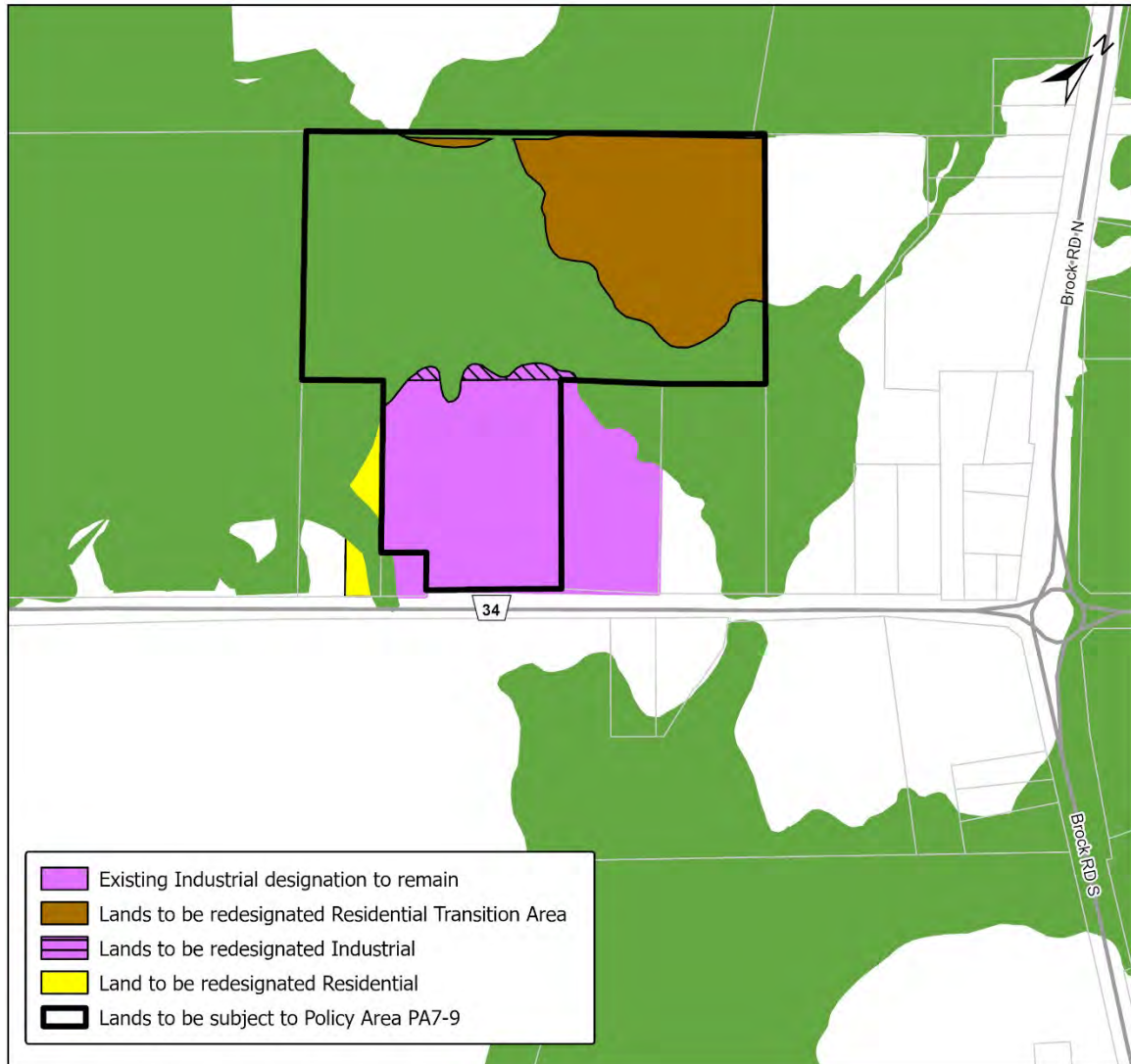
THE CORPORATION OF THE COUNTY OF WELLINGTON

SCHEDULE “A-5”
OF
OFFICIAL PLAN AMENDMENT NO. 131



THE CORPORATION OF THE COUNTY OF WELLINGTON

SCHEDULE “A-6”
OF
OFFICIAL PLAN AMENDMENT NO. 131





TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Darren Jones, Chief Building Official

REPORT #: CBO 2025-015

REPORT TITLE: Building Permit Review September 2025

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CBO 2025-015 being the Building Permit Review for the month of September 2025.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- CBO 2025-014 Building Permit Review for the month of August 2025

BACKGROUND

PROJECT DESCRIPTION	PERMITS ISSUED	CONSTRUCTION VALUE	PERMIT FEES	RESIDENTIAL UNITS CREATED
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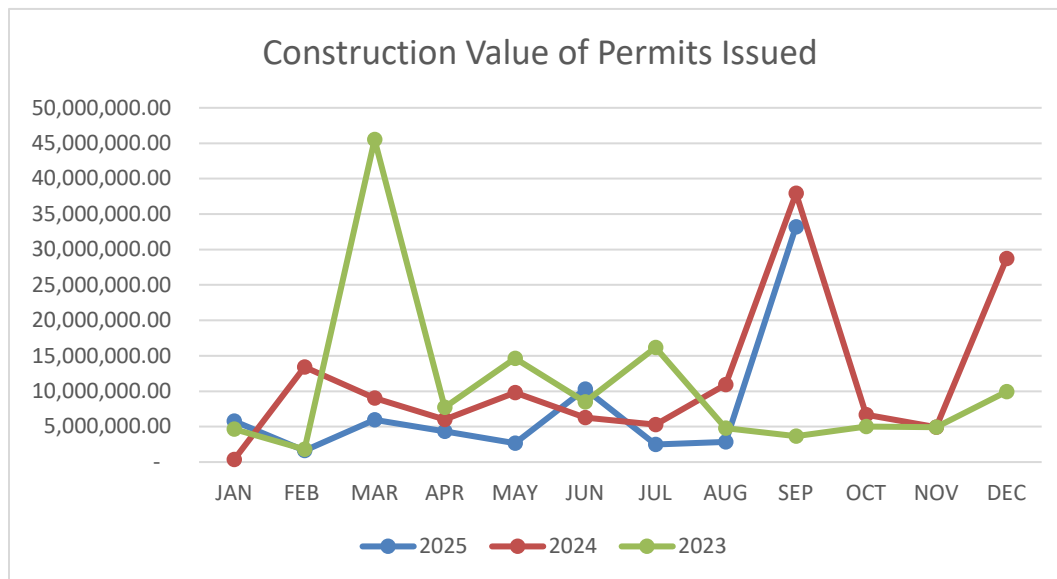
Residential Building	4	616,000.00	6,811.38	2
Accessory Structures	1	15,000.00	359.60	0
Pool Enclosures				

Assembly				
Institutional				
Commercial	2	30,000,000.00	89,125.02	0
Industrial				
Agricultural	8	2,505,000.00	14,083.12	0
Sewage System	2	60,000.00	1,110.00	0
Demolition	1	20,000.00	230.00	-1

Monthly Total	18	33,216,000.00	111,719.12	1
Total Year to Date	200	69,217,898.00	408,437.65	39

12 Month Average	21	9,129,649.83	47,009.37	8
10 Year Monthly Avg.	31	12,977,564.10	66,954.30	13
10 Year, Year to Date Avg.	236	60,040,992.60	410,510.90	76

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: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2025-036

REPORT TITLE: 2026 Grants and Donations Community Development Program

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-036 being a report on the 2026 Grants and Donations Community Development Program;

AND THAT Council, in recognition of the important role that not-for-profit organizations and community groups play in our municipality, approves the recommendation to advance \$37,415.83 in grants and fee waivers to the following organizations for 2026:

GROUP	RECOMMENDED
Arthur Agricultural Society	\$ 500.00
Arthur and Area Skating Club – Carnival	\$ 339.00
Arthur Car Show	\$ 755.97
Arthur Curling Club - Gala	\$ 807.95
Arthur and District Horticulture Society	\$ 1,000.00
Arthur Food Friends	\$ 580.82
Arthur Leo Club and Arthur Lions Cub Club	\$ 290.41
Arthur Minor Hockey	\$ 500.00
Arthur Optimist Club – Canada Day Celebrations	\$ 2,500.00
Arthur Optimist Club – Arthur Optimist Town Hall	\$ 500.00
Arthur OPTIMRS – Santa Claus Parade	\$ 500.00
Arthur SU Sports Camp	\$ 926.60
Auxiliary to the Louise Marshall Hospital – Spring Luncheon	\$ 463.30
Auxiliary to the Louise Marshall Hospital – November Bazaar	\$ 807.95
Big Brothers Big Sisters of North Wellington	\$ 1,000.00
Christmas Time in Arthur	\$ 686.48
Community Resource Centre of North and Centre Wellington	\$ 1,000.00
Friends of Bill Walker – “Git Yer Hillbilly On Ribfest”	\$ 463.30
Hayden’s Hope Foundation	\$ 500.00
Hospice Wellington	\$ 1,000.00

Junior Achievement South Western Ontario	\$ 500.00
Little Black Dress Event	\$ 807.95
Louise Marshall Hospital Foundation – Community Breakfast	\$ 378.55
Louise Marshall Hospital Foundation – Hospital Gala	\$ 2,500.00
Mount Forest Air Cadets – Flight Simulator	\$ 500.00
Mount Forest Air Cadets – Pasta Dinner Fundraiser	\$ 807.95
Mount Forest Christmas Bureau	\$ 1,000.00
Mount Forest Community Pantry	\$ 1,000.00
Mount Forest Family Health Team – Gentle Movement Program	\$ 1,000.00
Mount Forest Family Health Team – Companions Coffee Hour	\$ 678.00
Mount Forest Fireworks Festival	\$ 2,500.00
Mount Forest Horticultural Society	\$ 1,000.00
Mount Forest Leos Club – Family Fun Day	\$ 290.41
Mount Forest Leos Club – Teen Dances	\$ 926.60
Mount Forest Lions Club – Valentine’s Dance	\$ 500.00
Mount Forest Lions Club – Childhood Cancer Fundraiser Dance	\$ 500.00
Mount Forest Lions Club – Craft Markets	\$ 1,000.00
Mount Forest Lions Club – Breakfast with Santa	\$ 500.00
Mount Forest Lions Club – Santa Claus Parade	\$ 500.00
Mount Forest Minor Ball	\$ 500.00
Royal Canadian Legion Branch 134 – Mount Forest	\$ 750.00
VON	\$ 596.64
Wellington North Fire Service	\$ 1,000.00
Wellington North Ringette Association	\$ 500.00
York Soaring Association	\$ 750.00
TOTAL REQUESTS/GRANTS – Fee Waivers - \$19,415.83 - Cash Donations - \$18,000.00	\$37,415.83

AND FURTHER THAT Council, provide direction to staff regarding one application outlined below, that requires council review and decision;

GROUP	REQUEST
Arthur Softball Pitching Team	\$ 1,000.00

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

- C&ED 2024-046 2025 Grants and Donations Community Development Program
- C&ED 2024-037 Community Grants and Donations Program Update
- C&ED 2024-016 Grants and Donations Community Development Program
- EDO 2023-011 Grants & Donations Community Development Program
- EDO 2023-012 Grants & Donations Community Development Program
- EDO 2022-012 Grants & Donations Community Development Program
- EDO 2021-012 Grants & Donations Community Development Program
- EDO 2020-007 Grants & Donations Community Development Program

BACKGROUND

The Township of Wellington North values the significant role that not-for-profit and community organizations play in delivering events, projects and activities that support community benefit.

In December 2016, Council approved the Grants & Donations Community Development Program Fund. This fund supports project and event-based initiatives, for not-for-profit organizations and community groups, and encourages a high-level of collaboration.

In August 2024, Council approved changes to the Grants and Donations Community Development Fund for 2025, including:

- Creating two distinct streams for the program: **Cash** (for Signature Events, Local Events and Special Activities) and **Waiver of Fees** (for Programs, Local Events, Special Activities, and Discretionary in-year budget Donations).
- Maintaining the overall budget for the program at \$40,000; \$37,000 is to be used for the Fund, and \$3,000 for discretionary in-year budget donations.
- Allocating contributions to healthcare recruitment (\$10,000), Seniors' Centre for Excellence (\$10,000), Mount Forest and District Chamber of Commerce (\$2,500) and Arthur and District Chamber of Commerce (\$2,500). These funds will no longer be part of the Fund and instead will be through presentations to council or Memorandum of Understandings.
- Moving the application deadline to September 30 of each year, in order to consider applications as part of the budget process for the following year.

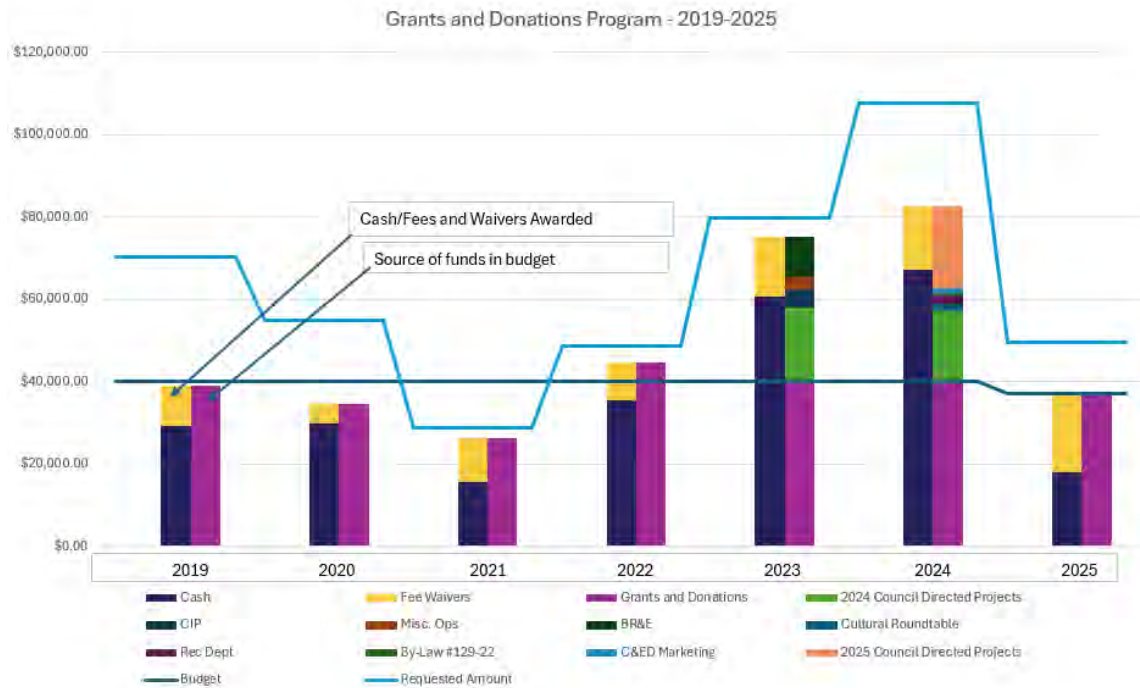
ANALYSIS

For the 2026 intake period ending September 30, 2026, a total of 58 applications were received with a total request of \$47,350.34 in funding. This compares to 2025, when the program had 46 applications totalling \$49,454.77. The stabilization in the dollars requested can be attributed to applicants recognizing the maximum amount their specific program or event is eligible for, at the time of applying. The increase in applications can be explained as follows:

- New applicants – The program saw 12 organizations submit applications this year that did not apply in 2025 (Arthur and Area Skating Club, Arthur Car Show, Arthur Curling Club, Arthur Food Friends, Arthur Leo Club and Arthur Lions Cub Club, Hayden's Hope Foundation Junior Achievement South Western Ontario, Mount Forest Minor Ball, Royal Canadian Legion Branch 134, Wellington North Fire Service, Wellington North Pride, Wellington North Ringette Association)
- Multiple applications – The program saw 9 organizations submit multiple applications for funding this year: Arthur Minor Hockey (7), Mount Forest Lions Club (5), Arthur Chamber of Commerce (3), Arthur Optimist Club (2), Auxiliary to the Louise Marshall Hospital (2), Louise Marshall Hospital Foundation (2), Mount Forest Air Cadets (2), Mount Forest Family Health Team (2), Mount Forest Leos Club (2).

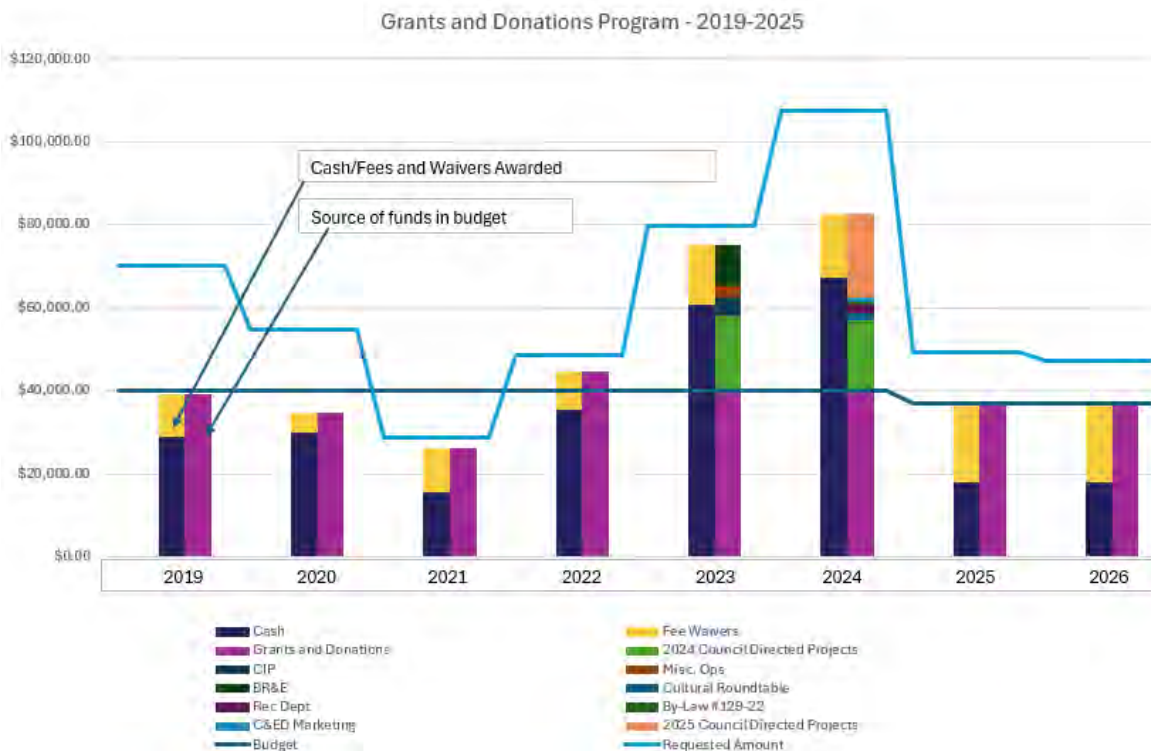
A chart tracking the requests, awarded amount, and how those funds were allocated in the budget between 2019-2025 is below (Figure 1):

Figure 1: Tracking Requests 2019-2025



The chart below contains the Community Grants and Donations requests, and amounts awarded, from 2019-2025. It also includes the recommended 2026 requests on the far right of the graph (Figure 2).

Figure 2: Grants Awarded 2019-2025



In total, 58 applications were received. To evaluate, staff used a scoring matrix to determine dollar or waiver of fee values. The scoring matrix included reviewing the following four categories: community impact, audience/individuals served, completeness of grant application, and Township recognition.

1. Fourteen (14) applications to receive less than their requested funding amount:

- i. Arthur Curling Club - \$807.95 (requested \$1,000)
- ii. Arthur Food Friends - \$580.82 (requested \$1,000)
- iii. Arthur Minor Hockey (Arthur Minor Hockey Day) - \$500 (requested \$1,000)
- iv. Arthur Optimist Club (Arthur Optimist Town Hall) - \$500 (requested \$1,000)
- v. Christmas Time in Arthur - \$686.48 (requested \$826.60)
- vi. Hayden's Hope Foundation - \$500 (requested \$1,000)
- vii. Junior Achievement South Western Ontario - \$500 (requested \$1,000)
- viii. Little Black Dress Event - \$807.95 (requested \$1,003.44)
- ix. Mount Forest Air Cadets (Flight Simulator) - \$500 (requested \$1,000)
- x. Mount Forest Leos Club (Teen Dances) - \$926.60 (requested \$1,000)
- xi. Mount Forest Minor Ball - \$500 (requested \$1,000)
- xii. Royal Canadian Legion Branch 134 - \$750 (requested \$1,000)
- xiii. Wellington North Ringette Association - \$500 (requested \$1,000)
- xiv. York Soaring Association - \$750 (requested \$1,000)

2. Two (2) applications were presented to the Wellington North Cultural Roundtable for funding from its Cultural Events Funding and Sponsorship Program:

- i. Mount Forest and District Arts Council – This application seeks a \$400 cash donation to assist with the costs of delivering the annual Music Festival in Mount Forest.
- ii. Wellington North Pride – This application seeks a Use of Space fee waiver for a planned Pride event in the Township in June 2026.

At its October 16, 2025 meeting, the Cultural Roundtable briefly discussed these two applications and will revisit both at a future meeting.

3. Nine (9) applications are not being recommended for funding:

- i. Arthur Chamber of Commerce – Annual General Meeting: The Township provides \$2,500 in support to the Arthur Chamber on an annual basis. Staff believe this request is not suitable for the fund.
- ii. Arthur Chamber of Commerce – Harvest Dinner: The Township provides \$2,500 in support to the Arthur Chamber on an annual basis. Staff believe this request is not suitable for the fund.
- iii. Arthur Chamber of Commerce – First Aid Training: Due to the limited number of individuals that will benefit from this program, staff recommend not funding a Use of Space fee waiver request. However, staff will work with the Chamber of Commerce to find a low-cost, suitable space for this program.
- iv. Arthur Minor Hockey (U7, U9, U11, U13 and U18 Tournaments, and Minor Hockey Banquet): The Township, through its Recreation Fees and Charges By-Law, already

provides Arthur Minor Hockey with a discounted rate for the Lower Hall at the Arthur and Area Community Centre. As such, staff recommend not funding these requests.

These recommendations allow the Township to support several worthwhile initiatives and events in some way, while ensuring the Community Grants and Donations Program remains within the budget set by Council for 2026.

CONSULTATION

Mike Wilson, Community Development Coordinator

Robyn Mulder, Economic Development Officer

Wellington North Cultural Roundtable

FINANCIAL CONSIDERATIONS

Council have allocated \$37,000 to cover Cash Donations and Use of Space applications through the Grants and Donations Community Development Fund in 2026. Staff have recommended \$37,415.83 for approval. Of that \$37,415.83, staff are recommending \$36,415.83 be funded through the Grant and Donations Community Development Fund, with the remaining \$1,000 being funded through the 2026 Community & Economic Development Downtown Revitalization budget line.

There is \$3,000 remaining in the Grants and Donations Community Development Fund for discretionary in-year budget donations.

Should Council wish to provide funding to the Arthur Softball Pitching Team, an additional funding source or sources will need to be identified. Staff have provided funding recommendations in Attachment A for consideration.

Upon council direction and approval, notification letters, along with the funds, will be distributed to each organization. Groups receiving a waiver of fees will be advised that once their event is over, an accounting entry will be made by the Township to cover the fee.

ATTACHMENTS

Attachment A – Grants and Donations Requests

STRATEGIC PLAN 2024

- ☐ Shape and support sustainable growth
How:
- ☒ Deliver quality, efficient community services aligned with the Township's mandate and capacity
How: Supporting local not-for-profit organizations with funding and fee waivers for local events and programs, which will directly benefit the residents of Wellington North.

- ☐ Enhance information sharing and participation in decision-making
How:
- ☐ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒

Attachment A - 2026 Community Grants and Donations Requests

GROUP	FUNDS APPROVED 2025	FUNDS REQUESTED 2026	TOTAL 2026 FUNDS REQUESTED	2026 AMOUNT ELIGIBLE	STAFF RECOMMENDED FUNDS	PURPOSE/COMMENTS
Arthur Agricultural Society	\$500.00	\$500.00	\$500.00	\$1,000.00	\$500.00	Local Event – Cash Donation request to assist with funding children’s programming at the 2025 Arthur Fall Fair.
Arthur and Area Skating Club	\$186.45	\$339.00	\$339.00	\$1,000.00	\$339.00	Local Event (Use of Space) request to use the Arthur and Area Community Centre - Lower Hall for 7 hours on March 15, 2026. The Club hosts an annual skating carnival to allow the youth to showcase the skills they have learned and developed over the course of the season for friends, family and the community.
Arthur Car Show	\$768.40	\$755.97	\$755.97	\$1,000.00	\$755.97	Local Event (Use of Space) request for cover the costs of the ball diamonds and pavilion in Arthur on Friday, September 11, 2026 for the third annual Arthur Car Show. Proceeds from this event are donated to the Arthur Food Bank. In 2025, \$6,000 and a large quantity of food items were collected at the event.
Arthur Chamber of Commerce						
1. Annual General Meeting		\$282.50		\$1,000.00	\$0.00	2. Local Event (Use of Space) request for the rental of the Upper Hall at the Arthur and Area Community Centre for the Chamber’s AGM and Awards Dinner in November 2026. Staff recommend not funding this request, as the Township provides \$2,500 annually to the Chamber to support its operations.
2. Harvest Dinner	\$0.00	\$1,000.00	\$1,565.00	\$1,000.00	\$0.00	3. Local Event (Cash Donation) request for “Pop Up Harvest Dinner” to be held in late summer 2026 (date TBD). Funds would assist with the event.

5. First Aid Training		\$282.50		\$1,000.00	\$0.00	4. Local Event (Use of Space) request to cover the cost of the Upper Hall at the Arthur and Area Community Centre for a First Aid training program for the community. In previous years, this was offered in the Chamber's office space in downtown Arthur, however that space is no longer available to them. Staff recommend not funding this request, however will work with the Chamber to find a low-cost, suitable space for this program.
Arthur Curling Club	\$0.00	\$1,003.44	\$1,003.44	\$1,000.00	\$807.95	Local Event (Use of Space) request for a fee waiver for the Large Hall rental and Friday night set up fee at the Arthur and Area Community Centre to host a fundraising gala on April 11, 2026. This gala is a one-time event to raise money for the Curling Club's five-year fundraising campaign to replace and upgrade the curling club floor. Staff recommend providing funding for the Large Hall rental.
Arthur and District Horticulture Society	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Special Activity (Cash Donation) request to assist with maintaining various garden beds in the village of Arthur. Plans for 2026 include four gardens, eight street pots and improvements at the Pioneer Garden. Staff recommend funding this request in full, with \$500 from Grants and Donations, and \$500 from Downtown Revitalization.
Arthur Food Friends	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$580.82	Program (Use of Space) request for the use of the kitchen at the Arthur and Area Community Centre on three days, and a 1 hour pool rental. Arthur Food Friends is a new organization looking to raise awareness of Arthur's food culture, and to encourage use of local food in meals. Staff recommend partially funding this request, providing 2 kitchen rentals in the Upper Hall at the Arthur and Area Community Centre.
Arthur Leo Club and Arthur Lions Cub Club	\$0.00	\$290.41	\$290.41	\$1,000.00	\$290.41	Local Event (Use of Space) request to cover the cost of renting the Arthur Optimist Pavilion sometime in 2026 to host a community breakfast to raise funds for community projects and to raise awareness for this new youth-oriented service club.

Arthur Lions Club	\$788.74	\$807.95	\$807.95	\$1,000.00	\$807.95	Local Event (Use of Space) request to cover the cost of the Lower Hall at the Arthur Community Centre for the Lions' annual Christmas Craft Show and Sale, scheduled for November 22, 2026.
Arthur Minor Hockey						
1. Arthur Minor Hockey Day		\$1,620.42		\$1,000.00	\$500.00	1. Local Event (Use of Space) request to cover \$1,620.42 worth of facility rental for Arthur Minor Hockey Day. This event is held annually to raise funds for the organization, which it uses to help keep the cost of registration down for Arthur youth. Staff recommend \$500 be approved, the same amount as 2025.
2. U7 Tournament		\$339.00		\$1,000.00	\$0.00	2. Local Event (Use of Space) request to cover the cost of renting the Lower Hall at the Arthur and Area Community Centre on March 8, 2026. The hall would be used to provide space for U7 Tournament administration, registration, team gatherings, and fundraising opportunities. Staff recommend not funding this request, as the Recreation Rates and Fees By-Law provides a discounted rate for a Minor Tournament Hall rental.
3. U9 Tournament		\$339.00		\$1,000.00	\$0.00	3. Local Event (Use of Space) request to cover the cost of renting the Lower Hall at the Arthur and Area Community Centre on January 11, 2026. The hall would be used to provide space for U9 Tournament administration, registration, team gatherings, and fundraising opportunities. Staff recommend not funding this request, as the Recreation Rates and Fees By-Law provides a discounted rate for a Minor Tournament Hall rental.
4. U11 Tournament	\$500.00	\$339.00	\$3,654.42	\$1,000.00	\$0.00	4. Local Event (Use of Space) request to cover the cost of renting the Lower Hall at the Arthur and Area Community Centre on January 25, 2026. The hall would be used to provide space for U11 Tournament administration, registration, team gatherings, and fundraising opportunities. Staff recommend not funding this request, as the Recreation Rates and Fees By-Law provides a discounted rate for a Minor Tournament Hall rental.

5. U13 Tournament		\$339.00		\$1,000.00	\$0.00	5. Local Event (Use of Space) request to cover the cost of renting the Lower Hall at the Arthur and Area Community Centre on February 1, 2026. The hall would be used to provide space for U13 Tournament administration, registration, team gatherings, and fundraising opportunities. Staff recommend not funding this request, as the Recreation Rates and Fees By-Law provides a discounted rate for a Minor Tournament Hall rental.
6. U18 Tournament		\$339.00		\$1,000.00	\$0.00	6. Local Event (Use of Space) request to cover the cost of renting the Lower Hall at the Arthur and Area Community Centre on February 22, 2026. The hall would be used to provide space for U18 Tournament administration, registration, team gatherings, and fundraising opportunities. Staff recommend not funding this request, as the Recreation Rates and Fees By-Law provides a discounted rate for a Minor Tournament Hall rental.
7. Minor Hockey Banquet		\$339.00		\$1,000.00	\$0.00	7. Local Event (Use of Space) request to cover the cost of renting the Lower Hall at the Arthur and Area Community Centre in April 2026 for the organization's year-end banquet. Staff recommend not funding this request, as the Recreation Rates and Fees By-Law provides a discounted rate for a Minor Tournament Hall rental.
Arthur Optimist Club						
1. Canada Day Weekend		\$2,500.00		\$2,500.00	\$2,500.00	1. Signature Event (Cash Donation) request for the Arthur Optimist Club's annual Canada Day event.
	\$3,000.00		\$3,500.00			
2. Arthur Optimist Town Hall		\$1,000.00		\$1,000.00	\$500.00	2. Special Activity (Cash Donation) request to assist with the operation and maintenance of the Arthur Optimist Town Hall, which the club signed a 15-year lease with the Township in July 2024. Staff recommend \$500 be approved, same as 2025.
Arthur OPTIMRS	\$500.00	\$500.00	\$500.00	\$1,000.00	\$500.00	Local Event (Cash Donation) request for the Arthur Santa Claus Parade. Funds would be used to assist with cost of insurance for event.

Arthur SU Sports Camp	\$920.25	\$926.60	\$926.60	\$1,000.00	\$926.60	Program (Use of Space) request for ball diamond and pavilion rental for children’s sports camp in Arthur from June 29-July 3, 2026. The waiver enables the group to keep registration fees affordable for Arthur residents. Organizers anticipate 75-100 kids will register in 2026.
Auxiliary to the Louise Marshall Hospital						
1. Spring Luncheon	\$579.84	\$463.30	\$1,271.25	\$1,000.00	\$463.30	Local Event (Use of Space) requests for two events: Spring Luncheon (May 2026) and Bazaar (November 2026). Auxiliary is requesting a fee waiver for the use of the Community Hall in Mount Forest for both events.
2. November Bazaar	\$709.84	\$807.95		\$1,000.00	\$807.95	
Big Brothers Big Sisters of North Wellington	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Special Activity (Cash Donation) request to help provide mentoring programs to children and youth in Wellington North.
Christmas Time in Arthur	\$826.60	\$826.60	\$826.60	\$1,000.00	\$686.48	Local Event (Use of Space) request for six hours of ice time at the Arthur and Area Community Centre on November 27, 2026 – two hours for a family skate, and four hours for charity hockey games. Staff are recommending funding 4.5 hours of ice time.
Community Resource Centre of North and Centre Wellington	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Special Activity (Cash Donation) request to support the purchase of school supplies and backpacks for children and youth (Kindergarten to Grade 12) living in low-income households in Wellington North.
Friends of Bill Walker	\$444.09	\$463.30	\$463.30	\$1,000.00	\$463.30	Local Event (Use of Space) request to cover the cost of renting space at the Mount Forest and District Sports Complex on the Thursday evening of the 2026 Fireworks Festival week to host annual Ribfest competition and fundraiser.
Hayden's Hope Foundation	\$700.00	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	Local Event (Use of Space) request to assist with the cost of renting ball diamonds in Mount Forest to host the "Strike Out Cancer" slo-pitch event in support of Childhood Cancer Awareness. Staff recommend funding \$500 of this request.

Hospice Wellington	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Program (Use of Space) request for the use of the Plume Room at the Mount Forest and District Sports Complex to deliver Hospice Wellington's grief and bereavement walking group program, which is offered free of charge.
Junior Achievement South Western Ontario (JASWO)	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	Special Activity (Cash Donation) request to deliver a Junior Achievement learning experience to approximately 25 students in Wellington North. JASWO works with schools to deliver experiential programs to 25 students in Grades 4-12, centred around financial health, work readiness and entrepreneurship. This is a first time request. Staff recommend funding \$500 of this request.
Little Black Dress Event	\$890.58	\$1,003.44	\$1,003.44	\$1,000.00	\$807.95	Local Event (Use of Space) request to cover the cost of renting the Community Hall at the Mount Forest and District Sports Complex on October 3, 2026, as well as the cost of the set-up fee the night before. The Little Black Dress Affair raises money for the Louise Marshall Hospital. Staff recommend funding the Community Hall rental only.
Louise Marshall Hospital Foundation						
1. Community Breakfast	\$2,960.20	\$378.55	\$2,878.55	\$1,000.00	\$378.55	1. Local Event (Use of Space) fee waiver request for the Community Hall at the Mount Forest and District Sports Complex for October 17, 2026 to host a Community Breakfast in support of the Louise Marshall Hospital Foundation's CKNX Health Care Heroes Radiothon campaign.
2. Hospital Gala		\$2,500.00		\$2,500.00	\$2,500.00	2. Signature Event (Cash Donation) request for the Louise Marshall Hospital Foundation Gala. The 2025 Gala was hosted at the Mount Forest and District Sports Complex, raising more than \$175,000 for the hospital.
Mount Forest Air Cadets						

1. Flight Simulator Program		\$1,000.00		\$1,000.00	\$500.00	1. Special Activity (Cash Donation) request to purchase 2 VR flight simulator programs to increase access to flight training for local Cadets. The Cadets are finding it difficult to arrange flight times that work for Cadets and their families. Request is approximately 10% of total program cost. This is year two of a three-year fundraising campaign. Received \$500 from the Township in 2025 for this project. Staff recommend approving \$500, same as last year.
	\$1,288.74		\$1,807.95			
2. Pasta Dinner Fundraiser		\$807.95		\$1,000.00	\$807.95	2. Local Event (Use of Space) request for the Community Hall in Mount Forest to host a four-course Pasta Dinner. Date TBD in 2026.
Mount Forest Christmas Bureau	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Special Activity (Cash Donation) or Program (Use of Space)request to help with the costs of the annual Christmas Hamper program. Anticipated to help more than 170 Wellington North families.
Mount Forest Community Pantry	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Special Activity (Cash Donation) request to help offset the cost of rent at the Community Pantry's Main Street location.
Mount Forest and District Arts Council	\$375.00	\$400.00	\$400.00	\$1,000.00	\$0.00	Local Event (Cash Donation) request to assist with the costs of delivering the annual Music Festival in Mount Forest. The festival allows local youth to perform for a crowd and be adjudicated by someone other than their teacher. Scholarships are also awarded to participants who have demonstrated a high level of proficiency in their musicianship and performance skills. Staff recommend directing this application to the Wellington North Cultural Roundtable for consideration.
Mount Forest Family Health Team						
1. Gentle Movement Program		\$1,000.00		\$1,000.00	\$1,000.00	1. Program (Use of Space) request for the use of the Lower Leisure Hall at the Mount Forest and District Sports Complex two hours per week on Fridays, for 50 weeks, for the Gentle Movement Program. This program is hosted in partnership with Cancer Patient Services.
	\$1,678.00		\$1,678.00			

2. Companions Coffee Hour		\$678.00		\$1,000.00	\$678.00	2. Program (Use of Space) request for the use of the Meeting Room at the Mount Forest and District Sports Complex once per month for the Companions Coffee Hour Program. This program is offered in partnership with Cancer Patient Services.
Mount Forest Fireworks Festival		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	Signature Event (Cash Donation) request to support the annual Mount Forest Fireworks Festival.
Mount Forest Horticultural Society		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Special Activity (Cash Donation) request to assist with maintaining various garden beds around the community, with a focus on the garden bed at the south end of Mount Forest at the town sign. Also plans to add mulch to a number of beds around town. Staff recommend funding this request in full, with \$500 from Grants and Donations, and \$500 from Downtown Revitalization.
Mount Forest Leos Club						
1. Family Fun Day			\$290.41	\$1,000.00	\$290.41	1. Local Event (Use of Space) request for a fee waiver to host a Family Fun Day at one of Mount Forest's parks. This will be an event organized by the Leos (youth ages 12-18) with guidance from Lions (adults).
		\$1,000.00			\$1,290.41	
2. Youth Dances			\$1,000.00	\$1,000.00	\$926.60	1. Local Event (Use of Space) request to cover the cost of renting the Community Hall in Mount Forest for Teen Dances in 2026. Funds raised to go back into the community. Staff recommend covering the cost of renting the hall for two teen dances.
Mount Forest Lions Club						
1. Valentine's Dance			\$500.00	\$1,000.00	\$500.00	1. Local Event (Use of Space) waiver request for the annual Valentine's Dance at the Community Hall in the Mount Forest and District Sports Complex. Event scheduled for February 14, 2026.
2. Childhood Cancer Fundrasiser Dance			\$500.00	\$1,000.00	\$500.00	2. Local Event (Use of Space) waiver request for a Childhood Cancer Fundraiser dance in September 2026. More than \$12,500 has been raised by this event in two years.

	\$3,000.00		\$3,000.00			
3. Craft Markets *		\$1,000.00		\$1,000.00	\$1,000.00	3. Local Event (Use of Space) waiver request for two craft markets: Spring Craft Show (April 18, 2026) and Christmas Craft Show (November 21, 2026). This request is for \$1,000 (\$500 each) for the two events.
4. Breakfast with Santa		\$500.00		\$1,000.00	\$500.00	4. Local Event (Use of Space) waiver request to host the annual Breakfast with Santa event in December 2026.
5. Santa Claus Parade		\$500.00		\$1,000.00	\$500.00	5. Local Event (Cash Donation) request for Santa Claus Parade. Staff recommend full amount be approved, as in past years.
Mount Forest Minor Ball	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	Local Event (Use of Space) request to waive a portion of the fees for ball diamond field rentals for Mount Forest Minor Ball's annual U13 and U15 Girls Softball house league tournament. The tournament acts as a fundraiser for Minor Ball, with proceeds used to help keep registration fee increases to a minimum to make Minor Ball inclusive and affordable for as many children as possible. Staff recommend approving \$500 for this request.
Mount Forest Seniors Group	\$500.00	\$500.00	\$500.00	\$1,000.00	\$500.00	Special Activity (Cash Donation) request to help offset the costs of delivering monthly special events aimed at seniors in Wellington North. Some of these events are entertainment, others are educational. Working in partnership with the Seniors Centre for Excellence, Mount Forest Legion and othergroups. Goal is to make programs free for seniors to attend.
Royal Canadian Legion Branch 134 - Mount Forest	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$750.00	Local Event (Cash Donation) request to help offset the costs of renting a tent, fencing and portable washrooms during the Mount Forest Fireworks Festival. The Legion annually hosts a hospitality tent during the event, hosting a raffle to help raise funds to give back to the community. This raffle raised \$1,400 in 2025. Staff recommending providing \$750 in funding for this request.
VON	\$2,569.52	\$596.64	\$596.64	\$1,000.00	\$596.64	Program (Use of Space) request to host educational sessions (Falls Prevention Programming) at the Arthur and Area Community Centre (a total of 24 2-hour sessions).

Wellington North Fire Service	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Local Event (Use of Space) request to assist with the cost of renting the Arthur and Area Community Centre (arena floor, lower hall and upper hall) to host Safe Kids Day in June 2026. This will be the 15th year for the event, and the first time it will be held in Wellington North. Approximately 600 Grade 4 students are expected to attend.
Wellington North Pride	\$0.00	\$291.41	\$291.41	\$1,000.00	\$0.00	Local Event (Use of Space) request to cover the cost of renting one of the Township's greenspaces to host a Pride in the Park event in June 2026. This is a first time request, and a new community group. Murphy Park Picnic Shelter in Mount Forest can be used free of charge. However, if a different location is required this application could be sent to the Wellington North Cultural Roundtable for consideration, or the Township could fund through the use of this program's Discretionary In-Year Funds in 2026.
Wellington North Ringette Association	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	Program (Use of Space) request to cover up to \$1,000 in ice rentals for the Association during the 2026 year. The Association was unable to ice a team for 2024-25, and are planning on offering a U12 team this season. The fee waiver would be used to help keep registration costs low and competitive with other organizations, and to assist in offering a discounted registration rate for first time players. Staff recommend approving \$500.
York Soaring Association	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$750.00	Local Event (Cash Donation) request to assist with the delivery of York Soaring's Airport Open Day on Saturday, June 27, 2026. The event serves as an opportunity for Wellington North residents to learn about the Association, enjoy a flight at a reduced cost, and see the aircraft. York Soaring expects approximately 600 people to attend. The funds would be used to offset the costs of renting portable washrooms and handwashing stations, fencing, PA System rental and tent rentals. Staff recommend \$750 in funding for this application.
TOTAL REQUESTS/GRANTS	\$36,665.49	\$47,350.34	\$47,350.34	\$62,500.00	\$37,415.83	
Total in Fee Waivers	-----	\$10,918.35	-----	-----	\$19,415.83	
Total in Donations	-----	\$36,431.99	-----	-----	\$18,000.00	

Breakdown of Funding Sources

2026 Community Grants and Donations	\$36,415.83
2026 C&ED Downtown Revitalization	<u>\$1,000.00</u>
Total	\$37,415.83

REQUESTS REQUIRING COUNCIL DISCUSSION AND DECISION		
Group	Funds Requested	Purpose/Comments
Arthur Softball Pitching Team (Jeff McKee)	\$1,000.00	Local Program (Use of Space) request for \$1,000 in fee waivers to assist with the cost of delivering the softball pitching training program in Arthur. This is a privately-run program that has been offered for more than 30 years.

Potential Funding Sources	
2026 Community Grants and Donations	Up to \$584.17
2026 Community Grants and Donations - In-Year Discretionary Funds	Up to \$416.83



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2025-039

REPORT TITLE: Community Improvement Plan Looney Tooney Plus.

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-039 on the Looney Tooney Plus Community Improvement Plan application;

AND THAT Council approve a Façade and Signage Improvement Grant in the amount of \$2,500 to Looney Tooney Plus for new LED illuminated channel signage.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

There have been numerous reports to council on the Township of Wellington North Community Improvement Plan since the program was approved by council in 2011, however none are pertinent to this report.

BACKGROUND

Our **Community Improvement Program** (CIP) enables the Municipality to provide grants to individuals, businesses, and organizations who are making improvements to their buildings and property all in an effort to support revitalization and redevelopment activities in our community. Since the program was launched in 2011, 177 applicants have applied for and been approved for funding under the program.

The total dollar value of improvements made in our community, in partnership with these applicants, is conservatively estimated at over \$4 million. Of this amount 88.1% has been covered by the applicants with the remaining 11.9% covered by grants or loans under the Community Improvement Program or the Downtown Revitalization Program. (see chart below)

In July 2023, Council approved our updated Community Improvement Program. The goals of our 2023 CIP have not changed significantly from previous years, however, with this recent

update council has communicated a commitment to continue with our CIP program through to 2028. At that time, another analysis will be completed, and recommendations made to Council.

YEAR	NUMBER OF APPLICANTS	MUNICIPAL APPROVAL	AMOUNT ADVANCED	APPLICANT CONTRIBUTION	TOTAL \$ VALUE OF IMPROVEMENTS
2012 Totals	4 applicants	\$9,715	\$7,500	\$39,722	\$49,437
2013 Totals	4 applicants	\$11,400	\$10,778	\$18,910	\$30,310
2014 Totals	9 applicants	\$26,195	\$25,247	\$62,098	\$88,293
2015 Totals	7 applicants	\$26,050	\$26,050	\$57,960	\$84,010
2016 Totals	9 applicants	\$20,299	\$18,358	\$61,538	\$81,838
2017 Totals	12 applicants	\$52,757	\$50,257	\$197,305	\$250,062
2018 Totals	11 applicants	\$43,879	\$35,880	\$191,645	\$235,524
2019 Totals	29 applicants	\$88,137	\$65,189	\$534,597	\$622,734
2020 Totals	35 applicants	\$79,132	\$79,132	\$604,769	\$683,901
2021 Totals	17 applicants	\$60,798	\$50,798	\$889,795	\$950,593
2022 Totals	12 applicants	\$21,411	\$17,500	\$61,756	\$83,167
2023 Totals	10 applicants	\$33,220	\$30,720	\$906,020	\$939,240
2024 Totals	11 applicants	\$26,080	\$26,080	\$67,963	\$94,043
2025 Totals	7 applicants	\$15,582	\$15,582	\$102,669	\$118,251
Totals	177 applicants	\$512,541 (11.9%)	\$456,957	\$3,794,633 (88.1%)	\$4,307.175

The County of Wellington offers "top-up" funding through its Community Improvement Funding (CIF) programme for businesses already approved in their local municipality's Community Improvement Plan. In 2025, to date, three Wellington North businesses have received County funding totalling \$22,500.

GOAL

The Community Improvement goals continue:

- To provide incentives for businesses to enhance their buildings presentation and function to the public;
- To stimulate pride in our urban downtowns, Wellington North hamlets and the Agri based enterprises found in Wellington North's rural areas;
- To contribute to the overall enhancement of our communities as a place for family friendly business;
- To encourage the revitalization of vacant, underutilized and/or inaccessible properties and buildings;
- To encourage incorporating sustainable improvements that reduce the impact of our built environment to the natural environment;
- To provide a commitment to the applicants with a program timeframe of up to 2028.

OBJECTIVES

The Community Improvement objectives continue as follows:

- To provide for rehabilitation or improvement of commercial, institutional and industrial façades, through the use of municipally assisted programs and funding sources;

- b. To provide an incentive for private investment through the use of municipally assisted programs, (e.g. tax incentives, grants, loans) and funding sources;
- c. To improve the physical, functional and aesthetic amenities of buildings in downtown Mount Forest, Arthur, hamlets and agricultural areas while stimulating private investment, revitalization, and sustainability.

FAÇADE IMPROVEMENT LOAN AND GRANT PROGRAM

The intent of the Façade Improvement Loan and Grant Program is:

- Repainting or cleaning of the façade and those parts of the building visible from adjacent streets or public areas
- Restoration of façade masonry, brickwork or wood and metal cladding
- Replacement or repair of cornices, eaves, parapets, and other architectural features
- Replacement or repair of windows
- Entrance-way modifications including provisions to improve accessibility for the physically challenged
- Redesign of the store front
- Removal of inappropriate signage and installation of appropriate new or refurbished signage
- Restoration of original façade appearance
- Replacement or repair of canopies and awnings
- Installation or repair of exterior lighting
- Perpendicular signage; and
- Such other similar improvements to the building exterior as may be approved by the EDO and Township's Chief Building Official (as needed)

ANALYSIS

Looney Tooney Plus is located at 169 Main Street, N, Mount Forest and is owned by Mohammad Khan. The work on this building is being completed in two phases.

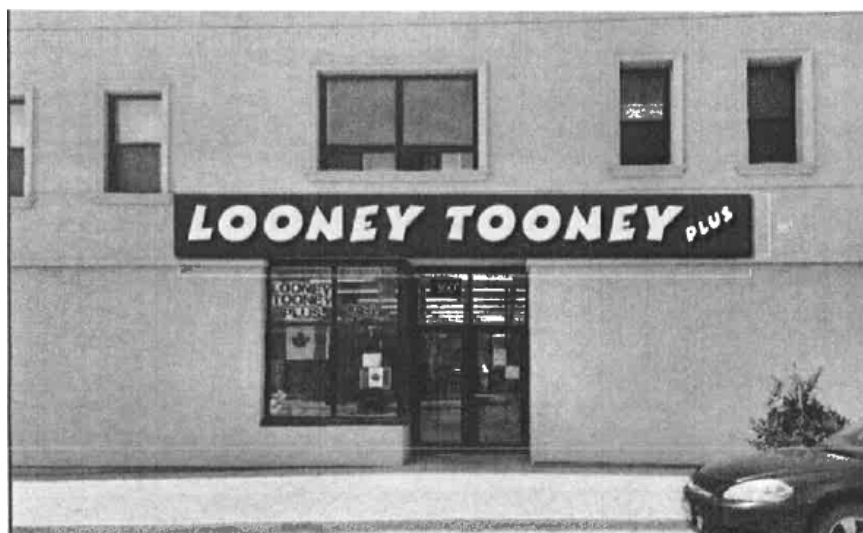
Phase 1:

The building exterior was updated in the Fall of 2023 from old shingles and an awning to flat look stucco with 2" energy efficient foam insulation to the building. This gave the building a more modern look and added to the curb appeal. Looney Tooney Plus was awarded a \$2,500 Façade Improvement Grant and \$2,500 Green Energy Grant through the townships Community Improvement Plan. The total cost of all work done was \$78,000.



Phase 2:

The installation of LED illuminated channel letters mounted on a carrier and installed on the building. Each letter will be LED lit individually. Costs include set-up, materials and installation.



CONSULTATION

Darren Jones, Chief Building Official
 Robyn Mulder, Economic Development Officer

FINANCIAL CONSIDERATIONS

The applicant is eligible for a Façade Improvement Grant totalling 50% of the costs up to a maximum of \$2,500.

The total cost of LED illuminated channel signage upgrades is \$9,416 which means they are eligible for \$2,500.

\$35,000 in funding has been included in the 2025 operating budget to support Community Improvement Program applications. Year to date, including this application, council will have approved \$18,082 in grant funding for the 2025 program.

Staffing Implications – some administration

ATTACHMENTS

N/A

STRATEGIC PLAN 2024

- ☒ Shape and support sustainable growth
How: The CIP continues to provide a framework to encourage and support the redevelopment, underutilization and/or inaccessible properties and buildings within Wellington North.
- ☐ 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 ☒



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Mandy Jones, Manager Community & Economic Development

REPORT #: C&ED 2025-040

REPORT TITLE: Community Improvement Plan Epoch's Garage Ltd

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report C&ED 2025-040 on the Epoch's Garage Ltd. Community Improvement Plan application.

AND THAT Council approves a Green Energy Grant in the amount of \$5000.00 to Epoch's Garage Ltd., for a new Propane Boiler.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

C&ED 2025-029 Community Improvement Plan Epoch's Garage Ltd.

On October 6, 2025, Council approved a Façade & Signage Improvement Grant in the amount of \$2113.79 to the Epoch's Garage Ltd. for new windows and steel siding.

BACKGROUND

Our **Community Improvement Program** (CIP) enables the Municipality to provide grants to individuals, businesses, and organizations who are making improvements to their buildings and property all in an effort to support revitalization and redevelopment activities in our community. Since the program was launched in 2011, 177 applicants have applied for and been approved for funding under the program.

The total dollar value of improvements made in our community, in partnership with these applicants, is conservatively estimated at over \$4 million. Of this amount 88.1% has been covered by the applicants with the remaining 11.9% covered by grants or loans under the Community Improvement Program or the Downtown Revitalization Program. (see chart below)

In July 2023, Council approved our updated Community Improvement Program. The goals of our 2023 CIP have not changed significantly from previous years, however, with this recent update council has communicated a commitment to continue with our CIP program through to 2028. At that time, another analysis will be completed, and recommendations made to Council.

YEAR	NUMBER OF APPLICANTS	MUNICIPAL APPROVAL	AMOUNT ADVANCED	APPLICANT CONTRIBUTION	TOTAL \$ VALUE OF IMPROVEMENTS
2012 Totals	4 applicants	\$9,715	\$7,500	\$39,722	\$49,437
2013 Totals	4 applicants	\$11,400	\$10,778	\$18,910	\$30,310
2014 Totals	9 applicants	\$26,195	\$25,247	\$62,098	\$88,293
2015 Totals	7 applicants	\$26,050	\$26,050	\$57,960	\$84,010
2016 Totals	9 applicants	\$20,299	\$18,358	\$61,538	\$81,838
2017 Totals	12 applicants	\$52,757	\$50,257	\$197,305	\$250,062
2018 Totals	11 applicants	\$43,879	\$35,880	\$191,645	\$235,524
2019 Totals	29 applicants	\$88,137	\$65,189	\$534,597	\$622,734
2020 Totals	35 applicants	\$79,132	\$79,132	\$604,769	\$683,901
2021 Totals	17 applicants	\$60,798	\$50,798	\$889,795	\$950,593
2022 Totals	12 applicants	\$21,411	\$17,500	\$61,756	\$83,167
2023 Totals	10 applicants	\$33,220	\$30,720	\$906,020	\$939,240
2024 Totals	11 applicants	\$26,080	\$26,080	\$67,963	\$94,043
2025 Totals	7 applicants	\$15,582	\$15,582	\$102,669	\$118,251
Totals	177 applicants	\$512,541 (11.9%)	\$456,957	\$3,794,633 (88.1%)	\$4,307.175

The County of Wellington offers "top-up" funding through its Community Improvement Funding (CIF) programme for businesses already approved in their local municipality's Community Improvement Plan. In 2025, three Wellington North businesses have received County funding totalling \$22,500.

GOAL

The Community Improvement goals continue:

- To provide incentives for businesses to enhance their buildings presentation and function to the public;
- To stimulate pride in our urban downtowns, Wellington North hamlets and the Agri based enterprises found in Wellington North's rural areas;
- To contribute to the overall enhancement of our communities as a place for family friendly business;
- To encourage the revitalization of vacant, underutilized and/or inaccessible properties and buildings;
- To encourage incorporating sustainable improvements that reduce the impact of our built environment to the natural environment;
- To provide a commitment to the applicants with a program timeframe of up to 2028.

OBJECTIVES

The Community Improvement objectives continue as follows:

- a. To provide for rehabilitation or improvement of commercial, institutional and industrial façades, through the use of municipally assisted programs and funding sources;
- b. To provide an incentive for private investment through the use of municipally assisted programs, (e.g. tax incentives, grants, loans) and funding sources;
- c. To improve the physical, functional and aesthetic amenities of buildings in downtown Mount Forest, Arthur, hamlets and agricultural areas while stimulating private investment, revitalization, and sustainability.

GREEN ENERGY GRANT PROGRAM

The intent of the Green Energy Grant Program is:

- hiring a Certified Energy Auditor to conduct an Energy Audit of the building in question, to determine if eligible for retrofitting;
- hiring a qualified professional to conduct a renewable energy project feasibility/viability study;
- interior or exterior renovations that result in increases in energy efficiency, (e.g. insulation);
- addition of a green roof to an existing building; installation of appropriate on-site, small-scale renewable energy projects, if the project has been deemed feasible/viable by a qualified professional, and if the project is not anticipated to require major Planning Act approval; examples may include:
 - wind facilities with a name plate capacity less than or equal to 3kW or ground-mounted solar installations less than or equal to 10kW, placed accessory to a building, in accordance with the accessory structure provisions of the comprehensive Zoning By-law.
 - rooftop and wall mounted solar; and,
 - other small-scale projects as approved by the Township
- installation of Energy STAR certified heating/cooling/ventilation products and features, including:
 - central air conditioners
 - heat pumps
 - gas furnaces and gas boilers
 - ventilation fans
 - other small-scale projects as approved by the Township
- installation of energy-efficient lighting, including replacement of incandescent lighting with high-efficiency LED lighting, as well as installation of lighting controls such as automatic timers or motion sensors;
- replacement of existing hot water systems with recognized energy efficient systems;
- fees of a professional architect or engineer for the design or services related to the above-noted eligible projects
- any combination of the above; and,
- such other similar green energy as may be approved by the Township;
- installation of bike racks and/or bike repair stations to promote active transportation;

- installation of EV charging stations to promote sustainable transportation. Any work completed prior to approval of the application is not eligible. Costs in excess of the maximum grant shall be the responsibility of the applicant.

ANALYSIS

Epoch's Garage Ltd. is located at 9128 Highway 6, Kenilworth and is a third generation, family-owned company that has been operating for 110 years. The company was started by brothers Wilfred and George Epoch in 1915, primarily as a repair/ black smith shop. Later, Wilfred took over and his son Frank, joined him. They continued to build the business as a car/ truck repair shop. In time, Frank married, and he and Verna started running the business together.

Today, Epoch's Garage Limited is being run by three of Frank and Verna's children and their families. They operate as a full-service maintenance and auto-body repair centre and offer agricultural and aggregate truck hauling.

Updates include:

Removing the old oil burner that was installed in 1972. The burner has been inspected annually and reports sent into the insurance company and Technical Standards & Safety Authority (TSSA). It has passed inspection every year, but some parts are becoming obsolete, and Epoch's Garage have decided to replace it with a propane boiler.

The new Propane Boiler will be installed complete with heaters and new piping. Specifications include:

- 97.5% TE Industry Leading Thermal Efficiency
- Patented stainless steel fire tube heat exchanger
- 160 PSI maximum operating pressure
- Advanced controls with intuitive 7" color display
- Up to 15:1 TDR (turndown ratio)
- BAS communication capability
- Common vent up to 4 and cascade up to 32 units
- Top & bottom piping



Old Oil-Fired Burner Furnace



New Propane Boiler

CONSULTATION

Darren Jones, Chief Building Official
 Robyn Mulder, Economic Development Officer

FINANCIAL CONSIDERATIONS

The applicant is eligible for a Green Energy Grant totalling 50% of the costs up to a maximum of \$5,000.

The total cost of the Propane Boiler, heaters and piping is \$44,432 which means they are eligible for the full \$5,000.

\$35,000 in funding has been included in the 2025 operating budget to support Community Improvement Program applications. Year to date, including this application, council will have approved \$23,082 in grant funding for the 2025 program.

Staffing Implications – some administration

ATTACHMENTS

N/A

STRATEGIC PLAN 2024

- ☒ Shape and support sustainable growth
 How: The CIP continues to provide a framework to encourage and support the redevelopment, underutilization and/or inaccessible properties and buildings within Wellington North.

- ☐ 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 ☒



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Chris Harrow, Fire Chief/Director Fire Services

REPORT #: FIRE 2025-007

REPORT TITLE: Third Quarter Report

RECOMMENDED MOTION

THAT Council of the Township of Wellington North receive report FIRE 2025-007, Third Quarter Report for information.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

N/A

ANALYSIS

That the Council of the Township of Mapleton receive report FIR2025-012, Third Quarter Statistics for information.

CONSULTATION

The document highlights the work of the fire department in the third quarter of 2025.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

Third Quarter Report

STRATEGIC PLAN 2024

- ☐ Shape and support sustainable growth
How:

- ☒ Deliver quality, efficient community services aligned with the Township's mandate and capacity
How: Reporting to Council the happenings of the Fire Department
- ☐ Enhance information sharing and participation in decision-making
How:
- ☐ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒

MAPLETON, MINTO & WELLINGTON NORTH

TRI-FIRE SERVICES

JUL - OCT 2025



CALL STATS

	FIR	MED	MVC	OTH	TL
MFD	17	23	37	105	182
MFR	13	9	35	41	98
WNFS	33	39	40	116	228

PRIOR YTD



PROJECT UPDATES



EQUIPMENT

- New hose put into service in all 3 department.
- Pump and ladder testing completed for all 3 departments.
- Aerial continues to be a problem with repairs.



GRANTS

- Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program - awarded \$75 000.
- This grant will allow us to provide training to our families and our first responders to ensure our families remain resilient.



OTHER

- First Due
 - Moved all property data from Mapleton, Minto and Wellington North into new system.
 - Completed training with all three municipal office front end staff on new burn permit process.
 - Implemented paperless inspections and pre-inspection checklists for fire prevention.

TRAINING STATS



Firefighter Games - all 7 stations participated in a skills fair.

- NFPA 1002 Course
- NFPA 1021 Course

Joint station practices at acquired structures in Palmerston.

140
Practices
Total



FIRE PREVENTION

INSPECTIONS

- 7 in Minto
- 3 in Mapleton
- 5 in Wellington North

COMPLAINTS

- 7 in Minto
- 3 in Mapleton
- 7 in Wellington North

HOSTED

Fire Extinguisher Training x3



COMMUNITY CONNECT



MAPLETON, MINTO & WELLINGTON NORTH TRI-FIRE SERVICES

JUL – OCT 2025



PUBLIC EDUCATION



Summer Camps:

Arthur, Damascus, Mt.Forest, Mapleton, Harriston & Clifford

Fall Fairs:

Drayton, Palmerston & Arthur

Car Seat Clinics:

Harriston & Moorefield

Other:

Musashi Wellness Fair

WNFS Farmers Market

Wellington Terrace Arthur Station Visit

Test Your Smoke Alarm Day

All grocery stores gave out reusable shopping bags on our behalf.

Fire Prevention Week

Week long trivia about lithium ion batteries to win gift cards.

Attended the Seniors Connection & Health Fair in Mt.Forest



Tri-Fire was awarded \$4000 from the Minto Mayor's Charity Golf Tournament. The Peer Support app is complete, management has been trained on the crux of operating the app and in late 2025 the firefighters will be onboarded.

RECRUITMENT JAN 2025: Interviews taking place October:

- Clifford: 2
- Harriston: 3-4
- Mt.Forest: 3-4
- Drayton: 2
- Moorefield: 2

Santa Claus Parades:



Clifford: Nov 29
Harriston: Nov 22
Palmerston: Dec 06
Drayton: Dec 05
Moorefield: Dec 06
Mt.Forest: Dec 05
Arthur: Nov 29





TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Chris Harrow, Fire Chief/Director Fire Services

REPORT #: FIRE 2025-008

REPORT TITLE: Community Connect Program

RECOMMENDED MOTION

THAT Council of the Township of Wellington North receive report FIRE 2025-008 and attached presentation for information.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

Due to numerous factors, the fire departments in the partnership have had to move to a new software called First Due. The transition has been taking place since April 2025 with the migration of all of our old data over to the new software as well as the uploading of all our property data from all three municipalities.

A large amount of staff time has gone into the implementation but once implemented we believe it will be more user friendly for our staff and community.

ANALYSIS

A portion of the new software we are excited about is the Community Connect module. This module allows us to do a variety of communications with the community on a direct basis. It also allows us to monitor and issue burn permits on a more streamlined basis. The software contains all of our previous modules we had to purchase separately. Now all are under one platform which means one log in required by all of the firefighters.

The benefits of the Community Connects module are highlighted in the attached presentation to Council. It will show how we are implementing the program and how it will benefit the community.

CONSULTATION

Various other fire departments have been consulted that use First Due obtain their opinion.

FINANCIAL CONSIDERATIONS

No impact. The cost of the program is incorporated into the budget. By getting one license and one program, we are able to split it three ways between the municipalities.

ATTACHMENTS

Community Connects Presentation

STRATEGIC PLAN 2024

- ☐ Shape and support sustainable growth
How:
- ☒ Deliver quality, efficient community services aligned with the Township's mandate and capacity
How: Ensuring our firefighters are paid similarly to those surrounding us so they can know we support them and are ensuring they are compensated appropriately
- ☐ Enhance information sharing and participation in decision-making
How:
- ☐ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒



Learn More About
Community Connect



Introduction

Building a safer community
through prevention,
preparedness and response.

Vision

Our vision is to **lead in fire and emergency** services by using advanced technologies and innovative practices. We aim to foster a culture of **continuous improvement and collaboration**, investing in training and equipment to enhance safety, efficiency, and resilience for a safer future.

AGENDA

1 - About

2 - Different Use Cases

3 - Roll Out

4 - Questions



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Tri-Fire Services of Mapleton, Minto and Wellington North

Community Connect

Together, Building a Safer Community, Through Prevention, Preparedness & Response

RESIDENTS

BUSINESS OWNERS



Collect Information

- Life Safety
 - Details about the home including who lives there and how to contact them during an emergency.
- Access & Functional Needs Registry
 - Capture functional needs of residents like medical conditions, mobility concerns, and other critical information.
- Pets & Livestock
 - Types of pets, photos and veteriney contact info.

Household Life Safety Profile – Resident

Collect Information

- Burn Permitting
 - Rural - Request for burn permit, burn permit inspection.
 - Urban - Rules of the burn bylaw and FAQs regarding campfires

Collect Information

- Life Safety
 - Details about the business type and contacts.
- Access & Utilities
 - Building access information, utility shutoffs, key codes, etc
- Hazmat
 - Any hazardous materials on the premise
- Fire Systems
 - Any fire protection systems

Household Life Safety Profile – Commercial

Collect Information

- Attachment Uploads
 - Upload relevant documents like fire safety plans, site images, etc.
- Schedule Inspections
 - Request inspections and reinspections

Communicate Information

- Via email and soon SMS
- Notify contacts immediately via text message if there is ever an emergency at their occupancy.
- Notification Service
 - Emergency Management Alerts
 - Public Education Messages
 - Functional Alerting (Flood Zone, Burn Ban)

Critical Information Alerting

- Firefighters will have access to the info on route to incidents to be able to make better decisions about the response plan.

What do we do with the Info?

Vulnerable Populations

- An elderly resident, Keith (78), lives alone in his own home. The home is in the flood zone in Harriston. Keith's two children live an hour away in a different direction, but are still the caregivers coming to check on him every other week.
- Keith's son signs up for community connect and maintains the profile on his behalf.
- The son will get alerts as to when the fire department responds to the parents house, and the son will get emergency and evacuation alerts related to flooding at his Dad's home.

Use Cases – Elderly Resident

Ongoing Community Engagement

- Use anonymized data to inform public education decisions.
- Increase in profiles created as caregivers
- Host a resource fair for caregivers to provide them with different ideas on how to maintain safety in the loved ones home.

Use Cases – Elderly Resident

Neurodivergent Populations

- Noah, age 10, is an autistic child living in a small town. He is nonverbal, has sensory sensitivities (especially to loud noises and flashing lights), and becomes overwhelmed by unfamiliar environments or people. His parents worry about how Noah would react during a fire.
- Noah's parents create a Community Connect profile. They include key details: Noah's diagnosis, communication style (picture cards), sensory triggers and calming techniques (soft music.)

Use Cases – Autistic Child

Neurodivergent Populations

- The family uploads a photo of Noah and note his tendency to hide under the green chair in the master bedroom when scared.
- Firefighters see this info before arriving on scene. They know to turn their lights off, approach calmly and what hiding spots are key.
- Impact: Noah is safer and less traumatized during emergencies. Our community becomes more inclusive and proactive.

Use Cases – Autistic Child

Ongoing Community Engagement

- Use anonymized data to inform public education decisions.
- Increase in profiles created with neurodivergent functional needs flagged, host a sensory-friendly open house where families like Noah's can meet our firefighters, explore trucks, and build trust in a low-stress setting.

Use Cases – Autistic Child

Farm Families

- The Thompson family operates a mid-sized farm in rural Ontario, raising livestock and growing corn and soybeans.
- Their property includes multiple outbuildings, fuel storage tanks, and a farmhouse where three generations live—including a grandfather with mobility issues.

Farm Families

- In the event of a barn fire, responders access the Thompsons' profile en route.
- They know:
 - Which entrance is best for fire truck access
 - Where animals are housed and how to avoid panic
 - What chemicals are stored on-site
 - That the grandfather may need assistance evacuating

Ongoing Community Engagement

- Use anonymized data to inform public education decisions.
- Increase in farm profiles showing that farmers are storing a new type of chemical that the fire department doesn't have an extinguishing agent for.
- The fire department acquires the right extinguishing method and send notices to all farmers about the importance of extinguishing this particular chemical fire properly. (ie: no water).

Use Cases – Farm Families

Small Business Hazard Planning

- A downtown block includes several small businesses: a bakery, a tattoo studio, a tech repair shop, and a yoga studio. Each has unique fire risks and occupancy patterns.
- Owners register their businesses, detailing:
 - Hours of Operation
 - Hazardous materials (inks, solvents, lithium ion batteries)
 - Number of employees and typical customer volume
 - Emergency contacts & building plans
- Firefighters use info to prioritize response based on risk level and occupancy.

Use Cases – Small Business

Ongoing Community Engagement

- A fire breaks out in the bakery's kitchen after hours.
- Responders access the profile to confirm no staff are present, locate the gas shutoff valve, and prevent spread to neighboring units.
- Businesses use Community Connect to document damage and coordinate with insurers.
- The platform helps them access recovery resources and provides after the fire guidance.

What about Residents who don't have access to Internet?

- Essentially Community Connect helps us to crowd source information for better response.
- Currently, we don't have a way to capture this info efficiently.
- Information can also be given to us through the telephone.

What about Residents who don't have access to Internet?

- Mennonite & Amish Communities for example have specific cultural values that we have to respect.
 - Typically, these communities are low-tech, community driven with strong internal support systems.
 - Trust-building is key. These communities often rely on word-of-mouth and personal relationships over institutional outreach.

What about Residents who don't have access to Internet?

- Rely on developing relationships with the Church and Schools to administer paper based information collection to then be entered by FD staff. (limited capacity)
- Host barn fire prevention workshops and first aid training tailored to Amish and Mennonite lifestyles if data supported such initiatives.

Roll Out

- Official Launch after Council
- User Group Demo & Onboarding Workshops
- Community Partnerships
- Traditional Marketing Methods
 - Online Campaigns
 - Print Assets
 - News Releases

Questions...





TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Chris Harrow, Fire Chief/Director Fire Services

REPORT #: FIRE 2025-009

REPORT TITLE: Establishing and Regulating By-Law

RECOMMENDED MOTION

THAT Council of the Township of Wellington North receive report Fire 2025-009, Establishing and Regulating By-Law update.

AND THAT Policies A-F, attached hereto as Schedule "A" be adopted and the Director of Fire Services be authorized to amend the schedule from time to time.

AND FURTHER THAT the Mayor and Council approve a by-law approving the new by-law governing fire service operations in the Township of Wellington North.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

DFC 2020-003 Establishing and Regulating Fire Services By-Law

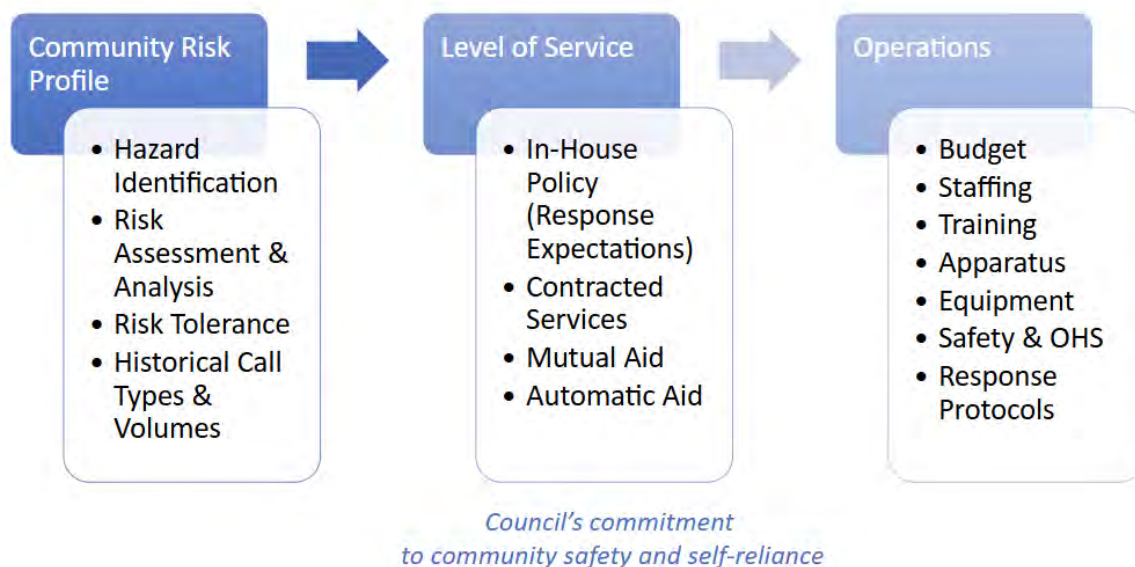
FIRE 2018-002 being a report on Fire Service Establishing and Regulating By-Law

BACKGROUND

The Establishing and Regulating By-Law (E&R by-law) was last updated in 2017. Since then, advances in the fire service, various legislative changes and partnerships emerging in the fire department have occurred. As well, changes to the requirements for specialty rescue operations has made it very time consuming and costly for fire departments to deploy these disciplines. All of this needs to be reflected in an updated E&R by-law and passed by Council.

There are three pillars to fire department organizational and response guidelines. The first is the community risk assessment. This was completed and shown to Council last year. From the information contained in the assessment, the fire department level of service is determined. It is done through a recommendation from the fire department senior management staff and considered and passed by Council, known as the Establishing and Regulating By-law (E&R by-law). Finally, the senior management bring operational budgets to Council to provide the services determined in the E&R by-law.

LEVEL OF SERVICE



The E&R by-law is the overall governing by-law that Council will pass for the fire department. It lays out the services provided by the fire department as well as certain duties to follow as directed by Council. As well, the document outlines the services not provided by the department and who is responsible for providing these services through separate agreements.

The by-law defines the appointment of a Fire Chief as well as Deputy Chiefs and continues on to outline the duties to be performed by these positions. There are also clauses in the document that allow fire department responses outside of the municipality through various agreements and mutual aid plans.

Other policies contained in the by-law are the training standards the department will work with and the response expectations for the various areas of the municipality. Each station due to the response areas covered, the personnel and makeup of the station and the availability of the staff will have slightly different guidelines established. This policy in

particular provides expectations to the residents of Wellington North for how long it will take to get a fire truck to their residence in an emergency situation.

CONSULTATION

Consultations have taken place with all Senior Management as well as all seven District Chiefs.

FINANCIAL CONSIDERATIONS

No financial considerations currently. Any considerations would be a budget item to increase any levels of service .

ATTACHMENTS

Establishing and Regulating By-Law in this agenda package

STRATEGIC PLAN 2024

- ☐ Shape and support sustainable growth
How:
- ☒ Deliver quality, efficient community services aligned with the Township's mandate and capacity
How: Ensuring our firefighters are paid similarly to those surrounding us so they can know we support them and are ensuring they are compensated appropriately
- ☐ Enhance information sharing and participation in decision-making
How:
- ☐ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Chris Harrow, Fire Chief/Director Fire Services

REPORT #: FIRE 2025-010

REPORT TITLE: Mental Health Supports for Public Safety Personnel Grant

RECOMMENDED MOTION

THAT Council of the Township of Wellington North receive report FIRE 2025-010 Mental Health Supports for Public Safety Personnel Grant for information.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

Earlier this year, Warrior Health was created by the Province that brought together a consortium of mental health care providers under one umbrella. It makes it easier for fire services to access the training they need for their firefighters, spouses and families. As part of this new organization, the Province initiated a grant for fire departments to apply for to provide preventative training for their organizations.

ANALYSIS

Our management group became aware of this opportunity and through the hard work of Deputy Loos and the three finance departments, we were successful in obtaining a grant of \$75,000. This money is to be used for training for our firefighters and their families to implement preventative measures to help deal with any occupational stress injuries (OSI's). A variety of courses can be offered teaching resiliency, coping mechanisms or methods to identify and help someone in crisis. All are options for course delivery using the grant.

Management staff will look deeper into the organizational needs and work to procure the courses that will benefit the most. With this much funding, we will be able to offer a number of courses that should boost our wellness programming and help maintain our fire families become more resilient.

CONSULTATION

N/A

FINANCIAL CONSIDERATIONS

No impact. The training we are now able to offer is over and above any training we were able to budget for.

ATTACHMENTS

None

STRATEGIC PLAN 2024

- ☐ Shape and support sustainable growth
How:
- ☒ Deliver quality, efficient community services aligned with the Township's mandate and capacity
How: Ensuring our firefighters are paid similarly to those surrounding us so they can know we support them and are ensuring they are compensated appropriately
- ☐ Enhance information sharing and participation in decision-making
How:
- ☐ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒



TOWNSHIP OF WELLINGTON NORTH

TO: Mayor and Council

DATE: 2025-11-03

MEETING TYPE: Open

SUBMITTED BY: Tammy Stevenson, Manager of Infrastructure & Engineering

REPORT #: INF 2025-018

REPORT TITLE: Award of Ground Water Modelling

RECOMMENDED MOTION

THAT the Council of the Corporation of the Township of Wellington North receive Report INF 2025-018 being a report on award of the Ground Water Modelling project;

AND THAT Council award RFT 2025-007 to AECOM at a cost of \$129,159.00 inclusive of taxes;

AND FURTHER THAT Council authorize Manager of Infrastructure and Engineering or their designate to sign any necessary agreements with AECOM to execute the Ground Water Modelling project.

PREVIOUS REPORTS/BY-LAWS/RESOLUTIONS

2025 Capital Budget

BACKGROUND

The request for proposal (RFP) RFP 2025-007 for the Ground Water Modelling project was advertised on the Township website starting August 20, 2025, and closed September 30, 2025. This is a partnership proposal with Township of Wellington North (Wellington North), Township of Mapleton (Mapleton) and Town of Minto (Minto) being managed by Wellington Source Water Protection (WSWP).

ANALYSIS

All tender submission packages were reviewed by WSWP based on the specified tendering requirements and evaluated on technical proposal and cost.

AECOM was the lowest qualified tender bid cost and met the RFP requirements as specified and is experienced in ground water modelling work. Therefore, WSWP recommends the award of this RFP to AECOM, as found in Attachment 1.

CONSULTATION

Consultation with WSWP, Township of Mapleton, Town of Minto and Township staff: CAO, Treasurer, and Manager Environmental Services.

FINANCIAL CONSIDERATIONS

Some funding was received from Grand River Conservation Authority to assist with this project for Mapleton, Minto and Wellington North.

The Township received four (4) tender submission packages prior to the RFP tender closing deadline from the following contractors:

Contractor	Tender Price (Excluding HST)
AECOM	\$114,300.00
Geofirma Engineering Ltd	\$160,450.00
Aqua Insight Inc	\$268,015.12
Burnside Engineering	\$288,813.00

AECOM financial breakdown between the three municipalities are as follows:

Municipality	Tender Price (Excluding HST)
Mapleton	\$21,980.76
Minto	\$57,150.00
Wellington North	\$35,169.24

Lowest qualified tender bid for ground water modelling, engineering peer review and contingency have an anticipated total project cost of \$175,000 inclusive of HST. Project costs are within the approved 2025 Capital Budget for Wellington North, Minto and Mapleton.

ATTACHMENTS

Attachment 1 – Wellington Source Water Protection Recommendation Letter, dated October 24, 2025

STRATEGIC 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:
- ☒ N/A Core-Service

Approved by: Brooke Lambert, Chief Administrative Officer ☒

October 24, 2025

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

ATTENTION: Tammy Stevenson, C.E.T.
Manager of Infrastructure and Engineering

RE: RFP 2025-07 North Wellington Groundwater Modeling

Dear Tammy:

Wellington Source Water Protection, in consultation with the Township of Wellington North, the Township of Mapleton, and the Town of Minto, herein referred to as the North Wellington municipalities, have evaluated the Bids received in response to RFP 2025-07: Groundwater Modeling. This RFP seeks to update the Groundwater Modeling data for the new and proposed municipal wells for the North Wellington municipalities.

For the implementation of source water protection for municipal drinking water systems, the Townships and Town partner with the remaining local municipalities in Wellington County and the County itself. This implementation is operated under the Wellington Source Water Protection program.

Four (4) Bids were received for this project and opened in the Township office shortly after 1:00 pm on Tuesday September 30, 2025. The Bids received are as follows:

<u>FIRM:</u>		<u>BID PRICE</u> <u>(Excluding H.S.T.)</u>
AECOM Canada ULC	Kitchener	\$114,300.00
Geofirma Engineering Ltd.	Ottawa	\$160,450.00
R.J. Burnside & Associates Limited	Guelph	\$268,015.12
Aqua Insight Inc.	Waterloo	\$ 288,813.00

The Bids received have been checked for errors and omissions. No errors or omissions were found.

Kyle Davis and Danielle Fisher with Wellington Source Water Protection conducted evaluations as outlined in RFP 2025-07. Total scores were calculated following the criteria outlined in RFP 2025-07 with technical scores being weighted out of 50 points, cost scores being weighted out of 50 points, for a total score of 100 points. Of the qualifying bidders, AECOM Canada ULC (AECOM) had the second highest technical score of 42 points, and combined with their cost score of 50 points, resulted in them being the highest bidder, scoring 92 points. Based on the Bids received, and our expertise on similar projects, we recommend that the contract be awarded to AECOM in the amount of \$114,300.00 plus applicable taxes.

AECOM is a large, multi-disciplinary, company that has led several hydrogeological projects for municipalities of varying sizes and has a versatile team of professionals that specialize in Groundwater Modeling services. AECOM provided a strong technical and cost proposal for RFP 2025-07.

Attached for your information is an overall cost breakdown summary, per municipal wellfield, for the project including AECOM's total Bid price. The Township of Wellington North is procuring this project for the municipalities involved; however, The Township of Mapleton and the Town of Minto will be paying for their respective wellfield costs. The cost for the Township of Wellington North's wellfield's is \$ 35,169.24 plus H.S.T.

We trust that this information is satisfactory for your present requirements and should you have any questions, please do not hesitate to contact the undersigned.

Regards,



2025/10/24

Danielle Fisher, Risk Management Inspector, Township of Wellington North
Wellington Source Water Protection



2025-10-24

Kyle Davis
Risk Management Official, Township of Wellington North
Wellington Source Water Protection

October 24, 2025

TOWNSHIP OF WELLINGTON NORTH

NORTH WELLINGTON GROUNDWATER MODELING

CONTRACT NO. RFP 20250-07

COST BREAKDOWN SUMMARY

BASED ON BID PRICES SUBMITTED BY AECOM CANADA ULC

		BID PRICE
Mapleton – Drayton	-	\$ 8,792.30
Mapleton – Moorefield	-	\$ 13,188.46
Minto– Clifford	-	\$ 13,188.46
Minto – Harriston	-	\$ 17,584.62
Minto – Minto Pines	-	\$ 4,396.15
Minto – Palmerston	-	\$ 21,980.77
Wellington North – Arthur	-	\$ 17,584.62
Wellington North – Mount Forest (Provisional)	-	\$ 17,584.62
Subtotal	-	\$ 114,300.00
H.S.T.	-	\$ 14,859.00
Total	-	\$ 129,159.00

RFP 2025-007 Groundwater Modeling Award - Recommendation Letter

Final Audit Report

2025-10-24

Created:	2025-10-24
By:	Danielle Fisher (dfisher@centrewellington.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAALeQuCy7Pug3emFPYNYil-VtBY4UF-ZnF

"RFP 2025-007 Groundwater Modeling Award - Recommendation Letter" History

-  Document created by Danielle Fisher (dfisher@centrewellington.ca)
2025-10-24 - 1:18:22 PM GMT
-  Document emailed to Kyle Davis (kdavis@centrewellington.ca) for signature
2025-10-24 - 1:18:27 PM GMT
-  Email viewed by Kyle Davis (kdavis@centrewellington.ca)
2025-10-24 - 1:24:17 PM GMT
-  Document e-signed by Kyle Davis (kdavis@centrewellington.ca)
Signature Date: 2025-10-24 - 1:26:13 PM GMT - Time Source: server
-  Agreement completed.
2025-10-24 - 1:26:13 PM GMT





Request for Comments

595 9th Avenue East, Owen Sound, Ontario N4K 3E3
519-376-2205 / 1-800-567-GREY

October 16, 2025

To: Bluewater District School Board
Bruce Grey Catholic District School Board
Canada Post
Enbridge
French Catholic School Board
Grey Bruce Public Health
Historic Saugeen Metis
Hydro One
Infrastructure Ontario
Municipal Property Assessment Corporation
Metis Nation of Ontario
Ministry of Municipal Affairs & Housing
Municipality of West Grey
Ontario Power Generation Inc. (OPG)
Risk Management Official
Saugeen Ojibway Nation
Saugeen Valley Conservation Authority
Six Nations of Grand River
Township of Wellington North
Wellington County
Westario Power Inc.

File Numbers: 42-05-010-OPA-28 and ZA16.2025 – H. Bye Construction

Applicant: H. Bye Construction

Roll Number: 420501000702500

Legal Description: Concession 1 Division 1 Part Lot 32 Concession 1; Division 2 Part
Lot 32 RP 17R2039; PARTS 7 TO 9 RP 17R2090 PART;1
geographic Township of Normanby. Municipality of West Grey

Overview of Development: The County has received a County official plan amendment application known as OPA 28 (County File Number 42-05-010-OPA-28) that proposes to redesignate a portion of the subject lands from the 'Rural' and 'Hazard Lands' designations to the 'Industrial Business Park Settlement Area' and 'Hazard Lands' designations.

Background reports and technical studies pertaining to the County official plan amendment (OPA) application can be accessed at:

<https://www.grey.ca/index.php/government/land-use-planning/planning-and-development-projects/h-by-construction-opa>

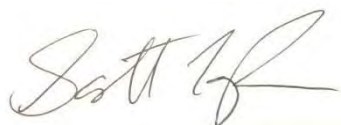
A corresponding zoning by-law amendment (ZA16.2025) would rezone the same lands from the Restricted Rural 'A3' and Natural Environment 'NE' zones to the Industrial with Exceptions 'M1-237' and Natural Environment 'NE' zones.

The County requests that any comments on the proposed County OPA application be submitted to the County and the Municipality by 4:30pm on **November 17th, 2025**.

Please send comments by email to planning@grey.ca and planning@westgrey.com.

Should you have any questions regarding the proposed County official plan amendment, please do not hesitate to contact me at scott.taylor@grey.ca. Any questions related to the proposed zoning by-law amendment can be directed to planning@westgrey.com.

Thank you,

A handwritten signature in black ink, appearing to read 'Scott Taylor', is positioned above the printed name and contact information.

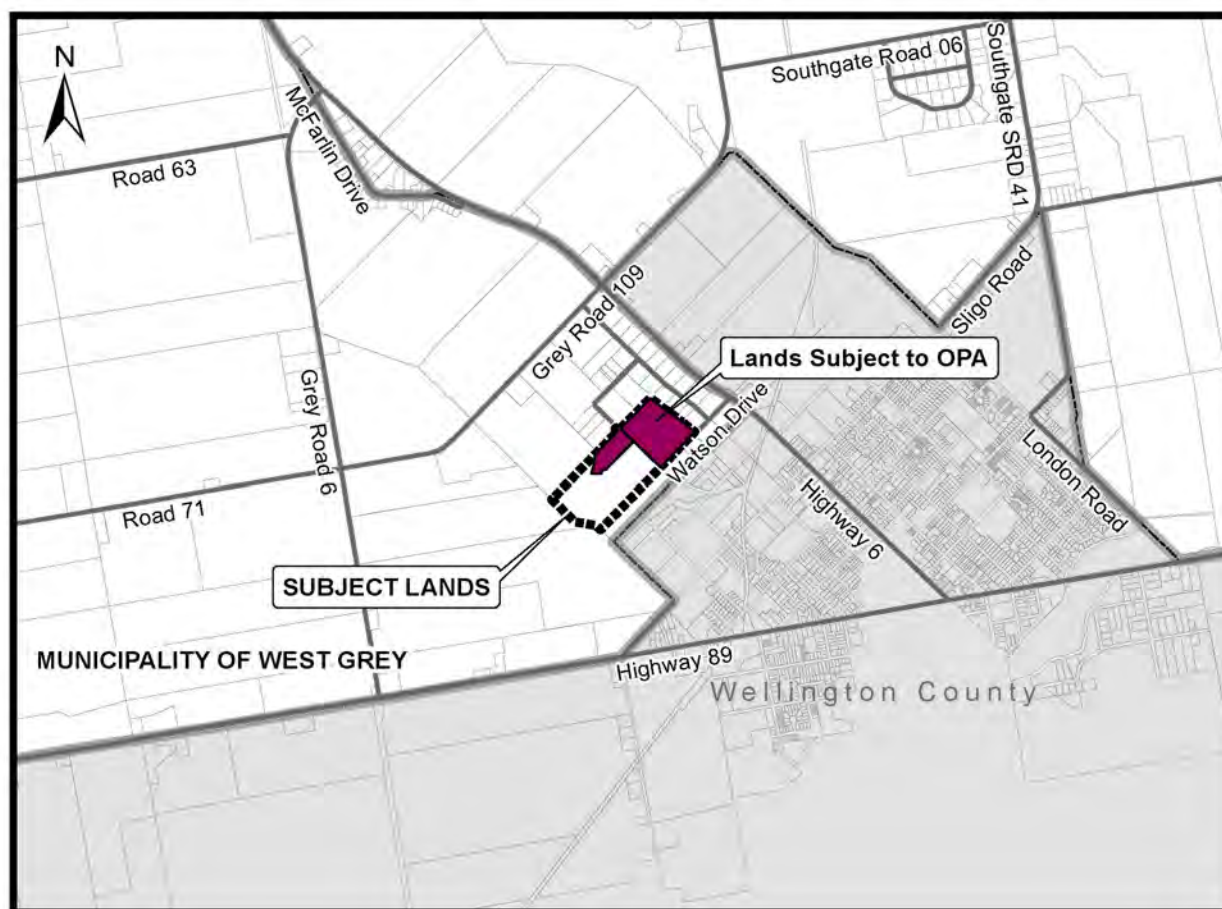
Scott Taylor, MCIP, RPP
Director of Planning
548-877-0856
scott.taylor@grey.ca

Encl.

Notice of Complete Applications and Public Meeting for a proposed County Official Plan Amendment and a West Grey Zoning By-law Amendment

- WHAT:** The County and Municipality are seeking input on development applications within 120 metres of your property. The official plan amendment proposes to redesignate a portion of the subject lands from the 'Rural' and 'Hazard Lands' designations to the 'Industrial Business Park Settlement Area' and 'Hazard Lands' designations. The zoning by-law amendment would rezone the same lands from the Restricted Rural 'A3' and Natural Environment 'NE' zones to the Industrial with Exceptions 'M1-237' and Natural Environment 'NE' zones.
- SITE:** Concession 1 Division 1 Part Lot 32 Concession 1; Division 2 Part Lot 32 RP 17R2039; Parts 7 TO 9 RP 17R2090 Part;1 geographic Township of Normanby, now in the Municipality of West Grey.
- FILE #:** County official plan amendment 42-05-010-OPA-28 and West Grey zoning by-law amendment ZA16.2025. Both files have been submitted by H. Bye Construction.

Map of Subject Lands



Timing and Location of Public Meeting

A public meeting has been scheduled for **Tuesday November 18, 2025, starting at 2:00 p.m.** The meeting will be held at the Municipality of West Grey office, located at 402813 Grey Rd 4, RR2, Durham, ON, N0G 1R0. You are invited to attend the meeting in-person, or virtually via Zoom through the following link: <https://us02web.zoom.us/j/89156262480>

Please email notice@westgrey.com in advance of the meeting in case of any questions or concerns, and/or to submit comments.



How can I contribute my opinion?

Any person or agency may attend the public meeting and/or make verbal or written comments regarding this proposal.

Request for information:

For information on this development visit: <https://www.grey.ca/index.php/government/land-use-planning/planning-and-development-projects/h-by-construction-opa> The documents can also be viewed by visiting the County or Municipal Offices at the addresses listed below.

How do I submit comments?

Submit written comments or sign-up to be notified of a decision by mailing or contacting the staff below. When submitting comments, please reference the file name and number.



Scott Taylor
County of Grey Planning Department
595 9th Avenue East
Owen Sound, ON, N4K 3E3



planning@grey.ca



548-877-0856



David Smith
Municipality of West Grey
402813 Grey Rd 4, RR2,
Durham, ON, N0G 1R0



planning@westgrey.com



519-369-2200

What is being proposed through the applications?

The County received an application for a County official plan amendment 42-05-010-OPA-28 (OPA 28). The purpose and effect of the proposed OPA would be to permit the expansion of Viking Cives, which produces snowplow equipment, and the relocation of Yardistry, which produces gazebos and outdoor shade structures. The Viking Cives expansion, on approximately 7.6 hectares, would facilitate “a new 3,900 m² manufacturing building (with additional space to accommodate a future 3,900 m² expansion), and 448 truck body staging spots where finished products are parked until they are shipped or delivery is taken.” The Yardistry relocation, on approximately 2.5 hectares, would facilitate “a 4,645 m² manufacturing building with ancillary parking and loading spaces.”

Proposed OPA 28 would redesignate a portion of the subject lands from the ‘Rural’ and ‘Hazard Lands’ designations to the ‘Industrial Business Park Settlement Area’ and ‘Hazard Lands’ designations. A portion of the Viking Cives lands are already in the designated settlement area and zoned for industrial development. It’s only the Rural portion that requires the OPA. There is no development proposed within the Hazard Lands portion of the property.

A concurrent zoning by-law amendment has been received by the Municipality of West Grey. The zoning by-law amendment (ZA16.2025) would rezone the same lands from the Restricted Rural ‘A3’ and Natural Environment ‘NE’ zones to the Industrial with Exceptions ‘M1-237’ and Natural Environment ‘NE’ zones.

To support this proposal several reports and studies have been prepared, which are available on the above-noted County and Municipal websites.

What can I expect at the Public Meeting?

The public meeting is an opportunity for members of the public to learn more about the proposed development. Attendees will hear a brief presentation about the development, ask questions, and/or make statements either in favour of, or in opposition to the development. At the meeting,



members of the public will also hear a summary of any comments received about the proposed development prior to the public meeting.

The public meeting will be moderated by a designated Chair. The moderator will keep the meeting in order and allow the applicant (and their development team), the public, and members of Council to speak and ask questions.

This meeting is an opportunity to learn about the proposed development application and provide feedback.

Why is this Public Meeting being held and what are your rights?

Within Ontario, the planning and development process is open and transparent, where opinions from all individuals and groups are welcomed. By law, a municipality must hold a public meeting. This meeting is one of your chances to learn about the development proposal and offer your opinions. Under the legislation governing this development process, which is Sections 22 and 34 of the *Planning Act*, you have the following rights:

1. Any persons may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed official plan amendments and zoning by-law amendment.
2. If a person or public body would otherwise have an ability to appeal the decision of the County of Grey or the Municipality of West Grey to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Grey before the proposed official plan amendment is approved or refused, or to the Municipality of West Grey before the Municipal zoning by-law amendment is approved or refused, the person or public body is not entitled to appeal the decision.
3. If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Grey before the proposed official plan amendment is approved or refused, or to the Municipality of West Grey before the Municipal zoning by-law amendment is approved or refused, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.
4. If you wish to be notified of the decision of the County of Grey in respect to the passing of the Official Plan Amendment, you must make a written request to the County, at the address noted on the previous page. Please note County official plan amendment file number **42-05-010-OPA-28** application in your correspondence.
5. If you wish to be notified of the decision of the Council of the Municipality of West Grey on the proposed Municipal zoning by-law amendment, you must make a written request to the Municipality of West Grey using the contact information noted above, and quote file **ZA16.2025**.

If you have any questions, please do not hesitate to contact County or Municipal staff, who would be happy to answer any questions on these applications, or the planning process.

*Notwithstanding the above, only a 'specified person' listed in subsection 17(36) of the Planning Act may appeal the decision of the County of Grey to the Ontario Land Tribunal (OLT) as it relates to the proposed official plan amendments. Below is the list of 'specified persons' eligible to appeal a decision of the County of Grey related to the proposed official plan amendments. The list of 'specified persons' eligible to appeal a decision of the County on the proposed official plan amendments is as follows:

- a) a corporation operating an electric utility in the local municipality or planning area to which the relevant planning matter would apply,



- b) Ontario Power Generation Inc.,
- c) Hydro One Inc.,
- d) a company operating a natural gas utility in the local municipality or planning area to which the relevant planning matter would apply,
- e) a company operating an oil or natural gas pipeline in the local municipality or planning area to which the relevant planning matter would apply,
- f) a person required to prepare a risk and safety management plan in respect of an operation under Ontario Regulation 211/01 (Propane Storage and Handling) made under the *Technical Standards and Safety Act, 2000*, if any part of the distance established as the hazard distance applicable to the operation and referenced in the risk and safety management plan is within the area to which the relevant planning matter would apply,
- g) a company operating a railway line any part of which is located within 300 metres of any part of the area to which the relevant planning matter would apply,
- h) a company operating as a telecommunication infrastructure provider in the area to which the relevant planning matter would apply,
- i) NAV Canada,
- j) the owner or operator of an airport as defined in subsection 3 (1) of the *Aeronautics Act* (Canada) if a zoning regulation under section 5.4 of that Act has been made with respect to lands adjacent to or in the vicinity of the airport and if any part of those lands is within the area to which the relevant planning matter would apply,
- k) a licensee or permittee in respect of a site, as those terms are defined in subsection 1 (1) of the *Aggregate Resources Act*, if any part of the site is within 300 metres of any part of the area to which the relevant planning matter would apply,
- l) the holder of an environmental compliance approval to engage in an activity mentioned in subsection 9 (1) of the *Environmental Protection Act* if any of the lands on which the activity is undertaken are within an area of employment and are within 300 metres of any part of the area to which the relevant planning matter would apply, but only if the holder of the approval intends to appeal the relevant decision or conditions, as the case may be, on the basis of inconsistency with land use compatibility policies in any policy statements issued under section 3 of this Act,
- m) a person who has registered an activity on the Environmental Activity and Sector Registry that would, but for being prescribed for the purposes of subsection 20.21 (1) of the *Environmental Protection Act*, require an environmental compliance approval in accordance with subsection 9 (1) of that Act if any of the lands on which the activity is undertaken are within an area of employment and are within 300 metres of any part of the area to which the relevant planning matter would apply, but only if the person intends to appeal the relevant decision or conditions, as the case may be, on the basis of inconsistency with land use compatibility policies in any policy statements issued under section 3 of this Act, or
- n) the owner of any land described in clause (k), (l) or (m).

A note about information you may submit to the Municipality or the County: Under the authority of the Municipal Act, 2001 and in accordance with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), all information provided for, or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record,



including resident deputations. This information may be posted on the Municipality or County websites, and/or made available to the public upon request.

This document can be made available in other accessible formats as soon as practicable upon request.

Dated at the County of Grey this 16th day of October, 2025.

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 069-2025

Being a By-law to Establish and Regulate a Fire Department and repeal By-law No. 069-2020.

WHEREAS Section 2 of the Fire Protection and Prevention Act, 1997. S.O. 1997, c.4 as amended, requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention; and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

AND WHEREAS Section 5 of the Fire Protection and Prevention Act, 1997. S.O. 1997, c.4 as amended, authorizes the council of a municipality to establish, maintain and operate a fire department for all or any part of the municipality;

AND WHEREAS the Corporation of the Township of Wellington North has established a Fire Department commonly known as Wellington North Fire Services;

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

1. DEFINITIONS

1.1. In this by-law, unless the context otherwise requires, the following terms shall have the meanings indicated:

“Approved” shall mean approved by council

“Automatic Aid” shall mean an Approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.

“Auxiliary Member” shall mean a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration.

“Chief Administrative Officer (CAO)” shall mean the person appointed by Council to act as Chief Administrative Officer for the Corporation.

“Corporation” shall mean the Corporation of the Township of Wellington North.

“Council” shall mean the Council of the Township of Wellington North

“Deputy Director/Fire Chief” shall mean the person or persons appointed by Council to act on behalf of the Director/Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of the Director/Fire Chief.

“Emergency Management and Civil Protection Act” shall mean Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.

“Director/Fire Chief” shall mean the person appointed by Council to act as Director/Fire Chief of the Fire Department for the Corporation.

“Fire Department” shall mean the fire department for the Township.

“Fire Code” shall mean Ontario Regulation 213/07, as amended, and any successor regulation.

“Firefighter” means the Director/Fire Chief and any other person employed in, or appointed to, the Fire Department to undertake Fire Protection Services, and shall include a Volunteer Firefighter.

“Fire Protection and Prevention Act” (FPPA) shall mean the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.

“Fire Protection Services” shall mean fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.

“Limited Service” shall mean a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe condition.

"Owner" shall mean any person, firm or corporation having control over any portion of a building, yard or other property under construction and includes persons of that building, yard or property as prescribed by the Fire Code.

"Malicious Act" shall mean a wrong act done intentionally by any person without just cause or excuse.

"Member" shall mean any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services.

"Municipal Act" shall mean the Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation.

"Mutual Aid" shall mean a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.

"Officer" shall mean Director/Fire Chief, Deputy Director/Fire Chief, Training Officer, Fire Prevention and Public Education Officer, District Chief, Assistant District Chief, Captain, Lieutenant and any other person designated by the Director/Fire Chief to supervise Firefighters.

"Partnership Agreement" shall mean the agreement signed between the Town of Minto and the Townships of Wellington North and Mapleton whereby the three municipalities share a common fire management team to manage and direct each of their fire services.

"Provincial Offences Act" shall mean Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

"Township" shall mean The Corporation of the Township of Wellington North.

"Volunteer Firefighter" means a person who provides Fire Protection Services voluntarily or for a nominal consideration, honorarium, or training or activity allowance, and includes Auxiliary Members.

2. ESTABLISHMENT

- 2.1. A Fire Department for the Township of Wellington North to be known as the Wellington North Fire Services is hereby established, and the head of

the Fire Department shall be known as the Director of Fire Services/Fire Chief;

- 2.2. The Mandate, Vision and Goals of the Fire Department shall be those contained in the Policy as Schedule "A";
- 2.3. In addition to the Director/Fire Chief, the fire service shall consist of Deputy Director/Fire Chiefs as shown in the partnership agreement and such number of other members as may be deemed necessary by council and employed or appointed by the Township, and shall be structured in conformance with the approved Organizational Chart (Policy B), forming part of this By-law;

3. DEPARTMENT STRUCTURE

- 3.1. Council shall appoint by by-law a Director/Fire Chief who shall be the highest-ranking Officer and director of the Fire Department.
- 3.2. In addition to the Director/Fire Chief, Council shall appoint by by-law, a Deputy Director/Fire Chief(s) who shall report to the Director/Fire Chief as the second highest ranking Officer(s) of the Fire Department and who, in the absence of the Director/Fire Chief, shall have the powers and perform the duties of the Director/Fire Chief. These positions will form part of the Fire Management Team who will oversee all operations of the three partner fire departments.
- 3.3. The Fire Management Team will also consist of a Lead Fire Prevention Officer, a Lead Training Officer and an Administrative Coordinator to assist in managing all aspects of the three fire services.
- 3.4. In addition to the Fire Management Team the fire department may consist of District Chiefs, Captains, Training Officers, Volunteer Firefighters, and any other Member(s) as deemed necessary and appointed by the Director/Fire Chief to provide Fire Protection Services.
- 3.5. Each division of the Fire Department shall be the responsibility of the Director/Fire Chief and shall be under the direction of the Director/Fire Chief or a member designated by the Director/Fire Chief. Designated members shall report to the Director/Fire Chief on division activities under their supervision and shall carry out all orders of the Director/Fire Chief.
- 3.6. The Fire Department shall be structured in conformance with the Approved Fire Department Organizational Chart as set out in the Policy as in Schedule "B".

4. EMPLOYMENT

- 4.1. The Director/Fire Chief may recommend for appointment, any qualified person as a Firefighter and as a member of the administrative support staff if the position is authorized by Council and is subject to the approved hiring policies of the department.
- 4.2. Any person applying as a fulltime or Volunteer Firefighter of the Fire Department is required to pass a medical examination in accordance with the Fire Department Recruit Program prior to being appointed for firefighting duties. Costs affiliated with this examination shall be at the expense of the department. Subsequent examination shall be required to be completed as per DZ licensing requirements. Physician fees for this examination shall be reimbursed to the Firefighter by the department.
- 4.3. The hiring of Volunteer Firefighters shall be in accordance with the Fire Department Recruit Policy.
- 4.4. A person appointed as a Firefighter for firefighting and/or fire prevention duties shall be on probation for twelve (12) months in accordance with the Fire Department Recruit Policy.
- 4.5. Any probationary Firefighter may be discharged for any just cause upon recommendation by the Director/Fire Chief to the CAO.
- 4.6. The remuneration of all Firefighters shall be determined by Council or other administrative legal process.

5. DIRECTOR/FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

- 5.1. The Director/Fire Chief is ultimately responsible to council, as set out in subsection 6.(3) of the Fire Protection and Prevention Act, for proper administration and operation of the fire department including the delivery of fire protection services.
- 5.2. The Director/Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder, and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
- 5.3. Each division of the fire department is the responsibility of the Director/Fire Chief and is under the direction of the Director/Fire Chief or a member designated by the Director/Fire Chief. Designated members shall report to the Director/Fire Chief on divisions and activities under their supervision and shall carry out all orders of the Director/Fire Chief.

- 5.4. The Director/Fire Chief shall implement all approved policies and shall develop such standard operating guidelines, general orders and departmental rules as necessary to implement the approved policies and to ensure the appropriate care and protection of all fire department personnel and equipment.
- 5.5. The Director/Fire Chief shall review periodically, all policies, orders, rules and operating guidelines of the fire department and may establish an advisory committee consisting of such members of the fire department as the Director/Fire Chief may determine from time to time to assist in these duties.
- 5.6. Without limiting the generality of the foregoing, the Director/Fire Chief shall be authorized and responsible for:
 - 5.6.1 Performing all statutory duties of the Fire Protection and Prevention Act, and any other legislation applicable to the administration or operation of the fire department.
 - 5.6.2 Enforcement of this by-law and any regulations established under this bylaw, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the fire department.
 - 5.6.3 For arranging and implementation of Automatic Aid, Mutual Aid Plan and other negotiated fire protection and emergency service agreements within the Corporations borders and/or within the municipal borders adjoining municipalities.
 - 5.6.4 The proper care and protection of all fire department property.
 - 5.6.5 Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all members of the fire department.
 - 5.6.6 Appointment, subject to approved hiring policies, of any qualified person as a member of the fire department.
 - 5.6.7 The conduct and discipline of all members of the fire department, including disciplinary actions as required which may range from reprimand to dismissal.
 - 5.6.8 Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by Council in a manner consistent with applicable records management policies of the Corporation, and for retaining such records for a period prescribed by approved records retention policies and statutory requirements.
 - 5.6.9 Enforcement of the Fire Code

- 5.6.10 Reporting all fires to the Office of the Fire Marshal and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act.
 - 5.6.11 Preparing and presenting annual reports and periodic reports to Council as deemed necessary by the Director/Fire Chief, and any other specific reports as directed by Council.
 - 5.6.12 Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring and controlling the Fire Department operating and capital budgets.
 - 5.6.13 Maintain personnel records as required in conjunction with the direction of the Corporation's Human Resources Department.
 - 5.6.14 Liaise with the local Firefighters' Associations.
 - 5.6.15 Ensure the Joint Health and Safety Committee performs, meets and provides recommendations to Administration as required by legislation, and further that all staff confirm and abide by safety practices to ensure a safe workplace.
 - 5.6.16 Shall annually review the Community Risk Assessment to ensure that the level of services being provided are reflective of the needs and circumstances of our community.
- 5.7 The Director/Fire Chief shall be responsible for assisting in coordinating the Township's Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Response Plan pursuant to the Emergency Management and Civil Protection Act.

6. POWERS

- 6.1. The Director/Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
- 6.2. Without limiting the generality of the foregoing, the Director/Fire Chief and his/her designates shall be empowered and authorized to carry out the following:
 - 6.2.1. Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - 6.2.2. Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.

- 6.2.3. Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
 - 6.2.4. Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.
 - 6.2.5. Taking any and all steps pertaining to rights of entry in emergencies and fire investigations, inspections, and offences and enforcement as set out in the Fire Protection and Prevention Act.
- 6.3. The Director/Fire Chief may delegate any of his/her powers or duties to the Deputy Director/Fire Chiefs or any Officer or Member that the Director/Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as set out in the Fire Protection and Prevention Act, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

7. LIMITED SERVICE

- 7.1. In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed due to adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Policy as Schedule, "C". may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Director/Fire Chief, his or her designate, or the highest ranking Officer in charge of a response.
- 7.2. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

8. EMERGENCY RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

- 8.1. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:
 - 8.1.1. That, in the opinion of the Director/Fire Chief or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality;
 - 8.1.2. In a municipality with which an Approved agreement has been entered into to provide Fire Protection Services which may include Automatic Aid or the Fire Services Partnership agreement;

- 8.1.3. On property with which an Approved agreement has been entered into with any person or corporation to provide Fire Protection Services;
- 8.1.4. At the discretion of the Director/Fire Chief or designate, to a municipality authorized to participate in any regional Mutual Aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
- 8.1.5. On property beyond the municipal boundary where the Director/Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department are notified to respond and assume command or establish alternative measures acceptable to the Director/Fire Chief or designate.

9. APPROVED LEVEL OF SERVICE AND PROGRAMS

- 9.1. The Fire Department shall provide such Fire Protection Services and programs in accordance with Part II of the Fire Protection and Prevention Act and as approved by Council, set out in Policy "C".

10. RECOVERY OF COSTS

- 10.1. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Director/Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by taking such actions from the owner of the property on which the fire or other emergency occurred.
- 10.2. The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act and the Fire Protection and Prevention Act in accordance with the Approved Fire and Emergency Services Fee schedule, set out in the Township of Wellington North Fees and Charges By-law.
- 10.3. If a property owner who is charged a fee under this by-law fails to pay the fee within thirty days of receipt of an invoice, the Corporation may add the fee, including any penalty and interest, to the tax roll for any real property in the Township of Wellington North registered in the name of the owner and collect the fee, including any penalty and interest, in like manner as municipal taxes.

11. OBSTRUCTION

- 11.1. No person shall obstruct, hinder, or interfere with the Director/Fire Chief or any member of the fire department in the performance of his or her duties in accordance with this by-law and the Fire Protection and Prevention Act.

12. OFFENSES

- 12.1. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the Provincial Offences Act, R.S.O. 1990, c.P.33, as may be amended from time to time, and any successor legislation.

13. REPEAL

By-law No. 069-2020 of the Corporation of the Township of Wellington North is hereby repealed.

READ AND PASSED THIS 3rd DAY OF NOVEMBER, 2025.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

POLICY SCHEDULE“A”

Mandate, Vision, Values

Our Mission

Our mission is to safeguard lives, property, and the environment through compassionate emergency response services. We focus on fire prevention, education, and community engagement to ensure our communities are safe. Through training and collaboration, we aim to be a resilient force, serving with courage, and respect.

Our Vision Our vision is to lead in fire and emergency services by using advanced technologies and innovative practices. We aim to foster a culture of continuous improvement and collaboration, investing in training and equipment to enhance safety, efficiency, and resilience for a safer future.

Our Values

Compassion Showing care for those in need, providing support and comfort during emergencies.

Integrity Upholding the highest ethical standards and being transparent in all actions.

Innovation Embracing new technologies and practices to enhance service delivery and operational efficiency.

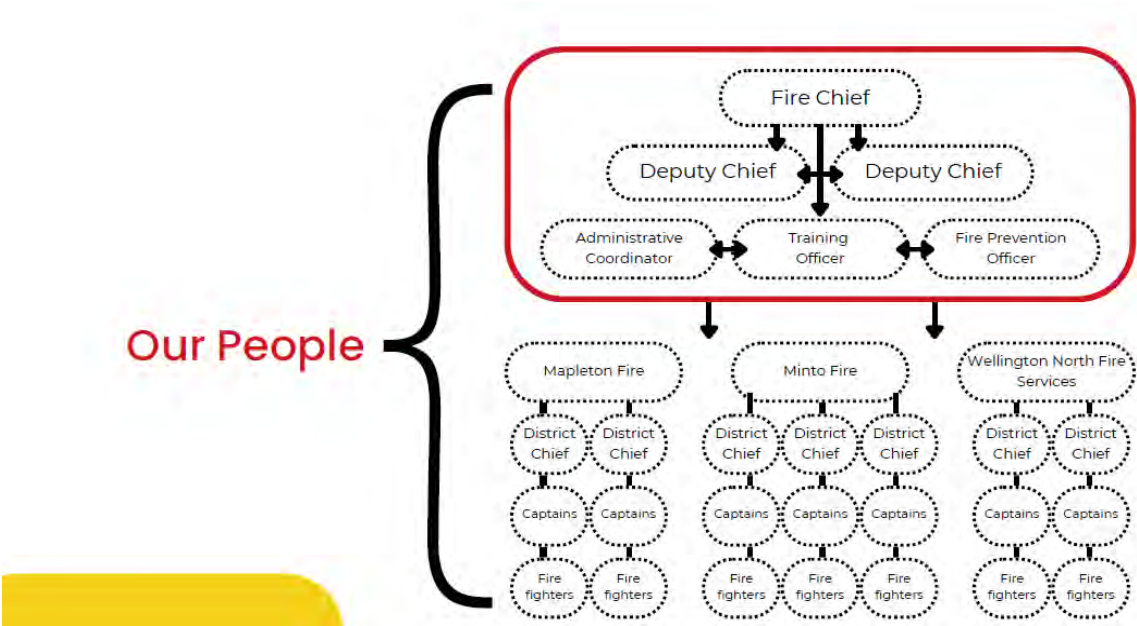
Service Committing to serve the community with dedication, professionalism, and a focus on public safety.

Teamwork Collaborating effectively with each other, neighbouring stations, other agencies, and the community to achieve common goals.

Trust Having confidence in the reliability of individuals and systems.

POLICY SCHEDULE “B”

Organizational Chart



POLICY SCHEDULE “C”

Fire Department Level of Service Policy

LEVEL OF SERVICE - SERVICES OFFERED

Legend:
☒ In-House
☐ Mutual Aid
☐ Contract/Agreement
 L Legislated
 A Awareness Competency
 O Operational Competency
 T Technical Competency

SERVICE OR SYSTEM	SERVICE TYPE	BRIEF DESCRIPTION	Current Community Risk LOS	Minto Fire Dept.	Suburban Fire Reserve	Wildland Fire Protection
1 APPARATUS AND VEHICLE OPERATIONS	CORE SERVICE	Safely and properly operating various Fire Department apparatus.	☒	☒	☒	☒
2 EXTERIOR OPERATIONS	CORE SERVICE	Competencies related to structure fires with a defensive/external operations mode.	☒	☒	☒	☒
3 GENERAL FIREFIGHTING	CORE SERVICE	The basics of what every firefighter needs to know and train on based on NFPA 1001 standards, Firefighter I & II.	☒	☒	☒	☒
7 PUBLIC EDUCATION	CORE SERVICE	Educating your community in fire prevention, safety and emergency preparedness.	☒ L	☒ L	☒ L	☒ L
8 DANGEROUS GOODS & HAZMAT AWARENESS	CORE SERVICE	Competencies related to the general approach to hazardous and DG material.	☐	☐	☐	☐
9 FIRE INVESTIGATION	CORE SERVICE	Related to the area of basics in fire investigation.	☒ L	☒ L	☒ L	☒ L
10 INTERIOR OPERATIONS (STRUCTURAL)	CORE SERVICE	Competencies related to structure fires with an offensive/interior operations mode.	☒	☒	☒	☒
11 PUMPING OPERATIONS	CORE SERVICE	Skills and knowledge related to pumping operations from firefighting apparatus.	☒	☒	☒	☒
12 TRAFFIC CONTROL	CORE SERVICE	Basics of safety and tactics in response to MVE's with sole purpose of traffic control (HTA Book 7).	☒	☒	☒	☒
13 VEHICLE EXTRICATION	CORE SERVICE	Competencies related to the skills needed to complete safe and proper vehicle extrication evolutions.	☐	☐	☐	☐
14 VEHICLE FIREFIGHTING	CORE SERVICE	Related to fire attack and safety in vehicle fires.	☒	☒	☒	☒
15 WILD LAND - GRASSLAND FIREFIGHTING	CORE SERVICE	Strategies and safety in wildland / grassland firefighting.	☐	☐	☐	☐
FIRE INSPECTIONS	CORE SERVICE	Inspections completed in the municipality on a complaint or request basis as per Policy E.	☒ L	☒ L	☒ L	☒ L
PUBLIC EDUCATION	CORE SERVICE	Fire safety education programs taught in various ways throughout our community.	☒ L	☒ L	☒ L	☒ L
16 MUNICIPAL DEMAND ZONE(S)	ORGANIZATIONAL	Guided by NFPA 1720, this gives standards to response times and targets based on the demographics of the municipality found in Policy D.	Suburban Rural Remote	Suburban Rural Remote	Suburban Rural Remote	Suburban Rural Remote
17 TEAM LEAD	ORGANIZATIONAL	Important items for the development of officers and other team leaders in the organization.	☒	☒	☒	☒
18 ORIENTATION/ONBOARDING	ORGANIZATIONAL	Initial on boarding to the organization such as Human Resources, Finances and Occupational Health and Safety. Equipping the person with the tools, equipment, apps and PPE to perform their job.	☒	☒	☒	☒
RECRUIT FIREFIGHTING TRAINING	ORGANIZATIONAL	Teaching all new hires firefighting basics (NFPA 1001) as well as FR First Aid, Resiliency Training and Haz Mat.	☒	☒	☒	☒

LEVEL OF SERVICE - SERVICES OFFERED

Legend:
☒ In-House
☐ Mutual Aid
☐ Contract/Agreement
 L Legislated
 A Awareness Competency
 O Operational Competency
 T Technical Competency

SERVICE OR SYSTEM	SERVICE TYPE	BRIEF DESCRIPTION	Current Community Risk LOS	Minto Fire Dept.	Mapleton Fire rescue	Wellington North Fire Services
22 MEDICAL TIERED RESPONSE	EXTENDED SERVICE	Basic patient care prior to EMTs arrival and working as a team with EMTs when they do arrive.	FIRST RESPONDER	FIRST RESPONDER	FIRST RESPONDER	FIRST RESPONDER
24 WILD-LAND URBAN INTERFACE (WUI) FIREFIGHTING	EXTENDED SERVICE	Wildland/ Urban Interface firefighting is a small potential in our communities.	☐	☐	☐	☐
TECHNICAL RESCUE: CONFINED SPACE RESCUE	SPECIALTY RESCUE	Rescue of individuals trapped in enclosed or restricted spaces.	A ☐	A ☐	A ☐	A ☐
26 TECHNICAL RESCUE: FLOODWATER RESCUE	SPECIALTY RESCUE	Rescue of individuals trapped in structures or on land masses due to floodwater.	A ☐	A ☐	A ☐	A ☐
27 TECHNICAL RESCUE: ICE RESCUE	SPECIALTY RESCUE	Effecting rescue in frozen or partially frozen bodies of water.	A ☐	A ☐	A ☐	A ☐
29 TECHNICAL RESCUE: MACHINERY RESCUE	SPECIALTY RESCUE	Response and extrication of victims trapped in various types of machinery.	☐	☐	☐	☐
30 TECHNICAL RESCUE: ROPE RESCUE	SPECIALTY RESCUE	Rescue of victims using various rope, haul, and belay systems.	A ☐	A ☐	A ☐	A ☐
31 TECHNICAL RESCUE: STRUCTURAL COLLAPSE	SPECIALTY RESCUE	Response and rescue of individuals trapped in spaces involving structural collapse.	A ☐	A ☐	A ☐	A ☐
32 TECHNICAL RESCUE: SURFACE WATER	SPECIALTY RESCUE	Effecting rescue on lakes and other static bodies of water.	A ☐	A ☐	A ☐	A ☐
33 TECHNICAL RESCUE: SWIFT WATER	SPECIALTY RESCUE	Effecting rescue on moving water like rivers.	A ☐	A ☐	A ☐	A ☐
34 TECHNICAL RESCUE: TOWER RESCUE	SPECIALTY RESCUE	Rescue of individuals trapped on commercial towers such as communication towers.	A ☐	A ☐	A ☐	A ☐
35 TECHNICAL RESCUE: TRENCH RESCUE	SPECIALTY RESCUE	Extrication of victims trapped in trenches with potential for collapse.	A ☐	A ☐	A ☐	A ☐
38 TECHNICAL RESCUE: HIGH-ANGLE RESCUE	SPECIALTY RESCUE	Safely extract individuals from elevated or steep environments like cliffs, bridges, cranes, and deep trenches using advanced rope systems, pulleys, harnesses, and anchor points.	A ☐	A ☐	A ☐	A ☐

POLICY SCHEDULE “D”

Response Guidelines

The approved response guidelines for the Wellington North Fire Rescue are developed by Fire Management staff and utilize NFPA 1720 “STANDARD FOR THE ORGANIZATION AND DEPLOYMENT OF FIRE SUPPRESSION, EMERGENCY MEDICAL OPERATIONS, AND SPECIAL OPERATIONS TO THE PUBLIC BY VOLUNTEER FIRE DEPARTMENTS” as a reference for establishing the response guidelines for the Township of Wellington North. Below you will find the minimum standard of response as approved by the Council of the Township of Wellington North.

Suburban Area (Mount Forest/Arthur)

1 Truck with 4 firefighters in 10 minutes 80% of the time

Rural Area (<500 people/sq. mi)

1 Truck on scene with 4 firefighters within 20 minutes

Remote Area (travel distance of >13km)

1 Truck on scene with 4 firefighters with no time restriction

**Time is calculated from the time the firefighters receive the page until the time the first truck arrives on scene

Policy SCHEDULE “E”

Fire Inspections Frequency

The following procedures are to provide a schedule for all Fire Prevention Officers to follow when booking fire inspections.

Assembly Occupancies

Schools	Every other year
Nurseries Schools/Day Care	Annually
Municipal Buildings	2 Buildings/Year
Libraries	Annually
Churches	Upon Request
Recreation Centres	Annually
Licensed Premises/Restaurants	Upon Request
Special Occasion Permits	Upon Request

Institutional Occupancies

Care, Care and Treatment	Annually
Retirement Home	Annually
Hospital	Annually

Residential Occupancies

Apartments	2 Buildings/year
Home Inspections	Upon Request
County Housing	Annually
Community Living	Annually

Commercial, Business & Personal Services, Industrial

Mercantile	2 Buildings/year
Business & Personal Services	2 Buildings/year
Industrial	2 Buildings/year

Additional fire inspections may be conducted for any occupancy and in any building as deemed necessary to address the needs and circumstances of the community or a targeted risk.

If a fire occurs in a building, a Fire Prevention Officer will follow up with the property owner soon after the incident to ensure the safety of the occupants and compliance with the Ontario Fire Code.

Appropriate actions shall be taken to ensure that all serious fire hazards or an immediate threat to life is eliminated, and the Ontario Fire Code is enforced.

Policy SCHEDULE “F”

Training Requirements

Wellington North Fire Services will provide department training, to an accepted standard, which will ensure the continuous upgrading of all personnel in the latest technique of fire prevention, firefighting and control of emergency situations and to co-operate with other Municipal departments with respect to management training and other programs and will include:

- a) Training Program for Firefighters that conforms to NFPA 1001, Standard for Fire Fighter Professional Qualifications, NFPA 1006, Standard for Technical Rescuer Professional Qualifications;
- b) Providing station training by delivering curriculum specific to operational and strategic needs;
- c) Providing program development services by developing trainers certified to NFPA 1041, Level 1, coordinating core curriculum, providing officer training and development;
- d) All training will comply with the Occupational Health & Safety Act and applicable provincial legislation and regulations;
- f) Training shall be implemented in accordance with the Department’s Training Policies.

The Ontario government enacted O. Reg. 343/22: Firefighter Certification under the Fire Protection and Prevention Act, 1997. The Regulation sets out mandatory minimum certification standards for fire protection services for firefighters in a municipality. The following is a list of all the applicable courses offered by NFPA and the Ontario Office of the Fire Marshal.

- NFPA 1001 – Firefighter Level 1 & 2
- NFPA 1006 – Automotive Extrication Level 1 & 2
- NFPA 1006 – Surface Water Rescue Level 1 & 2
- NFPA 1006 – Ice Rescue Level 1 & 2
- NFPA 1006 – Technical Rope Rescue
- NFPA 472 – Hazardous Materials Awareness, Operations and Technician
- NFPA 1002 - Apparatus Operations
- NFPA 1021 – Fire Officer Level 1, 2, 3 & 4
- NFPA 1031 – Fire Inspector Level 1 & 2

- NFPA 1033 – Fire Investigator
- NFPA 1035 – Fire and Life Safety Educator Level 1 & 2
- NFPA 1035 – Public Information Officer
- NFPA 1041 – Fire Instructor Level 1 & 2

The minimum standards are written in the regulation and will be followed by the department for each applicable position. Each job description will outline the required minimum level of certification. All will follow the proper NFPA course outlined above.

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

BY-LAW NUMBER 070-2025

**BEING A BY-LAW TO AMEND BY-LAW 075-2020 BEING A BY-LAW
TO PROVIDE FOR THE APPROVAL OF A MUNICIPAL EMERGENCY RESPONSE
PLAN**

**THEREFORE THE COUNCIL OF THE TOWNSHIP OF WELLINGTON NORTH
AMENDS BY-LAW 075-2020 AS FOLLOWS:**

Replace Schedule A to By-law 075-2020 with Schedule A attached hereto.

READ AND PASSED THIS 3RD DAY OF NOVEMBER, 2025.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK

EMERGENCY RESPONSE PLAN

FOR
WELLINGTON COUNTY
AND
THE MEMBER MUNICIPALITIES



September 2020

Revised: Oct 2025

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1 REVISIONS TO THE EMERGENCY RESPONSE PLAN

Version	Date	Details	By
2020	Sep 2020	Added Sections 10,14,16,17	LD
2020.01	Dec 2021	Added Appendix C	CAS
2020.02	Jun 2022	Replaced Social Media Specialist with Communications Officer	CAS
2020.03	Oct 2025	5-year annual review revisions include: 9.2, 9.3.5, 9.5.9, 10.7, 12.2.1, 12.2.1-12.4, 13.4, 13.5, 13.8, 13.8.1(vi), 15- for details see ERP Updates Report to Councils from October-November 2025	HM

2 BY-LAW NUMBERS AND AMENDMENTS TO THE EMERGENCY RESPONSE PLAN

DATE	BY-LAW #	PURPOSE	INITIALED
Sep 14/20	075-20	Adopting By law-Wellington North	CS
Sep 8/20	2020-58	Adopting By law-Mapleton	CS
Sep 28/20	2020-38	Adopting By law-Centre Wellington	CS
Sep 15/20	20-31	Adopting By law-Erin	CS
Sep 21/20	49-2020	Adopting By law-Guelph/Eramosa	CS
Oct 6/20	2020-67	Adopting By law-Minto	CS
Sep 16/20	046-2020	Adopting By law-Puslinch	CS
Sep 24/20	5677-20	Adopting By law-County of Wellington	CS
Oct 27/25	PENDING	Adopting by law- Centre Wellington 2020.03	
Oct 28/25	PENDING	Adopting by law- Minto 2020.03	
Oct 28/25	PENDING	Adopting by law- Mapleton 2020.03	
Oct 29/25	PENDING	Adopting by law- Puslinch 2020.03	
Nov 3/25	PENDING	Adopting by law- Guelph/Eramosa 2020.03	
Nov 3/25	PENDING	Adopting by law- Wellington North 2020.03	
Nov 13/25	PENDING	Adopting by law- Erin 2020.03	
Nov 27/25	PENDING	Adopting by law- County of Wellington 2020.03	

3 INTRODUCTION

Emergency management in Ontario is a risk-based management approach and includes the following five components:

- **PREVENTION**

Actions taken to stop an emergency or disaster from occurring. Such actions may include legislative controls, zoning restrictions, improved operating standards/procedures and critical infrastructure management.

- **MITIGATION**

Actions taken to reduce the adverse impacts of an emergency or disaster. Such actions may include diversion or containment measures to lessen the impacts of a flood or a spill.

- **PREPAREDNESS**

Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, service continuity plans and programmes, training and exercises, and public awareness and education.

- **RESPONSE**

The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or critical infrastructure.

- **RECOVERY**

The process of restoring a municipality including its residents, economy, environment, critical infrastructure to a new normal and considering opportunities to build back better. This may include the provision of financial assistance, re-building or repairing buildings and critical infrastructure, and/or restoration of the environment.

In Ontario, Municipalities are required to develop risk-based emergency management programmes consisting of prescribed elements that may include the five components of prevention, mitigation, preparedness, response, and recovery activities. In Ontario, these programmes generally include:

- Development of Emergency Response Plans and may include development of Risk-based Emergency Response Plans and Service Continuity Plans;
- Training for members of Municipal Emergency Control Groups (MECG and herein after referred to as MECG), support staff, and partner agencies and organizations;
- Public awareness and education on municipal risks to public safety and on personal preparedness for emergencies.
- Conduct exercises to test all or portions of the Emergency Response Plan and/or specific procedures of the municipalities and/or its partner response agencies developed to enhance the policies of this plan.

Municipal emergencies or disasters are distinct from routine operations carried out by emergency response agencies such as police, fire and ambulance or municipal departments such as Public Works/Infrastructure Services. The duration, scale, impacts and jurisdictions

involved along with the increase in resources and personnel required to respond, can result in a complex emergency requiring a coordinated effort on the part of a number of agencies both public and private.

4 HAZARD IDENTIFICATION AND RISK ASSESSMENTS (HIRA)

The purpose of completing a HIRA is to assess potential risks/hazards that could result in a community wide emergency/disaster. The HIRA helps to identify priorities for prevention, mitigation, preparedness, response and recovery from risk/hazards. This process can provide information to guide Municipal Councils, their Land Use Planners, residents, and Emergency Management professionals to take action to reduce future losses. (Methodology Guidelines 2019, OFMEM)

Wellington County and its Member Municipalities use the 2019 & 2025 Provincial Hazard Report and support Methodology Guidelines, as amended over time by the Province, as tools for the identification of Hazards and assessing their risks.

In order to be included as a hazard, as set out in the Provincial Emergency Management Hazard Report (2019), it must meet the following definition:

“A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage”, and

It must also have the potential to meet one or more of the following criteria:

- Could affect the community’s capacity to respond;
- Could be significant damage or interruption to normal services/operations such that affected communities must use extraordinary or emergency resources;
- A declaration of emergency or activation of the MCEG is possible.

Risk is assessed based on exposure, vulnerability, and capacity wherein;

- Exposure includes an estimate of the population affected by the hazard;
- Vulnerability considers the conditions which may increase the susceptibility of the population or portions of the population to hazards; and
- Capacity considering the opportunities for the Municipality and its residents, and assets to prevent, mitigate, prepare, respond to and recover from the effects of the hazard.

The following lists the hazards the County and Member Municipalities have identified and assessed as part of their emergency management programmes. This list is not inclusive and is not in any particular order of priority.

- Tornados
- Floods (Drayton and Harriston have the greatest risks)
- Blizzards and ice storms
- Human Health emergencies including a pandemic
- Energy emergencies such as electricity, natural gas, oil and fuel
- Cyber threats

- Water emergencies – Water emergencies include risks to public and private drinking water supplies from spills and other contaminants entering vulnerable areas of municipal drinking water supplies including Well Head Protection Areas (WHPAs), Surface Water Intake Protection Zones (IPZs) and Issues Contributing Areas (ICAs), and water quantity threats
- Dam failures
- Hazardous materials release at a fixed site or during transportation
- Explosions and fires
- Foreign animal disease outbreak
- Terrorism and sabotage
- Building or structural collapse of a public building

As part of their emergency management programmes, Municipalities may develop Hazard Specific Response Plans to provide additional response capabilities/capacities and responsibilities to handle the hazard/risk. These plans may include additional information relating to prevention, mitigation, preparedness, response, recovery and specific information for required emergency management programme elements such as training, exercises and public education.

5 AIM

The aim of the Emergency Response Plan (herein after referred to as “The/A Plan”) is to make provisions for the actions a Municipality may take to deploy resources, equipment and services, and identify responsibilities to guide a Municipality and its response partners through a coordinated municipal emergency response, declared or not, in order to:

- protect the health, safety and welfare of residents, businesses and visitors,
- safeguard critical infrastructure,
- protect the environment,
- ensure future economic vitality, future resiliency and reduce vulnerabilities.

6 LEGISLATIVE AUTHORITY

Section 3 of the Emergency Management and Civil Protection Act (herein after referred to as “the Act”) requires every municipality to have a Plan. The Act is also the primary enabling legislation for the formulation of the Plan. Section 3 of the Act states that, **“every municipality shall formulate an emergency response plan governing the provisions of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”**.

The Act and the passage of Municipal By-laws will provide the legal authority for the Plan. A copy of this plan is also filed with the Ministry of Emergency Preparedness and Response.

7 ACTION PRIOR TO DECLARATION

When an emergency has occurred, but an emergency has not been declared, Council and/or the employees of the County or a Member Municipality may take such action necessary to respond to protect the lives and property of the residents of the Municipality. Such actions must not be contrary to law and should be within the Service, Department or Agency's mandate as set out in the Plan.

8 DECLARATION OF EMERGENCY

The Act provides the Head of Council of a municipality the authority to declare a Municipal Emergency. Section 4 of the Act states that the "head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area". Municipalities will appoint at least one member of Council to fulfill this responsibility and other responsibilities set out in this Plan, in the absence of the Head of Council.

A signed emergency declaration by the Head of Council shall be sent to the following:

- The Minister of Emergency Preparedness and Response through the Provincial Emergency Operation Centre (PEOC)
- The County Warden (if a local emergency)
- County Ward Councilors for the impacted municipality
- Heads of Council of Member Municipalities
- Neighbouring municipalities
- The local Member of Parliament (MP)
- The local Member of Provincial Parliament (MPP)
- The public, through the media, with the assistance of the Emergency Information Officer (EIO)

8.1 Orders

Section 4 permits the Warden of the County or the Mayor of a Member Municipality to issue orders upon making an emergency declaration to expedite the emergency response to:

- i) implement the Plan;
- ii) protect property; and
- iii) protect the health, safety and welfare of residents.

In the case of an order being issued by the Warden of the County of Wellington, the Warden will consult with the Mayors of the Member Municipalities (Joint MECG/Emergency Operations Centre (EOC)) prior to issuing any orders.

All orders issued will be circulated to those individuals/agencies that received a copy of the emergency declaration listed above.

8.2 Municipal Emergency Declarations

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for managing the response is with the affected Member Municipality. The Member Municipalities will exercise and implement the Plan with respect to all municipal emergencies/disasters.

The Head of Council or designated alternate(s) has the authority to declare that an emergency exists within the whole or any part of the municipality. This decision may be made in consultation with other members of the MCEG.

8.3 County Emergency Declarations

- Initially, the County may respond to the emergency of a Member Municipality with support in the form of personnel and equipment. The Community Emergency Management Coordinator (CEMC) will act as liaison between the Member Municipality and the County.
- The Warden or CAO may activate the County's Emergency Notification System and the Emergency Operation Centre to coordinate emergency support to the Member Municipalities for localized emergencies, such as a tornado or flood, affecting at least three or more Member Municipalities. Joint communication and response may be established through the Joint MCEG/EOC policies set out in Section 9.2.
- Certain emergencies such as a Human Health Emergency/Pandemic, Foreign Animal Disease or large weather events may affect most, if not all the County. The County will respond to the emergency to ensure the continuation of County services, functions, and operations through its Service Continuity Plans. A Joint MCEG/EOC will be established to provide primary municipal strategic decision making with respect to the emergency. This group may assemble in a County or Member Municipal EOC or establish a joint virtual EOC. Either the County or member MCEGs may request consideration for the establishment of a Joint MCEG/EOC as set out in Section 9.2. at any time.
- Where the Warden, in consultation with the County MCEG, determines that the emergency, located within the boundaries of one or more member municipalities, is placing an extraordinary demand (personnel, materials and/or financial) upon the resources of the County, a County Emergency Declaration will be made.

8.4 Termination of Emergencies

At any time, the Head of Council or Council may declare that an emergency has terminated. Once an emergency has been terminated, a copy of the signed emergency termination declaration shall be sent to the individuals and agencies listed in the beginning of Section 8.

9 MUNICIPAL EMERGENCY CONTROL GROUPS (MECG)

Regulation 380/04 of the Act requires each municipality to establish a MECG. The County and Member Municipalities have identified Municipal representatives to participate in their MECGs. The roles and responsibilities of the individual MECG members are set out in Section 9.3.

9.1 Municipal Emergency Notification Procedures

Upon receipt of a warning that a real or potential emergency is imminent or occurring, any member of the MECG can request that the MECG be notified and placed on standby for further information or request that the EOC be activated. In some emergencies, assembling the MECG and activating the EOC may not be necessary, but it may be important to make members aware of a potential emergency, to update them on a situation, or gain their advice and expertise.

To notify the MECG and/or activate the EOC, MECG members should contact the following positions or agencies with appropriate information to initiate the activation.

- Wellington County – CEMC to activate notification through Emergency Management Software
- Centre Wellington – Infrastructure Call Centre
- Erin – Fire Chief (alternate CEMC) or alternate
- Guelph/Eramosa – Chief Administrative Officer (CAO) or alternate
- Mapleton – CAO or alternate
- Minto – CAO or alternate
- Puslinch – CAO or alternate
- Wellington North – CAO or alternate

Each municipality has its own notification procedures. Municipalities will test these procedures on a regular basis, and it is recommended that they be tested/used annually.

9.2 Joint Municipal Emergency Control Group (MECG)/Emergency Operations Centre (EOC) or Command Advisory (IMS) Team

There are times when the County and Member Municipalities may be jointly impacted by the emergency and ensuring sharing of information, personnel and resources may be important to a coordinated response. If such circumstances occur, a Joint MECG/EOC/Command Advisory Team (for an IMS response) may be formed/assembled. This decision shall be made in consultation with the Heads of Council, CAOs, Emergency Manager/CEMC and/or alternates of the affected municipalities. Once a decision is made to establish a Joint MECG/EOC/Command Advisory Team, the Heads of Council, CAOs and the Emergency Manager/CEMC may comprise the team members and/or determine the appropriate team composition to respond to the emergency including a review of emergency services and other support agencies' role in the emergency.

9.3 Responsibilities of MCEG Members

The following subsections list the members of the MCEG and their responsibilities during an emergency. The members of the MCEG may from time-to-time delegate a member of their staff to represent them during an emergency response.

9.3.1 Head of Council (Warden and/or Mayor)

- i) Provide Leadership in the EOC operations.
- ii) Declare an emergency as provided by the Emergency Management and Civil Protection Act.
- iii) May terminate an emergency.
- iv) Ensure that Council is kept informed of the Municipality's response to the emergency declared or not declared. The Warden, Mayor or alternate is Council's representative for the emergency response in the EOC. They will liaise with other Council members regularly to keep them informed of the situation and provide information for residents.
- v) Liaise with other municipal Wardens/Mayors regarding the emergency as required.
- vi) Establish a communication link with the Municipality's Emergency Information Officer.
- vii) Act as the Community Spokesperson.
- viii) Coordinate all media inquiries regarding the emergency operation with the Emergency Information Officer.
- ix) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.2 Senior Administrative Municipal Official

- i) May fulfill the role of Emergency Operations Centre (EOC) Director under IMS.
- ii) Responsible for activating the EOC.
- iii) Ensure continuity of Municipal services, functions and operations of the municipality and if affected, determine efforts needed to restore services in consultation with Department Heads, Senior Management Team, etc.
- iv) Arrange for additional EOC support staff as required.
- v) Advise Head of Council/alternate and MCEG on administrative matters, Council policies and procedures.
- vi) Working with the CEMC, ensure that required individuals and agencies are notified of the declaration and termination of an emergency.
- vii) Authorize implementation of Mutual Assistance Agreements in consultation with MCEG.
- viii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.3 Fire Chiefs

- i) Establish a fire incident command post with communication link to the EOC.
- ii) If emergency is fire related, appoint Incident Commander and advise the EOC.
- iii) Establish communication link with senior fire officials at the emergency site.
- iv) Determine if additional fire resources are required to aid emergency site effort including the need for additional fire personnel and equipment.
- v) Ensure Mutual Aid Fire Agreement/Plan is activated if requested.
- vi) Assist Guelph-Wellington Paramedic Service with casualties as necessary if resources are available.
- vii) Liaise with Ministry of the Environment, Conservation and Parks (MECP) and the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown in Appendix B, Schedules B1 through B7 of this plan, ensure that the municipal staff responsible for drinking water supply and Risk Management Official are notified.
- viii) Liaise with the Fire Marshall's Office and other related fire department response partners.
- ix) As flood coordinator, liaise with Conservation Authorities on matters related to flooding.
- x) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.4 Senior Municipal Road Authority Official

- i) If necessary, establish an incident command post with communication link to EOC.
- ii) Establish a communication link with senior roads staff at the incident.
- iii) Provide an incident commander(s) for the site, if required.
- iv) Advise on engineering, road design, resources, relating to the Municipal road infrastructure.
- v) Liaise with senior Public Works/Infrastructure Services officials from other road authorities including the County and the Province.
- vi) Ensure municipal resources, if available, are provided as requested.
- vii) Arrange for resources as requested by Incident Command and ensure a record/inventory of all supplies and equipment is maintained.
- viii) Assist OPP with traffic barricades; assist fire with evacuations as requested.
- ix) As flood coordinator, liaise with Conservation Authorities on matters related to flooding.
- x) Maintain municipal services provided such services could be maintained safely.
- xi) Arrange to have public or private utilities disconnected if public safety is affected or when directed by Incident Command within the site, or the EOC Director if outside the site.
- xii) Implement Department Service Continuity Plans.
- xiii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.5 Senior Municipal Water/Waste Water Official

- i) Mobilize materials, personnel and equipment to respond to an emergency and, if necessary, arrange for services from other municipalities or private contractors.
- ii) Provide advice and information with respect to municipal water resources, wastewater and provincial legislation, etc.
- iii) Liaise with the Ministry of the Environment, Conservation and Parks (MECP), Ontario Clean Water Agency, etc. with respect to water issues in the municipality.
- iv) Ensure well houses, water treatment facilities and infrastructures operate properly, and arrange for repairs as necessary.
- v) Arrange for the implementation of water contingency plans; boil water advisories, etc. as required in consultation with Wellington-Dufferin-Guelph Public Health (WDG Public Health) or designated representative and the MECP.
- vi) Arrange for equipment for emergency pumping operations.
- vii) Liaise with Fire concerning emergency water supplies for firefighting purposes.
- viii) Liaise with Ministry of the Environment, Conservation and Parks (MECP) and the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown in Appendix B, Schedules B1 through B7 of this plan, ensure that the municipal staff responsible for drinking water supply and Risk Management Official are notified.
- ix) Arrange for emergency potable water supplies and sanitation facilities to the requirement of WDG Public Health.
- x) Arrange for the discontinuation of any water service to any resident, as required, and ensure services are restored when appropriate.
- xi) Implement Contingency response plans and/or Service Continuity Plans.
- xii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.6 Treasurer

The responsibilities of the Municipal Treasurers are set out in Section 11 - Financial Considerations for Municipal Emergencies. In addition to these responsibilities, Municipal Treasurers are members of the MECG. The following roles are specific to Treasurers as members of the MECG;

- i) May take on the role of Administration and Finance Chief under IMS.
- ii) Provide information and advice on financial matters and information systems as they relate to the emergency and the effects on the municipality.
- iii) Implement Department Service Continuity Plans.
- iv) Liaise, if necessary, with Treasurers from County and Member Municipalities.
- v) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.7 Social Services Administrator

The Social Services Administrator is a member of the County of Wellington MCEG but provides Emergency Social Services support to Member municipalities as requested. Details of the Emergency Social Services can be found in Section 13 – Emergency Evacuations and Emergency Social Services Response.

The main responsibilities of the Social Services Administrator during an emergency are:

- i) Upon notification that a shelter or reception centre is in the process of being set up, will provide advice and guidance with respect to the overall management of the shelter. The Social Services Administrator or alternate may take on the role of Shelter Manager or may appoint a staff person to this role.
- ii) Will implement the Memorandum of Agreement with the Canadian Red Cross (Red Cross), as required.
- iii) Liaise with partner agencies such as WDG Public Health, Red Cross, St. John Ambulance, Salvation Army and service groups to set up, manage, and disassemble the reception/shelter facilities.
- iv) Activate Mutual Assistance Agreements with partner agencies and various service and supply agreements, as needed.
- v) Implement Department/Division Service Continuity Plans.
- vi) Maintain a log of all expenditures and invoices and submit to the Administration and Finance Chief.
- vii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.8 Wellington Terrace Administrator

- i) The Administrator is a member of the County of Wellington MCEG.
- ii) Coordinate with Province, WDG Health Unit and Guelph Wellington Paramedic Services on all matters relating to Long Term Care and response during the emergency.
- iii) Oversee/maintain appropriate service levels for Wellington Terrace during internal and external emergencies.
- iv) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.9 CEMC

- i) Is the Liaison Officer under IMS.
- ii) Ensure that proper communications are in place for the EOC.
- iii) Ensure attendees of the EOC are registered.
- iv) Liaise with the Provincial Emergency Operation Centre (PEOC) and OFMEM Field Officer.
- v) Ensure that supplies (emergency response plan, resources, supplies, pens, maps and equipment) necessary to conduct emergency operations are available and ready for use.

- vi) Provide advice and clarification about the Emergency Management and Civil Protection Act, implementation of the Emergency Response Plan and other Municipal response plans and procedures.
- vii) Liaise with Wellington Social Services and community support agencies.
- viii) Prepare after action reports for the review and approval of the MECG and for reporting to Councils about the emergency response and recommended improvements.
- ix) Maintain log of actions taken and decisions made or arrange for a scribe.

9.4 Emergency Operations Centre (EOC) Support Staff

The following staff may be required to attend the EOC to provide support, logistics and advice.

9.4.1 Scribe (Main Event Log or Personal Activity Log)

- i) Maintains Main Event Log during operation of the EOC.
- ii) Assists any member of a MECG/IMS response team with their personal activity logs.

9.4.2 Human Resources Administrator

- i) May be appointed to the Logistics Section of IMS.
- ii) Consult with partner agencies to coordinate outreach and counselling services for staff affected by the emergency.
- iii) Assist with the set up and staffing of the volunteer registration centre.
- iv) Arrange for the tracking of volunteers.
- v) Implement Emergency HR Policies.
- vi) Implement Emergency redeployment strategies.
- vii) Implement Service Continuity Plans.
- viii) Maintain a personal activity log of actions taken.

9.4.3 Manager, Purchasing and Risk Management Services

In the event of a countywide emergency, the Purchasing and Risk Manager may take on the role of Logistics Chief or Security and Risk Management Officer or both. Duties will include the following:

- i) Arrange for equipment, personnel and materials as directed.
- ii) Ensure proper tracking of equipment, personnel and materials.
- iii) Notify the County's Insurers of the events and provide appropriate documentation.
- iv) Coordinate and assist HR with the volunteer registration and volunteer placement needs.
- v) Maintain a personal activity log of actions taken.

9.4.4 IT Services Support Staff

- i) Member of the Logistics Section of IMS
- ii) Ensure that the EOC's have connectivity to the municipality's computer network, including internet for additional communication support.
- iii) Source and provide equipment and staff resources as necessary to support municipal emergency operations, the Emergency Operation Centre and/or staff redeployment/alternate working arrangements including, but not limited to, software systems, email and internet and hardware.
- iv) Assist with any other information technology needs.
- v) Implement Service Continuity Plans.
- vi) Maintain a personal activity log of actions taken.

9.4.5 Municipal Official Responsible for Facilities

- i) Member of the Operations Section under IMS
- ii) Ensure departmental notification is set up and that staff are trained.
- iii) Responsible for the setup of a municipal facility as a reception/shelter/warming/cooling centre, including scheduling available municipal staff and/or arrange for assistance from Wellington County Social Services to manage the emergency service. A minimum of two municipal staff and/or volunteers must be available to operate the facility.
- iv) Responsible for ensuring Municipal recreational facilities are closed as required by the emergency
- v) Responsible for the safe re-opening of Municipal facilities closed because of the emergency.
- vi) Maintain a personal activity log of actions taken.

9.4.6 Facilities Manager

- i) Liaise with Public Works/Infrastructure Services regarding weather conditions and the possibility of road closures.
- ii) Implement facility set up procedures and inspect equipment/supplies. Municipalities may make available a policy regarding the set-up, use and running of the temporary warming centre.
- iii) Check booking schedule and notify users of closure to normal operations.
- iv) Arrange for immediate registration of attendees.
- v) Provide information about the municipal facilities.
- vi) Liaise with Logistics to arrange for security at centre once established.
- vii) Maintain a personal activity log of actions taken.

9.4.7 Legal Counsel

Provide legal advice, as requested, to the MECG or any member of the MECG as they apply to the actions of the County and their response to an emergency.

9.5 Supporting Agencies, Boards, Services and Organizations

The following agencies, boards, services and organizations may be requested to assist at the emergency site and/or the EOC.

9.5.1 Wellington OPP

- i) Maintain law and order within the community.
- ii) Notify and assist relevant emergency services, as required.
- iii) Establish an incident command post, as required.
- iv) Alert persons endangered by the emergency and coordinate evacuation procedures, as necessary.
- v) Establish inner and outer perimeters around the emergency site.
- vi) Notify the Coroner of fatalities and provide assistance with respect to the collection, security and identification of deceased persons, and notification of next of kin.
- vii) Ensure the timely and accurate dissemination of information and instructions to the public, in coordination with local emergency management officials.
- viii) Undertake and manage, in concert with any other police action relating to the incident, investigations into criminal acts that have been committed or suspected.
- ix) Provide traffic control to facilitate the movement of emergency vehicles.
- x) Liaise with other municipal, provincial and federal agencies, as required.
- xi) Provide security to Incident and Incident Command Post, Emergency Operation Centre and any other areas deemed appropriate in consultation with the MECCG.
- xii) Establish communication with other municipal departments to arrange for additional supplies and equipment when needed, e.g. Barriers and flashers, etc.

9.5.2 Guelph-Wellington Paramedic Service (GWPS)

- i) Establish communication with the Incident Commander. Consider presence at Command Centre. Respond to EOC if established.
- ii) Provide for overall coordination of "Emergency Medical Response" to an emergency.
- iii) Provide for and maintain Emergency Medical Services at the incident.
- iv) Directly liaise with Site Coordinator.
- v) Assess and determine need, request and coordinate deployment of "on-site Medical Teams."
- vi) Establish and maintain open link communications with Central Ambulance Communications Centre (CACC).
- vii) Liaise with WDG Public Health "Incident Manager".
- viii) Update reporting to WDG Public Health and Ministry of Health and Long-Term Care designate.

- ix) Provide technical assistance to WDG Public Health with assessment of resource needs.
- x) Determine resource availability and coordinate deployment to emergency site (i.e. air ambulance, multi-patient buses, support units, paramedics, etc.).
- xi) Procure and approve supply purchases.
- xii) Ensure appropriate patient allocation to receiving medical facilities and efficient distribution of patient load.
- xiii) If required, appoint GWPS Incident Commander.
- xiv) Liaise with allied agencies, home and community care, for information regarding invalids or disabled citizens that may reside in an area to be evacuated.
- xv) Assist in the coordinated effort for transport of persons in health care facilities, nursing homes, homes for the aged, etc. in need of evacuation.
- xvi) Activate Critical Incident Stress Management (CISM) Team.
- xvii) Participate in debriefing and assisting the CEMC in the preparation of Incident Report.

9.5.3 Wellington-Dufferin-Guelph Public Health (WDG Public Health)

- i) Participate in Municipal Emergency MEEG meetings.
- ii) WDG Public Health will activate the WDG Public Health Emergency Response Plan and Incident Management System when warranted.
- iii) Will maintain a communication link with Wellington County during emergencies.
- iv) During a human health emergency/pandemic, WDG Public Health will establish a unified command incident response with the affected municipality.
- v) During a municipal water system emergency, WDG Public Health will establish a unified command incident response with the affected municipal water department.
- vi) Provide information/instructions on public health risk reduction for the public which municipalities can distribute on their own social media platforms.
- vii) Consult on the safe disposal of biohazardous and other infectious/hazardous material.
- viii) Coordinate vaccine management and implement mass immunization plan as required.
- ix) Provide advice to affected municipal department(s) or response group(s) on potability of emergency water supplies and sanitation facilities as required.
- x) Liaise with the Provincial Government (i.e. Ministry of Health, Ministry of Long-Term Care, Ministry of Labour, Training and Skills Development, Ministry of the Environment, Conservation and Parks, Ontario Health, Public Health Ontario etc.)
- xi) Consult with Coroner on temporary morgue facilities.
- xii) Fulfill legislative mandate of the Medical Officer of Health (MOH) as outlined in relevant provincial legislation, such as the Health Protection and Promotion Act, and Ontario Public Health Standards, and related protocols.

- xiii) Provide direction on any matters that may adversely affect public health.
- xiv) Liaise with public sector, voluntary and private agencies as needed (i.e. Family Health teams, Hospitals, School Boards, Red Cross, VON, etc.).
- xv) Liaise with Social Services Administrator or designated alternates on preventing human health risks in evacuation centres in areas of; safe food preparation, infection control practices, water quality, accommodation space, and sanitation.
- xvi) Keep record of all WDG Public Health activities including actions taken and decisions made.
- xvii) Participate in debriefings as required.

9.5.4 Local Hydro Utility

- i) Provide information and advice regarding available hydro services.
- ii) Provide alternate emergency hydro supplies where necessary and practical.
- iii) Discontinue hydro services as requested or required.
- iv) Restore interrupted services on a priority and volume basis.
- v) Liaise with the Fire Chief, Senior Municipal Roads Official, Water and Wastewater Officials and other Senior Municipal Staff.
- vi) Ensure the emergency routes are clear of power lines for safe ingress and egress to the emergency site.
- vii) Advise Head of Council, Senior Administrative Official and the Emergency Information Officer of any hydro related safety precautions that need to be conveyed to the public because of the emergency at hand or because of decisions made to respond to the situation.
- viii) Maintain a log of daily planning meetings and actions taken.

9.5.5 Amateur Radio Emergency Services (ARES) Emergency Coordinator or Alternate

The ARES Emergency Coordinator will be deployed by and report to the CEMC and will be responsible for the following:

- i) Activate emergency notification procedures of the Wellington Amateur Radio Emergency Services operators.
- ii) Ensure that the emergency telecommunications centre is properly equipped and staffed to work to correct any problems that may arise.
- iii) Maintain an inventory of community and private sector communications equipment and facilities that could be used to augment existing communications equipment.
- iv) Arrange for additional communication resources during an emergency.
- v) Maintain a personal activity log of actions taken.

9.5.6 Hospitals

In Wellington County, there are three hospitals: Louise Marshall, Palmerston, and Groves Memorial. The Wellington Health Care Alliance collectively administers them. During an emergency, the hospitals are responsible for the following:

- i) Implementing their emergency response plans.
- ii) Coordinate and liaise with GWPS and WDG Public Health.
- iii) Notify and liaise with the Home and Community Care Support Services Waterloo, Wellington, when a significant incident is identified.
- iv) GWPS and WDG Public Health will inform the MECGs of concerns and needs of the hospital during municipal emergencies and if necessary, work with the MECGs to arrange for assistance as may be required.

9.5.7 School Boards

The Upper Grand District School Board and the Wellington Catholic District School Board are responsible for most of the elementary and secondary schools in Wellington County. It is expected that the Boards in the event of a municipal emergency or disaster will implement the following roles:

- i) Implement emergency response plans and evacuation plans of the board and the schools as necessary.
- ii) During normal business hours, the municipality will be responsible for contacting the school and school boards to advise of a potential or occurring emergency within the municipality. With respect to potential weather emergencies, monitoring weather conditions will be the responsibility of the Board and their School Transportation Services. As weather emergencies have been rated as high probability by municipalities in Wellington County, it is expected that the boards and schools will undertake measures to adequately prepare and if necessary, respond to a weather event.

The Upper Grand District School Board and the municipalities have agreed to the use of the following schools as potential reception/evacuation centres:

- Centre Wellington District High School
- Erin District High School
- Minto Clifford Public School
- Norwell District Secondary School
- Wellington District Secondary School

The Town of Minto and the Upper Grand District School Board have signed an agreement setting out the use and arrangements of a portion of the Minto Clifford Public School during declared or undeclared emergencies.

9.5.8 Conservation Authorities

Conservation Authorities are responsible for the following:

- Monitor watershed conditions and preparing forecasts for potential flooding.
- Issue flood messages as required. These messages may be issued at any time of the year and may be as follows:

Water Conditions Statement:

Water Safety Statements are issued to make the public aware that rising water levels, melting ice, unsafe banks in and along rivers and streams could make them unsafe for recreational users. Flooding is not expected with this statement. Flood Outlook Statements provide an early notice that flooding is possible based on current weather forecasts.

Flood Watch:

A Flood Watch message provides an early warning that flooding is likely to occur along specified watercourses or throughout a municipality. The public, municipal officials and emergency services in these areas should be prepared to implement their emergency response plans.

Flood Warning:

A Flood Warning is issued when flooding will happen or is happening along specified watercourses or throughout a municipality. These messages may state the amount of flooding that is expected and may include specific actions to be taken by the public, municipal officials and emergency services, such as closing roads and evacuations.

9.5.9 Source Water Protection Plans

Under the Clean Water Act, 2006, multi-stakeholder committees with the support from the local source protection authorities developed Source Water Protection Plans. Many of the Source Water Protection Plans include policies that recommend municipalities update their emergency response plans to identify vulnerable areas of municipal drinking water supplies, the risks posed to these areas by spills or unauthorized discharges, and to ensure that policies and procedures are in place to be able to respond to emergencies in these vulnerable areas.

Appendix B Drinking Water Vulnerable area map schedules may be replaced from time to time based upon approvals by the Ministry and approved changes in the County of Wellington Official Plan.

The location of these vulnerable areas as shown on Appendix B Schedule B1 through B7 of the Emergency Response Plan include areas within 100 metres of a municipal well, two years and five-year travel times, issue contributing areas, wellhead protection area for quantity and intake protection zones. Alternatively, the County of Wellington's Explore Wellington mapping contains additional information for twenty-five years' time of travel and other approved and draft vulnerable areas

including future municipal well locations. The Explore Wellington mapping will be updated as new information becomes available and should be considered more up to date than the schedules. The Common Operating Picture also contains locations of the vulnerable areas and the travel times accordingly.

9.5.10 Risk Management Official (RMO)

If a municipality is concerned that a vulnerable municipal drinking water supply may have been affected by a spill or contaminated, the municipal Fire Department, Water Department and/or Public Works/Infrastructure Services Department staff may request the assistance of the RMO to assist with assessing potential impacts to the sources of municipal drinking water, and further, if a municipal response is required to a spill or contamination of drinking water supplies, the RMO may be requested to attend the EOC to provide advice and information.

Under their requirements for DWQMS, Municipal Water and Wastewater agencies/departments have developed policies to respond to emergencies. The Water and Wastewater municipal departments in the County of Wellington have created an ad hoc Interoperability Committee who meets on a regular basis to develop consistence procedures for responding to unprecedented water and wastewater situations and to assist each other in such situations. The RMO participates on this ad hoc Committee.

10 EMERGENCY MANAGEMENT RESPONSE IN THE EOC

For most emergencies, Wellington County and Member Municipalities will use the Provincial Incident Management System (IMS) to respond to an emergency at the site and in the EOC. Tactical response to an emergency is the responsibility of the site Incident Command. Site support, strategic response including management of emergency information both internal and external, service continuity of municipal operations, and management of response activities outside of the site perimeter such as the operation of reception centres/shelters is the responsibility of the EOC.

10.1 Emergency Operations Centre

When notified of an emergency, the primary or alternate EOC may be activated. Alternatively, depending on the emergency, a virtual EOC consisting of an EOC software tool, messaging tool, emails, intranet services, or other electronic means may be used instead of meeting in the EOC.

10.2 Operational Period

In most emergencies, the EOC will establish an operational period. This period consists of an agreed specified planning cycle for meetings, reporting and work schedule.

10.3 Operational/Planning Meetings

Operational/Planning meetings are the most important step in the operational period. Equally important is that the meetings be brief, focused and plan oriented. The purpose of the Operational Meeting is to hear updated information on the emergency response with the goal of preparing an Incident Action Plan (IAP) to be implemented by the EOC Director with the assistance of staff.

10.4 Incident Action Plans (IAP)

Every coordinated response where the MCEG is monitoring and supporting the response should include the preparation of an IAP. The IAP provides all incident supervisory personnel with emergency response objectives, strategies, tactics, and directions for achieving them. It may also include (among others) resources, structures, as well as safety, medical and telecommunications instructions; it may be spoken or written. It is recommended that a written (on paper or digitally) IAP be prepared whenever an EOC is operating.

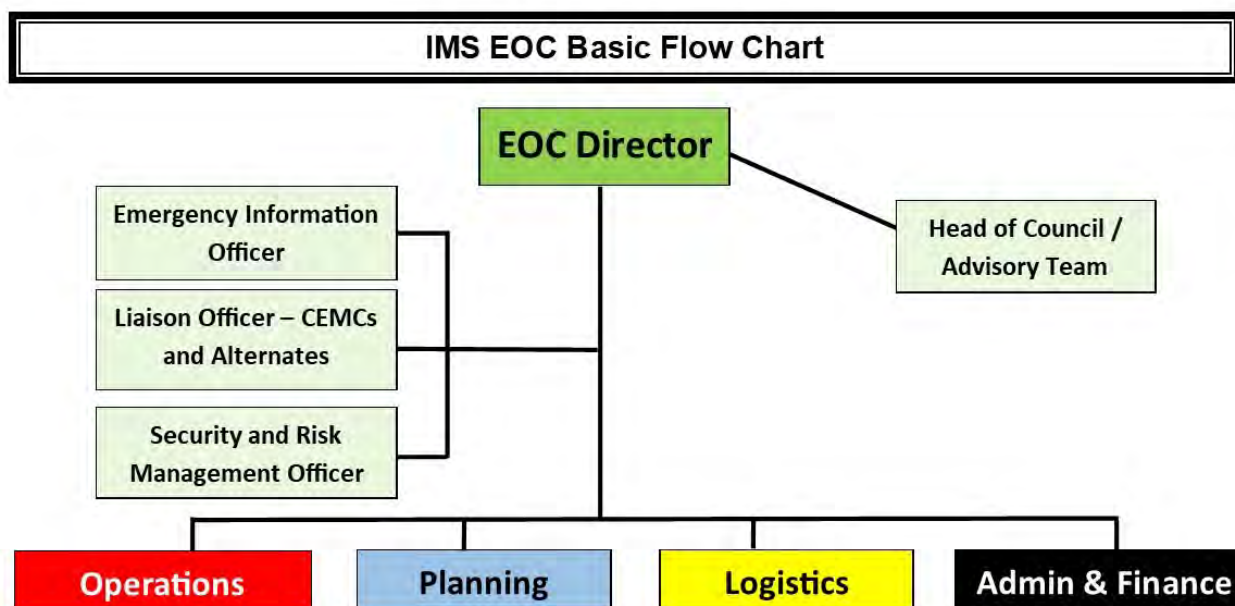
The steps in the IAP process include:

- i) Assess Situation – Obtain situation reports from involved agencies
- ii) Identify Goals and Objectives of the response
- iii) Assign Priorities
- iv) Assign Tasks
- v) Consider Resource Needs
- vi) Finalize plan, Approve and Implement
- vii) Monitor Plan – Future Meeting

The plan must be communicated to everyone at the end of each meeting.

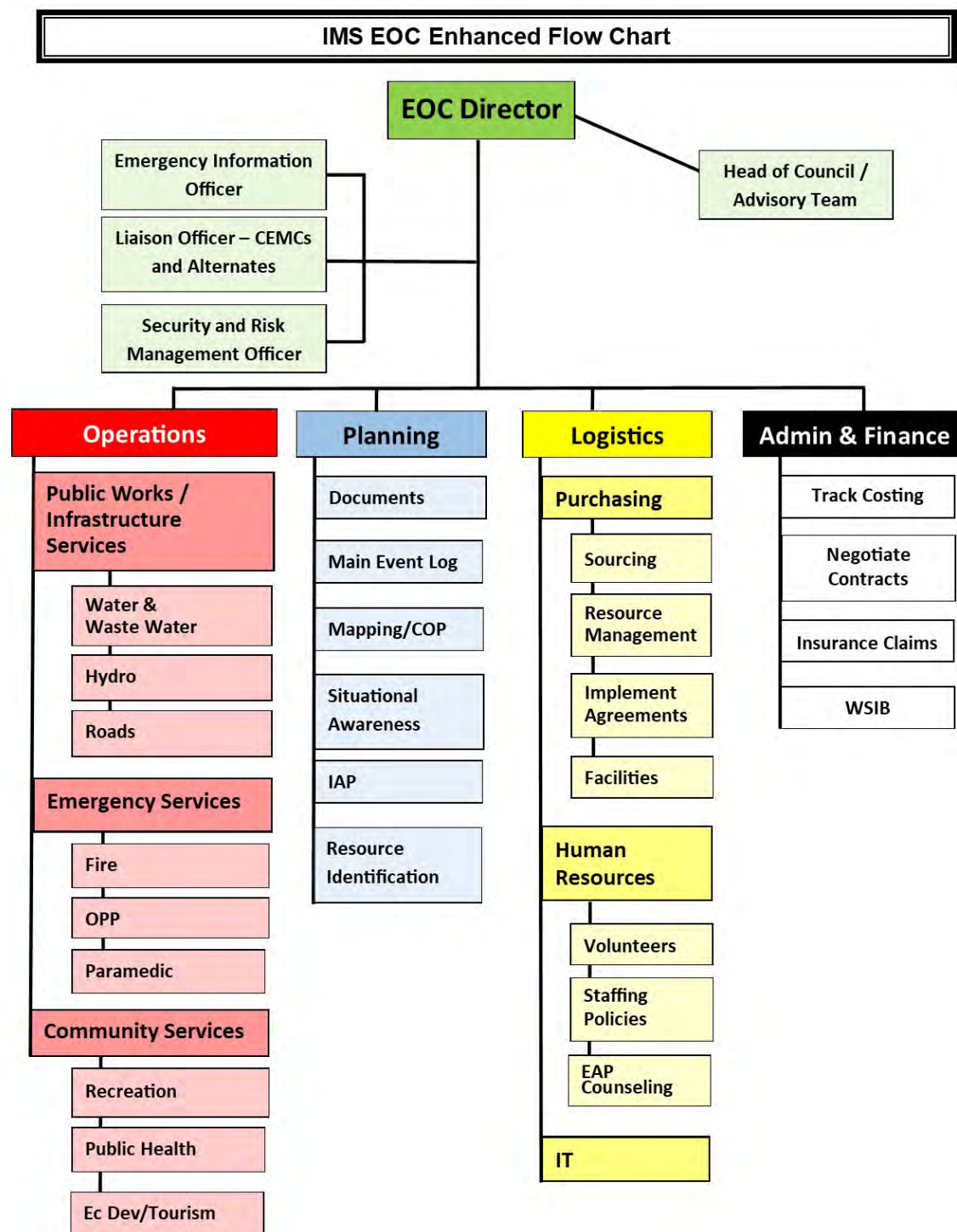
10.5 EOC Organizational Chart/IMS Structure

The following diagram represents the basic Incident Management System Structure. This model may be used with or without the declaration of an emergency. In the EOC, the CAO or senior official will fill the role of EOC Director.



10.6 Enhanced System Flow Chart

The following diagram represents a sample of how the Incident Management System model in Section 10.5 may be expanded for use during complex, multi-jurisdictional municipal emergencies over an extended period. It is expected that this model would be used during a municipal emergency declaration.



10.7 EOC Director

The following is a list of some of the responsibilities of the EOC Director. The EOC Director may consult with the MECG (or Joint MECG/EOC/Command Advisory Team) at any time and may delegate these responsibilities to other EOC staff.

- i) Activate the Emergency Response Plan.
- ii) Assemble the IMS/MECG Team.
- iii) Conduct operational briefings.
- iv) Authorize an Emergency Information Centre, if required.
- v) Authorize a Reporting and Inquiry Centre such as 211, if required.
- vi) Authorize, as delegated, expenditure of money required to deal with the emergency.
- vii) Authorize the movement/use of personnel, equipment and resources.
- viii) Authorize and direct the use of municipal resources within delegated authority.
- ix) Arrange for extra resources (personnel and equipment) to be utilized (e.g. private contractors, industry, volunteer agencies, service clubs, church groups, etc.).
- x) Request assistance from and/or liaise with various levels of governments and any other public or private agency
- xi) Authorize activation of Mutual Assistance Agreements.
- xii) Implement a recovery strategy.
- xiii) Participate in post-emergency debriefings and assist with preparation of reports.

10.8 EOC Command Staff

EOC Director may be assisted by a Security/Risk Management Officer, Emergency Information Officer(s) and Liaison Officer and if necessary, by General Staff comprised of the Operations Section Chief(s), Logistic Section Chief(s), Planning Section Chief(s), Finance and Administrative Section Chief(s). The EOC Director will determine the scale of the IMS model and will reassess throughout the duration of the incident.

10.8.1 Emergency Information Officer

The Emergency Information Officer is responsible for ensuring the timely dissemination of information to the media. Refer to the Emergency Information Plan in Section 12.2. for more details.

10.8.2 Security and Risk Management Officer

Ensure security measures for the EOC are in place and that municipal risk management practices are applied during the response.

10.8.3 Liaison Officer

In most cases, the Liaison Officer will be the CEMC. The Liaison Officer acts as the link between the EOC Director, and other organizations involved in the emergency response. Some of the specific responsibilities of the Liaison Officer are:

- i) Coordinate with organizations not represented to request support and assistance.
- ii) Provide briefings to organization representatives about the response operation.
- iii) Maintain an up-to-date list of supporting and cooperating organizations.

10.9 Operations Section

The Operations Section is responsible for:

- i) coordinating the flow of information to and from all response operations (municipal departments and partner response agencies) and the EOC Director,
- ii) supporting response operations by directing resources requested from the EOC to the appropriate locations such as an evacuation centre or the site,
- iii) Ensure implementation of EOC tasks as set out in the IAP.

10.10 Planning Section

The Planning Section is responsible for the internal management of emergency information and ensures information is shared effectively among staff in the EOC, within the municipal organization, and with Incident Command. Responsibilities of the Planning Section include;

- i) Collecting, collating, evaluating and disseminating incident information.
- ii) Maintaining situational awareness through the use of mapping tools available (paper or GIS).
- iii) Preparing and documenting the IAP for each operational period including medium and long-range strategic emergency response for the municipality.
- iv) Maintain incident documentation including the main event log.
- v) Identify resource needs and/or assigned to the incident.

10.11 Logistics Section

The Logistics Section is responsible for resource management and acquires all supporting resources for the EOC and its emergency operations, and for sourcing resources requested by the site Incident Command. These may include facilities, services, personnel, transportation, supplies, fuel, equipment, food service, communications, and medical. Staff are responsible for tracking usage and current locations of these same items.

Logistics and Planning work closely together to identify needed resources; Logistics and Finance/Administration Sections work together closely to contract for, and purchase required resources. Responsibilities of the Logistics Section may include:

- i) Ordering, obtaining, maintaining, distributing and accounting for resources.
- ii) Providing telecommunications/IT services and resources.
- iii) Ordering EOC food and refreshments.
- iv) Setting up and maintaining EOC incident facilities.
- v) Providing support transportation.

The Risk and Purchasing Manager may fill the role of the Logistic Chief or designated alternate for the County. Member municipalities may designate a representative of Public Works/Infrastructure Services and/or Treasury to fulfill this role.

10.12 Administration and Finance

The responsibilities of the Administration and Finance Section are set out in Section 11 - Financial Considerations for Municipal Emergencies.

10.13 Incident Command

The emergency site may identify an Incident Commander from the first agency or lead agency at the emergency and this person will assume the overall decision-making responsibility at the emergency site for all agencies involved. Responsibility for Incident Command may change from one organization or jurisdiction to another based on required expertise or the scale of the incident.

In large municipal emergencies, where this plan is activated, a Unified Command Structure comprised of the representatives from key agencies involved in the emergency may be used. The agencies involved in the Unified Command may be added or scaled back depending upon the type of emergency and its severity. For example, in a flood situation it may include Public Works/Infrastructure Services, Fire, Police and community support agencies such as Victim Services and Red Cross. Each agency at the emergency incident will be responsible for appointing a representative to participate in the Unified Command.

10.13.1 Responsibilities of Incident Command

Incident Command is responsible for the overall coordination of all operations at the emergency site including but not limited to:

- i) Assess the situation.
- ii) Establish appropriate communications.
- iii) Ensure that objectives, priorities, tasks and tactics are established to contain and mitigate the emergency.
- iv) Establish an incident command post.
- v) Establish an inner and outer perimeter around the emergency site, as required.
- vi) Ensuring that all are aware of personnel, material and human resources available to mitigate the emergency.

- vii) Maintaining a communications link with the Senior Municipal official at the Emergency Operations Centre.
- viii) Coordinate with key personnel and officials.
- ix) Appointing an On-Site Media Spokesperson upon consultation with the Senior Municipal Officer and the Emergency MCEG, as required.
- x) Appoint a scribe, as needed.
- xi) Ensuring that all responsible organization commanders meet on a regular basis to update each other on individual organization actions and progress made, to share information, to set common priorities, to set common objectives and determine what additional resources may be required.

11 Financial Considerations for Municipal Emergencies

During municipal emergencies the tracking and maintenance of emergency related expenditures for items such as staff timesheets, equipment purchases and rentals, cost of implementing emergency contract and agreements, handling insurance claims, and submitting funding requests is important. The documenting can assist with the funding request to the Province and provides a record for Council of the true cost of the emergency response.

The following are the main financial considerations of a Municipality during an emergency:

- i) Establish appropriate emergency General Ledger accounts and procedures to maintain accurate records of all emergency-related expenditures. This should be established prior to emergency events.
- ii) Establish a process/procedure for tracking staff time and equipment usage relating to the emergency response.
- iii) Submit insurance claims for the municipality for emergency related matters.
- iv) Track necessary expenditures/costs resulting from the implementation of a Mutual Assistance Agreement.
- v) Negotiate contracts for emergency-related purchases and rentals.
- vi) Assess and track capital costs required to rebuild or repair municipal infrastructure.
- vii) Monitor sources of funding and prepare claims for submission to the Ministry of Municipal Affairs and Housing for funding under the Municipal Disaster Recovery Assistance Program.
- viii) Analyze the impact of the emergency on the municipal budget.
- ix) Prepare a final report for Council.

11.1 Donations Management

Donations in an emergency may include services, funds, and material. Managing donations includes collecting, storing, dispensing, and accounting of donations. Financial donations are the preferred donation method for municipalities. The monies may be collected and distributed as needed in the Community rather than obtaining donated items, which can be difficult to manage and may not meet the needs of those affected by the emergency.

For this purpose, Municipalities may want to consider establishing a process for collecting and handling financial donations related to a municipality emergency. Some possible options include a donation bank account, or a Go Fund Me page.

The County of Wellington and the Canadian Red Cross have entered into an agreement for accessing Red Cross Services during large-scale emergencies/disaster. One of the services that Red Cross can provide is to assist with the management of In-Kind Donations. Municipalities interested in accessing the services of the Red Cross through the agreement can request this through the CEMC or the Social Services Administrator.

11.1.1 Provincial Funding Opportunities for Emergency Incidents

The Province of Ontario administers two Disaster Recovery Programmes. The Programmes are known as the Disaster Recovery Assistance for Ontarians and the Municipal Disaster Recovery Assistance Program. Detailed information about programme eligibility, eligible expenses and programme application guidelines are available on the Ministry of Municipal Affairs and Housing website. The following is a brief description of the two programmes.

11.1.2 Disaster Recovery Assistance for Ontarians (DRAO)

The Disaster Recovery Assistance for Ontarians Programme is open to homeowners (primary residence only) and residential tenants, small owner-operated businesses, small owner-operated farms, and not-for-profit organizations. The programme is administered by the Province and may be activated by the Minister of Municipal Affairs after a sudden, unexpected natural disaster such as a flood or tornado. A Municipal declaration is not required to activate this programme. Municipalities are encouraged to advise the Ministry of the situation as soon as practical.

Disaster Recovery Assistance for Ontarians (DRAO) provides assistance for emergency expenses and costs to repair or replace essential property; however, it is not a replacement for insurance. Insurers must be contacted first and documentation must be provided detailing the amount and reason any portion of the damage or loss is not covered under insurance. Eligible expenses are separated into three main categories:

- i) Emergency Evacuation/Relocation and Living Expenses;
- ii) Emergency Measures, Cleanup, Disinfection and Disposal Expenses;
- iii) Repair and Replacement Expenses.

Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations may apply directly to the Province within 120 calendar days after the Ministry announces the programme has been activated. Following activation of the program, application forms will be made available on the Ministry of Municipal Affairs and Housing website or will be made available at municipal offices and other locations in communities affected by a natural disaster.

The Ministry of Municipal Affairs and Housing (MMAH) coordinates a Provincial Disaster Assessment Team (PDAT). The purpose of the PDAT is to inform the Minister of Municipal Affairs and Housing's decision to activate the DRAO programme.

11.1.3 Municipal Disaster Recovery Assistance Programme (MDRAP)

MDRAP helps municipalities that have incurred significant extraordinary costs because of a sudden, unexpected and extraordinary natural disaster. Eligible expenses may include:

- i) Capital costs to repair public infrastructure or property to pre-disaster condition, and
- ii) Operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

Mitigating risks and preparing for disasters are a Municipality's responsibilities, and Municipalities are expected to take reasonable precautions to ensure the health and safety of residents and for managing risks. The purpose of this programme is to alleviate financial hardship when costs are so extensive that they exceed the capacity of the affected municipality to manage. Municipalities are responsible for covering the upfront costs associated with the natural disasters and should have a plan in place to cover up to three percent of Own Purpose Taxation.

Incremental costs associated with the event must be demonstrably linked to the disaster and eligible costs incurred must be at least equal to three per cent of a municipality's Own Purpose Taxation levy. To apply to the programme, Council must pass a resolution requesting consideration under the programme and submit an initial claim along with required supporting documentation within 120 calendar days from the date of the onset of the natural disaster.

The cost sharing formula under this programme is based on a sliding scale and is applied when eligible costs are at least equal to three per cent of the municipality's Own Purpose Taxation levy. The Own Purpose Taxation levy refers to the total taxes a municipality is eligible to collect to fund its own budget, less certain adjustments, and is intended as a measure of the municipality's financial capacity. The following table demonstrates the cost sharing arrangement.

11.1.4 Provincial and Municipal Cost-Sharing

Cost-sharing formula applied if eligible costs meet or exceed three per cent OPT levy and the programme is activated	Provincial Contribution	Municipal Contribution
Eligible costs up to 3% of Own Purpose Taxation levy	75%	25%
Eligible costs exceeding 3% of Own Purpose Taxation levy	95%	5%

11.1.5 Federal and Provincial Funding Grants

From time to time, there are Federal and/or Provincial Grants that become available for Municipalities to access for emergency management programmes. Examples are the former Federal Joint Emergency Preparedness Programme (JEPP) and more recently the Federal National Disaster Mitigation Programme (NDMP).

During emergency recovery phases or during emergency programme planning by the Municipal Emergency Management Programme Committee, there may be opportunities to access such funding. The decision to apply for the funding is Council's on the recommendations of the EM Programme Committee and/or Municipal Staff. These funding applications are usually overseen by the Municipal Treasurers.

The CEMC can assist municipalities with investigating funding options related to Municipal Emergency Management Programmes and in particular funding directed at prevention, mitigation, preparedness, response and recovery.

12 COMMUNICATIONS PLAN

12.1 Telecommunications

A vital and integral part of any emergency management operation is communication, particularly between the EOC and Incident Command. In certain situations, such as large-scale municipal emergencies, the ability to communicate effectively and efficiently with each other is vital. The ability for all emergency response personnel both on and off site to talk and understand each other effectively using interoperable and integrated communications is paramount.

Radio Communications are least susceptible to damage or interruption in times of emergency. For the most part, emergency response services/agencies depend upon their own stand-alone radio systems to communicate. Opportunities for integrated radio communications among Fire, Paramedics, Public Works/Infrastructure Services and the EOC is available.

Other forms of telecommunication such as cellular phones, email, internet and digital messaging systems may be used to supplement or enhance emergency telecommunications between EOC, Incident Command, outside agencies and municipalities. Care will be required when using alternate forms of communication to ensure security of information disseminated.

Amateur Radio Emergency Services (ARES) may be available to provide support communications or emergency communications should other forms fail. The roles of ARES are outlined in Section 9.5.5.

The use of wireless messaging systems such as chat groups may be used as a means of communication particularly when geography, weather conditions or other situations inhibit safe travel or safety of members within an EOC. In these situations, the establishment of a virtual EOC should be considered and the use of wireless messaging communication may be an important consideration and communication tool. There are various options available for Municipalities to establish chat groups internally or collectively across the County. These messaging conversations will form part of the legal record of the response activities and will be copied and saved for documentation purposes.

12.2 Emergency Information Plan

The coordination and distribution of timely, factual information to the public is an important and critical task of the Municipality at all times but particularly during municipal emergencies. The roles and responsibilities of specific municipal personnel are outlined in the following sections.

Mission Statement: Wellington County is a great, safe place to live, work and play. The County and Member Municipalities value the safety and well-being of the people who live, work and play in Wellington. Having an effective and coordinated response to emergencies to safeguard the well-being of people, places and environment is our mission.

12.2.1 Emergency Information Staff

The following sections outline the responsibilities of the Emergency Information Officer (EIO), Municipal Spokesperson and /Communications Officer.

The designated EIOs (staff positions) for Wellington County and the Member Municipalities are as follows:

- Centre Wellington- Manager of Strategic Initiatives and Communications
- Erin – Senior Communications Officer
- Guelph/Eramosa – Deputy Clerk with assistance from County Communications staff
- Mapleton – Manager of Community Services
- Minto – Deputy Fire Chief
- Puslinch – Communications and Committee Coordinator with assistance from County Communications staff
- Wellington North – Deputy Fire Chief
- County of Wellington – County Communications Manager

The OPP Media Officers may coordinate with the Municipal EIOs during municipal emergencies to offer support and coordination of messaging.

12.2.1.1 Responsibilities of the Emergency Information Officer (EIO)

- i) Reports to the EOC Director.
- ii) Responsible for the gathering, coordinating, analyzing, disseminating and monitoring emergency information through various distribution methods to the media and public.
- iii) Disseminate emergency information based upon municipal procedures and protocols.
- iv) Share media information with County Council, Department Heads, the Media, and appropriate agencies (e.g. WDGPH, school boards as appropriate). (The Liaison Officer (CEMC) would share information with the member municipality's CAO's and EIO's)
- v) Works closely with and advises the Municipal Spokesperson about emergency messaging and will provide information to the Communications Officer for posting on the County's website (media releases and emergency pop up web page) and social media. (Local municipalities are responsible for their own social media/website posting)

- vi) Establish contact with media coordinators from neighbouring municipalities, jurisdictions, provincial and federal governments including MPs and MPPs, private industry, the public and support agencies such as Wellington OPP, Guelph-Wellington Paramedic Services and Wellington-Dufferin-Guelph Public Health as necessary.
- vii) Monitor all print, radio, television, internet and social media feeds to ensure information released to the public is factual and relevant to the needs of the municipal response. The EIO may delegate the monitoring of media feeds to the Communications Officers or to other Communications staff as required.
- viii) Maintain copies of all emergency information documentation.
- ix) Maintain or appoint a scribe to maintain an activity log of all personal actions taken during the emergency.

Wellington County and Member Municipal EIOs work closely during municipal emergencies to support one another and to coordinate the dissemination of municipal messaging.

12.2.1.2 Responsibilities of the Municipal Spokesperson

The Warden and Mayors or designated alternate may act as the Municipal Spokesperson during a community wide emergency, or they may appoint an expert spokesperson depending upon the emergency. The Municipal Spokesperson's responsibilities include:

- i) Participate in interviews, media conferences, and photograph sessions as requested in consultation with the Emergency Information Officer.
- ii) Establish an appropriate communication link with the EIO and ensure all media inquiries are directed to the EIO.

12.2.1.3 Responsibilities of the Communications Officer

- i) Organize and manage the County's emergency page on the County's website during an emergency or a severe winter weather event
- ii) Post information on the County's website and social media feeds with information provided by the EIO.
- iii) Monitor social media feeds from County and member municipalities, neighbouring municipalities, partner agencies, and retweet and share posts as necessary. This will ensure that information on social media is consistent and coordinated.

12.3 Coordination of Emergency Information

12.3.1 Member Municipalities with a dedicated EIO

During emergencies affecting a member municipality, the member municipal EIO is responsible for all media releases, social media posts, coordinating interviews, preparing the spokesperson, monitoring the media, etc. The County Communications Team will share social media posts from the member municipality such as the opening and location of warming/cooling centres, shelters, operation of EOCs and other appropriate information as required.

12.3.2 Member Municipalities without a dedicated EIO

During emergencies affecting a member municipality without full-time communications staff, the County Communications team will offer support and assistance to the member municipality including the following:

- The Wellington County Communications team, as requested, may be responsible for drafting content for media releases, social media posts, for coordinating media interviews, preparing the spokesperson, monitoring the media, etc.

The Member Municipality will be responsible for posting the information to their website and social media sites.

12.3.3 Emergencies affecting Wellington County Facilities and Operations

For all closures or service disruptions of Wellington owned facilities, services and operations such as but not limited to Roads, Libraries, the Museum and Archives, Child Care and Learning Centres, and Solid Waste Services, the County Communications team is responsible for the messaging and member municipalities are encouraged to retweet and share information posts for their residents.

Wellington County Communications does not post any road closure information affecting Provincial Highways, Wellington County Roads or local roads on social media. During the winter maintenance season (November to April approximately) the Wellington Communication team directs the public to Municipal 511 for road closures. The public is also encouraged to follow the OPP's West Region Communications the X Feed for up-to-date information on road closures in Wellington as closed by OPP.

12.3.4 County-Wide Emergencies

During large countywide situations such as snowstorms, blizzards and ice storms, coordinating emergency information among all municipal EIO's is necessary to ensure that the release of information affecting all residents and businesses in the County is consistent. All messaging related to municipally owned facilities, roads, operations etc., will remain the responsibility of the owner municipality and other municipalities are encouraged to share relevant information.

The County Emergency Management Division maintains an up-to-date listing of all municipal Emergency Information Officers and Communications Officers in Wellington. This list is shared with all of the EIO's.

12.4 Emergency Information Centre

In some emergencies, particularly large, complex, multi-jurisdictional emergencies, the establishment of an Emergency Information Centre may be helpful and necessary to manage and coordinate emergency information. The Emergency Information Officer may recommend to the EOC Director the need for a Centre. Municipalities have identified locations for Emergency Information Centres should one be required. The Emergency Information Officer will manage the Centre, and any staff assigned to it.

In some large-scale emergencies, where it would be helpful to manage the coordination of external emergency information, a Joint Emergency Information Centre may be established virtually or at a facility and managed with EIO's from responding organizations and agencies. Examples of emergencies where it may be advantageous to operate a Joint Emergency Information Centre may include Human Health Emergencies, a Foreign Animal Disease emergency or a widespread natural disaster.

12.4.1 Emergency Site Information

In many emergencies, media personnel will request pictures of the emergency site, and interviews with senior emergency officials. In such cases, it may be necessary to establish an Emergency Site Information Centre in consultation with the Incident Commander (IC). The IC will be responsible for the decision to establish a centre and to identify its location. The IC may also appoint a site Spokesperson.

12.4.2 Dissemination of Emergency Information

The EIO is responsible for the dissemination of information to external audiences such as the media and public through sources identified in Section 12.4.3.

The lead for providing information regarding municipal actions such as the opening and closing of warming/cooling centres, facility closures and service disruptions, will be the owner (municipality) and the Municipality's EIO will be responsible for the initial distribution of emergency information. Other municipal EIOs will monitor the situation and share information to support the impacted municipality(ies). If several municipalities are involved in the same emergency, EIOs should connect and coordinate common messaging either virtually or using a joint Emergency Information Centre.

In some emergencies, pre-scripted messages are available, and all municipalities should use these pre-scripted messages.

In addition to the public, there may be external response partners that should receive information. It is the responsibility of the EOC Director with the assistance of the Liaison Officer to disseminate appropriate and necessary information to external sources. These include but are not limited to

- Evacuation/Cooling/Warming Centres
- Provincial Emergency Operation Centre and Provincial Ministries
- Emergency Services

- Non-governmental and Volunteer Organizations

The EOC Director is also responsible for ensuring appropriate information about the emergency is shared internally with Municipal Departments, staff, and Council.

12.4.3 Methods of Emergency Information Distribution

There are many methods for distributing information during emergencies to the public. The following are various tools that municipal EIOs and EOCs may use to disseminate emergency information.

12.4.3.1 Website/Social Media

A municipality's website can be an effective tool for communicating emergency information. It can be used to provide up-to-date information from the Municipal EOC or from Lead response organizations.

Municipalities may post media releases and fact sheets/backgrounds on their websites. Mass email notifications can be sent out through the website to those that have subscribed to this service.

Most municipalities use social media to provide information to the public and to share and coordinate emergency information among the County and Member Municipalities. Social media has become an effective tool during emergency responses.

12.4.3.2 Media Releases

May contain key information about the incident or emergency. Media releases are usually no more than a page in length and are written in a specific format. Each municipality will use their own media release template. Social media posts should reference media releases when these are available.

12.4.3.3 Interviews

Interviews are one-on-one discussions between the media and the Municipal Spokesperson or Site Incident Command or their delegates during an emergency. Interviews may be conducted face-to-face or over the telephone. The EIO should work with the media to arrange the interview and to pre-determine the questions/topics that the media will ask during the interview.

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12.4.6.4 Town Hall meetings

During an emergency response and/or recovery, Municipalities may hold Town Hall meetings, virtually using a variety of methods such as TV, radio, Social Media, or other available electronic methods or in a facility, with residents to provide information about the response, resident actions and information to assist recovering from the emergency. Town Hall meetings are usually led by either the Warden or Mayors and may include response partners or representatives from other levels of government such as MPs and MPPs.

12.4.6.5 Site Visits/Media Pools

During emergencies, media often request an opportunity to visit the site(s) of the emergency. It is important to consider this request and accommodate them as much as possible. The arrangements for site visits need to be approved by the site Incident Commander (IC). The EIO should make the request to the IC who will coordinate the timing and details of the media site visits including appointment of a site Spokesperson, what the media is allowed to photograph, what areas of the site can be visited, safety requirements/needs for media traveling through the site, and when and how long the visit will last.

Media may need to assemble and be escorted to the site. The EIO and/or Emergency Personnel assigned by the IC will escort the media at the site. In some cases, the IC may limit the number of media on site. The media will arrange among themselves the details of those attending and the arrangements for sharing information gathered at the site.

12.4.6.6 Fact Sheets/FAQs

These are pre-written detailed information usually one to two pages in length. Fact sheets usually provide information on actions that can be taken during certain emergencies. Fact sheets are usually posted on the Municipalities' or Lead Agencies website.

12.4.6.7 Media Conferences/Scrums

A media conference is a moderated meeting between key officials/Media Spokespersons and the media. It is an effective communication tool when there are many requests from the media for the same information whereas a media scrum is an informal media conference often initiated directly by the media. The EIO may organize and moderate media conferences as requested.

12.4.6.8 Dedicated Information Phone Line

211 can be used as an inquiry service during emergencies. Municipalities provide information to 211 and this information can be provided to the members of the public when they call the 211 service. Section 16.5. contains policies for the use of 211 during municipal emergencies.

12.4.6.9 Coordinated door-to-door campaign

Depending on the type of emergency and the lead-time, some municipalities may conduct a door-to-door campaign to provide detailed action information to residents.

12.4.6.10 Reception/Warming/Cooling Centres

White boards or information boards should be set up and all external information created during the emergency be sent to the Reception Centre Manager to post for those staying at the centre.

12.4.6.11 Municipal facility display boards

Some municipalities have message boards (electronic/bulletin board style) located throughout their communities. These may be used to provide short, direct, action messages for the residents and/or the travelling public.

12.4.6.12 Public Service Announcements (PSA)

Radio and Television stations, under their licensing arrangements, are required to provide some airtime for PSAs. Arrangements may be set up with local radio and television stations in advance of an emergency to transmit PSAs. These arrangements may include method of transmitting the PSA to the station, who is authorized to issue the PSA on behalf of the municipality, timing of the PSA, etc.

12.4.6.13 Family Information Centres

During some emergencies, it may be helpful to establish a Family Information Centre. A family information centre is set up specifically for the families of victims of emergencies providing them a quiet location to obtain information about the ongoing emergency response and any details of the response as it may relate to a family member. It is important that family members feel safe and secure in these centres. Organizations such as Victim Services, Red Cross and County Social Services may be able to provide volunteers/staff trained in critical incident stress situations to operate the centres. In addition, it is imperative that 24/7 security is available on site. The site Incident Commander may request the EOC to locate and set up the centres. The EIO may assist the EOC Director with establishing an appropriate location and services to assist with the running of the facility however, the EIO is not responsible for Family Information Centres.

13 EMERGENCY EVACUATIONS AND EMERGENCY SOCIAL SERVICES RESPONSE

13.1 Introduction

Emergency Management Ontario defines Evacuation as a “protective action that may be ordered by emergency officials when there is a significant threat posed to a specific area or community”. During emergencies, circumstances can arise that make it unsafe for residents, seasonal residents and employed non-residents to remain in the area for their own personal health, safety and welfare. Municipalities do not have the authority to issue evacuation orders under the Emergency Management and Civil Protection Act but they can recommend an evacuation in the interest of public safety.

13.2 Aim

The aim of this plan is to ensure the safety and well-being of evacuated persons from an unsafe situation through the implementation of Emergency Social services (ESS). These areas are described in Section 13.3.

13.3 Emergency Social Services (ESS)

The following Emergency Social Services should be considered for all situations where a Municipality is providing temporary emergency sheltering in the form of warming/cooling centres or through longer-term evacuation accommodations. These services may be provided by the Municipality, with the assistance of Wellington County Social Services or through the services of the Canadian Red Cross (Red Cross/CRC).

a) Reception and Information Service

- i) Provide a warm reception for those arriving to a centre and inform them of immediate emergency help available;
- ii) Register those arriving at the centre. The purpose of registration is to account for all affected individuals, to determine what services each requires, and to refer those with special needs within the centre.

b) Red Cross personnel can complete a Needs Assessment to determine what needs an individual may have, and direct appropriately. CRC can conduct this service in person or virtually. Red Cross facilitates Family Reunification by matching inquiries with completed registrations received.

c) Emergency Food Service

- i) Provide food and/or food preparation facilities.

d) Emergency Clothing Service

- ii) Supply clothing or emergency clothing until regular sources are available.

e) Emergency Lodging Service

- i) Provide safe, temporary shelter for evacuated people. This could be the operation of a Reception Centre, or an overnight Emergency Shelter. It could also involve other accommodation options.

f) Personal Services

- i) Offer temporary care for unattended children and dependent elderly;
- ii) Assist with the temporary care of residents from special care facilities;
- iii) Provide or arrange for provision of financial and/or material assistance; and
- iv) Immediate and long-term emotional support for people with personal problems and needs created or aggravated by a disaster.

Responsibility for the five essential emergency social services is vested with the Wellington County Social Services Administrator and designated alternates. To assist with these services, Wellington County has entered into a Memorandum of Understanding with the Red Cross. The MOU sets out the disaster response services Red Cross may carry out on behalf of and at the direction of the Social Services Administrator or alternate. Services include but are not limited to those identified in Section 13.3.

13.4 Notification Procedures

The immediate decision to evacuate an area may be made initially by first responders. A decision to evacuate should consider the following:

The potential life-threatening impacts of the emergency on persons living in or near the affected area.

- What are the safety issues associated with the evacuation, including hazardous materials releases?
- Is the situation expected to escalate?
- What is the expected duration of the incident?
- Is there sufficient time to warn residents to leave the area?
- Are suitable arrangements available to ensure their safety when leaving the area?
- Is there time to set up and staff reception centre/emergency shelters for residents in need of a place to stay?

Incident Command will advise the EOC Director of the need to evacuate areas within or outside of the emergency sites. The EOC Director will then organize transportation and set up reception centres or emergency shelters. The type of accommodation will depend upon the emergency, the duration and needs of persons impacted.

The CEMC will liaise with the Social Services Administrator and/or alternates regarding the decision to evacuate and set up emergency shelters. The Social Services Administrator will implement the Red Cross MOU as required.

Persons within an evacuation area may be notified by a variety of means deemed appropriate by the municipality and first responders considering the situation and the immediacy of evacuating an area. Notification methods may include but are not limited to the following:

- a) Door-to-door** - Door-to-door notification may be possible for small-scale evacuations and where the size of the affected area provides for this type of notification. First responders and Municipal staff such as Public Works/Infrastructure Services may carry out door-to-door notifications.

- b) Loud hailers on emergency vehicles** - In addition, some emergency vehicles and municipal vehicles are equipped with loudspeaker equipment that can be used to notify the community.
- c) Through the media** - The EIO at the direction of Incident Command and/or EOC Director may inform the public of the evacuation. The use of local Radio, Television and social media can be used to alert the public of an evacuation and the location of emergency centres.
- d) A public alerting system** – Use of the National Alert Ready system may be coordinated through the Provincial Emergency Operation Centre (PEOC). The CEMC or alternate will submit the request to the PEOC on behalf of the EOC Director.

Regardless of the method of notification, there is essential information that must be given to evacuees in order to ensure a safe and orderly evacuation. People will need information regarding:

- Evacuation boundaries,
- Nature of the emergency and safety threat,
- An estimation of the duration of the situation,
- The location of assembly areas for those needing transportation,
- Registration and Inquiry phone numbers,
- The evacuation routes,
- The location of Reception Centres / Emergency Shelters.

Buildings that have been evacuated will be identified. The Wellington County Fire Chiefs Association in 2024 approved the use of caution tape to denote buildings that have been evacuated and checked.

13.5 Assisting Vulnerable Persons

During emergencies, there may be persons impacted that are vulnerable and will need assistance. Vulnerable persons are individuals who are not able to access services or make their own arrangements for transportation and temporary accommodations during an emergency. Vulnerable persons may include residents of retirement and long-term care homes, schools, childcare centres, special needs facilities, hospitals, those living in social housing, and those with a physical or communication barrier.

It is important to be aware that some people rely on assistive devices or service animals. Special considerations may be required for service animals and certain equipment when arranging for transportation and emergency shelters. Some examples of assistive devices include crutches, canes, wheelchairs, walkers, scooters, hearing aids and ventilators.

Various community service providers may assist vulnerable persons with preparing an Individual Emergency Plan. Such plans may include contact information for family members and caregivers and maintaining an adequate supply of personal needs until assistance is available.

Those in need of assistance during an emergency should seek emergency assistance by calling 9-1-1. 211 may provide information on services in an emergency if safety and well-being are not compromised, as provided by the affected Municipality (where activated).

13.6 Transportation

Some evacuees will get themselves to the reception centre / emergency shelter, but others will require transportation assistance. In most cases, it will be the responsibility of the EOC to arrange for transportation services from the evacuation area to the reception centres/emergency shelters. This role is usually the responsibility of the Logistics Section.

First responders will identify those requiring transportation out of the evacuation area. The Incident Commander will identify assembly areas that will be communicated to the public with the assistance of the EIO(s).

The following criteria should be considered when identifying an assembly area.

- Within short walking distance of the area being evacuated,
- Accessible to the seniors and people with disabilities,
- Widely known to the community and easy to describe,
- Allows access to appropriate evacuation routes,
- Sufficient for response and transportation vehicles.

13.7 Reception Centres

A reception centre is a location identified for registration of affected persons. A reception centre may provide the services outlined in Section 13.3. on a temporary basis. Warming and Cooling Centres operated by Municipalities and their staff during non-declared emergencies are considered reception centres.

13.8 Emergency Social Services Management

Once a decision has been made to evacuate an area, the EOC should be notified to ensure the provision of emergency social services. In order to fulfill the roles and responsibilities as outlined in Section 13.3, Social Services Administrator of this Plan may implement the Memorandum of Understanding (MOU) with the Red Cross.

Other agencies such as Victim Services, Salvation Army, St. John Ambulance, Humane Society and Amateur Radio Emergency Services may also be asked to provide assistance with the operation of emergency shelters.

Through the MOU, the Red Cross has evaluated a number of facilities throughout the County as potential Reception/Emergency Centres. Each municipality has at least one identified possible emergency centre. The current list of sites is as follows:

Township of Centre Wellington

- Centre Wellington Community Sports Complex is accessible and has its own power source.
- Elora District Community Centre.

Town of Erin

- Centre 2000 Erin Community Centre and Arena and Erin District High School is accessible.
- Hillsburgh Community Centre has a secondary power source.

Township of Guelph/Eramosa

- Marden Field House is accessible
- Rockmosa Community Centre has a secondary power source.
- Marden Community Centre is accessible

Township of Mapleton

- Peel Maryborough Drayton Community Centre is accessible and has a secondary power source .

Town of Minto

- Clifford Community Centre and Arena.
- Harriston Arena and Community Centre.
- Minto Clifford Public School has a secondary power source.
- Palmerston and District Community Centre.

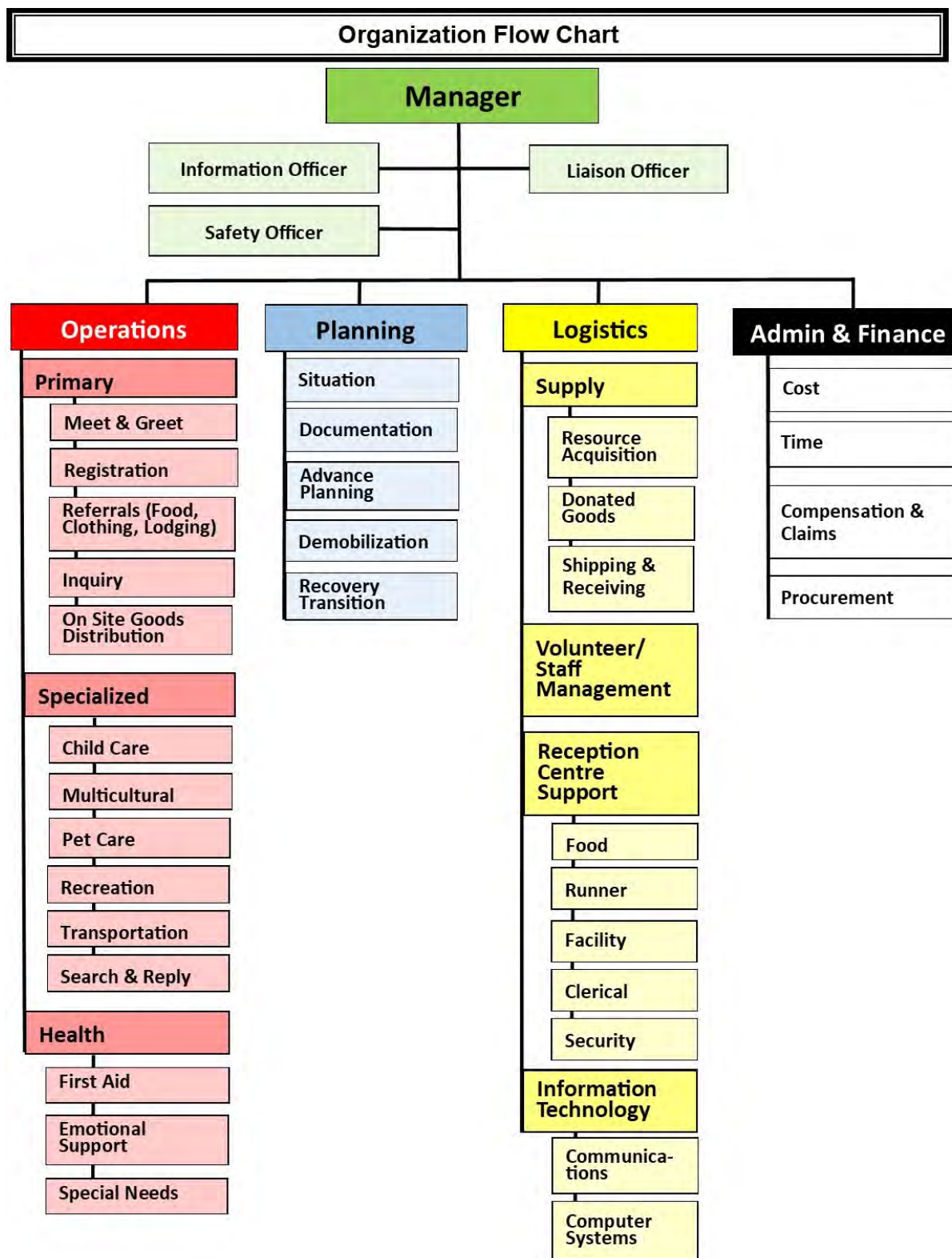
Township of Puslinch

- Puslinch Community Centre has a secondary power source.

Township of Wellington North

- Arthur and Area Community Centre is accessible.
- Mount Forest Sports Complex is accessible and has a secondary power source.

The Emergency Shelter will use the Incident Management System. The following is a sample IMS chart for Emergency Shelter Management.



13.8.1 Emergency Social Services Operations Section Responsibilities

i) **Reception and Information.**

Upon arrival of evacuees, meet and provide a welcoming presence. Supervise queuing if needed, and /or seated waiting area. Assist those with special needs. Perform an initial triage screening (first aid, childcare, and pet care). Arrange for security for the site to ensure the safety and privacy of those on site. Provide information on the functions of the reception centre and the location of specific services and escort them there if immediate need. Offer snack foods and beverages.

ii) **Registration and Inquiry**

Red Cross staff will take the lead in this function. With the assistance of the Municipalities centre staff, Red Cross staff will establish workspace, adequate staffing, supply of forms and documentation, signage, phones or other equipment. Notify Logistics of any resource requirements. The Logistics Section should register any non-Red Cross volunteers.

iii) **Food**

Emergency Social Services staff with direction from the Social Services Administrator will arrange for appropriate meals to accommodate the shelter residents. This may include designated seating locations within the shelter, staffing, catering, equipment and supplies. Ensure WDG Public Health food handling guidelines are followed, and sanitation standards are maintained.

iv) **Clothing**

Red Cross can assist this service through the MOU.

v) **Lodging (ESS 4)**

Where circumstances necessitate provision of overnight shelter, the EOC may consider several options to assist evacuees with accommodation depending upon their needs and vulnerabilities. Possible options include outsourcing to arranging for transportation to family or friends, hotels/motels, Bed and Breakfast, or set up and operate reception centre of emergency shelter.

vi) **Other Special Services (ESS 5)**

These may involve a variety of other support agencies under the guidance of Social Services.

- **Health** – arrange for provision of medications, equipment and health care supplies. Assist pregnant women, nursing mothers, special-needs children, and the elderly and dependent adults as needed.
- **On site First Aid** – St John Ambulance may take the lead in this area, providing basic first aid to evacuees and centre personnel. Direct patients to a clinic or hospital if required. Monitor supplies, record all treatments, and attend meetings.

- **Emotional Support** - Arrange for professionals to provide services to evacuees and workers.
- **Child Care** – A designated childcare area may be established to provide care for children while their parent or guardian is accessing other services within the centre. Provide care for unattended children; help register them and facilitate family reunification. Offer support and comfort, and age appropriate activities and snacks, nutritional meals, and rest periods. May be overseen by staff from Wellington County Early Years Programme.
- **Transportation** – The objective of transportation is to get people out of the emergency to evacuation centres safely. Usually the EOC will work with Site Incident Command to ensure this function is completed. The EOC with the assistance of the Shelter, considers the need to arrange transportation for access to appointments, etc.
- **Multicultural** – Social services will arrange for support staff to assist with all services and provide information regarding foods, specific clothing or sleeping arrangements.
- **Pets** – Only certified assistance animals are permitted in emergency shelters. The County has a separate pet care response plan that may be implemented by the EOC and Shelter Management staff. Some hotels may accommodate pets, especially in a disaster situation. Coordinate referrals to Humane Society, private kennels, local veterinarians.
- **Security** – Municipal EOC may need to arrange for appropriate security for the emergency shelter.

13.8.2 Host Community Evacuations

The Ministry of Emergency Preparedness and Response (MEPR) through an agreement with Indigenous and Northern Affairs, is responsible for emergency preparedness and response services to Indigenous communities in Ontario. As part of the agreement and when necessary, The Ministry of EPRP provides personnel to support Indigenous communities' response activities. In some instances, municipalities may be asked to provide assistance to these provincial response activities, including sheltering evacuees.

Municipalities who agree to accept evacuees are referred to as Host Communities. They are responsible for managing appropriate accommodations and ensuring the five essential social services are maintained for the evacuees.

In Wellington, member municipalities may be asked to act as a host community, particularly during the annual flood and forest fire season in Northern Ontario. The decision to act as a host community is that of a Member Municipal Council. Member Municipalities are encouraged to consult with the County of Wellington for support and resources when acting as a Host Community.

14 VOLUNTEERS

Volunteers, organized or un-organized, are valuable resources that can provide response expertise and/or additional personnel to assist Municipalities with an emergency response.

14.1 Types of Volunteers

- Non-governmental agency/volunteer organizations,
- Red Cross,
- Victim Services,
- Salvation Army,
- St. John Ambulance,
- Mennonite Disaster Services,
- NGO Alliance,
- ARES,
- Private Individuals,
- Companies/Corporations/Local Businesses,
- Community Service Groups/Clubs/Organizations.

In most emergencies, the municipality will call upon the services of trained personnel and organized community service groups, clubs, and organizations, or non-governmental volunteer organizations with expertise and training to assist with a specific response need. Individuals, companies and corporations that offer to donate their time or staff time and services to the response efforts or those requested by the Municipality to assist, will be considered volunteers for the purposes of this plan.

14.2 Workplace Safety and Insurance (WSIB) Act

This Act has limited provisions for the coverage of volunteers; those considered Emergency workers (those unaffiliated individuals and organizations assisting a municipality) identified in the WSIB Act during a declared emergency. WSIB coverage for emergency workers is limited to the period of a declared emergency. A municipality should consult with their legal Counsel on the WSIB Act prior to requesting the assistance of unaffiliated volunteers in an emergency response.

14.3 Registration

When a Municipality chooses to use volunteers, particularly unaffiliated volunteers, they should ensure they are registered to assist in the emergency response and/or recovery operations.

All emergency volunteers will register with the Municipality, unless the volunteer is associated with a community service group/club/organization or non-governmental agency in which case they will register with their parent organization who will keep appropriate documentation. Requesting the services of these groups will be a decision of Incident Command and/or the EOC Director. Section Chiefs and/or supervisors may be delegated authority to mobilize and work with such groups and the CEMC, as the Liaison Officer, may be involved with such requests.

Private individuals and/or private companies volunteering their time, services and resources to assist the municipality shall register with the municipality. Volunteers will complete a registration form. The municipality will then assess the application and contact the individual as to the type, duration and location of the work involved. In some cases, the volunteer skills may not be required for the particular emergency and the municipality will advise them and thank them for their time and interest. Application forms will be kept on file for the duration of the emergency in the event that the situation changes.

Should the need arise to register volunteers, a volunteer registration centre set will be set up by the Logistics Section, and, if possible, staffed by human resources personnel or administrative staff of the municipality. The centre will be used as the main point of contact for volunteers to report to upon registering with the municipality and to receive daily updates.

14.4 Supervision and Training

Depending upon the type of work assigned to the volunteer, some training and supervision will be necessary. The type of work assigned to a volunteer will depend upon their skill sets. Volunteers' skills/training should be matched with an appropriate response effort. In some cases, training of the volunteer will be necessary. If the volunteer is associated with a non-governmental organization, that organization will be responsible for training and supervising the volunteer.

Unaffiliated volunteers will be trained and supervised by the municipal department or agency to which they have been assigned. The department most applicable to the resources and services being provided will manage resources and/or services donated by companies and corporations.

14.5 Identification

Volunteers registered by the municipality will be issued an identification badge and will be required to wear the badge throughout the duration of the services. Volunteers registered directly with a particular organization will have their own identification, which will be used and coordinated through their own agency. The volunteer organization will provide appropriate information to the Municipality as to the type of identification used. The municipality will identify specific volunteer checkpoints in consultation with the Incident Command.

14.6 Food/ Water/ Accommodation/ Transportation Procedures for Volunteers

Food/Water Depots may be set up during an emergency to provide food and water to those assisting with the response efforts. The set up and operation of these is the responsibility of the EOC. Food and Water Depots set up at the emergency site for the benefit of site personnel is the responsibility of Incident Command who may request the EOC for assistance.

These depots will be set up with the assistance of the volunteer organizations in this area and in consultation with Wellington-Dufferin-Guelph Public Health. The locations will be determined at the time of the incident.

In the event that accommodations and transportation are required for individual volunteers, the municipality will arrange for these. If the volunteers are associated with a particular organization, that organization will work with the municipality to arrange for appropriate accommodations and transportation of volunteers, if required.

15 PROTECTION AND CARE OF ANIMALS

Wellington County consists mainly of rural communities where there is an abundance of agricultural and livestock farms. Any emergency that affects humans may affect their animals whether they are raised for food production, kept as companions, service animals or for other purposes. The protection and care of animals is an important consideration in emergency response. The County and Member Municipalities consult with organizations such as the Ontario SPCA, Ontario Livestock and Poultry Council and Ontario Ministry of Agriculture and Food, the provincial lead on farm animal disease and farm emergencies, when planning for an emergency response involving animals.

Emergency Management maintains a list of animal welfare experts operating within the County of Wellington, a list of Veterinary Services, and Boarding and Kennel operations.

Depending upon the emergency, Incident Command or the EOC Director may call upon these organizations and services for assistance during simple or complex emergencies. Some Animal Welfare Organizations offer training workshops to First Responders to be better prepared to respond to emergencies that may include animal welfare needs.

In addition, during emergencies the following Provincial Ministries can be contacted for advice on animal welfare considerations when animals are affected, however local resources should be the first point of contact.

- The Ministry of the Solicitor General (SOLGEN) has the responsibility for enforcing the Provincial Animal Welfare Services Act.
- The Ministry of Natural Resources and Forestry (MNRF) for issues pertaining to wildlife.

16 REQUESTS FOR ASSISTANCE

During complex emergencies, Municipalities may require additional resource capacity and capability to manage the emergency response. County, neighbouring municipal jurisdictions, Provincial Ministries and other organizations may be able to provide the capacity and capabilities needed for the response. Requests for assistance may be made through any of the following organizations.

16.1 Requests to the County of Wellington

Requests for assistance for specific services, personnel or equipment from County departments such as Social Services, Engineering Services, Planning Department, etc. may be made as follows:

- Any member of the municipal MCEG may contact the applicable County department directly.
- By implementing Mutual Assistance Agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act. The County of Wellington and member municipalities and the City of Guelph have entered into a mutual assistance agreement. Any municipality, which is party to the agreement, may initiate a request for assistance. The request for such assistance and the execution of a mutual assistance agreement may be made in consultation with the Municipal Emergency MCEG. The Mutual Assistance Agreement does not supersede any existing agreements between services such as the Wellington County Mutual Aid Fire Agreement.
- The Mayor may request the Warden and/or County CAO to activate its Emergency Operation Centre to assist with the emergency; or
- Request the establishment of a Joint Emergency MCEG as set out in Section 9.2.

16.2 Requests to Surrounding Municipalities

Implement Mutual Assistance Agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act and as set out in Section 16.1.

16.3 Requests to the Province

Upon notification by the municipality that a municipal emergency has occurred, the Province may deploy a Field Officer from the Ministry of Emergency Preparedness and Response (MEPR). They will attend a local emergency to provide advice and assistance as requested and to ensure liaison with the Provincial Emergency Operations Centre (PEOC). The Field Officer will be the liaison between the municipality and the province for both provincial and, if necessary, federal assistance.

In addition to the assistance provided by the MEPR the following identifies some provincial ministries, federal department/agencies, and the assistance they may be able to provide to local municipalities. Assistance provided may include but is not necessarily limited to the following:

- Ministry of Agriculture, Food and Agribusiness in the event of a Foreign Animal Disease Emergency of livestock related needs, food contamination, and pest infestation. Working with the Canadian Food Inspection Agency (CFIA), these two agencies will often respond as the Lead agencies to these types of emergencies.
- Ministry of the Environment, Conservation and Parks with respect to spills of pollutants to the natural environment, including fixed sites and transportation spills; drinking water emergencies.
- Ministry of Health with respect to human health emergencies such as pandemics, epidemics; food and water contamination. This assistance would be over and above that provided by WDG Public Health as set out in their specific roles and responsibilities as identified in this plan. In cases where health emergencies overwhelm the health care system of an affected community or region and it finds it does not have the capacity to respond effectively to the health emergency, the Emergency Medical Assistance Team (EMAT) may be requested through the Ministry of Health Emergency Management Branch by Public Health

The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access to provide:

- o Patient isolation in the case of an infectious diseases outbreak;
- o Medical support and decontamination in the case of a chemical, biological or radiological incident; and
- o Case management and triage of patients in a mass casualties' situation.
- Ministry of Municipal Affairs and Housing for financial assistance as administered through the Municipal Disaster Recovery Assistance Programme when coordination of extraordinary municipal expenditures is required.
- Ministry of Natural Resources can provide specific assistance with respect to floods, forest fires, dam breach and droughts.
- Ministry of Transportation can provide assistance with emergencies on provincial highways.
- The County Fire Coordinator must make a request for Heavy Urban Search and Rescue (HUSAR) teams to the Province.

16.4 Federal Assistance

Federal assistance may be required in certain emergencies. In many cases, the request for assistance should be made by contacting the PEOC. The following identifies situations where federal assistance is available if requested.

- i) Canadian Food Inspection Agency (CFIA) in the event of a Foreign Animal Disease. A provincial request is not necessary to obtain their services and assistance. They work in consultation with the Ministry of Agriculture and Food and Rural Affairs.
- ii) CANUTEC may provide assistance to local municipalities with hazardous materials release emergencies, which may include appropriate setback for evacuation distances. A municipality may contact CANUTEC directly for assistance. Both the Fire Departments and members of the MCEG may contact them.
- iii) Department of National Defense has many services, equipment and supplies that could be of assistance to municipalities during a disaster. The request must be made through the Province.
- iv) Environment and Climate Change Canada provides information on the weather that can be found on weather forecasts at their website or by calling them directly. Environment Canada staff can be called upon to assist with the determination of a specific weather event such as tornadoes.
- v) The Transportation Safety Board provides advice to first responders with respect to transportation incidents including air/rail and ground transportation.
- vi) The County Fire Coordinator must make a request for assistance for Hazardous Materials Expertise to the Province.

16.5 211 Assistance

211 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211's information and referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. Road closures, the location of evacuation centres, services, safety precautions, etc.). 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 provider's welcome opportunities to participate in municipal emergency exercises and training. 211 also maintains an extensive database of community, social, health and government services at www.211ontario.ca.

16.5.1 Notification and Communication Protocols

i) Municipality

- Prior to an emergency event which may be declared by the Head of Council, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211.
- Notify 211 when an event has occurred by dialing 211 or one of the contact numbers provided by the 211-contact centre in your region.
- Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.
- Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.
- Inform 211 when the emergency event ends.

ii) 211 (service in Ontario)

- The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when, etc. and the name and contact information of the person providing the information.
- Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is able to provide support if needed.
- Track the nature of calls received and convey relevant information to the EIO, CEMC, or designated person.
- Prepare an After Action Report and submit it to the municipality.

17 DEBRIS MANAGEMENT PLAN

17.1 Background

Debris management is the systematic approach to the collective planning for, and operations of the demolition, clearance, removal, transport, temporary storage, segregation, reduction, and ultimately, disposal of debris whether generated by natural disaster or other emergency such as fire, Foreign Animal Disease outbreak, significant snowfall events, etc. Debris Management focuses on both the short-and long-term clearance and removal of debris.

Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to trees, sand, gravel, building/construction materials, vehicles and personal property.

The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, its magnitude, duration, and intensity, and this impacts the type of collection and disposal methods to be used. Forty to fifty percent of emergency costs could be Debris management costs.

Debris management in Wellington County is based upon the County of Wellington's Solid Waste Services Division approach for garbage collection, recycling and organic waste collection as prescribed by Section 14 of the Environmental Protection Act (EPA) regarding;

- Waste Regulations
- Waste Policies and Guidelines
- MECP waivers and emergency permits

17.2 Purpose

The purpose of debris management is to:

- Facilitate and coordinate the removal, collection and disposal of debris following a disaster, typically a natural disaster,
- Mitigate against any potential threat to health, safety, and welfare of Wellington County residents and business,
- Expedite recovery efforts, and
- Address any threat of significant damage to improve public or private property.

17.3 Disaster Debris Definition

The accumulation of large volumes of debris/waste requiring management – collection and disposal – after a natural disaster or community emergency. Ice storms, tornadoes, wind events, significant rainfall events and flooding, significant snowfall events, power outages, foreign animal disease events, fires, transportation incidents can all result in the accumulation of large volumes of debris/waste.

17.4 Organization and Concept of Operations

Wellington County Engineering Services – Solid Waste Services Division - provides oversight and advice to the County and Member Municipalities for debris removal after a disaster or significant event. Wellington County Solid Waste Services will work with support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster.

Because of the limited quantity of resources and service commitments following a disaster, homeowners, residents, business and municipalities may have to rely on private contractors to remove, collect, and manage their debris removal. Many insurance policies provide coverage for debris removal including tipping fees.

Items for consideration that can/will affect debris management operations include:

- Landfill capacity including maximum daily tonnage permitted under the Environmental Compliance Approval (ECA),
- Managing large volumes of debris/waste including the resources to accept, sort, stage and divert debris,
- Consideration for temporary staging and drop off areas outside of permitted sites and the ability to set up, manage and operate such temporary sites,
- Contracts and Agreements that may be in place including agreement with Ministry of the Environment, Conservation and Parks (MECP) to operate a waste management programme,
- The management of dead stock including considerations under legislation, OMAFRA best practices and dead stock transportation and rendering,
- Handling of Hazardous materials.

17.5 Debris Classification

To facilitate the debris management process, debris is segregated by type. The classifications of debris are as follows:

- i) **Normal Household Waste** includes all bagged normal household debris, will be picked up with your normal garbage curbside collection schedule.
- ii) **Vegetative Debris** includes trees, branches, limbs and other vegetative debris accumulated because of the disaster impact. It does not include normal yard waste. Typically, wood debris is not subject to the EPA regulations. However, should a municipality be situated within an area known to contain an infected species such as the “Emerald Ash Borer”, wood debris must be managed within the contained area.
- iii) **Construction/Demolition** debris includes building materials, carpet, drywall, furniture, lumber, mattresses, plumbing fixtures and piping.
- iv) **Household hazardous waste** includes household cleaning supplies, batteries, lawn chemicals, oils, oil-based paints and stains, pesticides, etc. Hazardous waste from construction/demolition debris may include things such as asbestos.

- v) **'White' goods** (e.g., household appliances) includes air conditioners, dishwashers, freezers, refrigerators, stoves, washers, dryers, dishwashers, water heaters, etc.
- vi) **Electronics** includes computers, radios, stereos, televisions and other corded and battery-operated devices.
- vii) **Other** includes any small equipment such as push lawnmowers.
- viii) **Soil/Mud/Sand** debris including sandbags or sand from sandbags. Sandbags and other debris covered with soil/mud could be contaminated. Special collection and landfill management policies will be required for this type of debris.
- ix) **Vehicles** – Damaged vehicles are not accepted as part of the County's solid waste management programmes and are not accepted at County waste facilities as part of the debris recovery process following a community emergency/disaster. There are charitable organizations, auto wreckers, tow operators that will accept and dispose of vehicles. Information on such organizations is available in the Contact and Resource Guide.
- x) **Livestock** – Farmers should have plans in place to handle animal carcasses following fire, natural disaster or Foreign Animal Disease. The County's Landfill cannot accept dead stock material. The farm community should consult with the Ontario Ministry of Agriculture, Food and Rural Affairs, and Dead Stock contractors for appropriate disposal of dead carcasses.

17.6 Solid Waste Facilities

The County operates one active landfill site, Riverstown, and five transfer stations. The Transfer sites include Aberfoyle, Belwood, Elora, Harriston and Rothsay. A transfer station may take almost any material that the landfill will take, but in smaller quantities. Waste containing asbestos can only be disposed of at the Riverstown landfill with advance notice provided. During emergencies, the County of Wellington in consultation with Solid Waste Services, may close public access or extend hours of access depending on the requirements of the ECA and the County's Disposal By-law.

17.7 Environmental Compliance Approvals

Waste facilities operate under ECA, MECP regulations and the County's Disposal By-law. The ECA details legal, operational and administrative obligations that facility owners must comply with in daily operations. The County must operate within the requirements or request changes from MECP. In planning for debris management, it is important to be aware of the approvals and the timing required for changes to approvals. Debris management considerations should be planned for and approved prior to an emergency. The County of Wellington Solid Waste Services will work with Member Municipalities to plan appropriately for local debris management needs.

17.8 County of Wellington By-law requirements

Council for the County of Wellington have passed By-laws for waste disposal, to establish tipping fees and curbside collection. Information on these By-laws is available on the Solid Waste Services website. Solid Waste Services will issue receipts for debris collected at the Riverstown Landfill and/or Transfer Stations for Insurance purposes. All household debris collected at the curb must be enclosed in user pay bags available from retailers throughout Wellington County and available online through the County's website.

17.9 Staging Areas and Drop off Locations

Temporary Debris Sites, with the exception of vegetative debris, cannot be established during an emergency or recovery from an emergency without approval from the MECP. The EPA typically requires Environmental Assessments and an ECA for any disposal site.

Temporary disposal locations must be supervised, and access, noise and odour concerns need to be considered. Emergency Management and Solid Waste Services will work with Member Municipalities prior to emergencies to identify and pre-designate potential debris staging and drop off sites for the type and quantity of debris anticipated following a significant emergency event.

Municipalities may set up small depots to collect vegetative debris including tree and yard debris following a natural disaster. These sites may only collect up to 200 cubic metres of debris material and the materials must be cleared within 30 days. Municipalities situated in areas where invasive species have been identified must collect and manage vegetative debris within the identified area. Transportation of vegetative debris outside of the identified area is not permitted.

17.10 Handling of Hazardous Debris

Specified quantities of household hazardous wastes as set out in the County's ECA are accepted at the Elora, Belwood, Harriston, Aberfoyle and Riverstown waste facilities and through the Mobile Household Hazardous Depot. These include oil, oil filters, Glycol, vehicle batteries, dry cell batteries, propane tanks and cylinders, aerosol cans and a much greater amount of materials at the Mobile Household Hazardous Waste Depot.

A Member Municipality may request the Mobile Household Hazardous Waste unit for homeowners and business to access during a disaster event. The Mobile Depot has a list of approved locations throughout the County where it can be placed. If the Depot is to be moved to a location outside of its annual schedule, notification needs to be given to the MECP and local Fire Department.

17.11 Debris Management Actions

Debris management is separated into four stages:

- i) Normal Operations,
- ii) Increased Readiness,
- iii) Response, and
- iv) Recovery

17.11.1 Normal Operations

- Wellington County Solid Waste Services develops policies, procedures and establishes waste collection and processing contracts that may include the collection and disposal of debris from emergencies.
- The County has implemented mutual assistance agreements with Member Municipalities and surrounding Counties that may be implemented during emergencies.
- Solid Waste Services will consult with MECP and other appropriate regulatory agencies regarding regulatory issues and potential emergency response needs.
- Establish debris assessment process to define scope of problem.
- Develop messaging with EIO regarding the debris collection process, times, establishment of temporary staging and drop off location, the debris accepted at sites, and any potential environmental and health risks associated with debris.

17.11.2 Increased Readiness

- Review and update plans, standard operating procedure, contracts, and checklists relating to debris removal, storage, reduction, and disposal process.
- Alert local agencies and contractors that have debris removal responsibilities ensuring the personnel, facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.
- Review potential debris staging and drop off sites that may be used in the response and recovery phases in the context of the impending threat.
- Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of a disaster.

17.11.3 Response

- Activate debris management plan and assess needs.
- Begin documenting costs with the assistance of the Administration and Finance Section. In the event of a natural disaster, some debris management costs may be eligible for funding under the Municipal Disaster Recovery Assistance Programme. More information on the Programme is available in the Financial Considerations Section of this Plan.
- Coordinate and track resources (public and private).
- Establish priorities regarding allocation and use of available resources.
- Set up previously identified and approved debris staging and drop off sites.
- Address legal, environmental, and health issues relating to the debris removal process.
- With the assistance of the EIO, provide messaging to the public regarding environmental and health risk, collection expectations and timing. Any messaging approved by the EIO and Solid Waste Services may be re-circulated by Member Municipal EIOs.

17.11.4 Recovery

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
- Continue to document costs.
- Upon completion of debris removal, work with Member Municipalities to close any debris staging or drop off locations and restore the sites as required.
- Complete a review of the response and recovery efforts and identify what went well and where there's areas for improvement.

18 SERVICE CONTINUITY PLANS AND PROGRAMMES

A major function of a Municipal EOC is to maintain and/or determine the Municipal services and functions that need to be maintained and/or restored, as well as the period for restoring services. Under the Act, Municipalities are not required to develop a Service Continuity Plan but having such plans in place will assist the Municipality and its Departments to;

- i) Identify critical services and functions and ensure their delivery regardless of the emergency,
- ii) Assess the priority of the systems, infrastructure, assets and resources used to provide critical services and functions,
- iii) To reduce the impact of an emergency on a municipality's service, functions and personnel,
- iv) Establish priorities and develop a strategy to ensure appropriate recovery systems are in place to resume services and functions in a timely manner,
- v) Establish a communication strategy,
- vi) Establish an Information Technology Plan and strategy for continuation of service delivery and resumption,
- vii) To evaluate incidents and prevent or mitigate effects of hazard/risk on a service, function or operations.

Municipalities are encouraged to develop Service Continuity Plans and implement a Service Continuity Programme.

In 2009, the County of Wellington undertook a service priority exercise. In 2014, the County began a programme to develop Service Continuity Plans for all Departments, to maintain the plans, to train staff on the plans, and to test these plans on a regular basis. The County has a Service Continuity Committee responsible for overseeing the County's Service Continuity programme and making recommendations for improvements to the programme.

19 RECOVERY PLAN

This plan assigns responsibilities and outlines activities, which may be required to bring the County and/or member municipalities back to their pre-emergency state. It will be activated (in whole or in part) at the direction of Council in consultation with the MEEG.

A Recovery Committee should be established to oversee the recovery process, which may take days to several years depending on the scale of the emergency.

The process of recovery from an emergency or disaster can be defined as actions to improve the stability of critical infrastructure and community assets, as well as improve the wellbeing, independence, and dignity of affected people and their assets.

A recovery plan should identify short, medium and long-term recovery actions.

19.1 Recovery Committee

In the early stages of the recovery process, the Municipal Emergency MEEG may function as the Recovery Committee. Later, once the emergency has been terminated, a Recovery Committee could be established.

If the Municipality chooses to appoint a Recovery Committee, the following positions and/or agencies may be appointed to the Committee. Membership of the Committee will vary depending on the nature and scale of the emergency but may include the following:

- Representative of Council
- Senior Municipal Administrative Official
- Emergency Management Coordinator
- Municipal Treasurer
- Senior Staff from Departments impacted by the emergency
- Wellington-Dufferin-Guelph Public Health
- Chief Building Official
- Communications staff/EIO
- Representative from Wellington County Social Services
- Economic Development
- Planning representative
- Other agencies or organizations that the Committee requires specific expertise.

The Recovery Committee may establish sub-Committees to oversee specific recovery activities such as funding applications, infrastructure repairs/replacements, building assessments and redevelopment, long-term health, safety and welfare needs of the residents impacted by the emergency.

19.2 Recovery Committee Responsibilities

The following is a list of items for Municipalities to consider during the recovery of any emergency. While the Recovery Committee should oversee these responsibilities, they may be assigned to sub-committees during recovery.

- i) Ensure that the public is kept informed of the status and activities of the recovery process. It is important that during recovery, accurate and up-to-date information be provided regularly to residents.
- ii) Provide recommendations to Council concerning expenditure of funds, new by-laws, changes to existing by-laws and other matters as they may require Council approval.
- iii) Ensure service continuity to areas of the Municipality not affected by the emergency.
- iv) Ensure the continued provision of Emergency Social Services as long as needed.
- v) Engage Wellington County Social Services to assist those that may require long-term housing needs, social assistance, etc.
- vi) Liaise with 211 to request their assistance with tracking residents' request for assistance.
- vii) Coordinate the storage and distribution of donated materials.
- viii) Work with affected business/industry to ensure that employment opportunities are restored at the earliest opportunity.
- ix) Determine and document the extent of the damage to Municipal and private buildings and damage to Municipal infrastructure.
- x) Expedite demolition permits with the assistance of the Chief Building Official(s) as required.
- xi) Ensure that, when safe to do so, residents are given an opportunity to secure and/or remove personal property from damaged locations.
- xii) Consider procedures/policies to expedite the establishment of new buildings/structures or repairs to damaged buildings/structures.
- xiii) Ensure the safety of workers in the damaged area, including volunteers.
- xiv) Continue to work with utilities (hydro, gas, and phone) to have services restored in a timely manner.
- xv) Maintain accurate records of all emergency-related expenditures.
- xvi) Investigate opportunities for provincial funding for Municipal expenditures.
- xvii) Analyze the impact of the emergency on the municipal budget.
- xviii) Prepare insurance claims on behalf of the municipality.
- xix) Ensure that detailed financial records are maintained.
- xx) Prepare a final report including recommendations.

19.3 Reporting

The Recovery Committee should establish a regular meeting schedule and a reporting schedule to Council to provide updates on the recovery process, to report on financial considerations, and any long-term budget implications.

20 PLAN ADMINISTRATION, MAINTENANCE AND REVIEW

20.1 Internal Procedure and Training

Each service or agency involved or identified in the Plan shall be responsible for preparing their own emergency operating procedures and shall be responsible for training their staff on the emergency procedures and expectations during an emergency.

Under the Act, all municipalities are responsible for conducting emergency management training programmes to ensure the readiness of employees of the municipality and other persons to act under their municipal emergency response plan.

Members of the Municipal Emergency MCEG shall complete annual training as prescribed.

20.2 Annual Review

At a minimum, this plan will be reviewed annually by the CEMC in consultation with the Municipal Emergency Management Programme Committees. The Committees will test portions of the Plan each year using appropriate and planned emergency exercises. Following the exercises, After Action Reports will be completed by the CEMC and reviewed with the Committees for reporting to Council on recommended changes to the Plan, enhanced response capabilities and anticipated financial considerations.

The Emergency Management Programme Committees will give consideration to conducting a major review of this plan every five to ten years.

20.3 Amendments

Amendments to the Plan require Council approval. Council approval is not required for the following: changes or revisions to the appendices, or for minor editorial changes such as editorial changes to the text including page numbering, section numbering, reference changes or changes to references to provincial statutes and additions of definitions and acronyms.

20.4 Flexibility

No Emergency Response Plan can anticipate all of the varied emergencies that may arise in a changing community. During the course of the implementation of this plan in an emergency, some flexibility is expected to ensure health, safety, and welfare of residents and businesses.

21 APPENDIX A – ACROYNMS AND DEFINITIONS

The following definitions come from various sources including the Canadian Oxford Dictionary, the Emergency Management and Civil Protection Act, Office of the Fire Marshall and Emergency Management, and the National Fire Protection Association.

ARES – Amateur Radio Emergency Services

AAR – After Action Report

BIA – Business Impact Analysis

CANUTEC – Canadian Transport Emergency Centre

CAO – Chief Administrative Officer, a Co-Administrator, or a designated alternate of them

CBRNE – Chemical Biological, Radiological, Nuclear and Explosive

CACC – Central Ambulance Communication Centre

CCAC – Community Care Access Centre

CEMC – Community Emergency Management Coordinator

CI – Critical Infrastructure

DRAO – Disaster Relief Assistance for Ontarians

DWQMS – Drinking Water Quality Management Standards

ECA – Environmental Compliance Approval

EI – Emergency Information

EIC – Emergency Information Centre

EIO – Emergency Information Officer

EMAT – Emergency Medical Assistance Team

EMPC – Emergency Management Programme Committee

EOC – Emergency Operation Centre

ERP – Emergency Response Plan

FAD – Foreign Animal Disease

GWPS – Guelph Wellington Paramedic Services

HUSAR - Heavy Urban Search and Rescue

IAP – Incident Action Plan

ICP – Incident Command Post

IMS – Incident Management System

MECG – Municipal Emergency Control Group

MDRAP – Municipal Disaster Relief Assistance Program

Emergency Response Plan 2020.03

MTO – Ministry of Transportation

NGO – Non-Government Organization

PAD – Priority Access Dialing

PEOC – Provincial Emergency Operation Centre

PIMS – Provincial Incident Management System

SCBA – Self Contained Breathing Apparatus

WDG Public Health – Wellington Dufferin Guelph Public Health

Approved – Formally accepted by a position in authority such as a Minister, CAO, or Municipal Head of Council

Buffer Zone – In a planning context, this zone is intended to separate the public and other facilities from the consequence of an incident involving hazardous materials. This zone describes the allowable land uses around a hazardous facility.

Business Impact Analysis – A process designed to prioritize business functions by assessing the potential quantitative (financial) and qualitative (non-financial) impact that might result if an organization was to experience a service disruption.

Community Emergency Management Coordinator – An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the Municipal Act.

Consequence – The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Service Continuity Plan – A plan developed and maintained to direct a Department/ Organizations internal response to an emergency.

Critical Infrastructure – Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in government.

Declared Emergency – A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

Disaster – A serious disruption to an affected area, involving widespread human, property, environmental and/or economic impacts, that exceed the ability of one or more affected communities to cope using their own resources.

Emergency – A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to

life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.

Emergency Information – Information about an emergency that can be disseminated in anticipation of an emergency or during an emergency. It may provide situational information or directive actions to be taken by the public.

Emergency Management – Organized and comprehensive programs and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

Emergency Management Programme Committee – The emergency management programme committee is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.

Emergency Operations Centre – The EOC is a facility where the Municipal Emergency MCEG assembles to manage an emergency.

Emergency Response Plan – A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identify persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

Emergency Response Organization – Group or organization with staff trained in emergency response that are prepared and may be called upon to respond as part of the coordinated response to an emergency.

Emergency Site Manager/Incident Commander – Public sector official (usually fire, police, ambulance or Public Works/Infrastructure Services) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

Emergency Response – Coordinated public and private response to an emergency.

Emergency Medical Service – Guelph-Wellington Paramedic Service is the emergency medical services provider for Wellington County and the City of Guelph.

Evacuation – The removal of persons from a given area that has been deemed as an actual or potential danger zone, or may be impacted by an emergency.

Evacuation Centre – A facility to provide shelter, food and other services to a group of people who have been evacuated from an area.

Evacuation Registration – A process to account for displaced persons. This process usually takes place at designated reception centres.

Evaluation – The process of assessing the effectiveness of an emergency management programme, plan and/or exercise etc.

Foreign Animal Disease – A subset of reportable diseases, which are foreign – not common - to Canada. Many diseases have been eradicated in Canada, or have never been presented, but could still occur and would easily threaten the health of domestic herds and flocks. Some examples are Avian Influenza, Foot and Mouth Disease and Bovine Spongiform Encephalopathy (BSE).

Hazard – A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these.

Hazard Identification – The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations/areas affected.

Head of Council – Includes the County Warden, the Mayors of the member municipalities, and their designated alternates.

Heavy Urban Search and Rescue Team – A multi-service, multi-skilled, and multi-functional task force that is trained and prepared to locate, treat and remove persons trapped in collapsed structures.

Incident Management System – The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure, with responsibility for the management of assigned resources, to effectively respond to an incident or emergency/disaster.

Municipal Emergency Control Group (MECG) – The Municipal Emergency Control Group operating from the community Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities. The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

Municipality – Means the County of Wellington, the Township of Centre Wellington, the Town of Erin, the Township of Guelph/Eramosa, the Township of Mapleton, the Town of Minto, the Township of Puslinch and/or the Township of Wellington North.

Mutual Aid Agreements – An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.

Mutual Assistance Agreement – An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring cities, regions, provinces or nations.

Municipal Disaster Relief Assistance Programme – An emergency financial assistance programme administered by the Ministry of Municipal Affairs and Housing.

Ministry of Emergency Preparedness and Response – Is a Ministry of the Province of Ontario. They are responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

Priority Access Dialing – A database system administered by Industry Canada and maintained by the CEMC. It is used to identify telephone landlines and some wireless lines that are considered essential for emergencies. Numbers are entered in the database which

protects them by limiting the telephone line load on a telephone switch so that the priority lines can continue to be used when the telephone switch is fully loaded with traffic.

Private Sector – A business or industry not owned or managed by any level of government.

Public Sector – A particular element or component of government, i.e. police, fire and Public Works/Infrastructure Services, of a municipal, provincial or federal government.

Reception Centre – Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

Recovery – The process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

Response – The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or services. This may include the provision of resources such as personnel, services and/or equipment.

Response Organization – Group or organization with personnel trained in local emergency response, whether medical or not, who are prepared and may be called upon to respond as part of the coordinated response to an emergency e.g., industrial response teams, CERV, etc.

Risk – A chance or possibility of danger, loss, injury, or other adverse consequences.

Risk Assessment – A methodology to determine the nature and extent of risk by analyzing potential hazards and the evaluation of vulnerabilities and consequences.

Shall – Indicates a mandatory requirement.

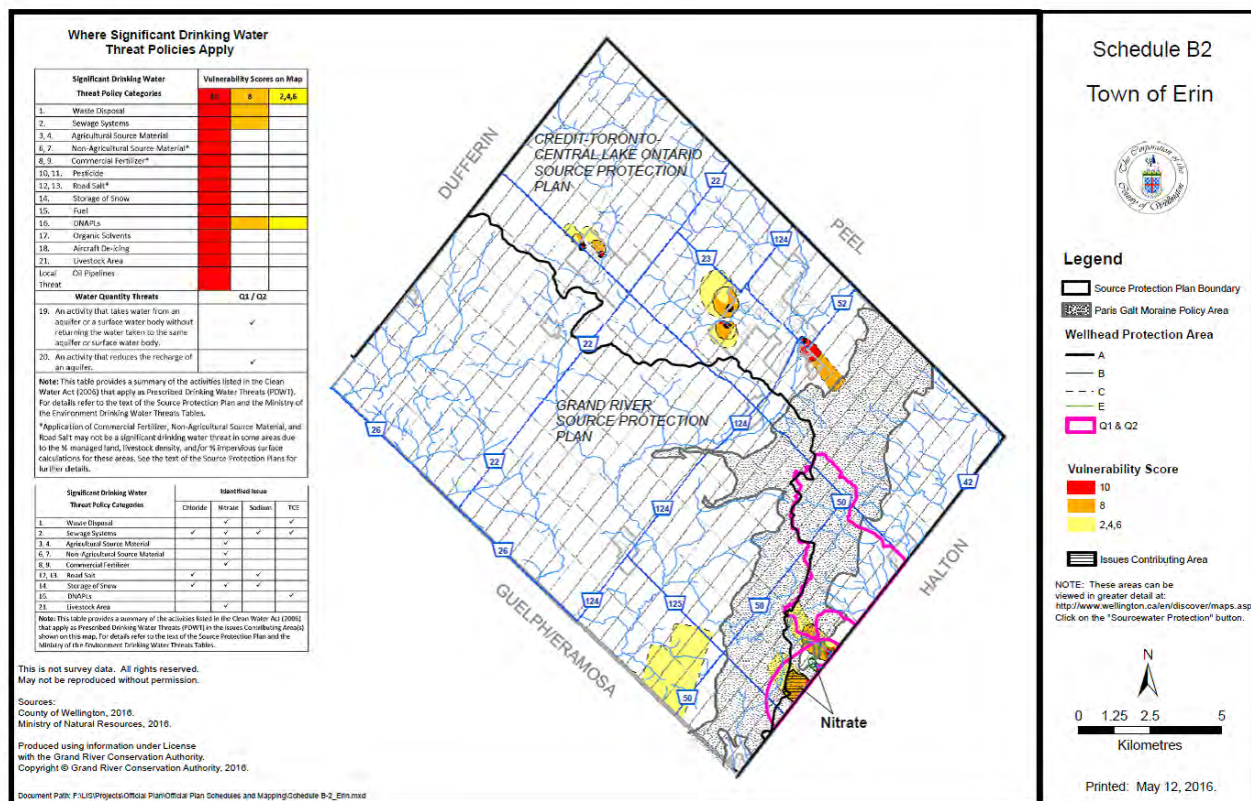
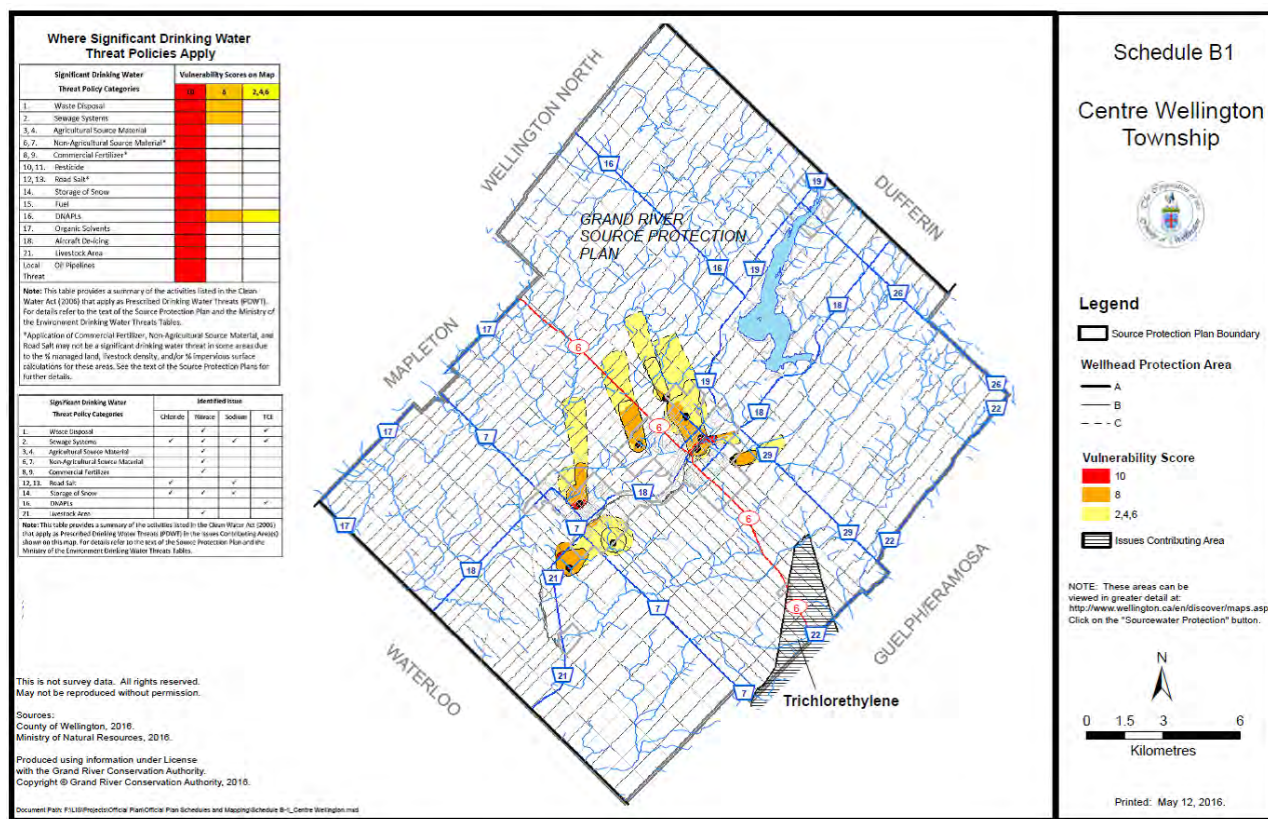
Should – Indicates a recommendation or that which is advised but not required.

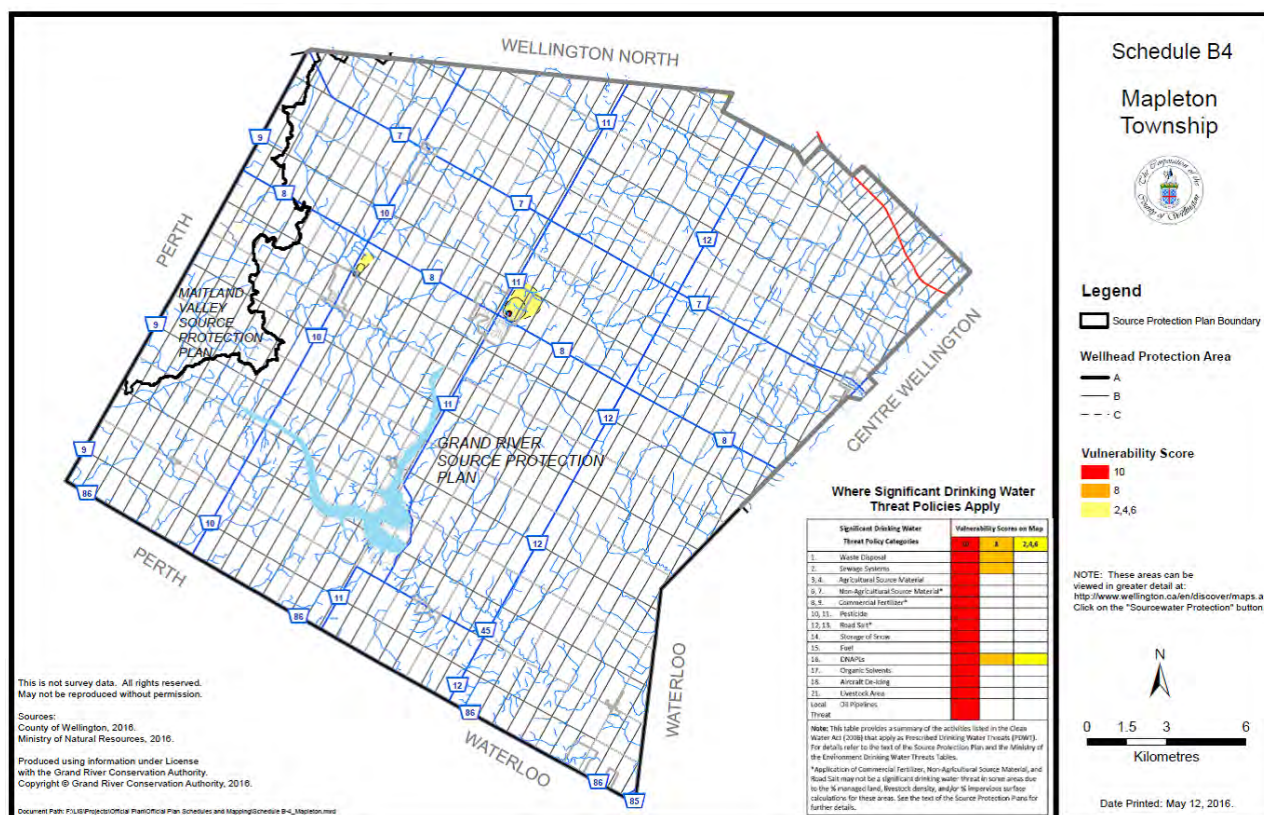
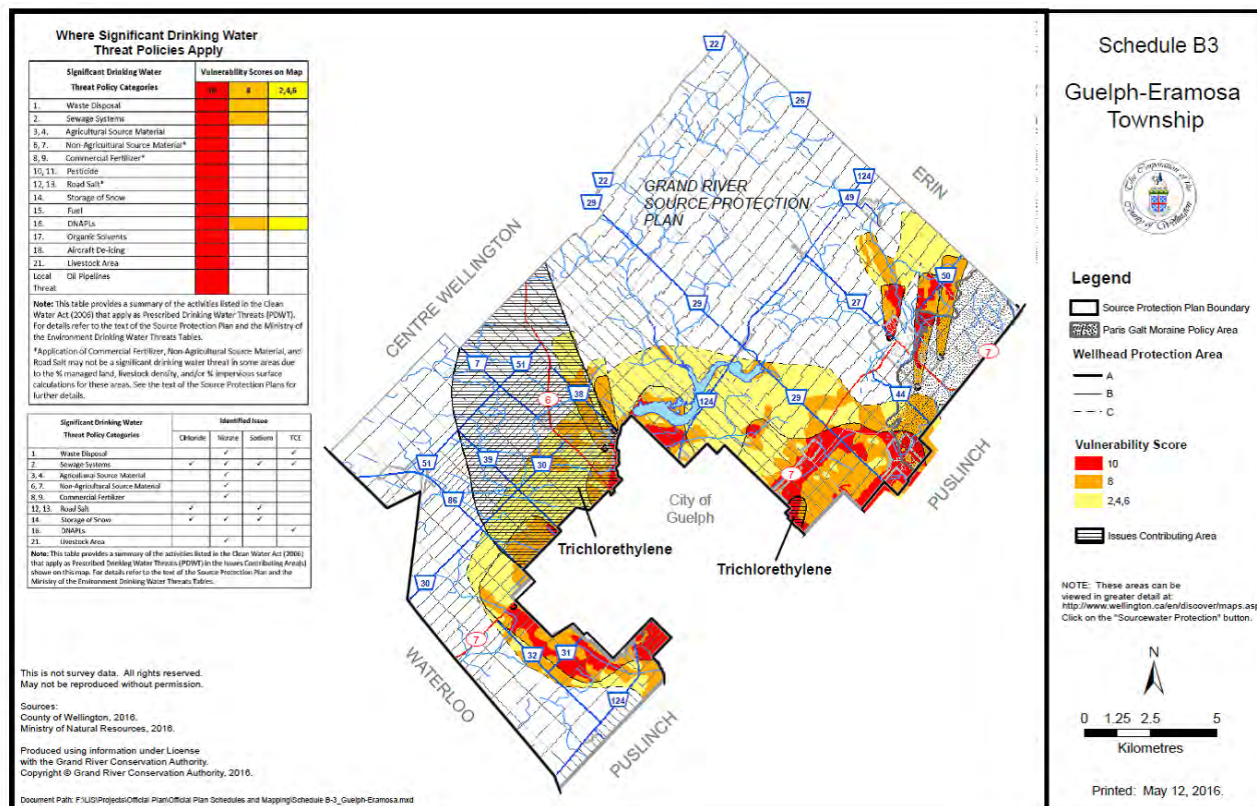
Telecommunications – Is the transmission and/or receipt of messages, for communicating over some distance, via a range of technical systems including radio and microwave communications, as well as fiber optics, satellites and the Internet.

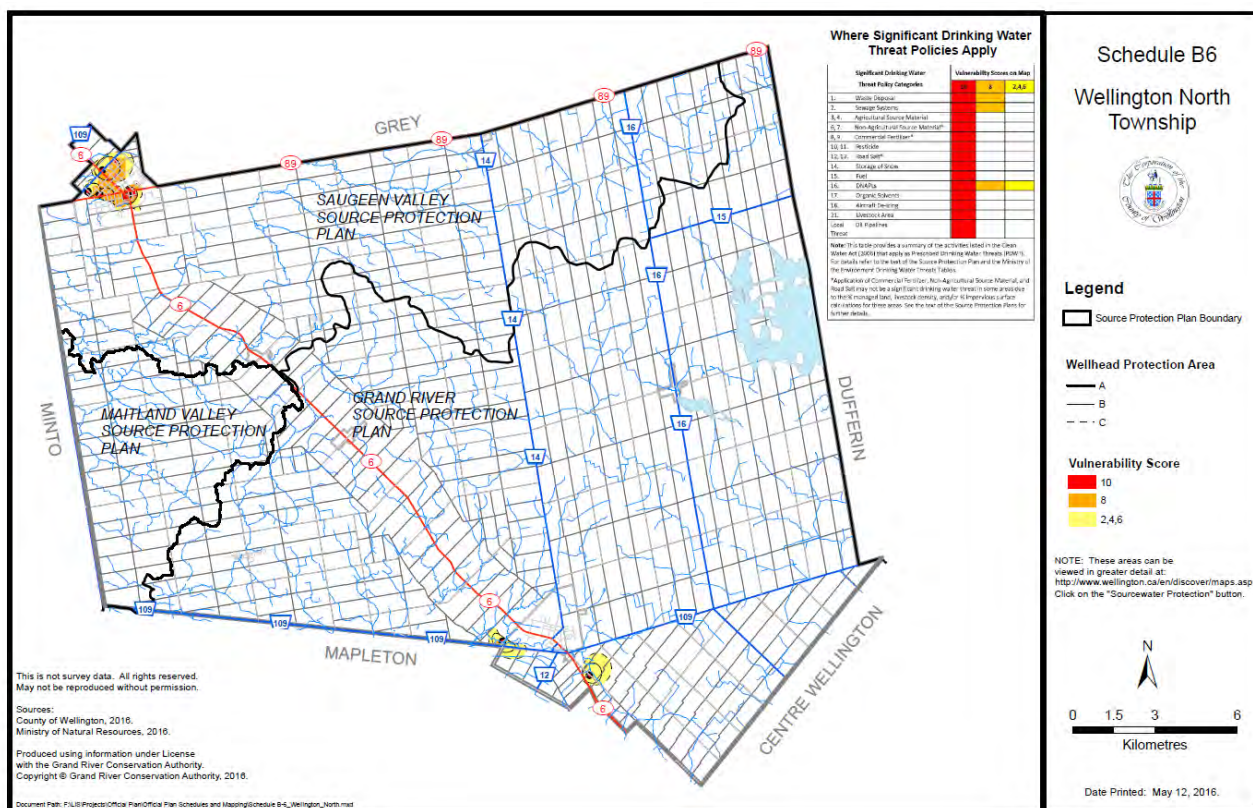
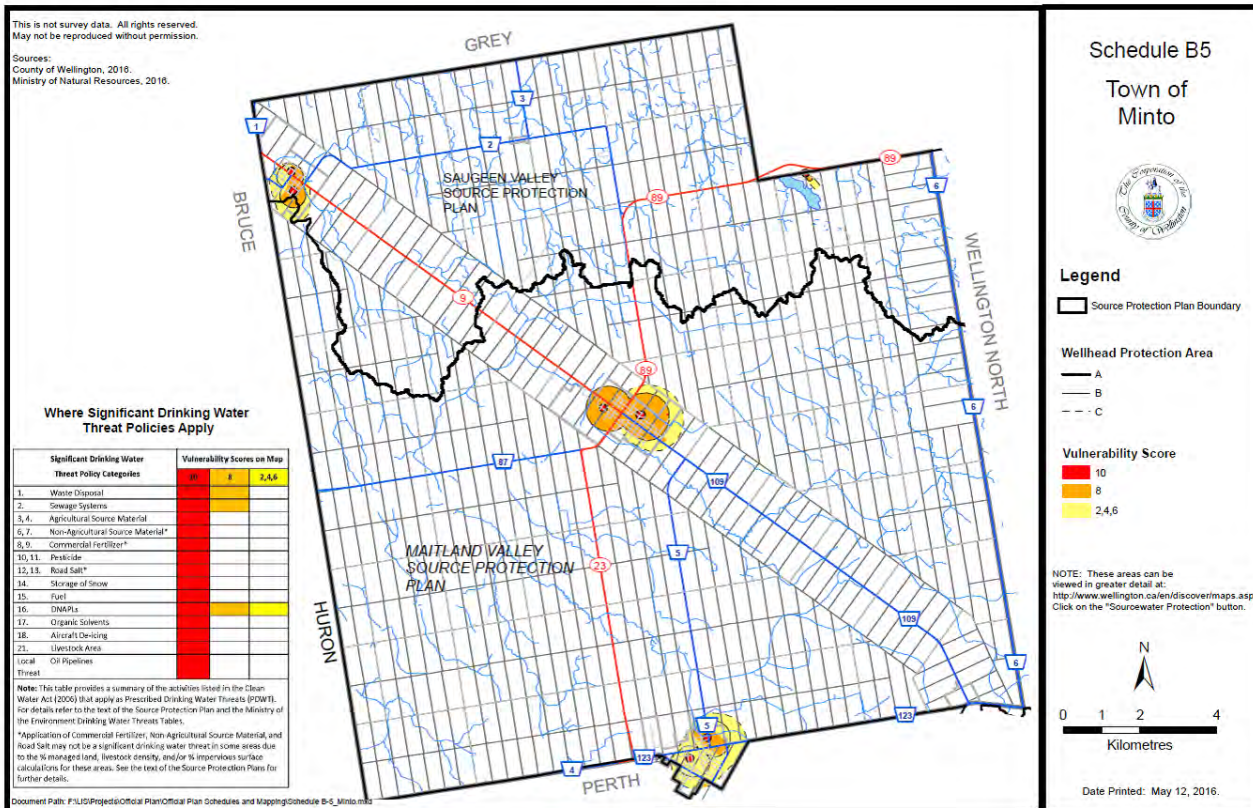
Threat – Any event that has the potential to disrupt or destroy critical infrastructure, or any element thereof. Threat includes accidents, natural hazards as well as deliberate attacks.

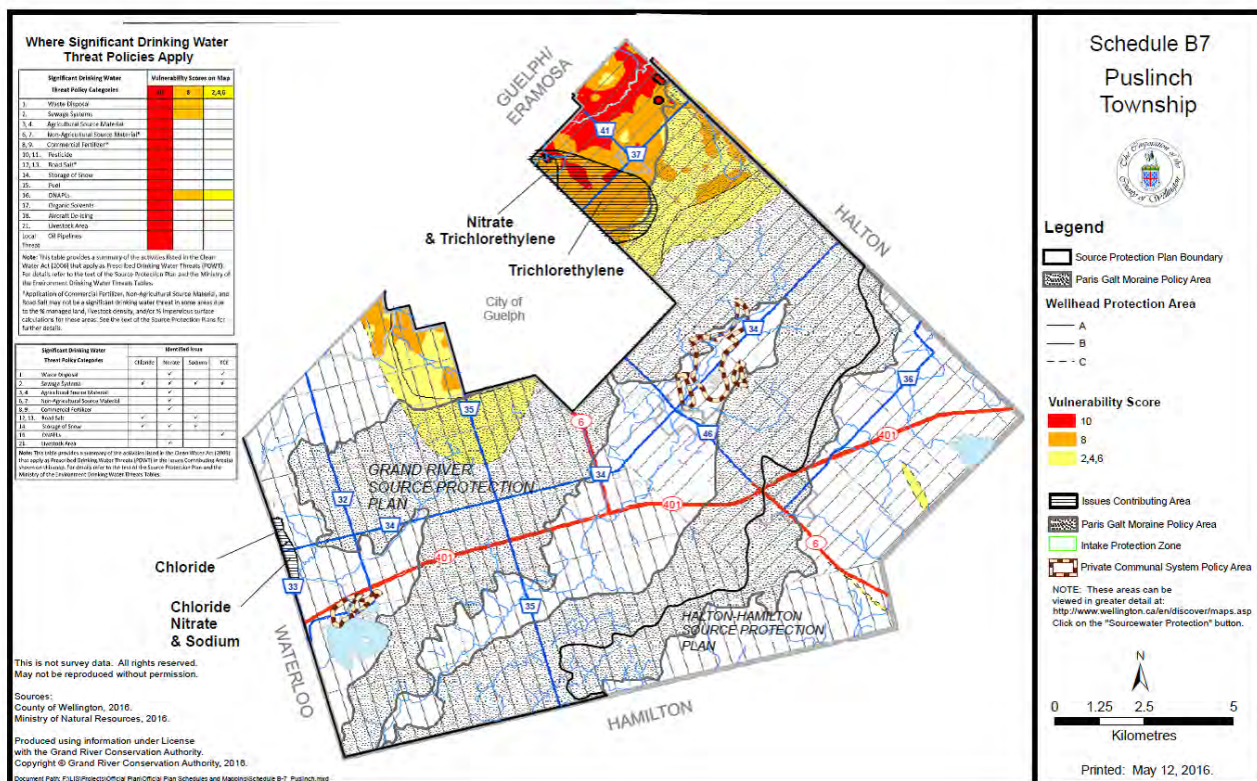
Vulnerability – The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.

22 APPENDIX B – SCHEDULE B1-B7 DRINKING WATER VULNERABLE AREA MAP SCHEDULES BY MUNICIPALITY









23 APPENDIX C – MCEG Member Responsibilities

The table below is in relation to Section 9.3 Responsibilities of MCEG Members, to note how each title relates to the titles at the County and with each member municipality.

Title as listed in ERP	County of Wellington	Township of Centre Wellington
Head of Council	Warden	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	N/A	No Change
Senior Municipal Road Authority Official	Manager of Roads/ County Engineer	Managing Director of Infrastructure Services
Senior Municipal Water/Waste Water Official	NA	Manager of Environmental Services
Treasurer	No Change	Managing Director of Corporate Services & Treasurer
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	No Change**	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	Director of HR	Manager of HR
Manager, Purchasing and Risk Management Services	No Change**	NA
IT Services Support Staff	Director of IT	NA
Municipal Official Responsible for Facilities	Construction and Property Manager	Managing Director of Community Services
Facilities Manager	Asset Management Coordinator	Manager of Parks and Facilities
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		

APPENDIX C - CONTINUED

Title as listed in ERP	Town of Erin	Township of Guelph Eramosa
Head of Council	Mayor	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	No Change	No Change
Senior Municipal Road Authority Official	Director of Infrastructure Services	Manager Public Works
Senior Municipal Water/Waste Water Official	Director of Infrastructure Services	Sewer & Water Foreman
Treasurer	Director of Finance and Treasurer	Director of Finance
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	N/A	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	N/A	N/A
Manager, Purchasing and Risk Management Services	N/A	N/A
IT Services Support Staff	IT	N/A
Municipal Official Responsible for Facilities	N/A	Director of Parks & Recreation
Facilities Manager	N/A	Director of Parks & Recreation
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		

APPENDIX C - CONTINUED		
Title as listed in ERP	Township of Mapleton	Town of Minto
Head of Council	Mayor	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	No Change	No Change
Senior Municipal Road Authority Official	Director of Public Works	Roads and Drainage Manager
Senior Municipal Water/Waste Water Official	Manager of Public Works	Roads and Drainage Manager
Treasurer	Director of Finance	Treasurer/Deputy CAO
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	N/A	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	N/A	Clerk's Assistant/HR Coordinator
Manager, Purchasing and Risk Management Services	N/A	N/A
IT Services Support Staff	N/A	N/A
Municipal Official Responsible for Facilities	Director of Public Works	Director of Community Services
Facilities Manager	Director of Public Works	Director of Community Services
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		

APPENDIX C - CONTINUED		
Title as listed in ERP	Township of Puslinch	Township of Wellington North
Head of Council	Mayor	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	No Change	No Change
Senior Municipal Road Authority Official	Director of Public Works, Parks and Facilities	Director of Operations
Senior Municipal Water/Waste Water Official	Director of Public Works, Parks and Facilities	Manager Environmental and Development Services
Treasurer	Director of Finance & Treasurer	No Change
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	N/A	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	N/A	N/A
Manager, Purchasing and Risk Management Services	N/A	N/A
IT Services Support Staff	Deputy Clerk	N/A
Municipal Official Responsible for Facilities	Director of Public Works, Parks and Facilities	Director of Operations
Facilities Manager	Director of Public Works, Parks and Facilities	No Change
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		



Preserving, promoting, and developing Wellington North's unique cultural resources to build a vibrant community and a prosperous economy.

CULTURAL MOMENT FOR NOVEMBER 3, 2025 CELEBRATES THE WELLINGTON NORTH WOMEN WHO SERVED IN THE FIRST AND SECOND WORLD WARS



Nursing Sister Alice Cook of Mount Forest.

When Canadian women served in both World Wars, it was mostly on the home front, raising money and replacing men whose military service took them away from all types of work. However, for several women from Wellington North, that was not the case.

In World War I, they also served as nurses in the Canadian Army Nursing Service. Nursing Sister Alice Cook of Mount Forest gave her life to the service of injured and ill soldiers in a wartime Toronto hospital, dying of influenza at age 25. She was the only woman from Wellington County to die while serving in the First World War. Her story was shared as our November 2020 Cultural Moment.

By the Second World War, although women were not allowed to serve in combat, they took on many crucial roles in the various services both in Canada and in Europe. Women of Wellington North were well represented in nearly every branch.

Two Raftis sisters from West Luther - Genevieve Marie and Mary Marcella - enlisted in the Women's Royal Canadian Naval Service (WRCNS, also known as the Wrens), trained on HMCS Conestoga and were posted in 1945 to HMCS Stadacona Base, Halifax. There they served as nurses aids as well as taking on other necessary work. Marjorie Driscoll, from Arthur, also served in the Wrens, the fourth member of her family to sign up. She had already earned her Bachelor's degree at the University of Toronto.

Erie Mae Jackson of Conn, a prolific writer throughout her life, especially of biographical and autobiographical books, joined the Canadian Women's Army Corps (CWAC) in 1944. She rose to the rank of Sergeant and qualified as a Non-Commissioned Officer. The Wellington County Museum holds her writings.



Erie Mae Jackson of Conn in her military uniform.

Several women followed their brothers or cousins into service. Pearl Ida Day joined the CWAC, in Toronto, while her four brothers served overseas. Mildred Colwill, who also enlisted in the CWAC, in 1942, was the sixth member of her family to serve in the Army.

Isabel Jean Mullin joined the Army in the spring of 1942, at age 18, and served in the CWAC. She was transferred to England where she worked as a driver for Canadian Army Officers.

In some cases, little information is easily available on these resolute women. Claire Connell, for instance, is only briefly noted in the *Arthur Enterprise-News* in 1944: "Miss Claire Connell joined the RCAF." Many may now be known only to their families or to the keepers of military records.

No matter how they have been remembered, these Wellington North women must always be honoured for their loyalty and courage in answering their country's call to service. They set the bar for those local women who are currently doing the same.

Submitted by the Wellington North Cultural Roundtable

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

BY-LAW NUMBER 071-2025

**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
NOVEMBER 3, 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:**

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on November 3, 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 3RD DAY OF NOVEMBER, 2025.

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK